

LTRC – Sub-Committee
April 19, 2019

RSF - #1 Community Planning and Capacity Building
Co-Chairs: Jimmy Bryant, Bruce Fleming, Neal Brown

RSF - #2 Economic Development
Co-Chairs: Anthony Garcia, Sue Nichols, Courtney Hornsby

RSF - #3 Health & Social Services
Co-Chairs: Beverly Lewis, Dr. Kerry Scott

RSF -#4 Housing
Co-Chairs: Frank Wilcox, Larry Head, Dorthea Bennett

RSF - #5 Infrastructure
Co-Chairs: Ronnie Turner, John Tom Murray, Kim Golden

RSF - #6 Natural and Cultural Resources
Co-Chairs: Tracy Hilburn, Tom Malmay, Terry Williams

Long Term Recovery Steering Committee Report

April 23, 2018

The Steering Committee has met several times since the last Report was given to the Executive Committee. Formal meetings were held on April 5, 2018 and April 19, 2018. Our next scheduled meeting is May 24, 2018 at North Delta Regional Planning. While we have made considerable progress getting the three (3) entities to form a Cooperative Endeavor Agreement (CEA), we spent quite a bit of time and effort trying to get to the next step. Once the CEA was approved by the entities, the Ouachita Council of Governments agreed to serve as the Long Term Recovery Executive Committee.

The By-Laws/Operating Guidelines were presented at the last OCOG/Long Term Recovery Executive Committee meeting. No action was taken at that meeting. The By-Laws/Operating Guidelines along with the confirmation of the Co-Chairman for the Recovery Support Function Groups are being presented today for adoption.

FEMA and GOHSEP have both agreed to put time, effort and manpower toward helping our area move toward a Long Term Recovery Plan. FEMA has agreed to place three (3) individuals in our area for a period of ninety (90) calendar days to help guide our efforts in preparing the Recovery Plan to meet FEMA guidelines. The FEMA representatives will have office space provided by North Delta Regional Planning. The FEMA representatives are as follows:

Dennis Dunnigan (Team Lead)

Oryan Lowry

Deanne Bingham

GOHSEP has been very instrumental in getting us to the stage we are at now. Sandra Gunner with GOHSEP is pleased with our efforts toward the Recovery Plan. The Office of Community Development (OCD) had agreed to fund a Contract for a local Recovery Manager. The local Recovery Manager will be Tom Malmay with support efforts from S.E. Huey Company. This was the piece of the puzzle we were missing. Tom Malmay has volunteered numerous hours toward our Recovery Plan effort. Tom Malmay and S.E. Huey Company are reputable and have a vested interest into making our area a more resilient community. I believe we have the best team a community could have.

The Steering Committee is in the process of populating each Recovery Support Function Sub-Committees. In May, EPA is coming to town to review projects concerning solar energy as well as the kick-off meeting for the Environmental Benefit Study for the Ouachita River. Each Sub-Committee is defining Goals & Objectives for their groups. The Steering Committee will continue to work with each Sub-Committee.

A Plan Development Timeline has been established for each phase of the Recovery Plan. A Draft Plan is set for August, 2018 and Plan Implementation/Approval by governing bodies is set for September 2018 – October, 2018 time frame. Once the Plan is complete, our area will benefit for years to come. The Plan will be beneficial each time our area has a disaster. By having FEMA and GOHSEP working closely with us, our Plan will meet all State and Federal Guidelines. This will be extremely important when applying for resources and funding in the future.

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NORTH DELTA DISTRICT

**BY-LAWS and Operating Guidelines
OF LONG TERM RECOVERY EXECUTIVE COMMITTEE**

WHEREAS Local Government leaders are responsible for overseeing all four phases of emergency management – preparedness, response, recovery and mitigation. Federal and State governments play a supporting role in the immediate aftermath of a disaster and in providing funding and guidance for long-term recovery and mitigation. But at the end of the day, it's the local government officials that get the calls from citizens about what is or is not happening regarding the community's recovery.

WHEREAS the National Disaster Recovery Framework (NDRF) is one of the tools FEMA brings to a community when the local event is declared a federal disaster.

WHEREAS The NDRF is organized into six (6) recovery support functions (RSF):

- 1 – Community Planning and Capacity Building
- 2 – Economic Recovery
- 3 – Health and Social Services
- 4-Housing
- 5-Infrastructure Systems
- 6- Natural and Cultural Resources.

The financial and technical assistance of federal agencies such as HUD, EPA and the Corps of Engineers can be accessed through these recovery support functions.

