



Area E Executive Committee Meeting

Area E Disaster Management Office

Meeting Minutes for February 4th, 2021

Meeting was called to order at 9:08 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, Yolanda Martinez, Anthony Martinez

Members Absent:

Guests Present: None

Advisory Member: Ashu Palta (Not Present)

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

2) Introductions and Announcements: None

3) Guest introductions and Public Comments: None

Item 1: Approval of the Previous Meeting Minutes – January 2021 Meeting Minutes

The meeting minutes are motioned for approval by Area E Vice Chair Mark Rounds on the condition that the grammatical errors be corrected,

The motion is seconded by Area E Executive Committee member Emely Merina.

Area E Executive Committee member Yolanda Martinez abstains from the vote.

Motion passes.

Item 2: Office Updates

2.1 Area E Staff Schedule

Area E Chair Rakdy Khlok shares the Area E Admin Zaira Villa is working in the office onsite. Area DMAC and Area Staff will continue to work remotely. She also shared that the Area E Office is trying to procure a new laptop for the Area E Admin to have remote capabilities.

Item 3: Operational Area Reports

3.1 EMPG Performance Period 19-21, MOD1

Area E DMAC David Ashman goes over the FY 19-20 and 20-21 chart. **See attached.**

He explains that the chart structure is meant to highlight what portions of EMPG have been completed, submitted for approval, received or returned et al. This is meant to centralize all information for said performance period.

He continues to explain that we have completed all steps up to the Auditor Questions for quarters 3 and 4 and once completed, will move onto the final phases of the EMPG grant process which will allow reimbursements for quarters 1 and 2.

Area E Chair Rakdy Khlok recommends that the quarter sections of the chart be marked with their corresponding months. Area E DMAC will edit this into future charts.

3.2 EMPG Performance Period 20-22, Projects and Q2 Report

Area E DMAC David Ashman goes over FY 19-20 and 20-21 chart. **See attached.**

The only items left for this period are the CWIRS radios, the new laptop for Area E Admin, and the EOP Project. We will close this period around April 2021, but until then we do not have any reimbursements for this period.

Area E DMAC David Ashman explains that this does not have a sub recipient agreement yet. The only costs we can use this for are operating costs and labor. This will follow the same plan as the previous items' fiscal years.

As it stands, quarters 1 and 2 are pending matching funds and invoices. Until then, this performance period cannot proceed. Some issues for this item are a lack of timeline for the SRA in the quarter 2.

By next week, the Area E DMAC will have an update from Craig regarding the SRA timeline.

Area E DMAC also goes over the laptop costs and samples of the outreach project materials. Area E Staff will confirm three new vendors for the laptop purchase.

3.3 EMPG-S, MOD1

Area E DMAC David Ashman explains that this grant will be used for a communications project that was approved prior by the Executive Committee. He explains we have a submitted workbook that has been approved by the state. The next step is to do an RFP for the items outlined, but the purchase of items is still pending the approval of a sub-recipient agreement.

Area E DMAC states the goal is to put out bids within the next 30 days to be prepared once the agreement is approved. The biggest issue is matching funds for this grant. These items are outlined in the packet. **See attached.**

As it stands, the grant has \$85,000 to match in funding. Area E DMAC suggests looking to the member cities of Bellflower, Carson, Montebello, Paramount, Vernon, Whittier or Compton to act as candidates for the price match. He will reach out to these member cities to act as matches for the \$85,000.

3.4 Area E Fiscal Year 19-20, Statement

Area E DMAC David Ashman displays the charts created by the Area E Accountant Matt Lenton and Area Admin Zaira Villa. **See attached**

There is no grant income to report which causes the statement to look unbalanced. Area E DMAC reminds the Executive Committee that despite this, the money received from dues and money saved, means that Area E still has funds for operations.

Area E Chair Rakdy requests a document that specifically shows budget and expense tied to the fiscal year. Area E DMAC will provide this document to the Executive Committee next meeting.

