



Attendees: 13

Alix Stayton (Operation Hope); Chuck Erickson (Calif. Southern Baptist – DR); Debra Boudreaux (Tzu Chi); Eve Rubell (LA County Dept. of Public Health); Fred Marvin (Cal-Pac Conf. of United Methodists); Jackie Russell (Faithful Central); Jeanne O'Donnell (LA County OEM); John Cvjetkovic (LA County DPSS); Yaroslav Svitlynets (Volunteer Center of LA); Red Godfrey (Red Cross); June Loo (Salvation Army); Karen Knipscheer (LA Animal Services); Sandy Mendoza (United Way)

Alternates/Guests/Staff: 8

Adam Runkle (Red Cross); David Miller (ENLA Staff); Deborah Robinson (ENLA Staff); Doug Quisenberry (LA County 211)

Excused: Tempie Beaman (Lutheran Social Services – SW) Julio Puchault (211 LA County), Ron Lopez (Catholic Charities),

Absent: 7:

Jeff Dronkers (LA Regional Foodbank), James Lee (So. Cal. Seventh-Day Adventists), Lisa Hayes (LA City EMD)
Sonia Brown (California State OES),

ITEM	SUMMARY	ACTION NEEDED	FOLLOW-UP ACTION/DATE
Welcome	Red Godfrey called the meeting to order at 12:16pm. All attendees introduced themselves by name and affiliation.		
Approval of minutes from 12/11/08	Eve Rubell (LA County DPH) wanted to correct the minutes from December 2008 to reflect that she is NOT on the Development Committee. This correction will be reflected in the discussion of the minutes in the January board meeting minutes. Minutes moved and seconded to adopt the December Board Minutes. The December Board Minutes were approved with no corrections.		
Approval of the Agenda	The Closed Session was deleted from the agenda because many of the issues are currently in front of the Strategic Planning Committee. Jeanne O'Donnell noted she was on the agenda twice for the same item. Correction to agenda was made. The Agenda was approved with these changes.	It was suggested that Upcoming Meetings be added to the bottom of the agenda for future meetings	

<p>Treasurer's Report</p> <p>by Julio Puchalt</p>	<p>Julio was not present, but Doug passed out copies of his report for the period December 12, 2008 – January 26, 2009.</p> <p>Three new organizations joined ENLA during this period, the current bank balance for ENLA (not including the SCVOAD Fund), was \$4,603.08. It was decided to hold the approval of the Treasurer's Report until Julio is present at the next meeting.</p> <p>ENLA's participation in the National VOAD conference must be decided soon to get the early bird registration rate.</p> <p>Deborah passed out the "Members in Good Standing" document requested at the December meeting.</p>	<p>Approval of the January Treasurer's Report at the February Board Meeting</p> <p>Decision re ENLA representation at NVOAD conference in May 2009 and register early if participating.</p> <p>Send document to board members not present</p>	<p>Julio</p> <p>Board</p> <p>Staff</p>
<p>Staff Scope of Work</p> <p>by Deborah Robinson & David Miller</p>	<p>Objective One – Strategic Planning process mostly on track, but the Strategic Plan must be approved by board and implemented before August 9, 2008. The resources for strategic planning consultant will probably be exhausted by the end of March.</p> <p>Objective Two – Increase ENLA membership and participation - is mostly on track. Deborah reviewed the Revised Recruitment Plan which included an assessment of each recruitment strategy to date. The board agreed to recruit one new ENLA member each year.</p> <p>Objective Three – Standardize emergency preparedness and response training, information and resources of ENLA members - is also pretty much on track. Deborah passed out a document that reviews the analysis of the ENLA Membership Survey related to training needs and desires. The initial findings suggest that the greatest training needs relate to basic emergency preparedness, how to write a continuity of operations plan, and how to conduct effective drills. More indepth analysis indicated differential needs based on size of organization and especially experience (as measured by previous participation in tabletop exercises and whether organization responded to a disaster in the last five years). The board decided that the next training will be on basic emergency preparedness and held March 26, 2009. A Training Planning Group was formed including Jeanne O'Donnell, Yaroslav Svitlynets, Alix Stayton, Jackie Russell and staff.</p> <p>Objective Four – Conduct an assessment of the needs of Special Needs Populations in LA County and the ability of County CBOs to assist in meeting those needs – has the most work still to be done. Half of the activities rely on responses to the ENLA survey, so the number and quality of the responses to the ENLA survey is critical to meeting this objective. Staff is designing other strategies to gather the necessary information via Focus Groups and a very</p>	<p>Aspects of Strategic Plan on the Board Retreat agenda.</p> <p>Board members recruit one new ENLA member per year.</p> <p>SOW Progress document and analysis of the training needs should be sent to ENLA board members not present.</p> <p>Training Planning Group will meet to plan the March 26th General Meeting and Workshop.</p>	<p>Board</p> <p>Board</p> <p>Staff</p> <p>Board & Staff</p>

