



Attendees: 16

Alix Stayton (Operation Hope); 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); Christopher Carroll (LA Animal Services); Sandy Mendoza (United Way); Julio Puchalt (211 LA County); Lisa Hayes (LA City EMD); Ron Lopez (Catholic Charities); Tempie Beaman (Lutheran Social Services – SW) ,

Alternates/Guests/Staff: 9

Melissa Crews (Red Cross); Alex Rose (Red Cross); Michael Kleiner (Red Cross); Corey Eide (Red Cross); Deborah Robinson (ENLA Staff); Doug Quisenberry (LA County 211); Roz Teller (Teller Associates); Ashu Palta (LA County OEM); Lonna Calhoun (Community Outreach Promoting Safety and Security-COPSS)

Excused Absence: 1

Jeff Dronkers (LA Regional Foodbank),

Absence: 2

James Lee (So. Cal. Seventh-Day Adventists), Chuck Erickson (Calif. Southern Baptist – DR)

ITEM	SUMMARY	ACTION NEEDED	FOLLOW-UP ACTION/DATE
Welcome	Red Godfrey called the meeting to order at 12:13pm. All attendees introduced themselves by name and affiliation.		
Approval of minutes from 1/29/2009	Debra Boudreaux Treasurer requested January 2009 financial statement should include in January minutes for board approval. It was moved and seconded to adopt the January Board Minutes. The January Board Minutes were approved with no corrections.		
Approval of the Agenda	Debra Boudreaux Addition of COPSS onto agenda and share a short presentation at the AOB section. The Agenda was approved with these changes.		

<p>Treasurer's Report</p>	<p>Julio Puchalt</p> <p>Questions regarding how Ventura VOAD financial statement came to be combined into ENLA monthly financial statement; Board has raised questions of how the operation was and what the functional usage and future planning. Board would like to review this area at the next meeting.</p> <p>ENLA Director and Officer (DNO) Insurance Proposal from Chapman & Associates will be officially started from today. DNO policy electronic file was emailed to board for review and understanding. The board has extensive discussion of whether DNO will cover staffs? Julio, Tempie and Jackie clarified that staffs are under PHF; there is no staff under ENLA's operation. Therefore there will be no issue of the staff coverage. Red Godfrey officially acknowledges Julio's extra efforts to make this project started.</p> <p>Three membership renewals during this period, and the current bank balance for ENLA (not including the SCVOAD Fund), was \$4,792.27. The treasure's report has been approved by the board unanimously.</p> <p>ENLA's participation in the National VOAD conference must be decided soon to get the early bird registration rate. Still waiting of NVOAD registration fee structures and other related travel expense budget planning.</p>	<p>Discuss the relationship of Ventura VOAD and ENLA monthly financial statement in March Board meeting</p> <p>Board acknowledged the ENLA DNO policy starting from today and all the related documents and invoice statement should be executed to pay.</p> <p>Decision re ENLA representation at NVOAD conference in May 2009 and register early if participating.</p>	<p>Julio</p> <p>Julio</p> <p>Board</p>
<p>Special Agenda Item</p> <p>By June Loo</p>	<p>June Loo reported that Jeff Dronkers, ENLA Board Chair submitted a resignation letter on Feb. 6, 2009 -</p> <p>“As of today I am stepping down as Board Chair of the Emergency Network of Los Angeles (ENLA). This is a critical time in ENLA's growth and as Board Chair I am unable to give the time needed to facilitate our advancement. My duties at the Foodbank and my family responsibilities leave me with little time for ENLA. I believe in ENLA, it's Board of Directors and its mission. I want what's best for ENLA and its future. I will continue to represent the Los Angeles Regional Foodbank on ENLA's board and look forward to working with all of you in building ENLA into a premier VOAD.”</p> <p>Per ENLA bylaw co-chair will step up into chair position. The nomination committee held a special meeting on Feb. 6, 2009 and recommend to the Board Alix Stayton (Operation Hope) to serve as the Co-Chair.</p> <p>Nomination committee brought two motions on the floor:</p> <ol style="list-style-type: none"> 1. Operation Hope Alix Stayton to serve as Co-Chair of ENLA Board? 2. Chair and Co-Chair extend their existing term till May 2011? <p>The board went through a detail discussion and reached the motion as follow:</p> <ol style="list-style-type: none"> 1. Alix Stayton, Operation Hope who is not a first responder agency; to serve as Co-chair. 	<p>Motion proposed by June Loo, (Salvation Army) and second by Jackie Russell (Faithful Central).</p>	<p>Board Secretary</p>