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 rest of February 2021 to maintain Area E books on a weekly basis. This may not extend to March depending on situational changes.

Area E Executive Committee have no issues with the Area E Account staying on for the month of February.

Item 5A: Budget and Finance Update

5A.1 City Dues Collection Status

Area E DMAC David Ashman presents approved process for dues collection. Area E DMAC explains that he will follow the 7-step process of City Dues Collection while the Area E Admin finishes grant-related work.

5A.2 PEX Card Status

Area E Chair Rakdy Khlok shares that she is still working to issue another PEX card to Area E Vice Chair Mark Rounds. She will update the Executive Committee once she issues this card.

The motion passes unanimously.

5A.3 Change in Banking, FDIC

Area E Chair Rakdy Khlok explains despite the FDIC guarantee is not worth the trouble of two banks. She was advised this by the Area E Accountant Matt Lenton.

Area E Executive Committee will ask their cities for input regarding having multiple banks for Area E. Area E Executive Committee member Yolanda Martinez and Area E Vice Chair Mark Rounds will return to the Executive Committee with their inquiry.

Area E DMAC suggests that the Area E Accountant consult banking issues and investing opportunities. The Area E Chair will speak with the Area E Accountant.

This item will be tabled until the next Executive Committee Meeting.

5A.4 Proposed Bylaws

Area E DMAC suggests that this item be held until discussion item 5B. Area E Chair accepts this suggestion.

Item 5B: Budget and Finance Update – Closed Session

Area E Staff, Area E Admin, and Area E DMAC leave the call to allow for a closed session led by Area E Chair Rakdy Khlok.

Area E Staff, Area E Admin and Area E DMAC return to meeting at behest of the Area E Chairwoman.

The Executive Committee has decided to take the decision of changing the business model to the General Board. Area E Chair Rakdy Khlok requests that a closed session regarding the business model change be added to the General Board Meeting Agenda.

Item 6: Administrative Updates

6.1 CWIRS Radio Project

Area E DMAC explains the radios are programmed and ready for pick up. Area E DMAC will pick up this item and then work with Area E Staff member Daniel Cabuay to send an invitation to the member cities for distribution.

He further explains what items will be included with the radio package. **See attached**

Area E will tag the new radios and test the existing radios alongside the new radios.

Area E Chair Rakdy Khlok suggests that the radio distribution and the outreach material distribution take place on the same day. Area E DMAC agrees and will work with Area E Vice Chair Mark Rounds to set up the location for distribution.

6.2 EOP Contract, Project Underway

Area E DMAC provides an update for the Executive Committee. At the end of January, the consultant provided their EOP template outline to the Area E DMAC completing Phase One.

Phase Two will take place over the next two to three weeks, they will fill the entire outline to create a proper program for the EOP project. This phase will be completed by end of February.

In March 2021, the timeline indicates that the consultant will develop and show their training materials to the Area E DMAC.

At the start of April, the goal is to host remote EOP training. The classes will be scheduled for 4-5 hours and that attendees will have electronic version of materials for the classes.

6.3 Outreach Materials Update

Area E DMAC presents the samples of Area E and CERT-branded materials purchased with the outreach funds. He explains that the items have been ordered and we are awaiting the masks being shipped in internationally.

6.4 Website

Area E Staff Daniel Cabuay presents the new Area E Website. He displayed the security functions that were approved by the Board.

Area E DMAC asks the Executive Committee to register and explore the new functions of the site.

Area E DMAC explains that in the next week, the Emergency Software Project will begin their implementation phase of the project. He will continue to provide updates to this software project as he receives them to the Board.

6.5 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 Vice Chair Mark Rounds motions to end the meeting. This motion is seconded by Area E Executive Committee member Christopher Caisip. **The motion passes unanimously.** The February 4th, 2021 meeting officially adjourned at 10:24 A.M.

Submitted:

Attest:

Daniel Cabuay, Area E Staff

Rakdy Khlok, Chairwoman

APPROVED:
March 4th, 2021