	short questionnaire to be completed on site by participants at the next training.		
LA County DPH Workshops by Eve Rubell	<p>Eve Rubell informed the board that she is in the process of developing the <i>Continuity Planning for Non-profit Organizations Exercise Program</i>. The program consists of two different workshops that build on each other. Eve passed out an overview of the workshop series. She would like ENLA to partner with Public Health on these workshops. Specifically, DPH EPRP is Requesting:</p> <ul style="list-style-type: none"> • ENLA's participation on the planning committee, including contributing to the content and design of the workshops (first meeting: April) • ENLA provides resources/ materials (disaster plan templates, guides, etc.) during workshops • ENLA is a key partner in helping us to market the workshops (sharing invitee lists (mailing and e-mailing) <p>Eve asked for at least one ENLA representative and is open to more than one if ENLA wanted a member or staff person to also be on the planning committee.</p> <p>Red suggested that this topic be placed on the agenda for the February meeting when more board members would be present.</p> <p>Eve will send the overview document to staff so that it can be sent to absent board members.</p>	<p>This topic should be on the agenda and considered at the February board meeting.</p> <p>Eve will send the document to staff so it can be sent to absent board members.</p> <p>Placed on February board meeting agenda.</p>	<p>Board</p> <p>Eve & Staff</p>
Long Term Recovery Discussion by Jeanne O'Donnell	<p>Jeanne mentioned that OEM is in the process of writing a pilot Animal Shelter Plan and they could use some support/advice from ENLA's Animal Care and Sheltering Committee.</p> <p>Brad Meyer of the Hilton Foundation is not sure if they have money to commit at this moment in time.</p> <p>United Way Summit on January 15th went well. A recommendation from the Summit was that there needed to be an event for non-profits working with ethnic media and Jeanne felt it would be a really valuable contribution if ENLA could host such a meeting/event.</p> <p>The Emergency Survival Program (ESP) for 2009 is delayed, but the theme is, "Tow the Preparedness Line in 2009". There are a number of vacancies in her office now and coming up. She will let ENLA know when the positions are posted.</p> <p>Jeanne felt that ENLA needed to know under what authority LTRCs are formed and how it can support the process. She felt that there are some real systemic problems with the current Sylmar LTRC. It was really brave for Ron to accept the co-chair of the Sylmar LTRC and he really needs our support. Right now she cannot tell donors that the LTRC is the appropriate place for</p>	<p>An ENLA committee/working group needs to be formed to develop a model for how to stand up a LTRC.</p> <p>Red will talk with Jeff and Ron to see how he can be supported.</p> <p>Sandy Mendoza suggested that ENLA send a letter to the OEM General Manager formally acknowledging the work that Jeanne is doing.</p>	<p>Board</p> <p>Red, Jeff, Ron</p> <p>Board</p>

