



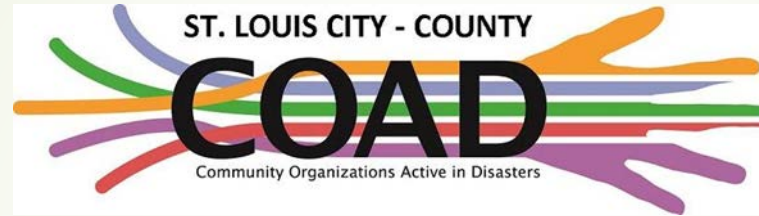
# Getting Organized For Long Term Recovery


Ben Perrin, Lutheran Family & Children's Services



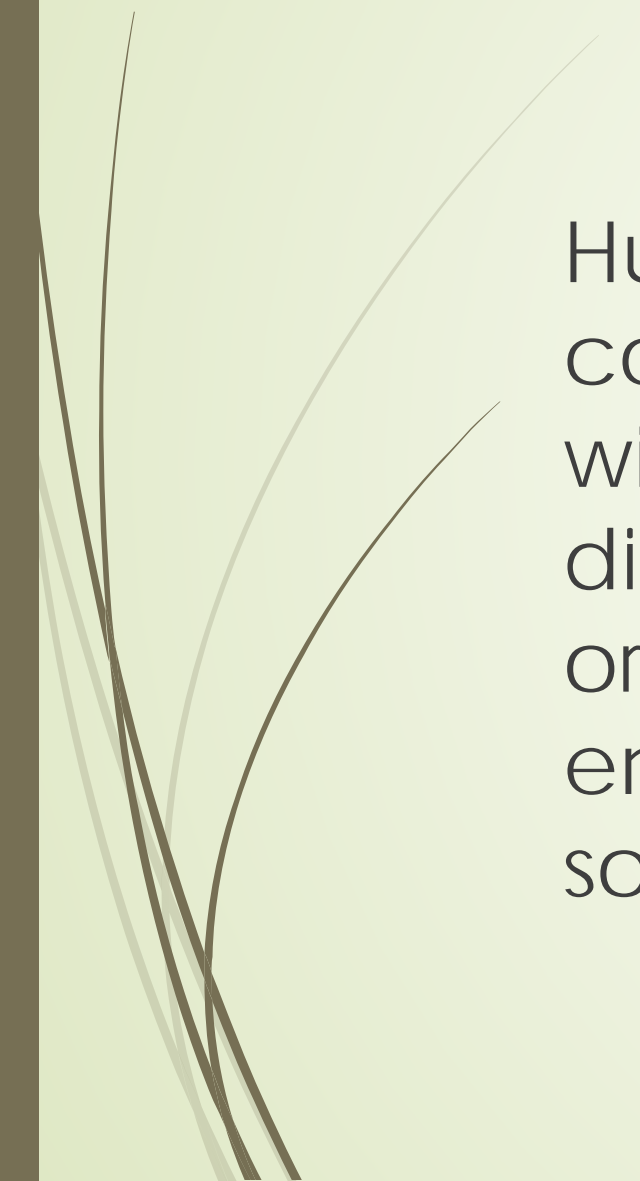
# Ben Perrin, Manager Disaster Services at Lutheran Family & Children's Services

- ▶ Member of the Midwest Consortium for Disaster Services
- ▶ St. Louis City/County COAD, Chair
- ▶ SLARCC (St Louis Area Regional Coalition of COADs), Executive Member
- ▶ Governor's Faith-Based and Community Partnership for Disaster Services, Vice Chair (starting January 2018)
- ▶ Missouri Interfaith Disaster Response Organization (MIDRO), Vice Chair
- ▶ Missouri VOAD, MOVOTICAL, COAD subcommittee
- ▶ National VOAD, Long Term Recovery subcommittee






# Long Term Recovery



Human, material, and financial resources come into a community after a disaster, but will decrease as public awareness diminishes over time. A strong, well-organized Long Term Recovery Group can ensure that available resources are utilized so as to address recovery needs.




