

Executive Committee Meeting #5

Tuesday, October 11, 2016
10:00 am-12:00 pm

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

Notes

1. **Attendance:** Sharon Nicastro, Serena Steele, Adam Griffith (Guest), Rick Whitehead
2. **Call to Order/Determination of Quorum:** A quorum was present.
3. **Approval of August Minutes:** Approved
4. **Membership**
 - Garfield Heights CERT, Woodmere Fire Department, and Tri Community CERT applications were approved.
 - Sharon Nicastro proposed two membership categories: Voting Members and Network Members. Voting members would be allowed to vote on all issues, could hold office, would attend meetings, would keep contact information up-to-date, would establish MOUs with COAD, would belong to at least one committee or subcommittee, would receive all communications, and would participate in exercises and other events. Network Members would keep contact information up-to-date and receive communications. They would be permitted, but not expected, to do everything a Voting Member can do except vote and hold office. The Executive Committee approved this proposal, which will be presented to the membership at the November meeting.
5. **Training**
 - Social Media classes will be held on November 3 and 4.
 - Serena Steele will try to schedule the Volunteer and Donations Management course as a kick-off for the Volunteers Subcommittee to be formed early in 2017.
 - The Ohio course about People with Disabilities and Other Access and Functional Needs is still in the planning stages. It could be ready sometime in 2017.
6. **Committees and Subcommittees**
 - Animals Subcommittee Report: The Subcommittee is making excellent progress with its animals in disaster plan. The plan foundation has been completed, and the members are working through the Concept of Operations. Assignment of Roles and Responsibilities will be the topic of the next meeting with the decontamination of animals being a major issue.
 - Organizational Chart and Descriptions: Sharon Nicastro proposed committees for each phase of emergency management.



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- For the Preparedness and Mitigation Phase there would be a Preparedness Committee that would concentrate on promoting preparedness among COAD members.
 - For the Response Phase there would be a Mass Care Committee and an Emergency Assistance Committee. The Mass Care Committee functions would be Sheltering, Feeding, Bulk Distribution, and Emotional/Spiritual Care. The Emergency Assistance Committee functions would be Evacuation, Registration/Tracking, Reunification, Functional Needs, Animals, Volunteers, and Donations.
 - For the Recovery Phase there would be a Human Services Committee. Its functions would be Case Management, Debris Removal, Loan Assistance, Housing, Goods Replacement, Food/Food Stamps, Crisis Counseling, Employment, Legal Services, and Information and Referral.
 - Subcommittees and Working Groups would be established depending on the scope of each function.
- 7. Strategic Plan:** The Strategic Plan was put on hold pending approval by the membership of the new membership categories and committee structure.
- 8. Other:** If the new membership categories and structure are approved, the Bylaws will need to be revised.
- 9. Next Meeting:** To be determined.