



**Cuyahoga County
Voluntary Organizations
Active in Disaster**

COOPERATION | COMMUNICATION | COORDINATION | COLLABORATION

Executive Committee Meeting #4

Wednesday, August 10, 2016

1300-1500 (1:00p-3:00p)

American Red Cross

Room 1020A

3747 Euclid Avenue

Cleveland, Ohio 44115

Notes

1. Attendance: Sharon Nicastro, Serena Steele, Rick Whitehead
2. Call to Order/Determination of Quorum
 - A quorum was not present.
3. Approval of Minutes
 - Deferred until a quorum is available
3. Summary of Accomplishments from December 2015 to Present
 - Bylaws have been approved.
 - Standard Operating Guidelines have been developed.
 - The COAD webpage on the County website is operational.
 - A COAD Brochure has been developed. Serena Steele will consult with the County Communications Department about permission to use the photo on the Brochure.
 - The concepts of individual/family preparedness and continuity of operations have been introduced.
 - Members completed training on Knowledge Center, IS-100, and IS-200.
 - An Animal Committee to address animals in disaster has been formed.
4. Membership Approvals
 - No new membership applications
5. Training
 - The social media classes have been cancelled by the provider again.
 - Serena Steele will provide a list of COAD members who completed the Knowledge Center training.
 - Serena Steele is going to request the G288 Volunteer and Donations Management course for February 2017.
6. Committees
 - Sharon Nicastro proposed fewer general meetings and an increased focus on recruiting for specific functional committees. Executive Committee members agreed.
 - Proposed committees:
 - Mass Care
 - Emergency Assistance
 - Access and Functional Needs
 - Volunteer Management
 - Donations Management
 - Long-Term Recovery

- Invitations to the Animal Committee have been sent. There have been 20 responses so far with 11 people able to attend the organizational meeting on September 7. An additional 5 people might be able to attend the meeting. Four people are unable to attend the meeting but want to be notified of future meetings. Serena Steele will send a second notice to the Emergency Coordinators. This Committee could potentially become part of Mass Care.
 - Members discussed the possibility of Medical Reserve Corps and Community Emergency Response Teams (CERTs) becoming members of the Volunteer Management Committee.
 - Committee Chairs could become members of the Executive Committee.
7. Webpage
- No suggestions for additional features were proposed.
8. Communication Plan
- Members reviewed a draft communications plan with the following comments:
 - Adam Griffith of the County Office of Emergency Management will be responsible for social media.
 - How will COAD access and use social media?
 - How will COAD communicate with the Functional Needs community?
 - The COAD webpage might be difficult for people to find. A search through Mozilla Firefox and Internet Explorer for Cuyahoga County COAD yields only a copy of the Bylaws. A search for Cuyahoga County Community Organizations Active in Disaster is successful. A Google search is successful using either title.
9. Strategic Plan
- Objective 5.1.4 might be deleted because health/medical is already organized under The Center for Health Affairs.
 - Emotional and Spiritual Care might be relocated to Mass Care and Long-Term Recovery.
10. Other
- No other business was brought forward.
11. Next Meeting
- The next meeting date is to be determined.
12. Adjournment at 1440 hours