

Volunteer Coordination Steering Committee Meeting

Notes

March 25, 2025

9:30-10:50 am

Attendees:

- Jackie Golz
- Cristina Clark
- Jackie Miller
- Brooke Campbell
- Gary Flaharty
- Robert Nnake

Past Meeting Minutes:

- Aiming to build everything by April
- Test the program in May
- Report out and then change focus to sustaining an improving
- Should all meetings be in person?
- Workgroup, yes

Committee Updates:

- Recruiting
 - Reiterating that the ultimate goal in reaching out to companies is to get them to commit to volunteering during a disaster situation
 - Can you clarify how the VOADs tie in with the asks we are making to companies?
 - We will be building up the capacity for VOADs to receive and work with unsolicited volunteers
 - We will be discussing how to ensure that we do not neglect certain areas that historically have had less volunteer assistance
- Portal
 - We need to make sure that the OEMs know where to push people who are truly unsolicited volunteers
 - Existing 9-10 calls with VOADs
 - Have identified high-vulnerability zip codes
 - VOADs will look for groups that could be stationed in those areas
 - The group will then discuss these areas with the cities and the County
 - Set up a relationship between an area and a “geo job” (Kingwood - Muck and Gut)

- Commitments: VOADs will always have an area that they are committed to serving
- Mission Field: places that people are committed to outside of their residence
- Community: places that people volunteer at that they don't have a previous commitment to and would likely only volunteer there after ensuring their other commitments are in safe conditions
- Since each page (Volunteer Kingwood, Volunteer Channelview, etc.) can be used, we can share opportunities widely
 - When volunteers click "respond" they will input their name, phone number, and email
 - What else do we need?
 - Once volunteers submit, they get an email thanking them and letting them know the contact information of the group they are volunteering with and any other relevant information
 - Ideally, a staff member would get on the phone with volunteers shortly after they've signed up to provide additional information as needed
- About 12 job descriptions have been written
- Gary will organize a demonstration of Volunteer Houston with Samir
- If there is a job that is listed that requires a background check, how will the portal facilitate this?
 - The job descriptions include requirements for background checks for relevant positions (shelters, etc)
 - If a VOAD uses Sterling Volunteers to do their background checks, they can sync their background checks with Volunteer Houston
 - Different organizations may require different types of background checks
 - People will likely self-select the volunteer opportunities that don't require a background check if they suspect they may not pass
 - Should communicate to organizations that they should only use background checks if there is a legitimate reason
 - CERT teams only use background checks in specific situations
- Anything posted to Volunteer Houston will automatically be posted to Volunteer TX
- Volunteer Experience
 - Should we be thinking of group organizations' volunteer experience?
 - If we are able to get a liaison ahead of time, they can shape their experience
 - Developing a resource would be helpful, but the conversation need not center on that resource
- Capacity Building
 - Gary's action item is to talk to all OEMs and VOADs in April
 - Group has spoken to Houston Responds and Gulf Coast Disaster Readiness
 - Developing a master asset list through the VOADs

- Have confirmed a gym, a kitchen, a parking lot to be able to accommodate volunteers
- Will work to get more facilities with showers, sleeping areas, etc.

General Notes:

- Last meeting we discussed developing a repository for the group
 - Will ask Angela for support on this
 - Gary can put documents on the VOAD website that will be password protected
- Recording volunteer hours for reimbursements
 - It's important to record hours that are for city/County efforts

Action Items:

- For Tuesday meeting: Presenting 1-3 slides for 15 minutes per group
- Meeting scheduled for 3/25 to be rescheduled for 4/2 and will be held in person at United Way