
From: Patricia Elliott

Sent: Tuesday, May 7, 2019 6:36 PM

To: ChristopherW1@ATG.WA.GOV; Zain.Farooqui@dph.ga.gov; Heather Erb; tharrington@bphc.org

Cc: Song Xue; Patricia Elliott

Subject: Legal Preparedness Toolkits - Group 1 call recap and next steps

Greetings,

Thanks for the call today. Here are the highlights from the call and next steps:

1. Attached is the overview of issues/comparison of toolkit documents I reviewed on the call. This is also posted in the Group 1 folder on Basecamp.
2. We will review the Emergency Authority & Immunity toolkit first and the Emergency Volunteers toolkit second. Because the EAI kit covers a broader but related set of issues than the Emergency volunteers kit, we decided to review EAI first.
3. Because of the large number of documents in the EAI kit, we discussed the possibility of dividing up the documents among the four available group members to review. We will float this concept to the members who were not able to join the call. Until we reach a decision on this point, everyone should plan to review all the EAI kit documents.
4. We also discussed the potential of using all the Basecamp functions to manage the project, including messaging about the project. Before we do, we will need to confirm this approach with the rest of the group. Until then, we will use Basecamp as primarily a document repository where you can locate copies of documents or post marked-up documents. We will communicate via regular email and will distribute documents to the group via email.
5. I am combining all the individual toolkit documents into one Word document for each of the kits. I will post these on Basecamp by tomorrow.
6. **Our next call will be Tuesday, May 21 at 1 pm ET.** Future calls thereafter will begin on Tuesday, June 11th and will recur every other Tuesday at 2 pm ET until the end of July. Song will send out invitations and webinar/call-in links. Again, we will need to confirm this will all members of the group.
7. In preparation for the May 21 call, please begin reviewing the EAI toolkit to spot issues to add, change, etc. **Please send me any written comments by COB Friday, May 17** so I can compile and share on our call.

Heather and Zain – Please especially see items 3,4,6, and 7 and let me know your thoughts via email or call.

Thanks, and please feel free to contact me any time with questions or if you need other assistance.

Best, Pat