



**Emergency Network of Los Angeles
Board Meeting Minutes
June 15, 2017, 10am to 12 noon
American Red Cross
1501 S Brand Blvd, CA 91204**

Attendees: Michael Flood (LARFB), Eric Honanie (United American Indian Involvement), Janet Weiland (Church of Scientology), James Cook (SoCal Conference of Community Churches), Lisa Patrick Mudd (LAC Dept. of Public Health Emergency Preparedness), Aurora Acain-Lee (LAC Dept. of Public Health Emergency Preparedness), Helen Chavez (LAC OEM), Margarita Chavez (Labor Community Services/United Way LA), Nicholas Nguyen (Salvation Army), John Cvjetkovic (DPSS), Nathan Wolfstein (Be More Prepared, Inc./VECC), Andrew Grundig (VOALA), Jesse Villalpando (LARFB), Sandri Kramer (Didi Hirsch Mental Health Services), Michael Edwards (Red Cross- Los Angeles Region).
Via Phone: Charles Craig (FEMA), Clinton Ino (City of LA Personnel Dept), Ed McCarthy (LARFB), Debra Dorst-Porata (LAC Dept of Health Services – Pomona Health Center), Alicia Hamilton.

- I. **Call to Order, Introductions, Meeting Goals & Agenda Review:**
 - a. *Michael called the meeting to order at 10:05 am, thanked everyone for coming. Round of introductions.*
- II. **Approval of May 17, 2017 Minutes:**
 - a. Michael asked the board to review the May 17th meeting minutes, and asked the board for a motion of approval.
 - b. Janet Weiland motioned for the approval of May 17th meeting minutes.
 - i. Nathan Wolfstein seconded the motion.
 - c. The board members voted unanimously for the approval of the May 17th meeting minutes.
- III. **General Administration:**
 - a. **Committee Updates:**
 - i. **Communications Committee:** (*Helen Chavez, Nathan Wolfstein, James Pellegrini, Andrew Grundig, Jesse Villalpando*)
 1. Helen stated that the committee has begun working on producing an ENLA Promotional video.
 - a. Helen presented to the board a script for the promotional video.
 - b. Helen stated that they will be producing two different versions of the video, one version being 30 seconds long while the other version is 90 seconds long.
 2. Helen stated that the committee will need three ENLA members to appear in the video.

Cooperation, Communication, Coordination, Collaboration

- a. Michael Flood of the Los Angeles Regional Food Bank will appear in the promotional video.
 - b. Cheryl Nagy the president of the Southern California VOAD will appear in the promotional video pending her approval.
 - i. Board member Nathan Wolfstien will reach out to Cheryl Nagy.
 - c. Nicholas Nguyen of the Salvation Army will appear in the promotional video.
- 3. Helen stated that the Communications Committee concluded that the ENLA website www.enla.org is in need of a complete revitalization.
 - a. Helen stated that the current website is outdated and lacking in personality.
 - b. The Communications Committee concluded that the website should portray a more personal feel of “People helping people”
 - i. Helen stated that the current website platform is difficult to manage and update.
 - ii. Jesse Villalpando stated he will work with the Communications Committee in the management and updating of the ENLA website.
 - iii. Helen stated that she is working with Nathan to upload pictures to the ENLA website that will adhere to a friendly theme.
- 4. Helen stated that the Communications Committee is seeking funding from the board for the purchasing of promotional items.
 - a. Helen stated that the committee interested in the purchasing an ENLA table cloth that will display the logos of key ENLA member agencies.
 - b. The committee also expressed interest in the purchasing of a backdrop poster that will display the ENLA logo.
 - c. The committee is interested in the purchasing of digital printing of promotional fliers.
 - d. Michael stated that there is currently no funding for promotional items, however the purchasing of said items will be top priority once funding becomes available.
- 5. The committee will continue to use social media websites such as Facebook, Twitter, and LinkedIn to promote ENLA.
 - a. Nicholas inquired with Nathan about the obtaining of administrative rights to the ENLA Facebook page.
 - i. Nathan stated that he will inquire about the process of sharing the administration rights of the ENLA Facebook page.

5. Michael proposed an open question to the board regarding the July 13th meeting's agenda.
 - a. Nathan stated that the president of the SoCal VOAD Cheryl Nagy has agreed to provide an update for the VOAD.
 - b. Lisa Patrick-Mudd stated the importance of engaging the participating members in an interactive experience.
 - i. Helen Chavez stated that the LA County OEM will be able to provide members with a table-top exercise regarding mass care and shelter needs.
 1. John and Helen will work together to provide the attending ENLA members with an interactive Table-top exercise dealing with a mass care and shelter need.
- ii. October Meeting at LA City Emergency Management Department**
1. Nicholas stated that the General membership meeting should be held on a quarterly basis, with the next meeting being scheduled for **October**.
 2. The Board agreed with this suggestion changing the month of the September membership meeting to October.
 3. Nathan stated that the exact date of the October Membership meeting is still to be determined.
 - a. Nathan will reach out to Alen Pijuan to establish a date for the October General Membership Meeting.
- iii. Member Applications:**
1. Nicholas stated that only nine members have submitted an online membership application for ENLA.
 2. Nicholas reminded the board to submit an application for their organizations, as the information collected in the application will be vital in times of a disaster.
 3. Nicholas presented to the board an excel sheet regarding the mapping of resources each organization has to offer.
 - a. Nicholas requested the board for feedback regarding the mapping of assets that should be collected.
 - b. Nicholas stated that this information that is collected can be used in conjunction of a mass notification system smart phone app.
 - i. A mass notification smart phone app will be able to provide up-to-date information regarding resource allocations in times of an emergency.
 4. Nicholas stated that a universal application for all of the national, state, and local VOADs is the VOAD's ultimate goal.
 5. Nicholas stated that the creation of a centralized data base of mapped out resources that each organization has available is ideal.

