

Oregon Voluntary Agencies Active in Disaster  
ORVOAD

MEETING AGENDA

November 17, 2009

2:00 - 4:00pm

Oregon Trail Chapter, American Red Cross  
3200 North Vancouver Av Portland OR 97217

1. Call to Order Phyllis Wright, President
2. Reflection
  
3. COOPERATION:
  - A. Introductions
  - B. Treasurer's Report Rhonda Whitney, Treasurer
  - C. By-Laws Review - Defining Membership Categories for ORVOAD Group Discussion & VOTE
  
4. COORDINATION:
  - A. State Disaster Plan Updates Joseph Murray, OEM
    - a) Donations & Volunteer Management
  - B. ESF 6 - Mass Care Training Dean Alby
  - C. FEMA: Strengthening Disaster Recovery Phyllis Wright
  - D. Disaster Response Updates:
    - a) Long-term Recovery Committee Reports Clatsop & Columbia Counties
  - E. Local COAD/VOAD Reports Clackamas, Washington,  
Yamhill Counties
  
5. COMMUNICATION:
  - A. September, 2009 Minutes Kathleen Joy, Secretary
  - B. Introduction to Red Cross Eric Corliss or Kelly Scott
  
6. COLLABORATION:
  - A. HINI Update Maria Galle
  - B. Downtown Portland Preparedness Report Angie DeRouchie
  
7. Other Business As Needed
  
8. Next Meeting Date: Tuesday, January 19, 2010 - LOCATION????
  
9. Adjourn

**ORVOAD**  
**Oregon Voluntary Organizations Active in Disaster**

**PROPOSED BY-LAWS CHANGES**  
**October 6, 2009**

**ARTICLE I**  
**NAME and RELATIONSHIPS**

**Section 1.3 Current Language**

VOAD is a community-based organization active in disaster.

**Section 1.3 Proposed Changes (additions shown in blue; deletions shown in red):**

COADs and VOADs are community-based organizations active in disaster.

**Section 1.3 FINAL Proposed Language:**

COADs and VOADs are community-based organizations active in disaster.

**ARTICLE III**  
**MEMBERSHIP**

**Section 3.1 Current Language**

Membership is open to organizations that are statewide or regional in scope and purpose, voluntary, and active in disasters. Member organizations shall have a disaster response program and policy for commitment of resources (i.e. personnel, funds, and equipment) to meet the needs of people affected by disaster, without discrimination. Members will support and promote the purpose of the organization.

**Section 3.1 Proposed Changes (additions shown in blue; deletions shown in red):**

Membership is open to organizations that are statewide or regional in scope and purpose, voluntary, and active in disasters. Member organizations shall have a disaster response program and policy for commitment of resources (i.e. personnel, funds, and equipment) to meet the needs of people affected by disaster, without discrimination. Members will support and promote the purpose of the organization. Member organizations must be qualified as tax exempt under federal and state law.

**Section 3.1 FINAL Proposed Language:**

Membership is open to organizations that are statewide or regional in scope and purpose, voluntary, and active in disasters. Member organizations shall have a disaster response program and policy for commitment of resources (i.e. personnel, funds, and equipment) to meet the needs of people affected by disaster, without discrimination. Members will support and promote the purpose of the organization. Member organizations must be qualified as tax exempt under federal and state law.

**Section 3.2 Current Language:**

Members: Organizations who are members of NVOAD those qualified under Internal Revenue Service regulation 501(c)3. Any number of the organization's personnel may attend regular and annual meetings with the provision that each agency will have only one vote. There shall be no limit of members in the Member Category. Membership dues are required. Members may be appointed to committees and hold office in those committees (including the Executive Committee.)

**Section 3.2 Proposed Changes (additions shown in blue; deletions shown in red):**

*Members:* [Organizations who are members of NVOAD those qualified under Internal Revenue Service regulation 501(c)3.] Membership dues to ORVOAD are required on an annual basis. Any number of the member organization's personnel may attend regular and annual meetings with the provision that each agency will have only one vote. There shall be no limit of members in the Member Category. Member representatives may be appointed to committees and hold office in those committees, (including the Executive Committee.)

