



## Emergency Network of Los Angeles Board Meeting Minutes June 13<sup>th</sup>, 2013 9am-11am

### **Attendance**

#### Board

Jason Yancey (Operation HOPE), Brandy Welch (American Red Cross), Jim Zoetewey (World Renew), Mary Stewart (LSS-SW/ILERT), Jackie Russell (Faithful Central Bible Church), \*Deborah Boudreaux (Buddhist Tzu Chi Foundation)

#### Nonvoting Members

John Cvjetkovic (LA DPSS), Stella Fogleman (LA DPH), \*Charles Craig (FEMA)

#### General Members, staff, guests

Grady Murphy (American Red Cross), Janice Kim (LA DPH guest), Alix Stayton (ENLA staff), Emma Lalley (Community Partners intern), Cullen Armet (ENLA staff), Priscilla Hung (Community Partners), Amanda Charles (Community Partners)

#### Excused Board

Gilbert Gonzales (Volunteer Los Angeles), Chuck Gillies (Salvation Army), Jeff Dronkers (LA Regional Food Bank), Chuck Erickson (Southern Baptists), Ron Lopez (Catholic Charities),

#### Excused Nonvoting Members

Alen Pijuan (City of LA EMD), Alisa Williams (LA Co. OEM),

#### Unexcused

Becca Bloom (LA Works), Donna Ganguet (Noah's Wish), Danny Pantoja (City of LA Animal Svcs)

\* *by phone*

### **Cooperation, Communication, Coordination, Collaboration**

Emergency Network of Los Angeles – the Los Angeles County VOAD (Voluntary Organizations Active in Disaster)

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## Minutes

### I. Introductions

### II. Financial reports

Jim went through the financial report, then described the proposed 2013-2014 budget. There were no questions, the board decided to vote. Jim moved, Mary seconded, unanimously approved.

### III. Previous meeting's minutes

May's meeting minutes had been emailed by Jason this morning, and passed out to the in-person participants. Mary moved that they be approved, Jim seconded, unanimously approved.

### IV. Old Business

#### a. Staff report

New LACCCR grant cycle has begun (May 22 – Aug 9). Draft Scope of Work was distributed in the room, will be emailed out to all, along with budget. Community Partners will be working with ENLA to do some of the scope of work (they are handling the small community coalition contracts provided by LACCCR; they are helping ENLA with capacity building activities like reviewing marketing plans and outreach materials; they are providing technical assistance in the form of a strategic plan review and update).

Staff has asked for member organization disaster activities to put into the ENLA Annual Report in the past, and that has not worked very well. If this is not the way to compile the report, staff can work with the board to do it another way; Alix stated that just putting staff activities into the Annual Report does not show the impact of ENLA. It only shows the working activities of the staff. The group decided to try to get their organization's results info to staff for inclusion in the Annual Report by the end of July. Staff will send out an email to all for a reminder, and possibly include a short template to help folks figure out what to send. Send disaster activities, including training sessions provided.

Dues checks that change in amount year-over-year – some organizations sent \$100 last year and sent \$50 this year; should we follow up to confirm that the organization's budget changed? The group decided yes; some organizations belong to several VOADs and may forget what the correct amount is for ENLA.

Phone bill – ENLA's main phone number (213-629-1974) was paid by Salvation Army. ENLA has been paying it since Feb 2013, but it's still being addressed to SA. Alix is going through the process of changing responsibility for the bill to ENLA, to avoid confusion and also for ENLA's credit. The group agreed this was ok.

South Africa – the province of KwaZulu Natal will be returning to Los Angeles, where they have requested a second meeting with ENLA. Alix has been notified that the leadership from the province is interested in signing an agreement for skills and

knowledge transfer with ENLA. It is not yet known what form the skills and knowledge transfer would take; for example they have such an agreement with USC to develop a railroad training curriculum, and the Port of LA is getting ready to send engineers to train South Africans. It looks likely that they will pay for services to be provided. The group thinks it sounds like a great opportunity for ENLA, and will wait for more information to become available (they are meeting with Alix on June 26<sup>th</sup>).

Alix maternity leave is expected to run for the last two weeks in August, all of September, and the first two weeks in October (8 weeks total). This is subject to change, but based on her due date. This two months leading up to her leave will be an excellent time for the board to re-create a plan to continue ENLA functions without staff, and then the board can practice the plan while she's gone. Cullen will remain in the office.

#### V. Government Partner reports

- a. John Cvjetkovic - DPSS surveyed 48 shelters for ADA compliance; they hope to have another 25 sites surveyed by mid-July. Buddhist Tzu Chi Foundation, Salvation Army, Southern Baptists and Red Cross attended the Recovery Workshop hosted by OEM and DPSS. It was not a formal LAC, because there was no declared disaster; they are calling it a modified LAC.
- b. Stella Fogleman – contract has been executed with Community Partners for ENLA to participate in LACCDR phase III. They are working to extend the contract out for an additional three years. Many activities will continue into these future years, hopefully with similar funding. American Journal of Public Health has featured the LACCDR project in several articles and an editorial; this project is having a national impact, and will hopefully be passed along as lessons learned to other large-city Public Health Departments. Stella distributed copies of the articles for the group's review.

#### VI. Committee reports

- a. Development committee will meet on Tuesday (11a) via conference call. This is a standing call on the third Thursday of the month.

