



**Emergency Network of Los Angeles  
Board Meeting Minutes  
July 19th, 2017, 10am to 11:30am  
Via Conference Call  
Call-In (866) 398-9973  
Passcode: 714851#**

**Attendees:** Michael Flood (LARFB), Jesse Villalpando (LARFB), Joe McCormick (LARFB), Debra Boudreaux (Buddhist TZU Chi), Curtis Hsing (Buddhist TZU Chi), Nathan Wolfstein (Be More Prepared, Inc./VECC), Jamie Pellegrini (Be More Prepared, Inc./VECC), Bobbi Jacobsen (City of Los Angeles Personnel Dept.), Jason Yancey (Operation Hope), John Cvjetkovic (DPSS), Aurora Acain-Lee (LAC Dept. of Public Health Emergency Preparedness), Nicholas Nguyen (Salvation Army), John Stennett (Salvation Army), Lisa Patrick Mudd (LAC Dept. of Public Health), Fiona Kilner (Lutheran Social Services of Southern California), Michael Edwards (Red Cross-Los Angeles Region)

**I. Call to Order, Introductions, Meeting Goals & Agenda Review:**

- a. *Michael called the meeting to order at 10:04 am, thanked everyone for coming. Round of introductions.*

**II. Approval of June 15, 2017 Minutes:**

- a. Michael asked the board to review the June 15<sup>th</sup> meeting minutes, and called for a motion of approval.
  - i. Nathan Wolfstein motioned for the approval of June 15<sup>th</sup> meeting minutes.
    - 1. John Cvjetkovic seconded the motion.
      - a. The board members voted unanimously for the approval of the June 15<sup>th</sup> meeting minutes.

**III. De-Brief of July 13<sup>th</sup> Membership Meeting**

- a. Michael asked the board for feedback regarding the July 13<sup>th</sup> Membership Meeting
  - i. Nathan stated that the meeting was remarkably planned and overall an excellent meeting.
    - 1. Nathan stated that he did not expect to have that many attendees in the conference room.
  - ii. Jason Yancey stated that the meeting had a great response, and there was a tangible excitement in the room regarding the revitalization of ENLA.

**Cooperation, Communication, Coordination, Collaboration**

- iii. Michael Edwards stated he thought the meeting went well.
- iv. Michael Flood expressed his appreciation towards Helen Chavez and John Cvjetkovic for their coordinated Table Top Exercise.
  - 1. John Cvjetkovic stated that the audience was very receptive towards their presentation.

**IV. General Administration:**

***a. Upcoming Membership Meeting In October***

- i. Michael Flood specified that the General Membership Meeting will take place on Tuesday October 10<sup>th</sup> at 1:00pm.
  - 1. The membership meeting will take place at the Los Angeles Emergency Management Department

***b. Financial Filings Update***

- i. Michael Flood acknowledged and thanked board members for sorting through historical ENLA files in search of relevant ENLA financial documents.
- ii. CPA Norman Moline is in contact with the previous ENLA Treasurer and was able to secure critical QuickBooks files through April 2015.
  - 1. Financial files from May 2015 and on are needed.
    - a. Jason Yancey has requested these financial documents from Chase Bank and is waiting on their arrival.
- iii. Jason noted the need for a conversation regarding the fee for Norman's financial filing service.
- iv. Michael noted that the Norman has historically worked with ENLA and has been very responsive.

***c. Member Dues***

- i. Michael noted that member dues have been paid into the Los Angeles Regional Food Bank- ENLA Account
  - 1. Michael noted that once the ENLA tax fillings are updated, member dues will be directed towards the payment of the CPA services.
- ii. John Cvjetkovic stated that he is in need of a new membership invoice.

1. Jesse stated he will send John Cvjetkovic a membership dues invoice following the meeting.
- iii. Bobbi Jacobsen stated that she is in need of a new membership invoice.
  1. Jesse will send Bobbi Jacobsen a new membership dues invoice following the meeting.

***d. Membership List Update***

- i. Jesse stated that he has updated the current membership list to reflect the attendees of the July 13th membership meeting.
- ii. Jesse noted two key organization representatives 211, and CAL OES have been added to the list.
- iii. Jason Yancey will reach out to Catholic Charities to secure a representative from their organization.

***e. Communication- Website, Social Media, Group Email & Text***

- i. Michael noted that the Jesse has the ability to update and make changes to the current website.
- ii. Nathan stated that the ENLA Facebook page views are growing.
  1. Nathan stated that he is in need of new content for the Facebook page.
- iii. Jesse stated that he has not been able to secure the password for the ENLA Twitter page.
  1. Michael stated that former ENLA board member Alex Styx informed that she will forward Michael a document with historically used ENLA Passwords.
    - a. Michael stated he will follow up with Alex.