Long Term Recovery is needed when personal resources, insurance, government grants/loans are insufficient to meet the need.

**REMEMBER RECOVERY BEGINS AND ENDS LOCALLY!!**



# What is a Long Term Recovery Group?



When a disaster hits, an entire community is immediately impacted. Community members, schools, businesses, churches, roads, etc. are all affected. *Disasters allow communities to work side by side and heal together as they work towards recovery.* The Long Term Recovery process is unique to each community and can be a long and slow process that is not always easy.




## LTRG continued

An effective way for the disaster related unmet needs to be met after a disaster has happened is for a group to form with the purpose of collaborating together with recovery as the main goal. These groups are often referred to as Long Term Recovery Groups, Long Term Recovery Committees, Long Term Recovery Organizations, Unmet Needs Committees, or other variations. Groups that function under these names often have their main focus be to help disaster impacted individuals/households return as close as they can to their pre-disaster state.




# Action Steps of Long Term Recovery

- Organize
  - Formalize
  - Establish Subcommittee Structure
  - Operate
  - Monitor & Evaluate
  - Close & Transition
- 





# Organizing Your LTRG



The ***purpose*** of organizing a Long Term Recovery Group is for a community to collaborate and communicate with each other regarding disaster related unmet needs and necessary services/resources to address these needs. The ***outcome*** is a collaborative, unified, and well executed disaster recovery process.



# Assessment After the Disaster

- ▶ What was the type of disaster? What was the size of the area impacted? How many people were affected?
- ▶ Has the disaster been declared by either the state or federal government?
- ▶ To what extent was the public infrastructure effected? Were the roads impacted? -*Note: this impact is handled by emergency management, not LTRG. If the only impact is public structures and roads, LTRG is not needed.*
- ▶ How many homes/primary residences were impacted? What is the extent of the damage?
- ▶ What are the demographics of the impacted area and individuals?
- ▶ Is this a rural or urban community or a combination of both?



# Assessment Continued

- ▶ What is the median income of the area/those impacted?
- ▶ Are those impacted insured, under- or un-insured?
- ▶ Is there access to local resources, businesses, etc.?
- ▶ What vulnerable populations are present? People with access and functional needs?
- ▶ What is the number of businesses impacted? How many local businesses? Home businesses? Farm/Ranch businesses?
- ▶ What is the economic impact on the community? Extent of job loss or length of time before people can return to work?
- ▶ What is the local capacity of businesses, social services, and government to provide adequate resources for recovery?

