

Meeting #9 – Annual Meeting

Wednesday, November 9, 2016

10:00 am to 12:00 pm

American Red Cross

Myers North Conference Room

3747 Euclid Avenue

Cleveland, OH 44115

Notes

Attendance:

Sarah Fanger	Restoration Express
Tom Gaghan	Cleveland Furniture Bank
Rebecca Hysing	Cuyahoga County Board of Health
Patricia Kiefer	VA Medical Center
Sharon Nicastro	American Red Cross
Donna Prease	LEAP
Karen Seidman	Access and Functional Needs
Serena Steele	Cuyahoga County Office of Emergency Management
Adam Griffith	Citizen Corps
Terry Walker	Veterans Service Commission
Karen Webb	Western Reserve Area Agency on Aging
Jason White	The Salvation Army
Rick Whitehead	Tri Community CERT

1. Call to Order/Determination of Quorum

- A quorum was present.

2. Approval of May, July, and September Minutes

- Minutes were approved.

3. Executive Committee Report

- **Logos and Links** – Only a small number of permissions to use member logos and links on our webpage have been received. We will pursue this at a later date.
- **10-Minute Profiles** – Although all of our members have not had an opportunity to present their 10-Minute Profiles, we will discontinue the profiles for now due to the press of other business.
- **Summary of Year #1 Achievements**
 - Bylaws were passed.
 - Officers were elected.
 - Standard Operating Guidelines were created.
 - Membership increased.
 - Emergency Support Functions were explained.
 - Preparedness concepts were introduced.

- COAD joined the OP3 (Ohio Public-Private Partnerships) initiative.
- NIMS/ICS training was provided.
- The COAD webpage was launched.
- The COAD brochure was created.
- A Strategic Plan was established.
- COAD shared information and resources during the summer's heat incident.

4. Training Report

- **Training Completion Reports** – Please notify Sharon Nicastro as you complete the recommended online training. We need to be able to show that our training objective is being met. The NIMS/ICS courses are especially important for the organizations that will be participating in the Response Phase.
- **Training and Exercise Planning Workshop** – Serena Steele explained that the County would be holding its annual TEPW where representatives from all County sectors meet to discuss the training and exercises that will be held during the next three years. COAD will request six classroom courses to support our committees and subcommittees as follows:
 - *Mitigation for Emergency Managers* to support the Preparedness Committee
 - *Evacuation and Re-entry* to support the Emergency Assistance Committee
 - *Local Volunteer and Donations Management* to support the Emergency Assistance Subcommittee
 - *Management of Spontaneous Volunteers in Disaster* to support the Emergency Assistance Committee
 - *Planning for the Needs of Children in Disasters* to support the Emergency Assistance Committee
 - *Recovery from Disaster* to support the Human Services Committee

If we are unable to secure all of these courses, our priorities will be Mitigation, Evacuation and Re-entry, and Recovery.

5. Membership Report

- COAD has three new members: Garfield Heights CERT, Woodmere Village Fire Department, and Tri Community CERT.
- To promote membership and to allow members to choose a level of participation that works for them, the Executive Committee proposed and the membership approved two membership categories:
 - **Voting Members** who will make policy and procedural decisions, hold offices and chairs, attend meetings, keep contact information up-to-date, establish an memorandum of understanding with COAD, be a member of at least one committee or subcommittee, receive COAD communications, share information, and attend COAD training and events.
 - **Network Members** would not have voting rights on any issues and would not be able to hold offices or chairs. They would need to keep their contact information up-to-date and would receive all COAD communications. They would be encouraged, but not required, to attend meetings; participate in committees, subcommittees, and working groups; establish an MOU with COAD; and attend training and other events.

- All memberships will expire at the end of each calendar year regardless of when members are approved.
- New membership applications will include the new categories, will be distributed to the current membership, and will be due by the end of the year.

6. Election of Officers (If Necessary)

- All officers will be able to continue the second year of their term.
- The office of Secretary is still vacant and will be assumed by the President until a Secretary can be secured.

7. Committees/Subcommittees/Working Groups

- Committees will be formed for each phase of emergency management as follows:
 - Preparedness Committee for the Preparedness (& Mitigation) Phase
 - Mass Care Committee and Emergency Assistance Committee for the Response Phase
 - Human Resources Committee for the Recovery Phase
- The functions of each Committee will be as follows:
 - Preparedness Committee
 - Personal preparedness among member employees and volunteers.
 - Continuity of operations planning for all member organizations.
 - COAD Communication Plan
 - MOUs with COAD
 - Mass Care Committee
 - Sheltering
 - Feeding
 - Bulk Distribution
 - Emotional/Spiritual Care
 - Emergency Assistance Committee
 - Evacuation
 - Registration/Tracking
 - Family Reunification
 - Functional Needs
 - Animals Subcommittee
 - Volunteers
 - Donations
 - Human Services Committee
 - Case Management
 - Debris Removal
 - Loan Assistance
 - Housing
 - Goods Replacement
 - Food/Food Stamps
 - Crisis Counseling
 - Employment
 - Legal Services
 - Information and Referral
- Members were asked to indicate the Committees that are relevant to them.

8. Revision of Bylaws

- The membership approved the following changes to the Bylaws:
 - A new vision statement
 - New membership categories
 - Deleted *Responsibilities of Voting Members*
 - Membership takes effect upon vote of the Executive Committee rather than when certificate of membership is received.
 - “Regular” meetings were changed to “General” meetings.
 - Members will assign themselves to committees, subcommittees, and working groups rather than being assigned by the President.
 - “Emergency” meetings were deleted.
 - General meeting notice will be 30 days, and special meeting notice will be 7 days.
 - Notice of all meetings will be posted no less than 24 hours before the meeting.
 - Meeting quorum will be the number of Voting Members in attendance at any given meeting.
 - Amendments to the Bylaws can be made by a majority vote of the Voting Members in attendance.

9. Strategic Plan

- The Strategic Plan will be explained as Committees meet in 2017.
- The Communication Plan and Memoranda of Understanding (MOUs) will be included in the Preparedness Committee activities.

10. Next Meeting

- The Annual Meeting will be November 2017.
- General and special meetings, committee meetings, subcommittee meetings, and working group meetings will be scheduled as needed.
- The following functions have been identified as priorities. Meetings will be scheduled early in 2017.
 - Warming and Cooling Center Working Group
 - Volunteers Subcommittee
 - Preparedness Committee
- The next Animals Subcommittee meeting is Tuesday, November 15, 10:00am-12:00pm, at the Independence Public Library. All are welcome.

11. Next Steps

- Secure renewal applications.
- Establish committees, subcommittees, and working groups.
- Establish a Communication Plan and MOUs.
- Continue to identify and provide training.