

**Working Groups
October 17, 2019
Full Notes**

S-SARA Working Groups

Who can gain access to the listserv? It was agreed that the S-SARA RSC listserv is only for RSC members and their agency secondaries.

Wanda stated that working group outcome items are due 1 month prior to the next meeting date.

Training and Development Working Group Report – Darlene Derricott

- Create a cheat sheet that focuses on the following:
 - o SPE duties
 - o NC-SARA portal
 - o Admin forms
- Have something in place by June 2020

Policy and Administration Working Group Report – Elizabeth Walker

- Federal Regulations
- Catastrophic Events
- Appeals Process
- Make decisions after the fall board meeting
- Meet in November to submit our plan to SREB
 - o Possibly a conference call
- Creating a group listserv (email chain)

Communications Working Group Report – Kyle Foster

- SREB SARA RSC listserv
- How to use the listserv
- What to post with the listserv