

Brian Mimbs, Chair

Steven Lerner, Vice Chair

Florida Emergency Management Assistance Foundation, Inc Board of Directors Meeting

January 12, 2024

AGENDA

Meeting Minutes

I. Call to Order

Chair Mimbs called the meeting to order at 11:00 AM.

II. Roll Call

Carly Miller called the roll. Brian Mimbs, Vice Chair Steven Lerner, and Secretary Javier Marques were marked present. A quorum was present.

III. Approval of the December 5, 2023 Board Meeting minutes

Chair Mimbs called for comments or questions of the meeting minutes from the December meeting.

Chair Mimbs called for a motion to approve the meeting minutes. Vice Chair Steven Lerner called for a motion to approve; Secretary Javier Marques seconded the motion. All board members were in favor and the motion was approved.

IV. Approval of the December 27, 2023 Special Meeting minutes

Chair Mimbs called for consideration and any questions or corrections of the meeting minutes from the December Special meeting. Chair Mimbs called for a motion to approve the meeting minutes. Secretary Javier Marques called for a motion to approve; Vice Chair Steven Lerner seconded the motion. All board members were in favor and the motion was approved.

V. Approval of EM Leader Development Course

Chair Mimbs recognized Director Kevin Guthrie for the presentation for the mid-level training program. Director Guthrie explained the need for a researched and then development and delivery of the cohort. The request is for one motion for the DSO to approve \$88,150.00 for the needs assessment and evaluation, \$120,500.00 for the design and development, and \$196,800.00 for the first cohort of 40

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students in March (\$4,920.00/student), and award it to the McChrystal Group. There may be an opportunity for scholarships in the future, but Director Guthrie is not asking for that to be approved today. Director Guthrie asked for the foundation to sponsor those students. The DSO could receive the money into the foundation then have the foundation write one check for the cohort delivery.

Chair Mimbs called for a motion to approve the contracting to accomplish the needs assessment and evaluation, design and development, and at least the 1st cohort, subject to funding availability.

Secretary Javier Marques called for the motion. Secretary Javier Marques requested to include in the motion to approve all 8 cohorts based on the availability of funding, but after each cohort, they give us an update and make sure the Director is comfortable with the progress of the vendor and the foundation isn't locked into the agreement with the vendor the agreement can be cancelled at any time.

Chair Mimbs asked for an update on the availability of funds. Jeremy Smith stated that general donations are \$97,000 in the Servis1st account, and there are no pending donations in the Wells Fargo account to be transferred. Overall, there is \$160,000 in the Servis1st, but \$63,000 is specific to EM Day. Secretary Javier Marques asked if donations coming into the foundation can be "unrestricted" so that the foundation's hands aren't tied when approving dollars? Directed Guthrie stated that was correct. Director Guthrie stated he is on board with the motion being "as funds are available." Director Guthrie is working with other vendors and donors to bring in more donations.

Jeremy Smith stated a correction to the donations. There is \$100,000, not \$97,000 related to general donations. The pending \$3,000 is an EM Day specific donation.

Secretary Javier Marques moved the motion to provide the necessary funding for the Director and the Department for the needs assessment and evaluation in the amount of \$88,150.00, the design and development of \$120,500.00, and with the delivery of up to 8 cohorts, so long as there is funding available, and the Director has the ability to cancel the contract if he is not getting the delivery of the cohorts that was intended. Vice Chair Steven Lerner seconded the motion. All board members were in favor and the motion was adopted.

VI. Updates

a. Non-Declared Disasters

Director Guthrie would like to utilize the foundation to collect donations for the recent weather activity

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that we had for tornadoes in Jackson and Bay Counties, and for a gas explosion that happened over the holiday in Broward County that impacted 30 houses. This would be money in/money out depending on the type of disaster and the county specification of the donation. We had 11 tornadoes hit the State of Florida this week, and significant tornadoes hit Bay and Jackson Counties. The State's threshold for a disaster declaration is \$39.6 million to apply with FEMA but we will not be able to meet that threshold. In order to help people out (not cities and counties) but individuals, we will need to collect private sector donations and manage that money back out. We won't need any approval today but will need an emergency meeting once we get everything solidified and exactly what we want the foundation to do. Director Guthrie asked the board to designate the division to accept funds for the purposes of the Jackson and Bay Counties tornadoes and the gas explosion in Broward.