**Section 3.2 FINAL Proposed Language:**

*Members:* Membership dues to ORVOAD are required on an annual basis. Any number of the member organization's personnel may attend regular and annual meetings with the provision that each agency will have only one vote. There shall be no limit of members in the Member Category. Member representatives may be appointed to committees and hold office in those committees, including the Executive Committee.

**Section 3.3 Current Language**

*Partners:* Any government agency, business, or organization may become a Partner. Membership dues may be requested and are voluntary. Partners shall have no voting privilege. Any number of the organization's personnel may attend regular and annual meetings. There shall be no limit to the number of members in the Partner Category. Partners may be appointed to committees and hold office in those committees, excluding the Executive Committee.

**Section 3.3 Proposed Changes (additions shown in blue; deletions shown in red):**

*Partners:* Any government agency, business, or organization may become a Partner. Partner organizations must have a written and signed Memorandum of Understanding with ORVOAD detailing the relationship between the two organizations. Membership dues are required. Partners shall have no voting privilege. Any number of the organization's personnel may attend regular and annual meetings. There shall be no limit to the number of members in the Partner Category. Dues paying partner representatives may be appointed to committees. (and hold office in those committees, excluding the Executive Committee)

**Section 3.3 FINAL Proposed Language:**

*Partners:* Any government agency, business, or organization may become a Partner. Partner organizations must have a written and signed Memorandum of Understanding with ORVOAD detailing the relationship between the two organizations. Membership dues are required. Partners shall have no voting privilege. Any number of the organization's personnel may attend regular and annual meetings. There shall be no limit to the number of members in the Partner Category. Dues-paying partner representatives may be appointed to committees.

**Section 3.4 Current Language**

VOADs in Oregon are made up of regional, county or other sub-state geographic representation. They operate under the same core values and engage in the same basic activities as ORVOAD and NVOAD. VOADs must have a written and signed affiliation agreement with ORVOAD that gives them the right to use the VOAD name

and trademark. This agreement must be renewed every three years just as ORVOAD does with NVOAD. ORVOAD will make the final determination of representatives to attend the regular meetings of ORVOAD. Membership dues may be required of VOADs.

**Section 3.4 Proposed Changes (additions shown in blue; deletions shown in red):**

*Affiliates:* Local Voluntary Agencies Active in Disaster (VOADs) and Community Organizations Active in Disaster (COADs) in Oregon are made up of regional, county or other sub-state geographic representation. They operate under the same core values and engage in the same basic activities as ORVOAD and NVOAD. Local VOADs and COADs must have a written and signed affiliation agreement with ORVOAD (that gives them the right to use the VOAD name and trademark). This agreement must be renewed every three years just as ORVOAD does with NVOAD. (ORVOAD will make the final determination of representatives to attend the regular meetings of ORVOAD). Local VOADs and COADs are eligible to become affiliate members, paying dues at the affiliate level, with all member benefits and privileges. Affiliate representatives may be appointment to committees and to hold office in those committees, excluding the Executive Committee. (Membership dues may be required of VOADs.)

**Section 3.4 FINAL Proposed Language:**

*Affiliates:* Local Voluntary Agencies Active in Disaster (VOADs) and Community Organizations Active in Disaster (COADs) in Oregon are made up of regional, county or other sub-state geographic representation. They operate under the same core values and engage in the same basic activities as ORVOAD and NVOAD. Local VOADs and COADs must have a written and signed affiliation agreement with ORVOAD. This agreement must be renewed every three years just as ORVOAD does with NVOAD. Local VOADs and COADs are eligible to become affiliate members, paying dues at the affiliate level, with all member benefits and privileges. Affiliate representatives may be appointment to committees and to hold office in those committees, excluding the Executive Committee.