WHEREAS acting together the City of Monroe, LA, the City of West Monroe, LA, and the Ouachita Parish Police Jury established the Long Term Recovery Executive Committee which is FEMA's recommended best practice for increasing the resiliency of the entire local community with the tremendous resources of the federal agencies in these support functions.

WHEREAS it is intended for the Long Term Recovery Executive Committee to operate as a standing tool of the local governments, business community, agencies and non-profits to enhance preparedness for future events by building upon lessons learned from each declared event which affects Ouachita Parish.

NOW THEREFORE, the Long Term Recovery Executive Committee hereby adopts these Operating Guidelines and Bylaws.

OPERATING GUIDELINES

MISSION: Increase the resiliency and emergency preparedness of Ouachita Parish and the cities and towns therein by smarter and stronger rebuilding of the whole community following declared events.

VISION: A stronger and more resilient Ouachita Parish with networks of collaborations through civic and community engagement which connect and leverage resources with transparency, accountability and inclusiveness when preparing for, responding to, rebuilding from and mitigating the impact of declared events.

PURPOSE: To facilitate accessing and leveraging resources for the rebuilding of the whole community in a way that builds upon the community's vision for its recovery and rebuilding with transparency, accountability and inclusiveness.

BY-LAWS

ARTICLE I

OFFICERS

Section 1: The officers of the LONG TERM RECOVERY EXECUTIVE COMMITTEE (COMMITTEE) shall be the same officers as the OUACHITA COUNCIL OF GOVERNMENTS.

The officers elected to serve as officers for the OUACHITA COUNCIL OF GOVERNMENTS shall serve as the officers of the LONG TERM RECOVERY EXECUTIVE COMMITTEE.

The duties of the officers shall be the same as the officers of the OUACHITA COUNCIL OF GOVERNMENTS.

Section 2: The COMMITTEE may amend these Bylaws to appoint such other officers and agents as it shall deem necessary, and fix their terms, duties and powers.

Section 3: The officers of the COMMITTEE shall hold office until their successors are chosen and qualify in their stead. Any officer elected or appointed by the COMMITTEE may be removed at any time by the affirmative vote of a majority of the entire COMMITTEE. If any office becomes vacant for any reason, the vacancy shall be filled by the affirmative vote of a majority of the entire COMMITTEE.

Section 4: In the event that an officer is absent or disabled for a prolonged period, or for any other reason that the COMMITTEE may deem sufficient, the COMMITTEE may by majority vote of the entire COMMITTEE delegate any of the powers or duties of such office to any other officer or to any member.

ARTICLE II

STEERING COMMITTEE (SC)

Section 1: The STEERING COMMITTEE (SC) shall be responsible to the COMMITTEE for the review and recommendation of goals, objectives, policies and projects to support the resiliency and long term recovery of Ouachita Parish.

Section 2: The SC shall make regular monthly written reports to the COMMITTEE in a form and content satisfactory to the COMMITTEE.

Section 3: Regular meetings of the SC shall be held at such time, frequency, and place as the members may determine. Agendas for the SC meetings shall be sent to SC members at least two business days before each meeting. Meetings shall begin and end on time in accordance with the notice and agenda. Notice of any special

meeting shall not be required to be given to any member who attends such meeting, or who submits a signed waiver of notice, whether before or after the meeting. Notice of any adjourned meeting shall not be required to be given. Written minutes shall be kept for each meeting of the SC. The minutes shall include attendance and shall record members present and those absent. The minutes shall be reviewed for approval by the SC. Approved minutes shall be published to the COMMITTEE on a regular basis.

Section 4: Vacancies. Any vacancy in the SC shall be filled for the unexpired portion of the term by the authority which appointed the member.

Section 5: Removal. Any member of the SC may be removed by the authority which appointed the member at any time at its sole discretion. Any member of the SC may be removed for just cause by majority vote of the entire COMMITTEE.

Section 6: Telephone Meeting. The SC may, upon proper notice to all members, meet by telephone conference call or similar means of communication.

Section 7: The duties and responsibilities of the SC shall be as follows.

- (i) to organize and assign members to the Subcommittees.
- (ii) to designate projects and initiatives to primary and secondary recovery support functions, which assignments may be changed from time to time based upon progress of the projects or initiatives.
- (iii) to coordinate and facilitate the work and activities of the Subcommittees.
- (iv) to facilitate coordination, collaboration and communication between and among the subcommittees.
- (v) to meet regularly with the leadership of the Subcommittees.
- (vi) to prioritize issues to be considered by the COMMITTEE.
- (vii) to make regular written reports to the COMMITTEE.
- (viii) recruitment, selection, and general oversight of a Local Disaster Recovery Manager (LDRM) or other recovery support staff the COMMITTEE may decide to hire and/or designate to staff the community wide long term recovery planning and/or recovery activities. Day to day supervision of such personnel shall remain with the entity which hires the LDRM and other recovery support staff. Oversight shall include evaluation of performance of the recovery support job duties and responsibilities.

