



## **Southern Tier/Finger Lakes Voluntary Organizations Active in Disaster**

### **Agenda**

**October 20, 2016**

**1:00 – 3:00 pm**

**Institute for Human Services, 50 Liberty Street, Bath**

Present: Gary Roller (Lutheran Disaster Response), Charlotte Erskine (Institute for Human Services), Joyce Hyatt (Chemung County MRC), Deborah Spillane (Sheen Housing), Captain Raul Rivera (Salvation Army), Lynda Lowin (Catholic Charities Steuben), Amy Christensen (Legal Assistance of Western New York), Sarah Clive (LAWNY), Nicole Gustafson (LAWNY), Laura Opelt (Catholic Charities Steuben), Michelle Dartt (IHS), Niki Turnmyre (Schuyler County Public Health – MRC), Tim Marshall (Steuben County Emergency Services), Sue Larson (Catholic Charities Chemung/Schuyler), Kristin Card (Chemung County Emergency Management)

1. Welcome & Introductions
2. Fiscal agent role & criteria: Catholic Charities Steuben – Laura Opelt

Laura Opelt attended this meeting to confirm that Catholic Charities of Steuben County is prepared to serve as fiscal agent for financial donations at the request of Steuben County EMO and/or ST/FL VOAD membership. She outlined the management system they have in place, the role they've played in other crises (Tioga County), their centralized finance management, and their ability to quickly put in place a "donate now" link for VOAD members to place online. Because Catholic Charities USA has handled case management, and CC Steuben has experience and systems in place to provide payments to vendors (i.e., landlords for rental assistance), this arrangement should help our VOAD be prepared to take best advantage of financial donations in case of a disaster. Funds would be kept separate and subjected to audit/checks & balances already in place. The Chemung County administration may want to include their budget director in discussions about long term recovery funds.

Discussion followed regarding next steps, which include work defining who does what through a task analysis of the processes supporting this role and put the systems in place before they're needed. Gary Roller indicated he may be able to access some sample documents through Lutheran Homes in Clinton County.

Some discussion of material goods/in-kind donations took place as well, without any specific outcomes.

Carol will schedule another meeting to address these topics specifically.

3. Agency Profile & Services: American Red Cross – Judy Coleman - postponed
4. Disaster Volunteer Management/Reception Center – Steuben County



Tim Marshall indicated that discussions have been taking place to update the Steuben County Disaster Volunteer Management/Reception Center plans, using the plan produced by IHS several years ago and with the input of several Steuben County agencies. More information will be provided as plans proceed.

5. Announcements or Other Business

- a. Disability Awareness Training (Dave Whalen Niagara University) – this item is tabled until funding becomes available.
- b. Member announcements

LAWNY announced a new position – Pro Bono Coordinator.

Chemung County highlighted their new Emergency Management app for smartphones, available for iPhones or Droids. It includes functions such as a storm damage report form which collects address as well as other information.

Joyce Hyatt announced the availability of training videos on care givers in a sheltering situation, produced by the Kansas City Red Cross.

The meeting also included a brief discussion of common messaging for press releases, which may be followed up on at a future meeting.

- c. 2017 meetings – 50 Liberty Street, Bath, NY or ?
  - January 19
  - April 20
  - July 20
  - October 19

For meeting notes, resources & other documents: [www.ihsnet.org](http://www.ihsnet.org) (Services, ST-FL VOAD)