



## Area E Executive Committee Meeting

Area E Disaster Management Office

Meeting Minutes for July 9, 2015

Meeting was called to order at 2:00 pm by Executive Committee Chairman, Andrew Vialpando.

### Roll Call

**Members Present:** Chairman, Andrew Vialpando; Vice Chairman, Stacy Barnes; Member, Andrew Stevens

**Members Absent:**

**Guests Present:** Sheri Koomen; Joel Hockman

**Staff Present:** Area E DMAC, Cullen Armet; Administrative Manager, Jennifer Cerda; Area E Staff, Zaira Villa

### 1) Discussion of Administrative Operations

- **Agenda Calendar Log**
  - Administrative Manager, Jennifer Cerda, will begin to send out a monthly Calendar Log to Executive Committee members to add Agenda Items for each meeting.
  
- **My PC To Go**
  - The previous MY PC To-Go account has been cancelled. Area E DMAC, Cullen Armet, would like to consider using a cloud system to access files remotely.
  - Area E DMAC, Cullen Armet will review the pros and cons of phasing Area E email away from Earthlink to Area E DMA site. Area E DMAC, Cullen Armet, will contact Area E DMA host to change email with personal names to [Admin@AreaEdma.org](mailto:Admin@AreaEdma.org) and [Staff@AreaEdma.org](mailto:Staff@AreaEdma.org).
  - Area E DMAC, Cullen Armet, would like to consider the purchase and use of Eventbrite registration systems for any future events within Area E.
  
- **Office Hours / Staff availabilities**
  - Staff discussed office hours and staff availabilities.

- **Contractor vs. Contract Employee**
  - Area E DMAC, Cullen Armet, would like to amend contract for biweekly payments for monthly services.
  - Area E DMAC, Cullen Armet, would like to amend contract to include reimbursement for mileage on personal vehicle. Area E Administrative Manager, Jennifer Cerda, will contact JPIA to look for language on mileage reimbursement for contractor.
  - Executive Committee members will review findings at August Executive Committee Meeting.
- **Signatures and Articles of Incorporation**
  - Wells Fargo and Chase bank accounts have signatures that need to be added/ removed.
  - For Wells Fargo Checking account signatures to be added: Chairman, Andrew Vialpando; Vice Chairman, Stacy Barnes. Signatures to be removed: Previous Chairman, Emely Merina; Previous Vice Chairman, Raquel Vernola.
  - For Chase accounts signatures to be added: Chairman, Andrew Vialpando; Vice Chairman, Stacy Barnes. Signatures to be removed: Former Member Ann Marie Hayashi; Previous Chairman Emely Merina; Previous Vice Chairman, Raquel Vernola.

## 2) Discussion of Executive Committee

- **Time commitment and expectations**
  - Executive Committee meetings will be conducted once a month, not to exceed two hours for each meeting.
- **Standing meetings**
  - Executive Committee Meetings will now be held the first Thursday of each month at 3:00 pm in La Mirada, location is subject to change.
- **Brown Act meeting rules**
  - Meeting Agenda must be posted 72 hours/ 3 days prior to a meeting.
  - All discussion items must be place on the Agenda, prior to meeting.

### Subcommittee's (CERT)

-CERT Subcommittee currently consists of Chair and Vice Chair positions. The Chair and Vice Chair positions are to remain the same, with an introduction of an Executive Committee member liaison.

## 3) Discussion of Payroll and CalPERS

-Chairman, Andrew Vialpando, gave a background on outstanding CalPERS issues for Area E Admin staff benefits. CalPERS retirement is currently being handled by Board Members. It was recommended that CalPERS reporting should be handled by a professional HR/Payroll specialist. Chairman, Andrew Vialpando, will look into various contacts to see if this duty can be taken on.

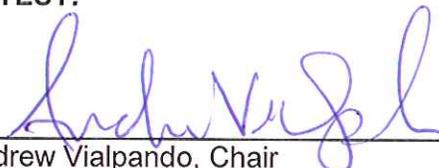
**4) Presentation of DMAC Strategic Plan**

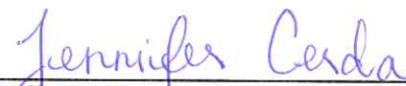
-Area E DMAC, Cullen Armet, reviewed and discussed Strategic Plan for FY 15-16. Plan included vision for Area E DMA, Scheduling site visits with cities, Trainings, and Meetings. Area E DMAC, Cullen Armet, reviewed EMPG grant requirements changes that will be made for the 2015 EMPG grant year.

**5) Adjournment**

There being no further business to be brought before the Area E Executive Committee it was moved by Member Stacy Barnes and seconded by Member Andrew Stevens that the July meeting of the Area E Executive Committee be adjourned. The meeting was adjourned at 4:30 pm.

**ATTEST:**

  
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Andrew Vialpando, Chair

  
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Jennifer Cerda, Area E Administrative  
Manager

**APPROVED:**

August 6, 2015