

# Charles County Department of Emergency Services

## JEDI Council

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**Location:** Emergency Operations Center (EOC)

**Date:** October 26, 2023

**Time:** 9:05 am

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### Attendance

Kathryn Knott, Caitland Kelshaw, Robert Phillips, Britney Wallace, James Garner, Kellie Maske, Tiffany Keesee, and Aldo Zambrana

Renesha Miles and Brent Huber were present.

### Discussion Items

1. Kathryn – PSA department specific for what JEDI is.
  - Brent – Who is your primary audience? How long do you want the video? Typically, the max is 2 to 3 minutes with most averaging approximately 1 to 1 ½ minutes.
  - Rob – Can we make JEDI video mandatory once a year for employees to watch?
  - Kathryn – To send Brent the PowerPoint and links to the videos.
  - Brent – The committee should be the participants.
  - The video will be made every two years with the new JEDI committee members.
  - Brent – To check with team on dates for the video and come up with a script. Think about it with individuals and groups. If you come up with ideas, let me know.
  - Tiffany – Can we go to a facility like a coffee shop if we choose to shoot that scene?
2. Cupcakes and Conversations are on hold until the video is completed. Jennifer to ask Lori about using Chesapeake training room. Kellie offered to make the cupcakes.
3. Jennifer advised that any budget request must be submitted by the end of November. Jennifer to send budget request forms to the committee.
4. Renesha – Job fairs – You need to have diversity at these events within your group that represents.

### Action Items

1. Elections were held – Kathryn is Chair and James is Vice Chair.
2. Kathryn to send Brent the PowerPoint and videos.
3. Jennifer to send budget request forms and inquire about the training room at Chesapeake.
4. Ed to text committee members with Brett is available for a virtual meeting. It may be last minute.
5. Next meeting will be November 30<sup>th</sup> at 9:00 am.

## **Other Notes**

Meeting adjourned at 10:45 am.