



Emergency Network of Los Angeles
Board Meeting Agenda
April 10th, 2014, 9 – 11 am
Faithful Central Bible Church

Attendance

Voting board members

Jason Yancey* (Operation HOPE/HOPE Coalition America), Ron Lopez* (Catholic Charities), Gilbert Gonzales* (Volunteer Los Angeles), Brandy Welch (ARC), Jackie Russell (Faithful Central Bible Church), Mary Stewart (ILERT/LSS-SW)

Nonvoting board members

Charles Craig* (FEMA), Aizita Magaña, Alisa Williams (LA County Office of Emergency Management)

General members, staff, guests

Fred Agoopi (LA County Animal Services), Mike Noone (EMS), Tracie Parker (Scientology), Amanda Charles (Community Partners), Alix Stayton (ENLA), Cullen Armet (ENLA)

*by phone

1. **Call to Order, Introductions, and Meeting Goals – Jason Yancey**
2. **Regular ENLA Business**

- a. UASI grant project completion – **Alix**

Cullen and Alix completed their project with Dr. Eisenman and DPH on the “list-of-lists” disaster database. The database will be a registry for organizations and agencies that provide services to people with disabilities and access and functional needs; these registrants would receive disaster information from project partners DPH, OEM and EMD. ENLA staff carried out research into the desirability and advisability of implementing a system like this in LA County. Response was favorable, and now the project partners have to figure out where the money and manpower is coming from to get started. There is no timeframe for implementation at this time. Alix will send out the final report in electronic form; this is for your internal review only, please do not distribute. The project is not ready for prime time, but the ENLA board will be kept informed when the project is moving forward and can use community participation.

- b. UCLA Extension Partnership – **Jason and Cullen**

Jason and Cullen met with the UCLA Extension partners to flesh out the proposed internship relationship with ENLA. Cullen proposed that two or three board members form a small committee to manage internship projects and help distribute the interns to the relevant locations. Interns will

Cooperation, Communication, Coordination, Collaboration

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

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mostly work from home or school, but if they are working directly with a board member organization, they may office from that location too. Cullen is getting ready to submit the application to join the program, and he distributed to the people in the room for review and approval. Brandy and Jackie are interested in working on the committee, if you are reading this and could not attend the meeting, let staff or officers know if you are interested. Each intern is limited to 70 hours, so board members can participate on the coordination committee on an individual project basis. The committee could call Ron to see if he's available.

- c. Financials Report – **Gil Gonzales** (no financials this month, we'll catch up with Jim after tax time)

3. Understanding ENLA as a network

- a. Re-cap of CP's Network Structure Discussion – **Community Partners**

Last time, we looked at board, general member and committee activities if ENLA shifts to a cooperating network structure. Rather than having standing committees, there may be a way to get work done more efficiently.

- b. Affirm workgroups or taskforces– **Community Partners**

Currently, the committees don't have a formal structure to communicate with the board. Originally, the intention was that each committee chair would be a board member so they would attend board meetings and report out to the group. That wasn't possible in reality. Alix and Cullen try to stay involved in the committees to keep the board aware. There is also a form that gets sent out to committee chairs annually, asking them to state the committee's mission, goals and activities for the year. The board has only received one of these back over the last three years. We used to have a committee report-out agenda item at the general membership meetings.

We have evolved to the stance that we don't have standing committees, but rather just the committees we need to get work done in the present. Typically a working ENLA committee has interested members and a specific task at hand. This may be another way to get interns involved, although they have a limited timeframe. How do we get them to communicate with the board?

It would be more beneficial to have committee leads attend board meetings to report out, answer questions, etc. Sometimes the committee chair has a day job and can't attend. Another member could come, or provide the meeting minutes to the executive committee beforehand. Should all committees have to send a monthly report to the board? This would allow the board to send the minutes to the general membership for increased involvement, and to identify hot topics that the general members want to know more about.

Charles thinks ENLA should look at its mission during the different phases of disaster using the Four C's (communication, cooperation, collaboration, coordination) to decide which committees are important. He sees different VOADs around the country with different committee structures, and they can be used to draw in member organizations that are not involved in response but have an interest in helping in another phase of disaster. Look at what ENLA should be doing to drive the committees.

Meeting in person can really be an issue; committees are welcome to meet before or after board

meetings, some committees meet only by phone, some committees move around.

It is currently a requirement to have a committee chair be a board member, and that all board members serve on a committee. That has not been possible in practice, and it's not practical. As long as there is representation to the board from the committees, there isn't really a need for the requirement.

Alix and Cullen would like to work with the board to review the current Bylaws (Alix will send) and create some sort of document to capture the agreements happening around moving to the cooperating network structure (like a strategic plan). Alix and Cullen will talk more to the board about scheduling a Bylaws review and document development session (maybe a Guidelines document?) before they leave on June 10, 2015. Amanda will talk to the CP group about what this document might look like for a cooperating network.

What committees are important?

Admin

Member Communications
Executive Committee
Fundraising/development

Functional

Animal Care
Mass Care
Disaster Communications
Long Term Recovery
Interfaith

How can we communicate to the committees? Staff has emailed all the members describing the committees and what they do, and asking for new members. They have also brought sign-up sheets to general membership meetings to recruit new members. These tactics didn't work very well.

Maybe they need to be called workgroups or task forces so that people don't feel like it's an endless commitment where the group meets regardless of having work to do. Recruiting committee members should start with showing the work the committee is going to do, to attract organizations that want to do that work. Committees should also specifically invite organizations with skill sets in that area. We should also align the work of the committees with ENLA's strategic plan for the year.

So going forward we will reach out to current committee chairs to find out what they are working on/want to work on, and what ENLA needs from them. This will inform the information shared at the upcoming Annual General Meeting about committees.

c. Plan agenda topics and speakers for June – Community Partners

Meeting is June 19th. We need a location that is "centrally" located, and has free parking for about 30-40 people. Scientology has space in Hollywood, and Eric Baumgartner is now the Emergency Manager for Burbank which has the Fire Training facility. Alix is speaking at the Scientology location this weekend, she will review and talk to Tracie. Cullen will call Eric to find out the process for requesting Burbank space. Cullen will work with Amanda to see if we can get the California

Endowment for the November general membership meeting. We should make the September meeting the Annual General Meeting.

Speakers for June – we could ask someone from DPH to talk about psych first aid (Aizita will send), and have Heather from Didi Hirsch talk about the disaster hotline, and involve DMH in some way (Radtke). Scientology, Lutherans and Buddhist Tzu Chi Foundation have people in Washington State providing support after the mudslide, let's see if we can coordinate a conversation about that.

Add agenda item to discuss NVOAD Conference in Indianapolis, so attendees can report out.

d. LACCDR Project Year 5 – Alix

ENLA got funded for the last year of the LACCDR project; \$100,000 for 12 months. Alix will work part-time, Cullen will work full-time. Cullen and Alix's last day at ENLA will be June 30, 2015.

e. Annual Report

Closeout financials, new members, committee activities, VOAD responses, special projects, SoCal VOAD Summit, trainings, speaker from the general membership meetings. Brandy would also like to do a glossy color one-pager this year to give to the members that they can share with others.

f. Upcoming Meetings

- a. Board meeting May 8th , 9-11am, Faithful Central Bible Church