

Executive Committee Meeting #6

Monday, June 12, 2017
10:00 am-12:00 pm

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

Agenda

1. **Check-in**
2. **Call to Order**
3. **Approval of October Minutes**
 - Motion by Serena Steele and seconded by Rick Whitehead to approve the minutes as written. Motion approved.
4. **Membership Report**
 - Approvals
 - ARES
 - Bedford Heights Fire Department
 - City of Cleveland Division of Animal Care and Control
 - City of Cleveland Office of Emergency Management
 - Cuyahoga County Board of Health
 - Team Rubicon
 - United Way 2-1-1
 - VA Medical Center Spinal Cord Injury/D System of Care
 - All members approved.
5. **Training Report**
 - Serena Steele reported on her attendance at the National VOAD Conference in Houston. She was able to network with others and bring back valuable information. Next year's conference will be in Rhode Island.
 - ***MGT-405 Mobilizing Faith-Based Community Organizations in Preparing for Disasters***
Saturday, July 15, 2017, Brecksville Community Center
 - ***G-489 Management of Spontaneous Volunteers in Disasters***
Wednesday, August 16, 2017, Independence Civic Center
 - ***OH-197 Planning for Access and Functional Needs in Emergencies***
Thursday-Friday, October 26-27, 2017, American Red Cross
 - ***G-358 Evacuation and Re-entry Planning***
Pending availability of instructor

6. Committee Reports

- a. Preparedness Committee: Serena and Sharon have been working on recruitment of faith-based organizations, which are a large part of the National and Ohio VOADs. Serena asked the County's Emergency Coordinators to send a list of the FBOs in their jurisdiction with a target date of May 31. Just under half have responded, and we have connected with John Pyron and Barb Woodard of Lutheran Disaster Services, who provided us with a list of the Lutheran churches of their denomination in the County. We have compiled a list of 190 FBOs so far. COAD/CCOEM will provide workshops that will encourage (1) preparedness of individual members of the congregations; (2) creation of continuity of operations plans for the organization; and (3) determination of how an organization's ministries can be extended to disaster situations. Our original intention was to invite all the FBOs to the *Mobilizing* course on July 15 as the kickoff of the project, but we decided against it because of the limited seating. The FBO Subcommittee will become part of the Emergency Assistance Committee.

- b. Mass Care Committee:

The County conducted a meeting to update the County Shelter Annex. We are waiting to hear what the COAD role will be.

The Warming and Cooling Centers Working Group created an *Operations Guide* for organizations that choose to operate a Center. The Working Group met monthly beginning in February and concluded its work in May. Sharon will finalize the document and give it to CCOEM for review. The *Guide* consists of an introduction, detailed checklist, forms, and Job Action Guides. It will be posted on the COAD webpage in pdf with the COAD logo and in Word without the logo for organizations that want to customize.

The Red Cross has changed "Bulk Distribution" to "Distribution of Emergency Supplies".

- c. Emergency Assistance Committee:

The launch of the **Evacuation and Re-entry Subcommittee** has been delayed until we can schedule the *Evacuation and Re-entry Planning* course.

The **Repatriation Subcommittee or Working Group** will launch when the County completes its plan. The County will complete its plan when Ohio EMA updates the Ohio plan. Repatriation is when citizens who are in foreign countries need to be brought back to the U.S. suddenly and quickly due to natural disasters, violence, or armed conflicts. Cleveland is a first-stop for repatriated citizens. COAD is expected to have a role in repatriation.

The **Functional Needs Subcommittee** will launch before or after the *OH197 Planning for Functional Needs in Emergencies*, which is scheduled for October 26-27, 2017. If we wait until after the course to launch the subcommittee, we will compete with the holidays. A Working Group will meet on Monday, July 17, from 2:00p to 4:00p, at the American Red Cross to determine the direction of the subcommittee and be sure we are not duplicating the efforts of CCBH. Sharon created a checklist of objectives based on the work of national subject matter expert June Isaacson Kailes. Although we will need to make changes, it will be a good starting point. Karen Seidman said the target audience for the OH197 course should be sheltering organizations, transportation organizations, functional needs services organizations, and emergency coordinators.

The **Animals Subcommittee** is making great strides. The Animals in Disaster Plan is substantially completed. Roles and responsibilities are being assigned. The County Animal Shelter, Cleveland APL, and City of Cleveland Division of Animal Care and Control are going to form an Animal Decontamination Group (ADG). Mark Vedder is working with the Group to determine the required training and equipment. Alan Finkelstein has agreed to be a technical advisor. The ADG received a list of veterinary clinics from the Cuyahoga County Board of Health and will recruit veterinarians as technical advisors and responders. The group is also determining the role of veterinary technicians. We can apply for grants to cover expenses.

The **Volunteers Subcommittee** should launch as soon as possible. CCOEM already hosted the *Local Volunteer and Donations Management* course, so we want to maintain the momentum. The *Management of Spontaneous Volunteers in Disasters* course that is scheduled for August 16 will provide additional impetus. This will be another complex subcommittee, so we need to determine how to organize it. Functions of the Subcommittee will include Volunteer Reception Centers, training, and credentialing.

d. Human Services Committee:

The **Legal Services Subcommittee or Working Group** might be able to benefit from the services of the Legal Aid Society of Cleveland. They provide continuing legal education credits when attorneys provide *pro bono* services.

7. Strategic Plan

- COAD has not completed any of the Strategic Plan objectives, but has made progress on three out of four. A detailed report will be available at the Annual Meeting.
 - Objective 5.1 Recruit and establish committees -- Ongoing
 - Objective 5.2 Establish memoranda of understanding – Not completed
 - Objective 5.3 Develop a communication plan – In progress
 - Encourage NIMS/ICS training – One session of 700, 100, and 200 completed. Some members have completed courses online.

8. November Annual Meeting

- Wednesday, November 1, 2017
- 10:00a-12:00p
- American Red Cross
- Meeting agenda will include:
 - Introduction of Members
 - Election of Officers – All current officers are willing to return. Rick Whitehead will relinquish the First Vice Presidency if someone else is interested. Bob Horwatt has assumed the Second Vice Presidency.
 - Bylaws Review – No revisions are under consideration at this time.
 - Year-End Review
 - Strategic Plan for 2018

9. Other Business

- None

10. Next Meeting of the Executive Committee

- Monday, October 2, 2017 -- 2:00p-4:00p -- American Red Cross