Section 8: The SC is an advisory body for the COMMITTEE. The SC is not an agent of the COMMITTEE. The SC has no authority to bind the COMMITTEE. The sole

authority of the SC is to organize sub-committees as working advisory groups to assist the COMMITTEE, and to make recommendations to the COMMITTEE for review and further action.

ARTICLE III

SUB-COMMITTEES for Recovery Strategies

Section 1: The SC may recommend to the COMMITTEE the appointment of such sub-committees as may be necessary or useful to assist with the resiliency and long term recovery of Ouachita Parish. When appropriate such subcommittees may be designated to a FEMA Recovery Support Functions, but such designation shall not necessarily limit the role or scope of the subcommittee. The FEMA Recovery Support Functions are:

RSF#1 - Community Planning and Capacity Building

RSF#2 - Economic Recovery

RSF#3 - Health and Social Services

RSF#4 - Housing

RSF#5 - Infrastructure

RSF#6 – Natural and Cultural Resources

Section 2: The SC shall nominate to the COMMITTEE chairs and/or co-chairs for each such sub-committee, together with proposed goals and objectives for the sub-committee. Sub-committee chairs and/or co-shairs are appointed to terms of (1) year and shall not serve more than three (3) consecutive terms.

Section 3: The chairman/co-chairs of each committee shall make a regular written report to the SC at least monthly unless otherwise requested by the SC or the COMMITTEE.

Section 4: The duties and responsibilities of the subcommittees shall be as follows:

- (i) to coordinate with state and federal agencies through Recovery Support Functions.
- (ii) to facilitate and coordinate the development and implementation of long term recovery strategies;
- (iii) to identify opportunities to leverage local and community resources to rebuild and increase community resiliency;
- (iv) to report and make public account for the utilization of local, community and leveraged resources;
- (v) to assure inclusiveness and transparency in the development and implementation of long term recovery strategies.

- (vi) grant writing and resource development for implementation of long term recovery strategies in the designated RSF.

Section 5: The sub-committees are working advisory groups. Sub-committee meetings may be open or closed to the public. Written minutes of the meetings shall be kept and shall be public. The minutes shall include attendance and shall record members present and those absent. Written notice and the proposed agenda of each meeting of the Sub-committee shall be provided to the SC in writing at least 5 working days in advance. Meetings shall begin and end on time in accordance with the written notice and agenda. The members of the SC are ex-officio members of all Sub-committees and may attend any meetings of the Sub-committee whether open or closed.

Section 6: The sub-committees are not agents of the COMMITTEE or the SC. The sub-committees have no authority to bind the COMMITTEE or the SC. The sole authority of each sub-committee is to make recommendations to the SC for review and further action. Grant applicants must be approved by the SC in advance of submission as an action of the Long Term Recovery Committee. This requirement may be satisfied by a polling of the SC and ratification at the next meeting of the SC.

Section 7: Subcommittee members are appointed for a term of one (1) year which term may be renewed. Subcommittee members serve as volunteers and without compensation of any kind from the COMMITTEE or the SC for their service on the subcommittee. Members may be compensated by their employers or by contract from the member organization for their time as part of their regular job duties or contract engagement.

Section 8: Due to the commitment of time and effort required for effective participation on the subcommittees, individuals should be assigned to active participation on only one subcommittee at any given time. Individuals serving on a sub-committee are expected to be available for active participation at least 10 hours per month per sub-committee and possibly more depending upon the requirements of a particular strategy, project or initiative. Subcommittee members who are absent without excuse from three consecutive meetings will be considered "inactive" members. Subcommittee members must notify the chair or co-chair in advance of the meeting in order to record an absence as excused. Inactive members may be recommended for replacement by the SC.

Section 9: Any relevant agency or organization of the public or private sector with significant connection to Ouachita Parish can be considered for membership on a sub-committee provided the following conditions are met:

- a) Verification of identity and legal existence

- b) Significant connection to Ouachita Parish and/or any of the cities, towns or communities existing within its borders.
- c) Can show at least one of the following: (i) Impacted by a declared event, (ii) active in responding to a declared event, (iii) relevant to recovering from a declared event, (iv) relevant to mitigating risk factors.
- d) Able to designate specific personnel to participate consistently and productively in activities of the subcommittee.
- e) Applies for membership.

