Location:
Steele County Admin Bldg lower-level Room 40.
TEAMS link established.

Call to Order:
Meeting called to order at 3:30 pm by Tom Karnauskas.

Attendees:
Sean Farley, Jerry Ibberson, Tom Karnauskas, Melissa Kofstad, Thad Rosenberg, Kristen Sailer

All participants introduced themselves and their organization.

Old Business
1. Approval of 16-Mar meeting minutes as posted on the SCEM Portal
   a. Jerry I - 1st, Thad R - 2nd, Approval - All
2. CAER Checking Account – All funds were transferred to the Steele County Emergency Manager account.

New Business
1. Amendments to By-Laws
   a. Several changes to By-Laws discussed
   b. Approved verbiage with noted changes to be published on the SCEM Portal
   c. Jerry I - 1st, Thad R - 2nd, Approval – All

Training
1. Kristen Sailer is looking for input from all participants. Input will be solicited at the next CAER meeting using the following questions as a guide:
   a. Identify your organization's most significant preparedness priority.
   b. Identify the top three hazards within your organization.
   c. What were the lessons learned from recent incidents?
   d. What are the significant gaps you noticed in your agency's response?
   e. How could training help to fill these gaps?
   f. Identify your organization's most essential training needs.
   g. Are there any other training exercises that your organization could benefit from?
   h. Do you fel your agency needs ICS training?
   i. If so, what levels would be most relevant (Overview / ICS 300 & ICS400)?
   j. What is the greatest obstacle to achieving training standards (barring time and money)?

Adjournment
1. Meeting adjourned at 4:00 pm.
2. Next scheduled meeting:
   a. May 18th at 3:30pm Steele County Admin Bldg lower-level room 40