

Executive Committee Meeting #1

Tuesday, February 9, 2016
2:00p-4:00p

American Red Cross
Room 1020A
3747 Euclid Avenue
Cleveland, Ohio 44115

Notes

1. **Attendance:** Sharon Nicastro, Karen Seidman, Serena Steele, Walter Topp, Rick Whitehead, Dell Whitaker
2. **Executive Committee Concept and Responsibilities**
 - a. Reviewing and approving *Membership Applications*;
 - b. Determining grace periods for lapsed memberships;
 - c. Investigating Member misconduct and determining just cause for termination;
 - d. Recommending Bylaws and other policy changes to the Members; and
 - e. Maintaining situational awareness and making reports to the Members regarding developments in the emergency management community.

The Committee reviewed the above responsibilities as presented in the *Bylaws*. Sharon recommended the addition of two other responsibilities the next time the *Bylaws* are revised. One responsibility would be creation and maintenance of a Strategic Plan for approval by the membership. Another responsibility would be the day-to-day operation of COAD.

3. Strategic Plan

The following items should be considered for inclusion in COAD's Strategic Plan, which will become part of the County's Urban Area Homeland Security Strategy.

- a. Programs – Mass Care, Case Management, Donations Management, Volunteer Management, Emotional and Spiritual Care, Housing, Access and Functional Needs

With the exception of Access and Functional Needs, the other programs listed above are part of National VOAD. At some point Cuyahoga County will need to include these programs if we are to have a comprehensive COAD. Mass Care is already being handled by the American Red Cross and Salvation Army, so we have a good base for that program. We will examine the other programs to determine needs and current level of resources.

- b. Core Capabilities

COAD planning should include the Core Capabilities that are the basis of the National Preparedness Goal. Of the five mission areas, response and recovery are most likely to apply to COAD. Within the response mission area, mass care and possibly public health would apply to COAD. In the recovery mission area, health and social services and housing would apply to COAD. We will need to break down those capabilities to determine what they entail and how COAD can address them.

c. Membership Expansion

The Council determined that COAD members should become part of committees based on mission/function. For example, volunteer management organizations, animal protection organizations, veterans groups, etc. would form committees to discuss needs and capabilities and to plan how to fill gaps. Organizations with similar missions are often acquainted with each other. By bringing additional members into COAD through committee membership, COAD would expand its reach and resources.

d. Communication Plan

COAD's communication plan will begin with the contact information taken from the membership applications. We will then determine the information that needs to be disseminated, under what conditions, and by what means.

e. Policies and Procedures/Long-Term Recovery Group

Policies and procedures for the Long-Term Recovery Group will include such items as types of assistance, eligibility for assistance, limits of assistance, etc.

f. Standard Operating Guidelines

COAD has basic SOGs that can be expanded as COAD solidifies.

g. Training

There are many online and live courses available. While COAD will not require members to complete courses, except in the case of responders who must have National Incident Management (NIMS) and Incident Command System (ICS) training, training will be strongly encouraged. So as not to bombard members with training announcements that do not apply to them, Serena Steele will maintain a training e-mail group of COAD members only.

h. Memoranda of Understanding

There are various templates that COAD can use to clarify roles and responsibilities. We have a one-page Letter of Agreement from CCOEM, a four-page MOU from the Red Cross, and an eight-page draft from Ohio VOAD. Dell Whitaker said that her agency most often uses the four-page model and other organizations are familiar with the format. The Executive Committee decided on the four-page model and will look at the other models to determine if they contain items that should be incorporated into the four-page model.

4. Next Meeting

Tuesday, March 8, 2016 – 10:00 am-12:00 pm – American Red Cross, Room 1020A

5. Adjournment

The meeting was adjourned at approximately 3:30 pm.