	<p>2. Exception of this duty of this Chair and Co-Chair of the ENLA Board, the Board agrees to extend the existing Chair and Co-Chair term till May 2011.</p>	<p>Motion unanimously approved.</p> <p>Motion proposed by Tempie Beaman (Lutheran Social Services) and second by Jackie Russell (Faithful Central). Motion unanimously approved.</p>	
<p>Staff Scope of Work</p> <p>by Deborah Robinson & David Miller</p>	<p>Deborah Robinson reported on the four objectives of the Scope of Work.</p> <ol style="list-style-type: none"> 1. Strategic Planning Process – Item not discussed as it is placed further on the agenda. 2. ENLA Membership –Presentation about the current status of the e-groups from David was made by Deborah 3. . She passed out the current status of the Board e-group and the ENLA Member e-group and explain that individuals are invited to join the group, but must accept the invitation to be on the respective e-group. The documents showed that a large number of people had not accepted the invitation to join. In addition, there were people on the Member e-group who were either not members, or not the primary or alternate from a member organization. Jeanne O'Donnell suggested that the Member e-group should ONLY be for members and only the primary and alternates. Those individuals should disseminate the information to their organization. NOT CLEAR IF BOARD VOTED ON THIS. 4. Training – The March Training Planning Group met February 10th. They have agreed that the theme of the training will be “I am the Epicenter of Preparedness”. The training is divided into three parts: a section on ENLA, our strategic direction, relationship with others, membership criteria (Disaster Mission Statement & Statement of Understanding); Home, car, work basic preparedness; and “surviving these economic times”. The workshop is being co-sponsored by Santa Monica Organizations Active in Disasters (SMOaiD). Deborah mentioned an Emergency Preparedness Town Hall that evening being sponsored by Assemblyman Curren Price. Deborah will be taking the ENLA display and materials. She noted that the Mass Evacuation Process Guide Orientations are very valuable. Staff is trying to attend all of them to make contact with nonprofits in other areas and strengthen the relationship with the DMACs. 5. Vulnerable Populations – The survey is key to fulfilling most of the activities under this objective. Deborah expressed concern that we have not received enough completed surveys and that some who have completed most of the survey skipped pertinent questions related to vulnerable populations. Staff is considering other ways to 	<p>Take non-members and those who are members but not the primary or alternate liaison off the Members e-list. Those individuals will be placed on the general mailing list.</p>	<p>Staff</p>

	obtain the data such as through utilizing the Committee structure, getting respondents at the March training to complete a shorter questionnaire, and by calling organizations and conducting a telephone interview.		
LA County DPH Workshops by Eve Rubell	<p>Eve Rubell reported to the board that 2008/2009 the <i>Continuity Planning for Non-profit Organizations Exercise Program</i>, intends to partner with local non-profit organizations to provide a framework for building and supporting this effort. The program consists of two workshops that will be designed once delivered twice” providing a total of four workshops. The program will also include one Toolkit (Resources CD) that will be provided all workshops. 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 ENLA Board to make motion to participate and to support this project. Motion on the floor that ENLA will support this project as a partner and will send at least one representative to participate the planning committee and provide resources/materials as well to market the workshops by Tempie Beaman (Lutheran Social Services) and second by Ron Lopez (Catholic Charities). The motion has been unanimously approved and supported by Board. The Board agrees to send Jackie Russell (Faithful Central) and Alix Stayton (Operation Hope) to participate this program.</p>	Jackie Russell and Alix Stayton on behalf of ENLA will participate this first planning committee meeting on April 14, 2009.	Jackie Russell Alix Stayton
County's plans for Volunteer and Donation Management by Jeanne O'Donnell	<p>Jeanne announced County OEM has new leader John Fernandes a previous DEA agent. County plans to launch Volunteer and Donation Management projects. ENLA plays one of the vital roles of this project. Therefore would like to invite the Board to review the existing bylaws and strategic planning how to incorporate these two projects. Furthermore, the Board should collect all the parties' inputs and find the ways to assist each other.</p> <p>Jeannie also pointed out Aidmatrix will have the function to collect the cash donation. There has being a series of 10 presentations in the NCA. Board should look into this more details.</p> <p>Red Godfrey announces that John Cvjetkovic and Jeanne O'Donnell being awarded and recognized of outstanding community outreach service by County Supervisor. On behalf of ENLA board, we present a cake to show a small token of appreciation to them and to recognize their endless support to ENLA Board.</p>	Red Godfrey suggests to have further discussion in March Board meeting.	Jeanne O'Donnell Board
ENLA website	Michael showed the different parts of the website. Eve mentioned that she	Michael will assist to put the existing color	Michael