Section 10: Individuals may apply and be considered or may be recruited for membership on a specific subcommittee provided they meet the following conditions:

- a) Significant connection to Ouachita Parish and/or any of the cities, towns or communities existing within its borders.
- b) Can show at least one of the following: (i) Impacted by a declared event, (ii) active in responding to a declared event, (iii) active in recovery or has experience or skills relevant to recovering from a declared event, (iv) active in mitigation or has experience or skills relevant to mitigating risk factors.
- c) Can articulate a specific capacity or skill set or community connection which will benefit the work of the subcommittee
- d) Able to participate consistently and productively in activities of the subcommittee.

ARTICLE IV

STANDING AND OTHER COMMITTEES

Section 1: Standing Committees: The SC may recommend to the COMMITTEE, establishment of the following Standing Committees. The composition and term of each shall be included in the recommendation by the SC:

- (a) **Bylaws & Governance:** This committee will provide oversight for compliance with these Operating Guideline and Bylaws; and shall review and submit recommended revisions to the COMMITTEE. This committee shall review the Operating Guidelines and Bylaws for update and revision at least annually.
- (b) **Nominating & Membership:** This committee will review applications for membership to the Subcommittees and make recommendations to the SC for membership and co-chairmanship of the Subcommittees. This committee will also review and make recommendations regarding assignments of personnel to subcommittees and any changes which may seem warranted or helpful to improve the functioning of the Subcommittees.

- (c) Public Awareness and Community Outreach: This committee will facilitate accountability and transparency through the compilation and regular distribution of accurate information about the progress of long term recovery strategies and other activities and work of the COMMITTEE, the SC and the Subcommittees. This committee will have oversight of all media contacts including social media, websites and press releases.

Section 2: COMMUNITY PLANNING ADVISORY COMMITTEE (CPAC): The SC may recommend to the COMMITTEE, establishment of a Community Planning Advisory Committee as follows:

- (a) The CPAC shall be individuals, 18 years or older, who are residents of Ouachita Parish with an interest in preparedness, response, recovery and mitigation. Members shall be appointed for a one (1) year term and shall not serve more than two (2) consecutive terms. Members of the CPAC may not serve on any other committee or subcommittee while serving on the CPAC AND shall not be elected officials while serving on this committee.
- (b) This committee shall operate to be as representative of the entire parish regarding age, race, gender and geography as reasonably possible.
- (c) The CPAC shall consist of at least three (3) and no more than twenty-seven (27) individuals at any time.
- (d) Meetings of the CPAC shall be public, shall be held when requested by the SC or the COMMITTEE upon no less than five (5) business days and no more than thirty (30) calendar days written notice. The Notice shall include a written Agenda and provide for public participation. Minutes shall be kept of the meeting and shall record the members who are present and those who are absent. Minutes shall be provided to the SC and the COMMITTEE and shall be available to the public. Meetings shall start on time and finish on time in accordance with the written notice.
- (e) The CPAC is an advisory body for the SC and the COMMITTEE. The CPAC is not an agent of the COMMITTEE. The CPAC has no authority to bind the COMMITTEE. The sole purpose of the CPAC is to assist the COMMITTEE and the SC with planning recommendations for review and further action.

Section 3: AD HOC COMMITTEES and TASK FORCES: Ad Hoc Committees and Task Forces may be created and/or terminated by the COMMITTEE upon

recommendation by the SC. The mission, scope, composition and term of each shall be included in the recommendation by the SC.

**ARTICLE V
AMENDMENTS**

These by-laws may only be altered or amended or repealed by written amendment approved by majority vote of the entire COMMITTEE.

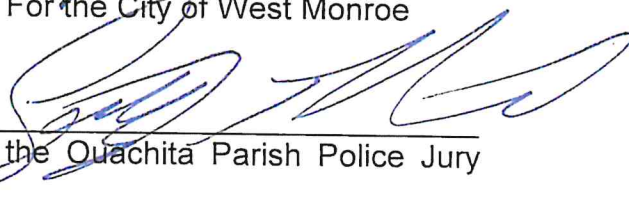
If any term or provision of these by-laws or any application thereof shall be invalid or unenforceable, the remainder of these by-laws or any other application of such term or provision shall not be affected thereby.

THUS DONE AND ADOPTED the 24th day of April, 2018.

LONG TERM RECOVERY EXECUTIVE COMMITTEE

BY: 
For the City of Monroe

BY: 
For the City of West Monroe

BY: 
For the Ouachita Parish Police Jury

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MAY 08 2018
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