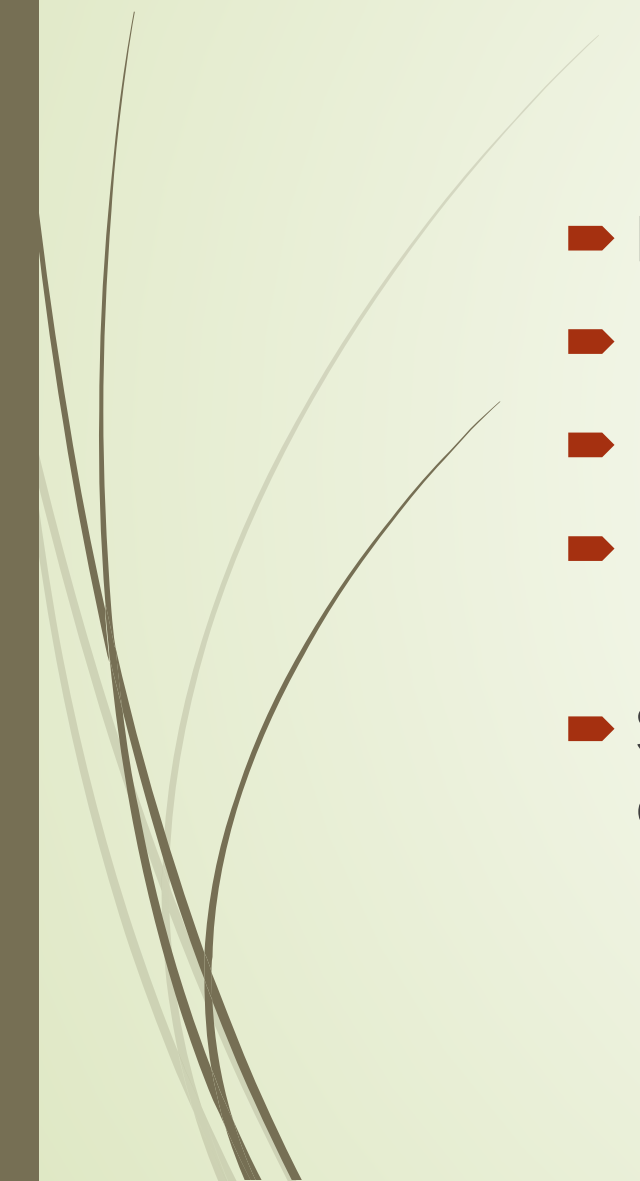


# Best Practices for Building a Sustainable Long Term Recovery Group

- Knowing and understanding the community that you are in
- Who are the influential members of that community
- Every community is different. Every disaster is different. Have the flexibility and understanding to form your LTRG in accordance with the uniqueness of the situation and with the needs of the community in mind
- Understand the numbers of who and what has been impacted and to what extent

