



Emergency Network Los Angeles

Board Meeting Minutes

March 15, 2017, 10am – 12pm

Attendees: Michael Flood (LARFB), James Pellegrini (Be More Prepared), Nicholas Nguyen (Salvation Army), Janet Weiland (Church of Scientology), John Cvjetcovic (DPSS), Andrew Grundig (VOALA), Michael Edwards (Red Cross), Tim Lisagor (Tierra Del Sol), Alen Pijuan (LA City EMD), Eric Honanie (United American Indian Involvement), Bob Beart (Presbyterian Disaster Assistance), Helen Chavez (LAC OEM), Jesse Villalpando (LARFB), **Via Phone:** Fiona Kilner (Lutheran Social Services), Jason Yancey (Operation Hope), Charles Craig (FEMA), Cullen Armet (Area E).

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

Michael called the meeting to order at 10:10 am, thanked everyone for coming.

Round of introductions

II. Approval of February 16, 2017 Minutes

a. Michael asked the board for a vote on the approval of the February 16, 2017 minutes

i. Jason motioned for the approval of February 16th Board Minutes.

Fiona seconded the motion.

ii. The board members voted for the approval of the February 16, 2017 Minutes

III. Southern California VOAD Meeting

a. Michael stated that board members Nicholas Nguyen, Janet Weiland, Nathan Wolfstein, and Sandri Kramer attended the Southern California VOAD meeting representing ENLA.

b. Nicholas gave an update on the SOCAL VOAD meeting.

i. Nicholas stated that CAL OES shared a web tool on accessible emergency services in the state of California.

ii. Nicholas stated that he will share this web tool with the board.

iii. Nicholas stated that the SOCAL VOAD is going to meet quarterly

c. National VOAD Meeting

Cooperation, Communication, Coordination, Collaboration

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

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- i. Nicholas stated that Nathan and Nicholas will be attending the National VOAD meeting in Houston, Texas on May 15-18th representing ENLA.

IV. **General Administration:**

a. **General Membership Meeting- Wednesday April 5th at 1:30pm at Los Angeles County Office of Emergency Management**

- i. Michael stated that the membership meeting will be scheduled from 1-3pm with a possible additional meeting scheduled for 3-5pm if there is immense interest.
- ii. Helen presented to the board a possible agenda to this meetings:
 1. **Check in/ Raffle:** Attendees will check in with Jesse and receive a raffle ticket.
 2. **Networking:** Members will have the opportunity to network with one another before the start of the meeting.
 3. **Welcome:** Michael Flood will address the members and thank them for attending.
 4. **Setting the stage:** Mark Askey will discuss the importance of Volunteer Organizations in Disasters and Emergencies.
 5. **Mass Care and Shelter:** John Cvjetcovic will present on an overview of LA County's Mass Care and Shelter Plan
 - a. John will identify core functions of the LA County Mass Care and Shelter plan and their connection to ENLA's Mission and member network.
 6. **Scenario-based Exercise:** ENLA members will be presented with a disaster based scenario where nonprofit involvement will be heavily needed.
 7. **Closing Speech:** Michael Flood will close the Membership Meeting by describing the strategic planning process that the ENLA Board is undertaking.
 - a. Michael will explain the process of renewing memberships
 - b. Michael will state the next steps ENLA is taking.

- iii. The ENLA Membership Meeting will be held at the Los Angeles County Emergency Operations Center located at 1275 N Eastern Ave Los Angeles, CA 90063
 - 1. Parking instructions will be mailed out to attendees before the meeting.
- iv. Janet Weiland addressed the question to the board of inviting interested members to the April 5th Membership Meeting.
 - 1. The board stated that anyone who has an interested becoming an ENLA member is welcomed.
- v. Michael stated that Jesse is working on an Eventbrite invitation and will report the Helen Chavez a week before the meeting the names of the attendees.

b. Board Member Meeting Schedule

- i. Michael stated that the alternating schedule of third Thursday and third Wednesday of the month is allowing more members to participate.
- ii. Michael stated that ENLA will continue on this alternating schedule with the next board meeting scheduled for **Thursday April 20th 2017**

c. Financial Filing Updates

- i. Jason provided an updated to the Board on the current financial situation of ENLA.
 - 1. Jason stated that he has been talking with various banks to open a 501c3 nonprofit bank account for ENLA
 - 2. Jason mentioned that since the 501c3 status has been temporally suspended, opening a nonprofit bank account is not possible until ENLA's 501c3 status is current.
 - 3. Jason stated that the goal for the next membership meeting is for ENLA to have a current 501c3 status.
- ii. Michael mentioned the opening a bank account under the Los Angeles Regional Food Bank.
 - 1. The board appreciated this idea of the LA Regional Food Bank opening an ENLA fund banking account.