Vice Chair Steven Lerner asked that if the foundation is going to be the mechanism the Division wishes to collect for non-declared disasters, is this something that the board is going to have to vote on every single non-declared disaster? Or is there a way to do a blanket, that it is at the Division's discretion?

Could the board establish a policy? These events are going to happen every day and the Division's ability to act swiftly and push donations to the foundation that are needed should be automatic.

Director Guthrie stated that his team is putting together guardrails and policy. We have a list of items that we want the board to approve. There are travel trailers that could be passed through the DSO for immediate housing needs. We have the ability to potentially do checks to the survivors that do not have insurance or meet insurance deductibles. The FDEM team is working on the parameters for what the board would be willing to approve. Once we have the emergency meeting, FDEM would be able to give the board good parameters for maybe a year or two, so we won't have to come back every time there is a disaster. It would be more of an update versus asking for permission each time.

Secretary Javier Marques agrees, and it makes sense not to bog down the process or have to call for a meeting every time there is an issue as long as there is policy in place. Also, with the ability to issue checks, what will be the parameters or protections be to make sure the money given is used for its intended purpose? Director Guthrie stated that this is exactly what his team is working on and what will need to put into the application and back-up documentation so that we don't duplicate benefits.

Chair Mimbs stated that no motions were needed at this time. We can receive funds whether designated or un-designated.

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Director Guthrie wanted the board to know there will be a media communication coming out that the foundation is open and accepting funding. We will not be accepting applications until after the board is notified of how the Division intends to use the program. We will start to collect the donations and dog-ear it for these particular disasters.

William Spicola advised that the donations not be dog-eared to avoid a situation where donations need to be returned because they couldn't be fully used for a specific disaster. Director Guthrie will have Amelia Johnson, Legislative Affairs Director communicate that message.

b. Donations

Jeremy Smith advised the board that to date \$163,000 designated for EM Day and non-designated donations have been received. \$63,000 is designated for EM Day and \$100,000 for general foundation business. Pending a transfer into Servis1st is \$2932.78, which is from a \$3,000 level 2 EM Day donation. Wells Fargo charged a \$67.22 service fee. Jeremy is speaking with Wells Fargo about the service fee and other related discussions about the DSO and its designation as a non-government entity. Currently in the Servis1st account is \$60,000 designated for EM Day and \$100,000 for general fund business for a total of \$160,000.

Secretary Javier Marques asked to set a goal with milestones to raise funds, and it would be important to highlight some of things that the Director is doing. It's a lot easier to ask for donations, when donors can see what we are doing with the funds and helping people and are able to better respond to the community. Perhaps we could put together a pamphlet to show the things the foundation has done and are anticipating. It would also show donors what their donations are going towards and encourage more donations.

Chair Brian Mimbs agreed that the foundation should map out the Director's vision for capacity building for Emergency Managers and needs throughout the state.

c. EM Day Vendor Payments

Amelia Johnson presented the current expenses for EM Day with the project costs vs. the actual cost to include shipping for merchandise. Amelia worked with Chair Mimbs to get checks for a few of the items and the debit card was received. Amelia will be sending over the credit card authorizations for the catering.

Secretary Javier Marquez asked that the if estimated expenses are about \$22,000 and we have

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\$63,000, do we leave the balance in there for next year or is it returned to the general fund?

Amelia Johnson stated that there is verbiage on the invoices for sponsorship states that donations given for EM Day sponsorship that are not expended may be used for future foundation purposes.

Chair Mimbs advised that the foundation should have a ledger or a financial statement so that the board can see what has been paid out each month.

VII. Discussion on Pending Business Items

William Spicola stated that Tyler Tech will conduct an end-to-end testing today for online donations for credit cards. There is a hold up with Wells Fargo for ACH transfer through the website.

Vice Chair Steven Lerner asked if there is a way to set up a reoccurring donation? William Spicola stated that there is not.

VIII. Upcoming Activities

Chair Brian Mimbs recalls EM Day coming up next month and foreshadowed a special meeting for relief efforts. No other upcoming activities were noted.

IX. Public Comments

No public comments

Chair Brian Mimbs recognized the help from the Division and Will with putting all these pieces together. Things are moving fast, and we have all kept it orderly and appreciate the work even over the holidays.

X. Adjournment

Chair Mimbs asked for a motion to adjourn the meeting. Secretary Javier Marques called for a motion to approve; Vice Chair Steven Lerner seconded the motion. All board members were in favor and the meeting was adjourned at 11:41 AM.