iv. Recruitment

1. Nicholas stated that he has been in contact with interested individuals, and extend an invitation to today's board meeting.
2. Janet Weiland stated that she has been actively recruiting members of the LA Interfaith Committee meetings.
 - a. Janet Weiland noted that she invited James Cook to participate in today's.
3. Helen stated the importance of having representatives from 211 as active ENLA Members.
 - a. Sandri stated she will reach out to 211 regarding securing a 211 representative for ENLA.

v. Future Training Ideas:

1. Michael requested that board members propose possible future training ideas.
 - a. Nicholas stated the idea of joining forces with the nonprofit organization Save the Children.
 - i. Nicholas stated that Save the Children is a nonprofit organization that is dedicated towards emergency preparedness for children.
 1. Nicholas suggested that ENLA and Save the Children can join forces to provide training geared towards youth disaster preparations.
 - b. Eric Honanie stated that his organization has received Active Shooter Training from the LAPD and noted the possibility of providing this training for ENLA members.
 - i. Nicholas stated that Andrew Grundig, Jesse Villalpando, and he are certified by the LAPD to conduct Active Shooter Trainings.
 - c. Eric Honanie stated that a possible training that ENLA members will be interested in is training provided by Sothern California Edison regarding Down Power Lines Training.
 - d. The board stated CAL OES can provide training on understanding and taking care of the disabled populations in times of a disaster.

c. Treasurer's Report

i. Financial Filings Update

1. Michael stated that ENLA is need of filling federal taxes in order to continue with its 5013c Tax Except status.
 - a. Jason has been in contact with the Certified Public Accountant who ENLA utilized for previous filings to bring ENLA filings up to date.
2. ENLA will not be able to open a bank account until tax filings are up to date.

3. Michael explained that Jason stated that access to the ENLA QuickBooks information has been causing a delay in filling the proper taxes for ENLA.
 - a. Michael stated that Jason has begun working with a CPA to resolve this issue.
4. Board members noted concerns about the lack of progress made in updating the financial filings for ENLA.
 - a. Michael noted these concerns are valid and has reassured the board that progress will be made by the next board meeting.

ii. Member Dues:

1. Michael stated that members may have been experiencing problems in regards to paying membership dues.
 - a. Members have been asked to make payments payable to the “Los Angeles Regional Food Bank- ENLA Account” however the W-9 form for ENLA has the organization name listed as “Emergency Network Los Angeles”
 - b. This disparity has caused confusion amongst prospective ENLA members accounting departments.
 - i. Michael stated that payments must be made to the “Los Angeles Regional Food Bank- ENLA Account” due to ENLA not having a bank account.
2. Sandri Kramer stated that Sonia Brown a representative from Cal OES would like to become a member of ENLA, however Cal OES would not be able to pay any dues.
 - a. Michael stated that if Government Partner organizations policies do not allow for the payment of ENLA membership dues, they are welcomed to join.

d. Board Business:

i. Board Positions

1. Michael stated that there are two open seats on the ENLA Board.
2. Board members discussed possible Board members from organizations such as Catholic Charities, Volunteers of America, Presbyterian Disaster Assistance, Islamic Relief USA and other organizations.
3. Nathan stated that he has been in contact with representatives from local agencies, and after discussion, it was agreed that an agency needs to have a point person who can commit to attend meetings in order to be considered for the Board.
4. Michael also noted that a representative from 211 as a board member is desired given the role that 211 plays.
 - a. Sandri stated she will reach out to 211 regarding securing a 211 representative for ENLA.
5. Lisa Patrick-Mudd suggested having a member from the Community Clinic Association as a board member.

6. Charles Craig noted the importance of having a member who is a part of a recovery organization as a board member.

ii. Board Meeting Schedule

1. General Membership Meetings will occur on a Quarterly Schedule, (April, July, October, January)
 - a. The next General Membership Meeting is Scheduled for **July 13th**
 - i. The following General Membership Meeting will occur in early October at the City of Los Angeles EMD.
2. Board meetings are to adhere to an alternating schedule of the third Thursday and third Wednesday of the month, with conference calls being held during the months when we have a Membership meeting.
 - a. Board meeting dates for 2017
 - i. **July 19th** Wednesday – conference call
 - ii. **August 17th** Thursday – In person meeting
 - iii. **September 20th** Wednesday - In person meeting
 - iv. **October 19th** Thursday – conference call
 - v. **November 15th** Wednesday - In person meeting
 - vi. **December 21st** Thursday – to be determined

e. Other

- i. Michael Edwards informed the board that the Red Cross warehouse is storing four pallets worth of ENLA paper work and miscellaneous items.
 1. Nathan, Nicholas, Jesse, and Margarita, will coordinate with Michael Edwards to examine the files.
 - a. There is a special interest in discovering any financial papers that are relevant to the current tax filling situation.

IV. New Business:

- a. None

V. Current Activity Update:

a. Current/Recent Disaster Response Activations

- i. John Cvjetkovic stated that the Department of Public Social Services responded to the Wilmington Apartment Fire.
 1. DPSS responded with an outreach team dedicated to providing misplaced residents with social services.
 - a. John noted that some of the displaced residents were suspicious of government officials and were hesitant of providing any information.
 - b. John noted the need for a Non-profit/Inter-faith coordination with DPSS, in order to ease any suspicions displaced residents might have.
 - i. Lisa Patrick-Mudd stated that she has experienced the same suspicion from individuals.