**Oregon VOAD**  
**Voluntary Organizations Active in Disaster**  
**211 Offices**

621 SW Alder, Suite 810 Portland, OR 07205  
September 15, 2009  
2:00 – 4:00pm

**MEETING MINUTES**

**Attendance:**

Alby, Dean- Oregon Food Bank  
Bagby, Kelli- The Salvation Army  
Berkman, Akiko- Oregon Public Health Division  
Carlson, Brent- Church of the Brethren Disaster Services  
Colvin, Wendy- Mennonite Disaster Service  
DeRouchie, Angie- Church of Scientology Disaster Services  
Fagerholm, Kate- American Red Cross  
Galle, Maria- Medical Reserve Corps  
Hall, Marguerite- American Red Cross  
Herzogh, Jean Ellen- Presbyterian Disaster Services  
Larsen, Gary- Church of Jesus Christ of Latter-Day Saints  
Lasher, Alice- Clackamas County Citizen Corps/ COAD  
Murray, Joseph- Oregon Office of Emergency Management  
Mayock, Steven- Oregon Volunteers  
Reuter, Scott- Clatsop County Long Term Disaster Recovery Committee  
Rincones, Oscar- 211 Info  
Wright, Phyllis- Presbyterian Disaster Services

**Welcome & Introductions:** President Phyllis Wright called the meeting to order at 2:10pm. Self-introductions were made.

**Reflection:** Phyllis read an excerpt from the book, “When Your Whole World Changes”.

**H1N1 Presentation:** Akiko Berkman from Oregon Public Health Division gave a general overview presentation on H1N1, noting that this issue contains complex information which changes daily. Akiko encouraged those present to contact our local county health departments for information rather than the state health department. The vaccine for H1N1 should be here October 1. All members of the priority groups are urged to get the vaccine. There have been 105 hospitalizations in 11 counties in Oregon and 12 deaths in 7 counties in Oregon. The state health department did activate ESF-8 in April, however, currently the Incident Management Team is activated for planning only. Businesses and other services should expect between 30-40% absenteeism due to H1N1 which will be quite significant. Business continuity plans are extremely vital to ensure business can continue. The community can be resilient through staying informed, giving avenues of information to others, being personally prepared, and sharing business continuity plans. The website, [www.flu.oregon.gov](http://www.flu.oregon.gov), has additional information.

Phyllis noted it is important we get creative in order to continue to be social, such as finding new ways to greet one another besides shaking hands.

**By-Laws Review:** Phyllis began the discussion for redefining membership for ORVOAD. She read the definition of participants from the National VOAD site and suggested changing from 2 levels of membership, Member and Partner, to 3 levels of membership, Member, Associate, and Affiliate, based on NVOAD’s policy. She also noted the revision to include COAD as well as VOAD as members. There was some confusion over the drafts of revised by-laws that were handed out and what Phyllis was referring to. It was decided the by-laws need additional review before presenting to the group, whether that be by the Executive Committee or a sub-committee. The group was in consensus that the 3 levels made sense and that giving the COADs and VOADs a vote would be beneficial to the group as well as encourage COADs and VOADs to be involved with ORVOAD.

The Executive Committee will look at the by-laws at their next meeting and will present a final draft to the group at the next meeting.

**New ORVOAD Website:** Phyllis announced the new ORVOAD website is up and running and that all meeting announcements, agenda, and minutes will be posted there instead of sent in emails. However, we still need some members' contact information. Angie noted she thought she had filled out the contact information sheet multiple times and that it would be helpful to have a list of whose information was already collected and who's still needed to be collected. Phyllis wasn't for sure where that information was kept, noting that Kathleen might possibly have it.

The Executive Committee will address the contact information issue at their next meeting.

**Dues Notices/ Contact Information:** It was noted on the Dues notices that went out there was some confusion over the "Application Renewal Form" mentioned on the notice. The wording needs to be changed to refer to the contact information and interest form that has been handed out. Alice offered the online forms she uses to make it easier for people to fill out, as well as a database that was created for easily updating contact information.

**State Disaster Plan Updates:** Joseph Murray from Oregon Office of Emergency Management updated us on what is happening at the state level. He announced they are filling Ian Finseth's position and while he enjoyed being a part of ORVOAD wasn't for sure if he or this new person would take over that responsibility. The state has decided to separate the Donations Management Plan from the Volunteer Management Plan mainly due to liability issue with volunteers. He is still learning and gathering information for the Donations plan and noted that Kathleen Joy was also working on it. Due to the state's concern about liability issues with volunteers, a management team needs to be put into place to write the Volunteer Management Plan, but that hasn't been convened yet.

