

Regular Meeting #4

Tuesday, March 22, 2016
2:00 pm to 3:30 pm

American Red Cross
Myers North Conference Room
3747 Euclid Avenue
Cleveland, Ohio 44115

Agenda

1. Call to Order at 2:05 p.m.

2. Determination of Quorum

Quorum available

3. Introductions

Participants introduced themselves.

4. Approval of February Meeting Notes

Dell Whitaker made a motion to accept the notes. Rick Whitehead seconded. Motion carried by voice vote.

5. Executive Committee Report

Due to a lack of quorum, the Executive Committee did not meet.

6. Membership Officer Report

- Karen Seidman reported that she received an application from Restore Express, a for-profit organization that specializes in recovery services. Restore Express is COAD's first for-profit applicant, and the question arose as to whether for-profits should have voting privileges. A "profit" mission might not be consistent with COAD's "humanitarian" mission; however, businesses are encouraged to join COAD because they can provide needed expertise and services. Ohio VOAD has a non-voting membership category for for-profits.
- After a brief discussion, the group determined that COAD should follow the lead of Ohio VOAD and create a non-voting membership category. Bylaws will need to be changed at the next meeting before we vote to accept the application of Restore Express.
- Sharon Nicastro will notify Restore Express of the status of their application.

7. Training Officer Report

- The two social media courses that were scheduled for April will need to be rescheduled because FEMA has not yet approved the courses. In the meantime, Serena Steele will see if she can schedule the prerequisite in-person. **On a COAD training flyer, an online prerequisite course was incorrectly listed as FEMA IS-42.**
- The Office of Emergency Management is sponsoring a preparedness event at Metroparks Rocky River Reservation on Saturday, May 14. If anyone is interested in having a table at the event, contact Serena at ssteele@cuyahogacounty.us.
- The Skywarn class was held at the American Red Cross on Saturday, March 12. The instructors are attempting to schedule another session.
- Serena reminded everyone that they will need a FEMA Student Identification Number to take FEMA courses and receive a certificate. The site for obtaining the SID is <https://cdp.dhs.gov/FEMASID/>. FEMA formerly used Social Security Numbers. The SID replaces SSNs, so each individual gets a unique number.

8. Communication Plan

- COAD will need to consider internal and external stakeholders when devising our communication plan. Internal stakeholders are COAD's membership. External stakeholders would be members' clients, the public, and the emergency management community. Our communication plan will give us visibility and enable us to deliver a common message.
- COAD will need to consider individuals with access and functional needs in our planning. We also need to consider redundant forms of communication in case our primary means of communication is disrupted. The Amateur Radio Emergency Services (ARES) can be enlisted when all other forms of communication fail. We should also take advantage of social media.
- COAD can have a page on the County's website with a description of COAD and how to join, the logo of each member and links to each member's website, each organization's 10-Minute Profile, meeting dates and minutes, announcements, achievements, and how the public can access COAD services. Serena Steele and Sharon Nicastro will talk to the County about getting the website up and running.

9. Preparedness Project

- We need to ensure that paid and volunteer staff and families of our COAD members are prepared for emergencies so they will be available to respond outside their homes. There are many programs available to promote preparedness. Each organization needs to determine how best to deliver a program to its staff, volunteers, and clients.
- Sharon Nicastro provided copies of brochures that are available at no charge from FEMA and also discussed FEMA's *Are You Ready?* course that can be taken online or delivered in the classroom. The link to the course is <http://www.training.fema.gov/is/courseoverview.aspx?code=IS-22>. FEMA no longer prints the course manual, but it is available online.
- The American Red Cross has multiple resources in several different languages at <http://www.redcross.org/prepare/disaster-safety-library>.
- If your organization has clients who need assistance in getting prepared, there is an "Orange Book" that was created by several Ohio agencies. Individuals can fill in the book on their own or a caretaker can assist. The Orange Book is no longer printed but is available online.
- If you should need assistance in developing a preparedness program for your employees, volunteers, or clients, Citizen Corps (Sharon Nicastro) and the County Office of Emergency Management (Serena Steele) can help.

10. Committees

- COAD needs to develop committees to extend our reach and include as many resources as possible. Sharon Nicastro asked each member to consider the partners they work with on a daily basis and invite them to join COAD. Members requested a list of current members and organizations that were invited to join COAD but did not respond. The members also requested a promotional flyer. Sharon Nicastro will provide both of these resources.
- The committees can be informal and will meet during regular COAD meeting times.

11. 10-Minute Profiles

Profiles were presented by Catholic Charities and the Cleveland Furniture Bank.

12. Next Steps

COAD needs to determine roles and responsibilities of each member. To that end we will present worst-case scenarios at the next meeting and discuss how each member would respond.

13. Next Meeting

Sharon Nicastro will send a Meeting Wizard.

14. Adjournment

The meeting was adjourned at approximately 3:30 p.m.