

**Emergency Network of Los Angeles
Board Meeting Agenda
October 10th, 2013, 9-11 am
Faithful Central Bible Church**

Goals: Finalize new agenda template for member meetings
Plan November general meeting
Frame messaging and talking points for value of membership

Attendees

Voting Board

Rev. Jackie Russell (Faithful Central Bible Church), Debra Boudreaux* (Buddhist Tzu Chi Foundation), Tony* (Buddhist Tzu Chi Foundation), Jason Yancey (Operation HOPE), Bridget Williams (Salvation Army), Jeff Dronkers* (Los Angeles Regional Food Bank), Gilbert Gonzales (Volunteer Los Angeles)

Nonvoting Board

Alisa Williams (LA County Office of Emergency Management), John Cvjetkovic (Los Angeles Dept. of Public Social Services), Stella Fogleman (LA County Dept of Public Health)

Guests, Staff, General Members

Hani Hamwi (Islamic Relief USA), Alix Stayton (ENLA), Cullen Armet (ENLA), Amanda Charles (CP), Marnie Suss (Save the Children), Pia Banez (CP), Priscilla Hung (CP), Trevor Rhodes (Community Clinic Association of LA County)

Excused

Brandy Welch (American Red Cross), Jim Zoetewey (World Renew), Charles Craig (FEMA), Chuck Erickson (Southern Baptists), Ron Lopez (Catholic Charities), Mary Stewart (Lutheran Social Services of the Southwest)

Unexcused

Alen Pijuan (City of LA Emergency Management Dept), Donna Ganguet (Noah's Wish), Danny Pantoja (City of LA Dept of Animal Services)

I. Call to order, introductions, and meeting goals (Jason Yancey)

Participants introduced themselves around the table and on the phone.

II. Regular ENLA business (Jason Yancey)

- a. Vote on SNAP.org contract with ENLA – Alix described the project again and the group asked questions. In a nutshell, ENLA was asked by Dr. Eisenman (of UCLA, DPH and RAND) to be the contractor on a short UASI (Urban Areas Security Initiative) grant project. The project is meant to discover the interest in and feasibility of a supplemental registry for persons with disabilities and access and functional needs. ENLA staff will

work part-time for 20 weeks to convene meetings of potential system users (organizations and agencies that serve persons with disabilities and access and functional needs) to record their input on the usefulness of such a system, and suggestions for how best to build and use it. Staff will also conduct a short environmental scan to collect information on existing registries; they will also work with OEM staff to utilize the mini-scan done to inform the OEM SNAP project. Finally, staff will develop a presentation and provide it to the project partners (DPH, OEM, and EMD).

Questions: Does CP have any involvement in this project? Yes, they are handling the funds through an amendment to the existing LACCDR contract; they are not involved programmatically. What kind of involvement is required of the ENLA board, other than approving ENLA's participation? No involvement is required; there will likely be ENLA board member organizations who want to participate if they provide services to persons with disabilities and access and functional needs, so staff will certainly invite them to the meetings. Otherwise, the board can just expect regular project updates until the project is completed in the first week of February, 2014.

Alix will distribute the Scope of Work (SOW), budget and executive summary again via email, and Jason will call an email vote. The executive committee already approved, and staff has begun the project, but we want to get formal board approval for the project on the books.

III. Review proposed member meeting agenda template (Community Partners)

The group likes the template and would like to fill it in, to try it out. A vote was not deemed necessary.

IV. Plan November general meeting using the new template (Community Partners)

- a. Location – Cullen checked with a couple people in the Norwalk/Whittier/Santa Fe Springs area and still does not have a location. EMS' location in Santa Fe Springs was suggested, but the meeting date is on the day of a large health and medical exercise. DPSS has a location in Norwalk, DPH has a location in Commerce. Cullen will check with John Chung and John Cvjetkovic to see if either of them can provide a meeting location.
- b. Potential topics – think about topics relevant to organizations in that part of the county (weather issues; Alisa will ask Jeanne about local issues and report back to Cullen); think about topics based on any local or national “day of”...”week of”...”year of” observances (like Wildfire Awareness Week); look forward to 2014 and provide relevant messages for the first quarter of 2014 since we won't meet again til March (like flu shots, weather issues, holiday preparedness)

- c. Networking/ice breaker – previously have done “speed networking”; can we stay flexible with which activity we use, based on the familiarity of the participants with each other? Let’s prevent forced activities that don’t provide more understanding of participants’ organizations to each other. Questions might include info about participants’ organizations, locations, activities, capacities, needs for training or mentorship; questions about ENLA functions and activities. A networking log might be helpful to help people remember who they met and why they want to follow up with them.
- d. ENLA snapshot – keep it short, distribute the financial report, ask if there are questions. Try to relate this to a topic in the meeting or at the part of the year we’re in. Reminder this is the last meeting of the month, if you haven’t paid your dues please do; report out on money coming in for two grant projects (LACCCR and SNAP.org); SoCal VOAD update; growth in members by member area and industry, since last meeting or for the year, include a visual (graph, pie chart, etc). Committee and subcommittee updates.
- e. Member spotlight – members in the area? County public health updates; Save the Children; homelessness; feeding – LA Regional Food Bank; Oldtimers Foundation (transportation, Meals on Wheels); homelessness – Skid Row coalition. What do you want the member to say? Where they fit into the disaster cycle; who they serve; services/capacity; needs; upcoming initiatives. Keep it in context with the local area. Provide a template so they know what to say, ask them what motivates them/personal bio.
- f. Tabletop exercise/training – utilities theme (the gas co has a location in Norwalk with a meeting room and parking); city and/or county emergency management groups. Speaker needs to relate their work to emergency preparedness, response and recovery. What do they need from ENLA? Who would the interface person at their agency be for ENLA during disaster? Plan an exercise for the end of the year, so that the exercises/trainings during the year relate to that and help people do the exercise. Try to include an interactive component so that we don’t always have a speaker. Keep the interaction tightly focused and facilitated, so that the table discussions don’t get away from the topic. If there’s a speaker, make sure there’s a question and answer session. A panel could be convened, a facilitator can ask them some questions, then the panel can take questions from the audience. You could solicit questions from the audience ahead of time, or from the board during the planning process. You could tie it to a worksheet or planning doc as well; for example, with the utilities example, send out an environmental impacts evaluation sheet ahead of time and encourage members to think about what impact utilities shutdowns would have on their org, what questions they might have for the speaker.
- g. Upcoming meeting – tell location, ask what topics members want for the next meeting

V. Frame messaging for membership value proposition (Community Partners)

This was tabled til the next board meeting.

VI. Other business

- a. Stella has more info on TDaP and flu shots, let her know if you need flyers, etc. Staff will forward her email re: clinic locations
- b. John C suggested that ENLA form an unmet needs committee for the utilities leak in Hawthorne; there are individuals and families who did not qualify for state/county assistance, so there may be ENLA members who can assist. <http://www.latimes.com/local/lanow/la-me-ln-37-families-displaced-officials-cap-methane-leak-20130915,0,5830913.story>

VII. Upcoming meetings and adjourn

- a. Next board meeting Nov 14 (Faithful Central Bible Church, 9a-11a)
- b. Next general membership meeting Nov 21 (location TBD, 1p-3p)