

**USAV MMS CURRENT ISSUES TASK FORCE
SAFETY TEAM**

Meeting Summary – Friday, December 11, 2020

Attendance: Al Herbert, Karen Tarmon, Cody Thill, Janice Kosbab, Matt Esposito, Cody March

Guests: Jen Armson-Dyer, Steve Bishop

Review of List of Issues – Shared Google Sheet

- New issues were identified and added to the list:
 - Secondary accounts in SE cannot get a background screen. Primary accounts are the only account holders who can get a screen.
 - Administrative workload increases need to be addressed – for example, we had to create 18s memberships this year separate from other junior memberships. Can we avoid this step in the future?
 - Separating “expired” credentials in a member’s account from “active” and “completed” accounts.
 - Noting that background screens are currently independent processes and the member’s registration can still be processed without a BGS being purchased. Is there a way to make it obvious that a member needs to complete their screen at registration so they don’t mistakenly think it’s their “recheck” or “off” year?
- Workarounds & notes added:
 - Messaging from clubs and region offices regarding taking the correct memberships in club assignment process.
 - Forms and recommend steps for disconnecting a member from the USAV governing season were sent out by Daniel Becker on 12/7.
 - An existing committee meets weekly that is discussing, among other things, the inability to run quick exportable reports on credentials (AI is part of this committee)
- Prioritization of issues
 - The allowance of individuals who do not meet safety requirements to have access to HQ data was set as “high priority.”
 - The inability to run quick reports on membership credentials, and the inability to export credentials, was set as “high priority.”

Short-Term Tasks & Accomplishments

- Janice & Cody created an instruction sheet for the Microsoft Teams Organizational Administrator Report. They also met with SE representatives earlier this week and made a number of requests to SE to clean that report up. Pending updates from SE, that Org. Admin report can be pushed out to the RVAA.
- Cody will work with Jen Armson-Dyer to communicate to our members that there are numerous resources available to help regions “digest” that report more efficiently. Janice offered that Mariann Greenwood at the USAV office is currently looking at suspensions in that report, but can also assist regions.

- An internal tracking system is being developed and may be online as soon as next week. This system will serve as a central repository for issues to be reported by each team lead. The Google Sheet issues will be entered by Cody when the system is online.

Goals & Future Discussion Points

- EMS-specific documentation regarding data migration and safety credentials (topic tabled at this meeting).
- Enhancements to SE that would allow the system to automatically “ping” the Safesport banned list when a person attempts to purchase a membership.
- Discussion surrounding the ability to examine suspension activities in other NGBs when individuals attempt to purchase memberships. (Topic tabled at this meeting – need to be careful in this area and examine legal ramifications.)
- Creation and publication of documentation that can help region administrators with rostering and credentialing. (There is a Region Admin guide on the USAV Regions website > MMS Committee page.)

Action Items

- Matt is working on answers regarding secondary accounts and background screens.
- Cody needs to share the Google Sheet with Matt.
- Janice is working on answers and solutions regarding the club assignments and membership process in SE.
- Janice will get an update on solutions/timeline for access to credential data.
- Cody will work with Jen to communicate to the RVAA regarding the Org. Admin report and available bandwidth.
- Cody and Janice will update Org. Admin report instructions when Libby returns with any updates and/or enhancements.
- Cody will update the internal tracking system with issues already identified by this team when the system comes online.
- Cody will examine the current Region Admin guide and conceptualize what can be pulled from that document to efficiently help region administrators.

Next Meeting

- Will be scheduled after the full group meeting on 12/15/2020.