<p>By Michael Kleiner</p>	<p>liked the color scheme of the current website and asked if that was an option. Michael confirmed yes. Slav has asked about putting all member logos on the homepage, but there was some discussion about that (whether it made sense given that we have 50+ organizations and hope to continue to grow). Deborah Robinson mentioned that on the Member page, staff had suggested to be able to click on the member organization name and that would take you to a separate page with information on the member organization (contact info, website link, organization's mission, programs and the logo could go on that page). Michael was going to send a link for the board to be able to look at the website and test its functionality. It was agreed that staff would send the original document that we developed in August with the list of functionality desired for the website. (We have that document, but didn't know when the link would be sent). For the record, the Board is grateful of Michael's extra efforts to assist the ENLA website design.</p>	<p>scheme of the current website.</p> <p>Michael will send a link for the board to be able to look at the website and test its function.</p> <p>Staff will send the document created in August suggesting the functionality needed in a new website</p>	<p>Michael</p> <p>Staff</p>
<p>Committee Updates</p>	<p>Interfaith Tempie Beaman has no report this month.</p> <p>Shelter - Jackie Russell reported on January 27 held a subcommittee meeting; there were 5 agencies participate. The committee plans to review and study FEMA new housing policy as well long term homeless shelter providers. Furthermore when the disaster strikes where these groups of people go? There will be another meeting on Feb. 24. The committee will collect all the thoughts and report back to Board.</p> <p>Need to invite more members to participate each Committee. How to announce the Committee activities and dispatch the message are important.</p>	<p>Suggest to post the committee meeting minutes on the web site</p> <p>Suggest to post the committee members recruitment on web site</p>	<p>Tempie Beaman</p> <p>Corey Eide Jackie Russell</p> <p>Board</p>
<p>Government Agencies</p>	<p>Lisa Hayes from LA City announced: RedayLA.org (http://www.readyla.org/) is available; currently the faith base initiate project open to all the members, interfaith committee, church group to join in a proper way point into ENLA, Red Cross. There will be a kick off announcement within 2 weeks. Any questions please call 213.978.0596.</p> <p>John Cvjetkovic announces DPSS is working with Red Cross to provide Community Shelter Training within the next 7 to 8 months. Target to train 1500 community residents and/or group agency.</p>	<p>Suggest to email all the relate kick off and update information to Board.</p> <p>Advise each training site and date for ENLA to recruit more members</p>	<p>Lisa Hayes Board</p> <p>John Cvjetkovic Board</p>
<p>AOB (Any other Business)</p>	<p>Lonna Calhoun from Community Outreach Promoting Safety and Security (COPSS), took the opportunity to share with the ENLA Board the agency's mission: "Promoting Disaster Preparedness through Proactive Community Outreach".COPSS focuses outreach efforts to the Harbor Area Communities (cities of San Pedro, Harbor City, Wilmington, Palos Verdes Peninsula). COPSS holds regular forums that engage community members in disaster preparedness, check our EVENTS page for a list of recent events.</p>		

	<p>COPSS- Background During the fall of 2004, the Central San Pedro Neighborhood Council identified emergency preparedness as a critical unmet need in the Los Angeles harbor area. Council board member, Lonna Calhoun, agreed to take the lead in forming a community committee to begin dialogue on this very important issue. Other Harbor Area Neighborhood Councils also felt this was a priority need and joined the committee which became known as COPSS. COPSS began conducting monthly community forums on emergency preparedness and these forums have included expert speakers. COPSS also began making presentations to homeowner associations, chambers of commerce, neighborhood councils, church groups, and several other community organizations. COPSS also set up an inclusive web site with valuable information and important links. Most importantly, from the beginning of the process, COPSS has included local first responder representatives (including the LAPD, LAFD, LA Port staff, Coast Guard, and others) COPSS has forged an excellent working relationship with these important city agencies.</p> <p>ROLE OF COPSS: COPSS began with the realization that a missing link in emergency preparedness was the involvement of the citizens in the Harbor area. Indeed, Los Angeles City agencies were busy working on advancing their role in preparation for an emergency, however, it did not appear that any one particular city agency had clear responsibility or the necessary resources to inform and involve all the citizens in planning for a future emergency. COPSS is the logical community based organization to work in collaboration with city agencies to outreach to the community....to assure that emergency preparedness becomes a priority of the citizens. City agencies like the LAPD, LAFD, Coast Guard and others have been encouraging COPSS to be the out front agency for outreach to the citizens. COPSS has established credibility through the monthly forums, local community presentations and working with the key Los Angeles city agencies like LAPD, LAFD, etc. In 2007 COPSS has formed a non profit corporation to begin seeking the necessary funding support to hire staff required to begin a successful community outreach program. COPSS is supported by a credible board of directors who have given extensively of their talent and time.</p> <p>COPSS is a non-profit California Organization - www.copss-ca.org</p>		
Adjournment	The meeting was adjourned at 2:30pm		

MEETING SCHEDULES

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COMMITTEE	DATE	LOCATION	TIME	
BOARD RETREAT	February 20, 2009	Salvation Army Calabasas	8:30 – 3:30	
Interfaith	March 9,2009	TBD	TBD	
Development	Feb. 12,2009 March 12	TBD TBD	TBD TBD	
Shelter	February 24,2009	Los Angeles Neighborhood Housing Services office 3926 Wilshire Blvd., Ste. 200, Los Angeles CA 90010	1:30	
Monthly Board	March 12, 2009	Salvation Army	12:00 – 2:00	

PLEASE BE COGNESCENT OF THE HOST LOCATION, RSVPS ARE REQUIRED TO ENSURE LUNCH CAN BE PLANNED AND PROVIDED..

PLEASE PRINT OFF YOUR MATERIALS AND BRING TO THE MEETING.