#### VII. Old Business

- a. ENLA Mass Care Committee Homelessness Mass Care Plan has been completed and approved, and sent to the board for approval. Staff has sent this plan to the board a couple of times, and wants to remind the group that something needs to be decided about it. One issue is that ENLA typically does not do this kind of plan; this would more appropriately have a pre-disaster homelessness lead and be activated by a coalition of homelessness providers. However, the materials are well-written and educational. Staff suggests to rename and retool the plan as a guide. Jason asked staff to re-send the current plan to the board along with the information for the July meeting, so they can review and be ready to discuss it.
- b. Membership Committee – no nominations; Jackie may have someone for Treasurer, Jason may have someone for Secretary. Jackie reminds the group to think about other

people in their organization they may be able to tap for these positions. Staff serves as Recording Secretary, and there may be dollars available for a bookkeeper after August, so these positions would be a little easier to manage. Alix distributed the job descriptions for these positions from the Bylaws, and will email to everyone as a reminder.

c. National VOAD Conference

Jason and Cullen attended. Jason was able to provide a presentation on the work he did after Superstorm Sandy, and learned a lot about furthering recovery efforts by partnering with other organizations and prioritizing communications.

SoCal and NorCal VOAD (CalVOAD) is working on a communications tool that will be accessible via the web – California VOAD Information Management System. There are different types of users (organizations, local VOADs, government partners, etc), there is a standardized situation status report. Staff is still becoming familiar with the tool to determine whether it is something we'll want to use here in LA County, more information to come. Cullen is one of the website volunteers for the project.

VIII. New Business

- a. Annual General Meeting – please try to attend. There are several new members that we'd like the board to meet; OEM will provide a short but valuable discussion exercise around an oil spill scenario; Amanda will be present from Community Partners to talk more about strategic planning; and we'd like anyone who was deployed to Superstorm Sandy to make a brief report of what they did and experienced.
- b. Development Committee approved draft strategic plan – was distributed in the room, has been sent to the membership via email more than once. Will be sent out again for comment. Please send comments to Jason by June 28<sup>th</sup>. This draft will not be approved by the board, but used in the strategic planning process we are starting with Community Partners.
- c. LACCDR phase III activities with Community Partners – working group has been formed with representation from officers, staff and board (Jason and Brandy, Cullen and Alix alternating, and Jackie Russell & Jeff Dronkers). This group will help guide the beginning stages of the strategic planning process by talking on the phone every other week and checking in via email. Intro to CP documents were distributed (these were emailed out yesterday for folks on the phone), and a simplified scope of work document to describe what the next two months will look like. The first process will be Information Gathering, trying to get information from members, partners and other VOADs about ENLA, its activities and goals. The group will also coordinate with the current draft strategic plan document.

Community Partners is a nonprofit that consults with and for other nonprofits to help with grantmaking, capacity building, training, and fiscal sponsorship. Their funding comes from the foundations that fund the grants, and on the fiscal sponsorship side, they charge a fee that covers their costs. They typically do not do their own grantseeking. They are being paid by DPH to administer ENLA's LACCDR grant.

The optional fiscal sponsorship program involves CP providing bookkeeping, bill pay, manage invoices, advice on cash flow, review contracts, manage staff benefits and payroll, including managing short gaps in funding that might result in staffing gaps. They also do consulting to help nonprofits grow, troubleshoot issues, think through and choose solutions. There is a lot of programmatic autonomy, unless liability would become an issue. 9% on private funds and 12% on government funds is the fee that CP charges to the groups it acts as fiscal sponsor for. Fiscal sponsorship program participants put their own 501(c)(3) "on hold" to operate under the umbrella of CP. ENLA will discuss this possibility in the course of strategic planning.

Animal Services committee provided a successful training at Boys and Girls Club of Pasadena this month; they had 87 RSVPs for a room that held a maximum of 90 people. They created and delivered their own original curriculum, training "stationary animal rescues" (groups that pull animals out of shelters and try to find new homes for them, not emergency animal rescue organizations) to create disaster plans, evacuation plans, and shelter-in-place plans. This is a very different activity for them and sounds like it was a big hit. Staff will put an announcement of congratulations to the committee on the ENLA website.

Chuck Erickson is back in the hospital; please keep him in your thoughts and prayers.

Adjournment Jim moved, Mary seconded, unanimously approved 11:11am

**Next meeting will be a Board Retreat Thursday, July 25<sup>th</sup> at Faithful Central Bible Church, from 8:30am – 3:30pm. Continental breakfast and lunch will be served. \*\*Please note longer time!**

To-dos:

1. Provide 2012-2013 year-end disaster activities information to ENLA staff by end of July
2. Provide feedback on draft strategic plan to Jason Yancey ([Jason.yancey@operationhope.org](mailto:Jason.yancey@operationhope.org)) by June 28<sup>th</sup>.
3. If you are interested, the Development Committee meets on the third Tuesday of the month at 11am. Email Jason Yancey for call-in information if you are not already on his distribution list ([Jason.yancey@operationhope.org](mailto:Jason.yancey@operationhope.org)).
4. Consider volunteering to serve as Secretary or Treasurer, or think about someone in your organization who could serve ENLA in that capacity. If you have suggestions for nominations, please send to staff ([info@enla.org](mailto:info@enla.org)).
5. Expect to see a web survey or receive a phone call from a Community Partners staffer regarding the Information Gathering phase of our new strategic planning process in the next month. No one is required to participate, but information from the largest number of members and partners will inform a better strategic planning process. This will inform ENLA's goals and objectives for the next five years.