***f. Board Member Recruitment***

- i. Michael stated that there are currently ten nonprofit organizations and five government partners on the Board.
- ii. Michael states the need for two nonprofit organization board positions to be filled.
  1. Michael Flood noted that Andrew Grundig from Volunteers of America Los Angeles has been actively involved with ENLA and will be an excellent addition to the ENLA Board of Directors.

- a. Michael Edwards and Nathan Wolfstein stated that they are in support of nominating Andrew Grundig as a Board member.
      - i. Nathan will reach out to Andrew Grundig
  - iii. Lisa Patrick Mudd inquired about a document which will outline ENLA Board Members roles and responsibilities within the ENLA organization.
    - 1. Michael Flood stated that he will look into the matter and will provide the board with an update regarding a document of this nature.
- g. **Committee Updates:**
  - i. **Communications Committee:** (*Helen Chavez, Nathan Wolfstein, James Pellegrini, Andrew Grundig, Jesse Villalpando*)
    - 1. Michael Flood stated that the committee filmed Board Member interviews for the ENLA promotional video during the July 13<sup>th</sup> membership meeting.
      - a. Nathan stated that the video is focused on communicating a strong message on what the Emergency Network of Los Angeles is and why it is important to become a member.
    - 2. Michael Flood noted that the Communications Committee concluded that the ENLA website [www.enla.org](http://www.enla.org) is in need of a complete revitalization.
      - a. Michale stated that Jesse has access to ENLA website and is able to edit information.
        - i. Jesse stated he will work with the Communications Committee in the management and updating of the ENLA website.
  - ii. **Mass Care and Shelter Committee:** (*John Cvjetkovic, Michael Edwards, Nicholas Ngyuyen, Eric Honanie*)
    - a. Michael Edwards stated that a Mass Care and Shelter table top exercise is scheduled for October.
    - b. John Cvjetkovic stated there will be a county wide Mass Care and Shelter exercise on November 16<sup>th</sup>

iii. ***Emotional Spiritual Care: (Janet Weiland, Nicholas Nyguyen, Debra Boudreaux)***

1. Debra stated that there is no significant update regarding the Emotional Spiritual Care Committee.

a. Debra stated she will reach out to Janet Weiland to follow up on any updates she may have.

h. ***Other***

i. Michael Flood stated that the Next Membership meeting will be a face to face meeting and will take place on August 17<sup>th</sup> 2017 at the American Red Cross.

1. Michael stated that this meeting will spend time on Subcommittee recruitment and updates.

2. Michael stated that the updating of ENLA Bylaws will be addressed at this meeting as well.

ii. Michael stated that Cheryl Nagy presented Michael with SoCal VOAD documents during the ENLA Membership meeting.

1. Cheryl Nagy Presented Michael with the following four documents

a. SoCal VOAD Guide Lines

b. SoCal VOAD Response Protocols

c. Memorandum of Understanding between the SoCal VOAD and local VOADs

d. SoCal VOAD Code of Conduct

2. Michael stated he will share these documents with board members.

a. Nathan stated that these documents were for all SoCal VOAD members and he received the same documents from Cheryl for his organization Be More Prepared.

V. **New Business**

a. Jason Yancey proposed an action item for the August 17<sup>th</sup> board meeting of addressing the implementation of the Jackie Russel Memorial Award.

i. Michael Flood supported this idea and will be added to the August 17<sup>th</sup> board meeting agenda.

- ii. Michael Flood stated that the Award will be presented during the next General Membership Meeting October 10<sup>th</sup>.

**VI. Current Activity Update:**

***a. Current/Recent Disaster Response Activations***

- i. Michael Edwards stated that the American Red Cross has opened nine relief shelters in response to the wild fire burning in Mariposa County.
  - 1. Michael Edwards stated that the Mariposa County Fire is currently only 7% contained.
- ii. Nicholas Nguyen stated that relief shelters opened for the Whittier fire are closing.
  - 1. Nicholas stated that the Salvation Army has been collaborating with the American Red Cross with disaster relief efforts.

***b. Upcoming or Recent Trainings***

- i. Nathan stated that BICEPP is hosting a Disaster Survival Workshop on Thursday July 27<sup>th</sup>
- ii. Nathan stated that BICEPP is hosting its 2<sup>nd</sup> annual Emergency Management Conference on Tuesday, September 12<sup>th</sup>.
- iii. John Cvjetkovic stated that the Los Angeles County Office of Emergency Management is working on updating current Resettlement/Repatriation, Spontaneous Volunteer Management, and Donations Management emergency Plans.
  - 1. John stated that ENLA would play a critical role in the recovery efforts addressed by these plans.
  - 2. John noted the participation of ENLA members in working groups updating these plans.
  - 3. Debra Boudreaux stated she is interested in participating in the Resettlement/Repatriation plans updating group.
    - a. John will forward Debra information on participating in this group.
- iv. Nicholas stated he will share all four plans to ENLA members once they are completed.

**VII. Adjournment**

*a.* Michael Flood motioned to adjourn

*i.* The ENLA Board meeting on July 19<sup>th</sup> 2017 meeting was adjourned.