

Google Doc

POM Committee Meeting Notes Comments

The following are Meeting Notes that include Dan Garcia and Nathan Leigh comments as of 8/14/2018:

UAS Protection of Minors Committee Meeting Notes

Meeting: Friday July 13, 2018 in Egan Wing 115 2-3:30 pm

Call in number provided.

Members present: Dan Garcia, Gail Cheney, Paul Dorman (sitting in for Eric Scott), Lori Klein, Karen Carey, Craig Cottrell, Trisha Lee, Kim Davis (Sitka), Gail Klein (Ketchikan)

Review of the POM committee Charge

No comments or changes

Review of POM website

The POM committee was asked to review the website for content, clarity and ease of use. Lori and Eric have already had their suggestions incorporated into the website and online registration. Dan will create a Google Doc to track comments and recommended changes to the website and the online registration.

Comments taken during the meeting include breaking the tabs into categories of users rather than just by topic. This format will allow users to go directly to what applies to them.

Task: Review and comment on POM website and Online Registration. Target Date July 31, 2018

Assigned to: All POM Committee members.

Comments received: Eric Scott, Lori Klein, Trish Lee, Kim Davis

Comments pending: Gail Cheney, Gail Klein, Karen Carey, Craig Cottrell, Kim Davis, Trisha Lee

POM Training

The training resources for UAS employees are in place and ready for use. Chief Risk Officer Tim Edwards stated that third party entities could use the our contractor, Praesidium's training modules as long as our contract has enough training "seats". Tim suggested that there may be a way to charge third parties to use the US Praesidium training resource.

If UAS ends up requiring all employees to take the POM training we need to make sure that our contract will have enough seats for us and third parties.

POM committee members were asked to take the two Praesidium POM training courses: Meet Sam and Mandated Reporter. Following this the committee will make a recommendation to the Chancellor on whether or not all UAS employees should be required to take these courses. Currently UAF has made these courses mandatory for all UAF employees.

Gail Cheney requested Praesidium training for the interview part of the authorized adult screening. Dan has reached out to Praesidium to request this training. Their response is pending.

- Task:** Take the two online Praesidium courses, Meet Sam and Mandated Reporter. Target date: July 31, 2018

Assigned to: All POM Committee members.

Authorized Adult and Supervised Adult Screening

HR will start the vetting process for the names on the Authorized Adult list.

Gail discussed how HR will address the ongoing screening of AA's and SA's. AA's have one time requirements (standard application, interview), an annual requirement (signed code of conduct) and every three years (background check) that will need to be tracked. SA's have a one time requirement (standard application), an annual requirement (signed code of conduct) and every three years (national sex offender registry check) that will also need to be tracked.

- Task:** Initiate POM screening for a test group of AA's or SA's to learn more about the process. Target Date: ?
- Assigned to:** Gail Cheney
- Task:** The list of Authorized and Supervised Adults will be placed in a Google Doc for easy access as it is developed and maintained. Target date: 7/20/2018
- Assigned to:** Dan Garcia

Online Registration

Comments from Eric and Lori have been incorporated into the Google Form.

- Task:** Review online registration and provide comments. Target Date: July 31, 2018

Assigned to: All POM Committee members

Comments Received: Lori Klein, Eric Scott

Comments pending: Gail Cheney, Gail Klein, Karen Carey, Craig Cottrell, Kim Davis, Trisha Lee

Additional uncompleted tasks moved forward from previous meeting (5/21/2018):

Registration Process

- Task:** Event scheduling needs to be more efficient. Who?

Assigned to: Possibly room scheduling, registration, Executive Cabinet.

Training

- Task:** Update MyUA portal with POM training that has been modified by CRO Tim Edwards.

Assigned to: Tim Edwards to place training on MyUA.

UAS Authorized Adult List

- Task:** Continued maintenance and updating of the Authorized and Supervised Adult list will be required. In order to maintain a viable list, this will require verification that the appropriate employees are on the list and have met their initial, annual and periodic Authorized and Supervised Adult requirements.

Assigned to: ?

Incident Reporting

- Task:** Develop table top exercise to train UAS staff to properly respond to an incident

Assigned to: Craig Cottrell