



Area E Executive Committee Meeting

Area E Disaster Management Office

Meeting Minutes for January 7th, 2021

Meeting was called to order at 9:09 am

1) Call to Order and Roll Call: Roll call was taken.

Members Present: Chair Rakdy Khlok, Vice-Chair Mark Rounds; Emely Merina; Christopher Caisip, Brian McNerney

Members Absent: Yolanda Martinez; Anthony Martinez

Guests Present: None

Advisory Member: Ashu Palta (Not Present)

Staff Present: DMAC, David Ashman; Area E Staff Daniel Cabuay

2) Introductions and Announcements: None

3) Guest introductions and Public Comments: None

Item 1: Approval of the Previous Meeting Minutes – December 2020

The meeting minutes are motioned for approval by Area E Executive Member Emely Merina on the condition that the submitted name be changed from the Area E Admin to either the Area E Staff or the Area E DMAC.

The motion is seconded by Area E Vice-chair Mark Rounds.

Motion passes unanimously.

Item 2: Office Updates

2.1 Area E Staff Schedule and Evaluation

Area E Chair Rakdy Khlok shares the Area E Admin Zaira Villa will be out tentatively until January 18th, 2021. She shared updates on Area E personnel.

The Area E DMAC David Ashman will continue remote work and remain available for contact via call or email. Area E Staff Daniel Cabuay will continue to work from home until further notice. The Area E Accountant Matt Lenton will assist with office tasks through January 2021 and potentially through February 2021.

Area E Chair notes that if the Area E Admin remains absent past January 18th, that this item will be discussed in the next Executive Board meeting.

Item 3: Operational Area Reports

3.1 EMPG Performance Period 19-21, MOD1

Area E DMAC David Ashman explains that MOD1 has been completed for EMPG 19-21. He shows modifications made to the EMPG request, the numbers are the same and the only changes were made explaining who is assigned to specific work **(see handout for more)**.

He adds that Los Angeles County has agreed to reimburse labor cost and expects something in the next 30 days for wages and contract expenses. With the MOD1 included, this item still falls within the budget set out by the General Board.

3.2 EMPG Performance Period 20-22, Q2 Report

Area E DMAC David Ashman shares he is working on finishing the Q2 report which is due on January 10th. He will add quarterly reports and other activities in the report, but will exclude any major financial report outs. However, he will provide wages and salary costs for Area E Admin and Area E staff, and contract costs in order to track direct labor costs.

3.3 EMPG-S, MOD1

Area E DMAC David Ashman is working with LA County and Craig to submit a budget plan for EMPG funding. Area E DMAC reallocated costs from wires and cables into the equipment side of the budget because he found a wireless solution for the plan. The overall budget is still the same, and this modification was submitted to the state.

3.4 Area E Fiscal Year 19-20, Statement

Area E DMAC David Ashman displays income and expense statements **(see attached handout)**. He shares that we only have revenue from city dues and that we are still waiting on grant reimbursements. Area E still has enough funding to pay contract and labor costs throughout the fiscal year.

DMAC will use the same format present to create mid-year budget adjustment by the end of the week. The Area E Accountant Matt Lenton will assist with this.

Item 4: General Services Approval Updates

4.1 Accounting Services

Area E Chair Rakdy Khlok addresses that the Area E Accountant Matt Lenton has been hired for the past month to maintain Area E books on a weekly basis. This may extend to February depending on situational changes.

Item 5: Budget and Finance Update

5.1 City Dues Collection Status

Area E DMAC David Ashman and Area E Accountant Matt Lenton created a chart of all member cities with outstanding membership dues (**see attached handout**). The DMAC shows which cities have outstanding dues that extend past the current year.

Area E Chair Rakdy Khlok requests that the city of Lynwood be removed from this list as she has confirmed their payment. DMAC will remove them from the list.

The Area E DMAC will begin the collection process with cities on this list.

