

Meeting #2 – Organizational

Wednesday, January 6, 2016
 2:00 pm to 4:00 pm
 American Red Cross

Notes

1. Participants:

Andrea Bishop	Center for Health Affairs
Mark Chimo	Cuyahoga County Job and Family Services
Dana Cook	Hunger Network of Greater Cleveland
Maria Daniels	Cuyahoga County Division of Senior and Adult Services
Tom Gaghan	Cleveland Furniture Bank
Diane Gatto Barrett	United Way of Greater Cleveland
Rebecca Hysing	Cuyahoga County Board of Health
Dan Basta	Cuyahoga County Department of Children and Family Services
Mike Kreczko	Cuyahoga County Board of Developmental Disabilities
Tish McNeal	Goodwill Industries
Sharon Nicastro	Citizen Corps
Karen Seidman	Access and Functional Needs Planner
Melissa Sirak	Catholic Charities
Serena Steele	Cuyahoga County Office of Emergency Management
Walter Topp	Cuyahoga County Office of Emergency Management
Laurie Turner	VA Medical Center
Karen Webb	Western Reserve Area Agency on Aging
Dell Whitaker	Western Reserve Area Agency on Aging
Rick Whitehead	American Red Cross

2. Introductions

Participants introduced themselves.

3. Bylaws

Participants reviewed each of the articles of the draft *Bylaws*.

Article I: No questions. Section B, Number 2: Wording was changed from “association” to “group” to avoid any legal implications.

Article II: No questions. No changes.

Article III: Question as to why renewals of membership are necessary. Renewals will help COAD maintain a firm membership roster, which could be significant for grant applications. No changes.

- Article IV:** No questions.
Section A, Number 2: Changed to “First Vice-President”.
Section A, Number 3: “Second Vice President” added.
Section A: Subsequent items re-numbered.
Section B, Number 1: Changed to First and Second Vice-President.
Section D, Numbers 2 and 3: Changed to First and Second Vice-President.
- Article V:** No questions.
Section A, Number 2: Changed to First and Second Vice-President
- Article VI:** No questions.
Section B, Number 3: Changed to First and Second Vice-President.
- Article VII:** No questions. No changes.
- Article VIII:** No questions. No changes.
- Article IX:** No questions. No changes.
- Article X:** No questions.
Section C: Changed from “2/3 of the members present” to “2/3 of the quorum”.

Bylaws were approved as amended.

4. Election of Officers

President:

Dell Whitaker nominated Sharon Nicasastro. Karen Webb seconded. Elected by voice vote.

First Vice President:

Serena Steele nominated Rick Whitehead. Diane Gatto seconded. Elected by voice vote.

Second Vice President:

Karen Webb nominated Dell Whitaker. Rick Whitehead seconded. Elected by voice vote.

Secretary: No nominations. Sharon Nicasastro will assume the duties until the position is filled.

Membership Officer:

Tish McNeal nominated Karen Seidman. Dell Whitaker seconded. Elected by voice vote.

Training Officer:

Mark Chimo nominated Serena Steele. Maria Daniels seconded. Elected by voice vote.

5. Republican National Convention Update

Walter Topp provided a summary of the planning steps that have been taken so far. The Secret Service and FBI are in charge, and the City of Cleveland is the lead at the local level. Twenty-three committees have been formed. Security will be very tight. The exact extent of the security perimeter around the venues has not been announced, and businesses and residents are concerned about access to their property. COAD is not expected to have a special role but will respond as it normally would if an incident should occur. Walter will keep COAD apprised of developments.

6. Training Session #1 – ESFs

Sharon Nicastro provided an overview of Federal emergency management guidance documents and the Emergency Support Functions from the National Response Framework. Emphasis was on how these documents are applied at the County level. Sharon will ask that COAD be added as a support agency for ESFs #6 and #14.

7. 10-Minute Profiles

Representatives of four COAD members presented the structure and major functions of their agencies/organizations as follows:

- Karen Seidman – Access and Functional Needs Planner
- Sharon Nicastro – Citizen Corps
- Serena Steele – Cuyahoga County Office of Emergency Management
- Diane Gatto – United Way 2-1-1.

8. Membership Applications

Sharon Nicastro asked that members submit applications now that the *Bylaws* have been passed.

[Post-meeting Note: The *Membership Application* has been simplified in response to an issue presented by one of the members.]

9. Next Meeting

It was difficult to ascertain a date for the next meeting, so Sharon Nicastro will send a Meeting Wizard. She asked that everyone reply expeditiously.

Knowledge Center training will not be provided in February as previously announced.

The next training session will be individual and family preparedness, including preparedness for individuals with access and functional needs.