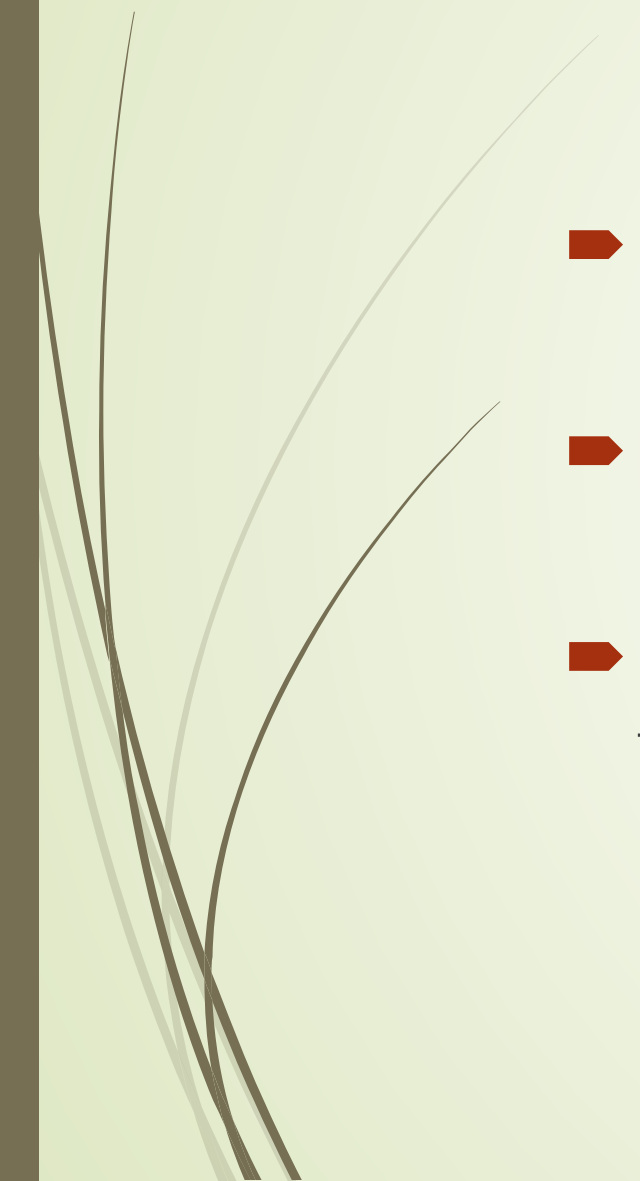


# Best Practices Continued

- ▶ Listen to your community
  - ▶ Build trust and relationships
  - ▶ Hold meetings in a central, easily accessible location
  - ▶ Hold meetings at times that work for interested participants
  - ▶ Start by finding one or two key people within the community to help others buy in to the process
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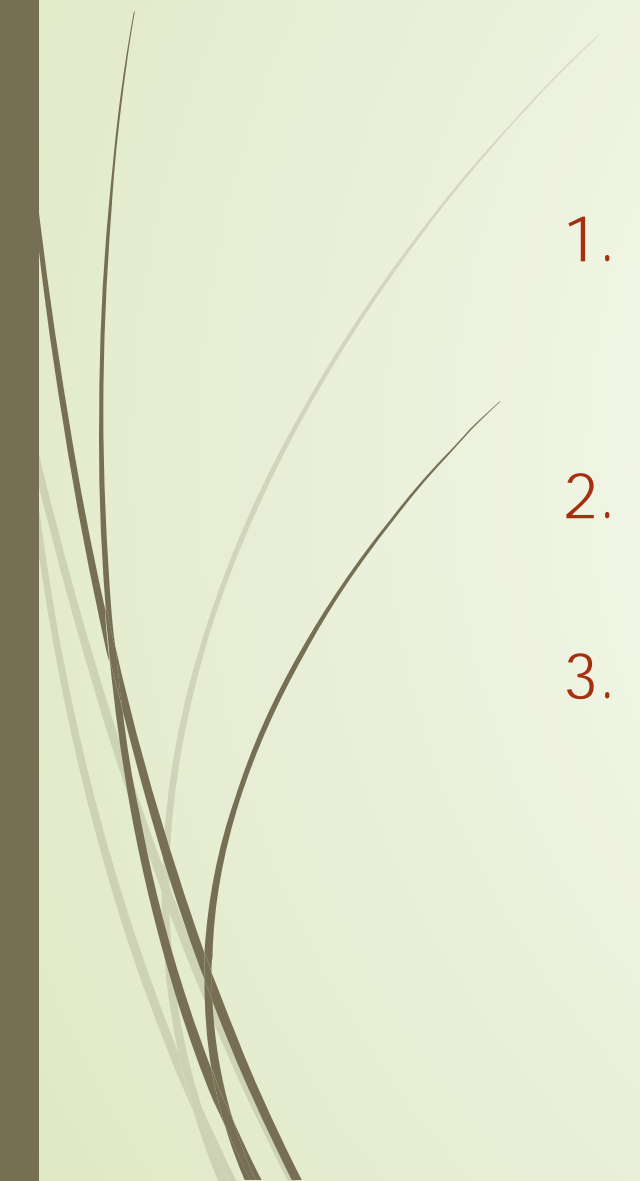


# Three Critical Building Blocks for Success of LTRG:

- Identifying individuals and families with unmet needs in your community
  - Providing case management in order to prioritize how those needs will be met
  - Delivering goods, services and funds to meet those needs
- 



# How to Build a Strong LTRG

1. Convene a meeting of prospective partners and other stakeholders to discuss the impact of disaster on the community and possible approaches to recovery.
  2. Select a convener and agree on some basic ground rules so that an orderly meeting can be held.
  3. Collect information on the disaster to understand the size and scope of the disaster.
- 



# Key Stakeholders in Your Community

- ▶ Who is active in disaster in your community?
- ▶ Who are the key players in the social services in the area?
- ▶ Is there an active Ministerial Alliance, Chamber of Commerce, or other group of like professionals?
- ▶ Religious leaders, school leaders, wealthy/philanthropic members of the community, etc.
- ▶ Other places to consider potential community stakeholders would be from mental health agencies, social service agencies, civic organizations, Community Action Agencies/Programs, or other businesses from the private sector may be interested in being involved in the recovery.