5.2 PEX Card Status

Area E Chair Rakdy Khlok shares we must keep the PEX card because a debit card poses a security risk. The chair proposes that Area E should have 3 PEX cards assigned to members of the Executive Board. She proposes a rolling balance of \$3,000 per card.

Area E Vice Chair Mark Rounds and Area E Executive Board member Emely Merina both agree with this amount.

Area E Chair volunteers to act as the administrator for the PEX card and to maintain cards distributed to Area E. Area E Vice Chair and Area E Executive Board member Emely Merina agree with this idea, but only for two cards.

Area E Vice Chair makes a motion that Area E Chair will be the administrator for the PEX card, the Area E Admin Zaira Villa maintain her PEX card and that he would maintain the 2nd card. This motion is seconded by Area E Executive Board member Christopher Caisip.

The motion passes unanimously.

5.3 Change in Banking, FDIC

Area E Chair Rakdy Khlok explains that there will be no change in banking until Area E Admin Zaira Villa returns.

Area E DMAC explains that the reason Area E has two banks is due to the FDIC guarantee of a quarter million reimbursement to organizations in the event of a bank failure.

Area E Chair asks the Executive Board if there should be two banks. DMAC suggests that this decision be held off until normal financial status is established. All board members agree with this suggestion.

5.4 Proposed Bylaws

Area E DMAC David Ashman suggests to the Board that this item be reviewed outside of the meeting due to volume of content and priority of time-sensitive items.

The present Executive Board members agree to table this item for the moment.

Area E Chair Rakdy Khlok addresses that in previous years Area E was looking to analyze the need for a new business structure. She wants to commit this discussion as an **item in the next Executive Board meeting**.

Item 6: Administrative Updates

6.1 CWIRS Radio Project

Area E DMAC explains that new radios will be prepared by the end of the month for the Area E Member cities. His contact, Lilia Valdez, has confirmed in writing that these new radios will be included in any County-wide replacements in a new radio plan.

He explains the current plan is over budget and is looking to distribute the radios in February 2021.

6.2 EOP Contract, Executed

Area E DMAC provides an update that Mike Brady and his team have been working this item. He will have a briefing with Areas C and D to finalize the outline for this plan after the Martin Luther King Holiday. This item is proceeding on schedule.

He will provide a progress report after this briefing to the Executive Board.

Area E Chair Rakdy asks if there was a debarment search for Mike Brady. Area E DMAC responds that there was one conducted a little over a year ago. She explains that this should be conducted before a project.

Area E DMAC will investigate this item further and report back to the Board.

6.3 Purchase of Outreach Materials

Area E DMAC presents three separate bids (see attached handout). He recommends the proposal from the vendor who has done previous work with Area E member cities prior.

Area E Chair Rakdy Khlok and Area E Vice Chair Mark Rounds agree for the DMAC to proceed, but to ensure that a debarment search is conducted for the vendor Lisa Ratzky prior to any offer.

Area E DMAC shares an operational concern regarding Area E's office laptop for the Area E Admin Zaira Villa. Area E IT contractor has recommended an item for use while Area E DMAC and Area E Staff look for vendors.

Area E Chair agrees that this concern should be addressed and that moving forward Area E should work to ensure remote capabilities. Area Vice Chair also agrees in acquiring a new laptop to assist with remote capabilities.

Area E Vice Chair motions to reallocate budget from training expenses to purchase a new laptop. This is seconded by Area E Executive member Christopher Caisip.

Motion passes unanimously.

6.4 General Board Meeting Agenda – January 20, 2020

Area E Executive Committee plan out the General Board Meeting Agenda.

Item 7: Adjournment

There being no further business to be brought before the Area E Executive Committee, Area E member Emely Merina motions to end the meeting. This motion is seconded by Area E Vice Chair Mark Rounds. **The motion passes unanimously.** The January 14, 2021 meeting be officially adjourned at 10:11 A.M.

Submitted:

Attest:

Daniel Cabuay, Area E Staff

Rakdy Khlok, Chairwoman

APPROVED:
February 4th, 2021