**ESF-6 Mass Care:** Joseph report that a group has been convened and has been meeting for 3 or 4 months in order to update this section for the state. Currently, it consists mainly of government agencies but that adding key non-state agencies to the planning team was in the works. Currently the Red Cross and ORVOAD have been the only non-state agencies at the meetings, but Oregon Food Bank would be joining them at their next meeting. His office will be holding an ESF-6 state workshop on Oct. 22nd in Salem at the Department of Public Safety Standards and Training facility. The agenda will be sent out soon through Kathleen. He will be on the agenda planning team and will work to ensure the voices of ORVOAD are heard.

#### **Disaster Response Updates:**

**Clatsop County-** Scott reported that they are continuing to work on cases and have actually received a few new cases from the storm 2 years ago. There are a few complicated cases where houses need to be enclosed before the rainy season begins and they are working to get those complete. All is well other than that.

**Columbia County-** Phyllis reported that they needed help to get families back into their homes as FEMA is coming soon to move the temporary trailers these families are currently living in. Joseph noted that there were only 3-4 families in this situation and that Community Action Team was arranging for travel trailers to be brought in for these families in the interim.

#### **Local COAD/VOAD Updates:**

**Yamhill County-** Angie reported that this group is plugging along building relationships and working together on other non-disaster issues as there aren't many disasters in Yamhill County. Scott Reuter had made a presentation to the group. However, they were still interested in the training promised to them by ORVOAD. They have been called a VOAD but really they are a COAD and will be referred as such in the future.

**Washington County-** Dean reported they had their 2nd meeting and they are still getting organized and writing their by-laws based on the Clark County plan.

**Clackamas County-** Alice reported Oct. 29th is their next meeting at a TBD location. The following activities should be noted:

- Winter Storm exercise on Oct. 21st
- Shelter overnight exercise on Sept. 25th- volunteers needed!
- Alice has \$11,000 that needs to be spent within the next 10 months on volunteer and police service, security, behavioral health, or Medical Reserve Corps.
- The Clackamas COAD is working with churches to plant gardens.
- The city of Sandy is planning a POD (Points of Distribution) exercise to practice planning and dispensing medications through schools. Alice will need 120 volunteers for this exercise if it gets approved.
- Alice needs someone who is communication minded to plan the HAMM to FRS connection.

### **Host Agency Presentation:**

Oscar gave a general overview of 2-1-1's operations. He reported his office covers 50% of the population in Oregon, as well as 2 counties in Washington. They are mainly funded by United Way and Department of Human Services.

SafeNet, Housing Connections, and Breast and Cervical Cancer hotlines are 3 lines they also answer. They answer approximately 13,000 calls per month. They have 12-15 full and part time employees who work Monday through Friday 8am-6pm. They are currently working on getting volunteers who will be able to assist during the busy season which runs the beginning of October through the end of March. They are trying to work with the Department of Public Health to get information on HINI so their workers can assist in answering those questions as well. They are also working on a system that allows employees to answer calls from home as a contingency plan for HINI ramifications.

Angie asked if any organization could be in their database as a resource. Oscar said there is no cost to be a resource and anyone interested should contact Robin Hall at [robin@211info.org](mailto:robin@211info.org) in order to get the appropriate forms.

### **Announcements and Information:**

**Downtown Portland Preparedness Activity:** Angie reported the event was open to residents and business of downtown Portland in order for them to get to know their local NET teams. The event is on Sept. 19th at O'Bryant Square from 12pm- 5pm. All are welcome to participate and/or hand out information about their own organizations.

**Civic Engagement Conference:** Steven from Oregon Volunteers reported on the upcoming training on Volunteer Reception Centers at the Civic Engagement Conference in Salem. Spots are still available and Faye Stone, the speaker, is extremely knowledgeable. Everyone should attend!

### **Next Meeting:**

The next meeting will be held Tuesday, November 17th, 2009 at the Oregon Trail Chapter, American Red Cross office, 3131 N. Vancouver Ave.

There will be no further business. The meeting was adjourned at 4:15pm.

Submitted by,  
Kelli Bagby  
Vice President