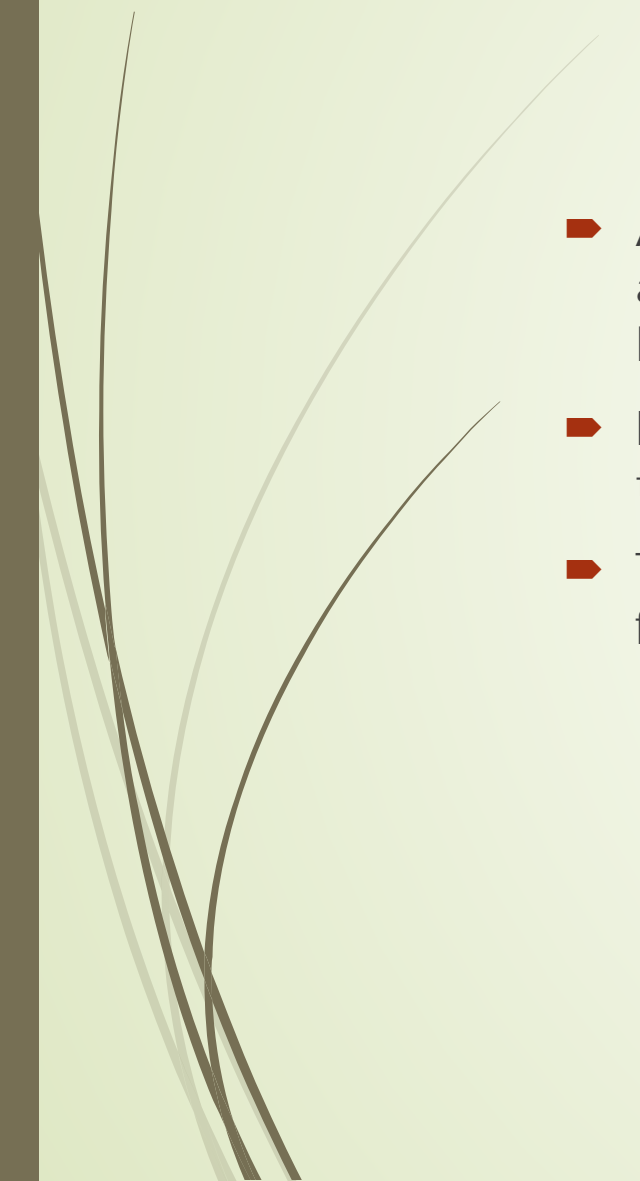


# Statewide Partners are Ready to Help!

- ▶ Many agencies, including the State, are ready to help your community walk through this process.
- ▶ The State Emergency Management Agency has helped countless communities as they begin to structure their LTRG
- ▶ Partners within the Missouri VOAD are ready and willing to help as well. MOVOAD has a subcommittee, MOVOTICAL, who's purpose is to help support and encourage LTRGs and COADs throughout the state
- ▶ In large disasters, FEMA has lent a hand in LTRG establishment in Missouri




