

VOLUNTEER SERVICES COUNCIL

Thursday, November 10, 2016

12 – 1:30 p.m.

TMC Executive Offices

Council Members Present:

Marissa Linkhart, Houston Methodist
Cheronoda Rutherford, Houston Methodist
Kimberly Brown, Harris Health
Helen Villasenor, Shriners Hospital
Ian Todd, Harris Health
Crystal Ortiz, Texas Children's Hospital
Jessica Segal, Harris Health
Courtney Hoyt, Harris Health System
Bianca De Leon, Harris Health
Jerry Evans, University of Houston
Carmen Castro, UTHealth
Tonya Lucky, Michael E. DeBakey VA
Patsy Piner, Houston Hospice
Shelita Magee, Michael E. DeBakey VA
Ashley Minkeu, HCPHES
Frankie Duenes, Gulf Coast Regional Blood Bank
Allison Harvey, UTHealth
Janett Gutierrez, UTHealth
Marie Horton,
Patricia Egerman, St. Dominic Village

Guests Present:

Millicent Lacy, Texas Children's Hospital

TMC Employees Present:

Larry Stokes, VP of Shared Services
Tatum Boatwright, Marketing Associate

HIGHLIGHTS

- I. Welcome & Introductions – Larry Stokes, TMC, and Frankie Duenes, Gulf Coast Regional Blood Center
 - The meeting commenced shortly after noon. All members were welcomed and introduced themselves.

- II. Old Business: TMC Volunteer Services Workshop
 - At the beginning of October, the TMC Volunteer Services Council hosted a workshop for members and individuals from member institutions to learn and share information on volunteering. The overall feedback from this workshop was that it was a very well organized event and reflected a very collaborative environment.
 - Moving into 2017, the council wants to continue to host workshops like these. Members can send possible discussion topics or if you would be interested in hosting a workshop at your facility, email Tatum Boatwright (tboatwright@tmc.edu).

- III. Council Discussions: Volunteers & Vaccines, Jessica Segal, Harris Health Systems
 - As a way to continue the collaboration within the TMC community, council members will bring different topics to the table and allow the council to discuss and share with each other their institutions requirements. At our last meeting, the topic of vaccines and volunteering was discussed. Every institution is different on what they require from their volunteers. Below is the feedback we received from the institutions.
 - **Harris Health:** Jessica Segal from Harris Health facilitated this discussion. Volunteers must show their vaccine record prior to volunteers and must be cleared by employee health. If they need vaccines, these costs are put on the volunteer except an annual TB test and flu shot. Harris Health provided a cheat sheet that included vaccine names and abbreviations for the records.
 - **Shriners Hospital:** When individuals apply to become a volunteer they will fill out an application and need to bring their shot records to orientation. At this time, the hospital will go over these with the potential volunteer. Shriners will also provide and cover the costs of any vaccines a volunteer needs. The challenge of this is that you never know the longevity of the volunteer so institutions can spend a lot of money to get a volunteer vaccinated.

- **Texas Children's Hospital:** TCH will provide all volunteers with their flu shot but will not provide the costs of a TB test.
- **Houston Methodist:** The employee health clinic takes care of all immunizations needed for volunteers. Depending on the path of birth, they will not need to bring childhood vaccines. They will need a flu shot and TB test. Methodist will interview the potential volunteer and then will decide steps moving forward.
- **Houston Hospice:** Hospice requires all new volunteers to get 2 TB tests in 30 days before they can work with the patients. Since they do not have an employee health department, most volunteers cover the costs themselves but Hospice will reimburse the costs if a receipt is submitted. Hospice also hosts Red Tape day where volunteers are brought in and can get a TB test and flu shot done at hospice if they are an annual volunteer. Red Tape day also is a time for volunteers to fill out any additional paperwork.
- **DeBakey VA:** The VA only will require volunteers to receive a TB test. This one of the few institutions that requires hours for their volunteers. All volunteers are required to volunteer 100 hours in a 6-month time period.
- **HCPHES:** Volunteers do not need to send any immunization records since they do not go into the clinics and work with patients. HCPHES, is another institution that requires volunteers to donate 50 hours of time within a year.
- All institutions agreed that if you have a group coming in for a day or a short amount of time (choir, girl scouts, etc.) no immunization records are required.

IV. Salute to Volunteers – Thursday, May 11, 2017

- Salute to Volunteers will be in May of 2017. This year, the council is working at engaging a speaker that can come discuss the importance of volunteering. At our meeting, we discussed the planning process for the luncheon.
- At our Q1 2017 meeting, we will sign up for committees and meet with our small groups again. Last year's committees included center piece, menu, registration & welcoming and signage committees that helped with the logistics for our event.
- Speakers -
 - Mattress Mac
 - Dr. Brene Brown
 - Dr. Bernard Harris
 - The council decided at our meeting to try to have Brene Brown speak at our event. We will be reaching out to her soon in hopes to get on her calendar soon. Larry Stokes, VP of Shared Services for TMC will be helping out with this.

V. Announcements

- JA Inspire – Katelyn Orenchuk, TMC
 - JA Inspire will be on December 7 & 8, 2016 at the George R. Brown Convention Center. JA Inspire is a job awareness fair for 8th graders in Houston and surrounding area school districts. The program is designed to promote job skills training and career awareness for local students to prepare them to select high school elective classes in the endorsement area of their choice: STEM, Arts & Humanities, Business or Public Services.
 - We would like to invite you to work with the TMC on helping to familiarize students with careers in the healthcare industry. If you are interested in participating or learning more about the requirements for these days, please contact Katelyn Orenchuk (korenchuk@tmc.edu) or Tatum Boatwright (tboatwright@tmc.edu).

VI. Action Items:

- **Council Members:** At our next council meeting, we will discuss the process and requirements for onboarding your volunteers. Please come with prepared materials.
- **Council Members:** If you would like to have the 3-D signs displayed in your institution please contact Helen Villasenor (hvillasenor@shrinenet.org). All art is holiday themed and are geared for non-profit donations.
- **Council Members:** Please find the information on the Power Tools for Nonprofits Conference in Houston on November 16, 2016. The link (<http://www.centerpointenergy.com/en-us/business/promo/power-tools?sa=ho>) will allow you to register and find out any additional information.
- **Council Members:** If you would like to join us for JA Inspire on December 7 or 8, please email Tatum Boatwright (tboatwright@tmc.edu) with your availability. TMC will handle all of the logistics.

Next Meeting:

TBD 2017