



**Cuyahoga County
Voluntary Organizations
Active in Disaster**

COOPERATION | COMMUNICATION | COORDINATION | COLLABORATION

Meeting #1

Wednesday, December 2, 2015
10:00 am to 11:00 am
American Red Cross

Notes

1. Participants:

Andrea Bishop	Center for Health Affairs
Dwayne Brake	Cleveland Food Bank
Mark Chimo	Cuyahoga County Job and Family Services
Dana Cook	Hunger Network of Greater Cleveland
Maria Daniels	Cuyahoga County Division of Senior and Adult Services
Tom Gaghan	Cleveland Furniture Bank
Diane Gatto Barrett	United Way of Greater Cleveland
Jim Hartnet	Jewish Federation of Cleveland
Beau Hill	Salvation Army
Melanie Hogan	Linking Employment, Abilities and Potential (LEAP)
Rebecca Hysing	Cuyahoga County Board of Health
	Cuyahoga County Department of Children and Family Services
Mike Kreczko	Cuyahoga County Board of Developmental Disabilities
Tish McNeal	Goodwill Industries
Sharon Nicastro	Citizen Corps
Tim O'Toole	American Red Cross
Karen Seidman	Access and Functional Needs Planner
Melissa Sirak	Catholic Charities
Peggy Sobul	Habitat for Humanity
Serena Steele	Cuyahoga County Office of Emergency Management
Walter Topp	Cuyahoga County Office of Emergency Management
Nicole Tsevdos	Cuyahoga County Board of Developmental Disabilities
Laurie Turner	VA Medical Center
Terry Walker	Veterans Service Commission
Karen Webb	Western Reserve Area Agency on Aging
Dell Whitaker	Western Reserve Area Agency on Aging
Rick Whitehead	American Red Cross

2. Welcome

Sharon Nicastro, Citizen Corps Coordinator, introduced Walter Topp, Emergency Administrator for the Cuyahoga County Office of Emergency Management, who thanked everyone for attending and expressed the importance of COAD in assisting the residents of Cuyahoga County in recovering from disasters.

3. Introductions

COAD Working Group members and meeting participants introduced themselves.

4. Presentation

Sharon Nicastro gave a presentation that included

- a. *The Background of COAD:* Cuyahoga County Office of Emergency Management (CCOEM) is responsible for community recovery after a disaster. Citizen Corps is a program of CCOEM. Citizen Corps was tasked with starting a COAD.
- b. *The COAD Concept:* COAD is an extension of National Voluntary Organizations Active in Disaster (www.nvoad.org) and Ohio VOAD (www.ohvoad.communityos.org).

COAD will be an association of independent organizations that retain their individual identities and processes but work together to provide disaster recovery resources. At this time, COAD is a coordinating entity, not a funding entity. A donations management program that could provide monetary and in-kind resources will be developed at some point.

- c. *The COAD mission* is to identify and increase capabilities, encourage training, share information, and integrate resources into an efficient and effective disaster preparedness, response, recovery, and mitigation system.
- d. *COAD's Values*, in accordance with National VOAD, will be
 - **Cooperation:** Working together to increase the capabilities of individual members and to support each other's goals.
 - **Communication:** Sharing information and disseminating a common message.
 - **Coordination:** Integrating resources into an efficient and effective system.
 - **Collaboration:** Working together to create new systems and to achieve more than individual organizations can achieve alone.
- f. *Function in Disaster:* COAD will be involved in all phases of emergency management – Preparedness, Response, Recovery, and Mitigation. COAD will be most active in the recovery phase when it provides emergency assistance and long-term recovery services to individuals and families.

During the Preparedness and Mitigation phases, COAD agencies and organizations will plan, build relationships, share information, train and exercise, prepare their workforce, and develop continuity of operations plans. During the Response phase, COAD organizations will provide emergency assistance (food, clothing, shelter, etc.). During the Recovery phase, a Long-Term Recovery Group may be formed to manage unmet needs. The Long-Term Recovery Group can utilize one of four models depending on the scope of the disaster. In Cuyahoga County, we will most likely need an Unmet Needs Committee or a Long-Term Recovery Committee. COAD will follow the FEMA Sequence of Delivery when providing services. More specific guidance will be available in the *COAD Standard Operating Guidelines*.

- g. Benefits of Membership:
- Access to subject matter experts
 - Situational awareness
 - Training opportunities
 - Efficient routing of clients
 - Efficient use of resources
 - Strong link in the emergency management chain
 - Possible funding at some point in the future
- h. Bylaws and Officers

The COAD Working Group generated draft *Bylaws* that will be reviewed and possibly approved at the next meeting.

A President, Vice President, Secretary, Membership Officer, and Training Officer will be elected at the next meeting.

5. Next Steps

- a. Member Profiles to be presented at each meeting. Member Profiles will be short presentations that describe the agency/organization, their mission, activities, and contribution to COAD.
- b. Develop a *Communication Plan*.
- c. Approve *Bylaws*.
- d. Elect officers, if *Bylaws* are approved. The Working Group members are prepared to assume the offices if new members are not available. Please notify Sharon Nicastro at snicastro@sbcglobal.net or 216-469-0805 if you are interested in an office. One person is interested in the Vice Presidency.
- e. Approve *Standard Operating Guidelines*.
- f. Submit *Membership Applications* when the *Bylaws* and *SOGs* are approved.
- g. Create a *Strategic Plan*.
- h. Develop *Long-Term Recovery Group Policies and Procedures*.
- i. Expand membership.
- j. Identify training needs and participate in training sessions. Training identified so far: (1) Emergency Support Functions (what they are, who does them, how they coordinate, how they are related to COAD), (2) Knowledge Center (emergency management software), and (3) COAD function in the Republican National Convention.

6. Next Meeting

Meetings will be held monthly until COAD is solidified and moving along nicely. Meetings might then move to bi-monthly, quarterly, or as needed. The next meeting will be **Wednesday, January 6, 2016, from 2:00 pm to 4:00 pm** at the **American Red Cross**.