# Set a meeting time

- ▶ After talking with potential Key Stakeholders, set up a meeting at an accessible location at a time that will work for those who are interesting in being involved
  - ▶ Have someone set to moderate the meeting and present something like the National VOAD LTR Overview to introduce people to the idea
  - ▶ Talk with interested parties after the meeting and set a time and location for the first LTRG meeting
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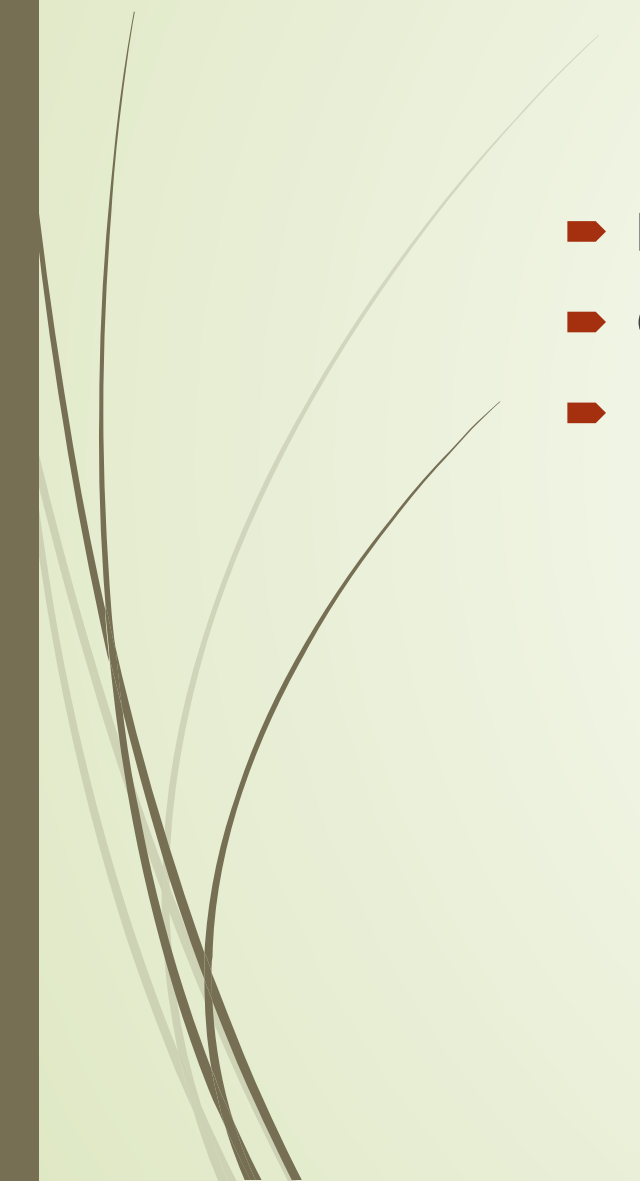
# Formalize



The **purpose** of formalizing the LTRG is to bring structure and best practices to the disaster recovery process. The **Outcome** is a well-organized leadership structure, subcommittees that ensure the work is completed in an efficient manner, and governing documents are in place.