	<p>donations. Another problem is with case management; it appears that cases have not been referred to the Committee.</p> <p>Red mentioned that the whole relief operation was difficult in its interaction with the Neighborhood Council and the City office.</p> <p>This was concurred by other board members engaged in the response and or the LTRC..</p> <p>ENLA has not defined its role with respect to a LTRC. It was recommended that a committee be created to explore how LTRCs are formed with ENLA as the main promoter. Chuck Erikson mentioned that the Rebuilding Mountain Hearts and Lives website is a good model for a LTRC.</p> <p>It was also mentioned that this issue is on the agenda of the ENLA Strategic Planning Group.</p> <p>Red said she will talk with Jeff and talk with Ron to see how he can be supported.</p> <p>Sandy Mendoza (United Way) suggested that ENLA send a letter to the OEM General Manager formally acknowledging the work that Jeanne is doing. With prompting, Jeanne told the board that she had won CEO Employee of the Year Award for 2008.</p>		
<p>Strategic Plan Update/Board Retreat</p> <p>by Red Godfrey, Jackie Russell, June Loo, Julio Puchalt</p>	<p>Red Godfrey gave an update on the progress of ENLA's Strategic Planning Committee. The planning committee has met two times this year and it will continue to meet every week on Friday's. Issues such as ENLA's core structure, voting and non-voting membership, and disaster management area affiliations have been addressed. The committee is planning a retreat for ENLA board members and their alternates on Friday, February 20th from 9AM to 4PM at a Salvation Army camp in the Malibu Mountains. The cost will be \$35.00 per attendee which includes the rental fee for the space, breakfast and lunch.</p>	<p>The new ENLA Bylaws and other aspects of the Strategic Plan will come before the full Board at its March meeting.</p>	
<p>Board Code of Conduct</p>	<p>Red Godfrey noted that the Strategic Planning Committee will be addressing this issue in the near future, at which point it can then be brought to the full board. The item was therefore postponed.</p>		
<p>Fundraising</p>	<p>Jackie Russell noted that the first meeting of ENLA's Development Committee that was held January 6th. The committee adopted a working mission statement and a purpose statement. The Committee will meet monthly with the next meeting being February 12th. The committee is requesting any and all help with regards to granting writing. Alix Stayton suggested that a "boiler plate"/template ENLA proposal be designed that could be used with a variety of funders.</p>		
<p>Other</p>	<p>Jackie Russell gave a brief report on the first meeting of ENLA's Interfaith</p>		

<p>Business</p>	<p>Committee that was held January 20th. The committee has formulated a working mission statement. Jackie posed the possibility of ENLA hosting a three-hour training workshop specifically geared towards its interfaith member organizations, and that perhaps this workshop should be an annual deliverable for the committee. With regards to its structure, the Interfaith Committee and committee meetings are open to any faith-based non-profit in the county, whether they are ENLA members or not and its next meeting is February 9th.</p> <p>Jackie Russell, as a member of the Shelter & Housing Committee, noted that committee had met earlier in the week (1/27). The committee is focusing on outreach to bring in other member and non-member organizations as participants. It is also including homelessness as part of the committee construct (as opposed to it being another separate committee).</p> <p>David Miller expressed concerns over the usage of ENLA’s “e-groups” for mass emailing to the ENLA board as well as the larger general body membership. Not everyone has accepted the invitation to join and therefore the emails that are being sent through that system are not getting to all of the appropriate parties. Red asked David to make a formal presentation on this issue at the next board meeting.</p> <p>Deborah Robinson mentioned that articles are currently being collected from various ENLA members for the second newsletter which will ideally be issued the second week of March (prior to the training).</p> <p>Jeanne O’Donnell noted that LA County OEM is in need of translators for its 88-page long “Survival Guide”. Any and all referrals are welcome.</p>	<p>David is supposed to make a presentation to the Board regarding the e-groups at the February Board Meeting.</p>	<p>David</p>
<p>Adjournment</p>	<p>The meeting was adjourned at 2:10pm</p>		