2. Michael will look into logistics further and will provide an update to the Board during the next meeting.
- iii. Eric shared with the board a 2012 yearly invoice form noting the need for updating of contact addresses and the physical ENLA office address.
 1. Michael noted the correct physical address for ENLA is located on the meeting agenda and minutes.
 2. ENLA invoices are in need of an update before sending to members.

d. Member List Update

- i. Jesse is currently working on updating ENLA Membership organizations contact information.
 1. Jesse stated that he emailed over 600 previous ENLA member organizations.
- ii. Jesse presented to the board a list of contacted potential ENLA Members.
 1. Jesse color coordinated the membership list with three different categories.
 - a. Names highlighted in green- are organizations who responded positively with their contact information.
 - b. Names not highlighted- are organizations who did not respond.
 - c. Names highlighted in red- are organizations where the primary email address is not valid.
 2. Michael noted the large amount of no response and invalid email addresses.

e. Communication- website, Group Email, & Text, social Media, other

- i. Social Media
 1. Nathan has been dedicated on regularly updating the ENLA Facebook page.
 2. Nathan will profile a different board/ ENLA member weekly on the ENLA Facebook page.
- ii. Website
 1. Cullen mentioned that the website hosting www.ENLA.org will need to be transferred

2. Cullen noted that he will look into the subject further and will report back to the board during the next meeting.

iii. **Board Member Communication Update**

1. Jesse shared with the board a list of contact information for all ENLA board members.
2. Jesse asked that board members verify the accuracy of the information.
3. The board members will communicate with a mass email or a group text message following the updating of board members contact information.

f. **Member Dues**

- i. Michael stated that membership invoices are in need of an update and will be sent out following the April 5th General Membership Meeting.
- ii. The Board noted that once invoices are updated they will be first sent to the most active members.

g. **Board Member Recruitment**

- i. Michael stated that there are three open seats on the ENLA Board
 1. Michael stated that ideally these three seats will be filled by representatives from the American Red Cross/ Catholic Charities/ Faithful Central Bible Church
 2. Michael encouraged board members to reach out to these organizations to establish a primary contact for ENLA.

h. **Committee Update**

- i. Michael asked the board members to volunteer for the subcommittees of Mass Care and Shelter, Communications, and Emotional and Spiritual Care
- ii. The following ENIA members volunteered to participate in the subcommittee of:

MASS CARE AND SHELTER

1. John Cvjetcovic
2. Michael Edwards
3. Nicholas Nguyen
4. Eric Honanie

- iii. The following ENIA members volunteered to participate in the subcommittee of:

COMMUNICATIONS

1. Helen Chavez
2. Nathan Wolfstein
3. James Pellegrini
4. Andrew Grundig

- iv. The following ENIA members volunteered to participate in the subcommittee of:

EMOTIONAL AND SPIRITUAL CARE

1. Janet Weiland

V. Other/New Business

- a. NONE

VI. Current Activity Update

a. Disaster Response

- i. Michael Edwards stated that the Red Cross is supporting the San Jose Area due to extensive flooding
 1. Michael Edwards stated that the Red Cross is operating two community shelters through the end of the month.
 2. John stated that he has encountered problems with preexisting homeless are reoccupying shelter.
 - a. John Stated the need for support groups for preexisting homeless.
 3. Michael stated that the San Jose area was taken by surprise by the damaging flood waters.
 4. Many San Jose Residents received no advanced warnings about the damaging flood, and were only alerted when flood waters reached their front doors.
 5. Charles Craig stated that FEMA is conducting a preliminary damage assessment.
 - a. Charles stated that the state has not reached out to FEMA and reminded the board about the importance of contacting FEMA for assistance.

- ii. Michael Flood asked the board about disaster response regarding the previous month's storm system.
 - 1. Alen stated that nothing unusual was reported following the storm system.
 - a. Alen stated that down trees, flooding, concentrated landslides and power outages for over 100 thousand LA County Residents were reported.
 - b. Alen mentioned that a new concern for the LA EMD is the burglarizing of Red Tagged homes.
 - 2. Helen stated that they LA EOC has conducted an initial assessment of the end of January Storms.

b. Upcoming Trainings & Events

- i. James stated that his organization *Be More Prepared* is hosting a train the trainer training on April 18, 2017. This will include, Ham Radio communications training, as well as a VPOD distribution overview. James stated he will keep the board updated accordingly.
- ii. Janet informed the board that the Church of Scientology's Disaster Response Fair will be on April 1st
 - 1. She instructed the board to inform her if they wish to have a free booth.
- iii. Alen stated that the LA EMD will be hosting a Risk Awareness Training in April for small business with 20 or less employees.
- iv. Alen stated that the LAPD will be hosting an active shooter 2 day train the trainer training on April 26th -27th
- v. John stated that the DPSS is hosting a Shelter Fundamentals 6 hour Red Cross Shelter Course.
- vi. Michele stated the importance of instructing ENLA members on advice where to start.
 - 1. Michael stated to advice ENLA member on ICS, CERT, First Aid CPR Trainings.
- vii. Allen Mentioned to the Board that the LA Marathon is this Sunday and street closures will be in effect.

Michael informed the board that the next scheduled board meeting is Thursday April 20th from 10-12 at the same location as today's meeting.

VII. Adjournment

- a. Michael motioned to adjourn
 - i. The ENLA Board meeting on March 15th 2017 was adjourned.