

July 18, 2019

**Attendance**

**Present**

Sherri Clusky, Board Chair  
 Travis Tennill, Vice Chair  
 Teddy Slone  
 Lana Grandon  
 Richard Peddicord  
 Wayne Burd  
 Donna Woodward  
 Charles Scheffler

Wayne Herner  
 Bob Kerr  
 Charles Biebel  
 Tim Driskell  
 Billy Bratcher  
 John Gosper

**Absent**

Hellen Ostien  
 Allen Canterbury

**Other Attendees**

Angela Roberts  
 Aaron Ash  
 Christie Penn

**Representing**

Department of Education  
 Emergency Services  
 Department for Public Health  
 Office of the Attorney General  
 Kentucky State Fire Marshall  
 Division of Emergency Management  
 Mental Health  
 Dept. for Behavioral Health, Developmental &  
 Intellectual Disabilities  
 Mental Health – Clinical Director  
 Mental Health  
 Kentucky State Police  
 Dept. for Community Based Services  
 Local CISM Team  
 Emergency Services

KY Chapter American Red Cross  
 Chaplain’s Association

KCCRB – Training Committee  
 Office of the Attorney General  
 Dept. for Behavioral Health, Developmental &  
 Intellectual Disabilities

**1. Call to Order**

KCCRB FY20 First Quarter Board meeting held at the KCCRB Office located at the 111 St. James Court, Frankfort, Kentucky. The meeting was called to order by Sherri Clusky, Board Chair at 1:42 p.m. Roll call was completed and noted that there was a quorum.

**2. Review of FY19 Fourth Quarter Meeting Minutes**

Motion to accept the meeting minutes as written was made by Travis Tennill and second by Wayne Herner. After no further discussion the motion was passed.

**3. Executive Director’s Report**

Deborah Arnold, Executive Director presented the Executive Directors report. Ms. Arnold noted that the FY19 yearend budget showed expenditures in excess of allotted budget. This was due to the unanticipated loss of Emergency Management Program Grant funds in October. The overages will be paid out of the cash account and from the Department of Military Affairs general administration funds.

Ms. Arnold discussed the overall response request trends reviewing the past three fiscal years noting that 98% of our request were in response to critical incidents with 59% of individuals served being first



responders. Of those, firefighters were the prominent profession served total 228 individuals, followed next by law enforcement officers at 122 total for the fiscal year. Ms. Arnold directed the board's attention to the team membership demographics percentages noting that firefighter's were our primary users however firefighters only represented 9% of our team membership. This noted lack of peers to support the volume of response request KCCRB receives needs to be addressed. Mr. Peddicord noted that one reason may be because most of the fire departments in Kentucky are volunteer and thus these individuals are already giving many hours of their "free" time they are unable to commit more "volunteer" hours to another program. A suggestions was made that possibly encouraging the larger, paid departments' support the peer team as they have the resources to do so would be one possible solution was discussed. Ms. Arnold did note that there has been a noted increase in response services provided to dispatchers when compared to previous years which is a very positive trend to see.

In the programmatic area of training, Ms. Arnold brought to the board's attention with her retirement that would leave one current staff member who is an approved instructor of the International Critical Incident Stress Foundation (ICISF) courses that are used to train and prepare our statewide team to deliver crisis response services. Ms. Roberts is in the process of becoming an improve instructor. The resulting impact will likely be a reduction in the number of training offerings being available for at least the next fiscal year.

#### 4. Committee Reports

- **Membership**

Kelli Robinson Reported that the Membership Committee did not meet during this quarter.

- **Training**

Angela Roberts reported that the Training Committee did not meet during this quarter.

- **Executive Administrative Committee**

Ms. Clusky noted the committee met. Ms. Arnold reported that the committee briefly discussed issues surrounding her retirement, vacant positions and staffing of KCCRB office and FY20 budget.

#### 5. Old Business

- Shaken Fury / ReadyOp After Action Review (AAR) - Ms. Arnold reviewed the AAR highlighting the introduction of the new communication platform ReadyOp. Overall, ReadyOp prove to be a very successful, user friendly system of obtaining real time situational awareness, team availability and resource availability during the exercise. Ms. Arnold noted that this exercise allowed KCCRB to engage all 14 community mental health centers (CMHC) in a preparedness exercise which was the first time in her tenure for this to occur. Some lessons learned were noted with the partnerships with ICISF and the Kentucky Psychological Association and were briefly discussed. Ms. Arnold also made mentioned of the exercise allowing for an opportunity to have partnering agencies such as the American Red Cross to practice request services for KCCRT through the proper format (web EOC).
- Vacant Program Coordinator Position – Ms. Arnold reported that the position was abolished and established as a Health Program Administrator, Grade 15. The PD had been approved this week by the Personnel Cabinet and should be released and posted for advertisement next week.

## 6. New Business

- Executive Directors Position – Ms. Arnold announced her official retirement date of November 1, 2019. Mr. Tennill acknowledged the board’s responsibility to appoint the executive director and reviewed the essential functions of the position. A discussion surrounding candidate qualifications, and recruitment ensued. Mr. Tennill invited comments and ideas to be forward from board members in the following weeks.
- Marketing Material – Ms. Arnold shared with the board the revised logo, new general KCCRB brochure and revised KCCRT Pocket Intervention Guide with the board. She also mentioned the Common Reactions to Unusual Events brochure has been revised and now includes information for children as well.
- New Employee – Ms Arnold announced that due to re-structuring that had occurred within the Department of Military Affairs, KCCRB received an employee, Ms. Leslie Glass. She will be assisting Tammy Napier with the fiscal responsibilities of the office and Ms. Roberts with team training.
- Ms. Clusky asked the board to consider a special request that she be removed as board chair and Travis Tennill be named board chair and she would serve as vice chair. She stated the demands of her position within the department of education prevented her from giving as much attention and time she felt KCCRB deserved from the board chair and would feel more comfortable serving in the role of vice chair. Ms. Lana Grandon entered the motion to appoint Travis Tennill chair and appoint Ms. Sherri Clusky vice chair. Mr. Peddicord second the motion, no further discussion was heard, motion passed.

## 7. Announcements

Next Board Meeting will be held October 24, 2019 at 1:30 EST at the Office of the Kentucky Community Crisis Response Board.

## 8. Adjournment

Mr. Tennill asked for a motion to adjourn the meeting at 3:20 p.m. Richard Peddicord made the motion, Travis Tennill provided the second.