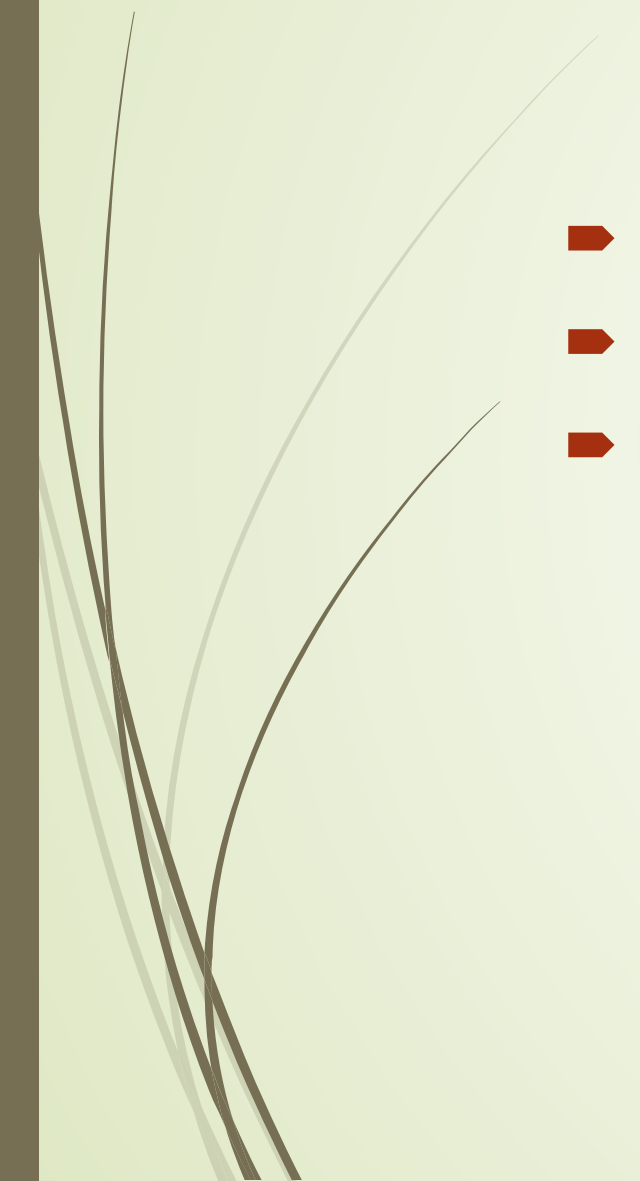


# Getting Started

- Meeting and LTRG Structure
  - Goals and Budget
  - Documents
    - Mission Statement
    - Bylaws
    - Strategic Plan
    - Confidentiality Agreements
    - MOU's
- 

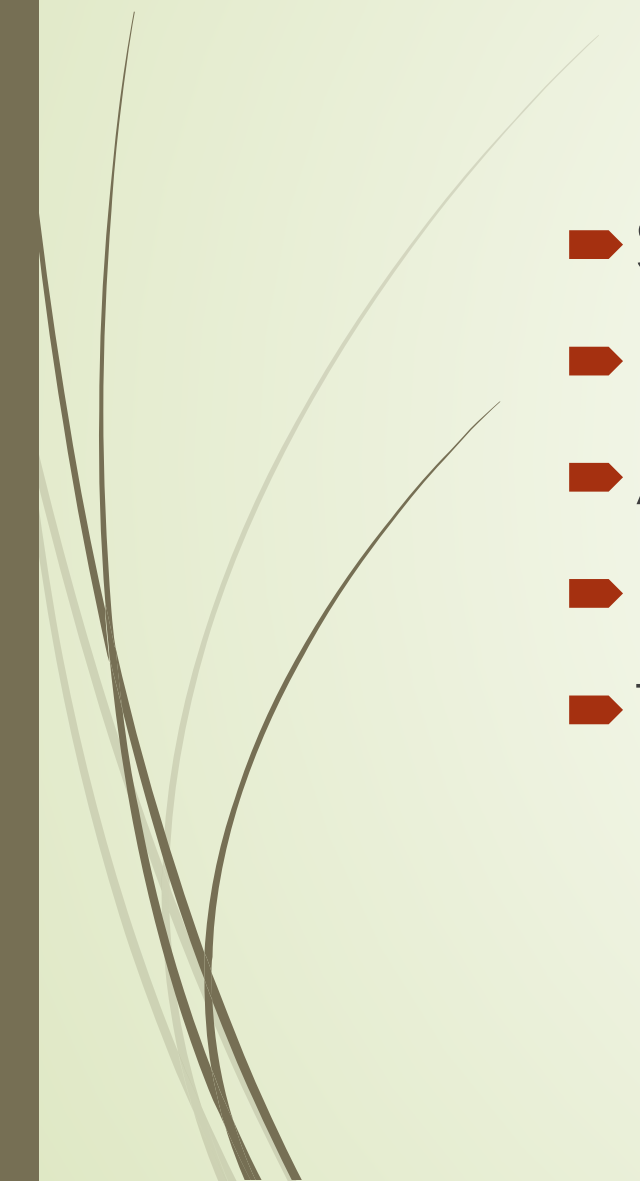


# Goals and Objectives

- ▶ Help define the work
  - ▶ Required by grants and foundations in order to fund.
  - ▶ Focus your LTRG on what is important and attainable.
- 



# SMART Goals

- Specific
  - Measurable
  - Attainable
  - Results-Specific
  - Time-bound
- 




# Mission Statement

- ▶ A Mission Statement describes how the organization plans to make a difference in the community in response to a disaster event.
- ▶ Example Mission Statement:
- ▶ The Douglas County – Delmont City LTR Committee is to minister to the unmet needs of residents adversely impacted by disaster. We strive to:
  - ▶ Provide service and support to promote healing and wholeness
  - ▶ Provide coordinated management of community resources for long term recovery of individuals, families, and rehabilitation of households.
  - ▶ To become a sustainable organization to assist in future disasters.



# Bylaws

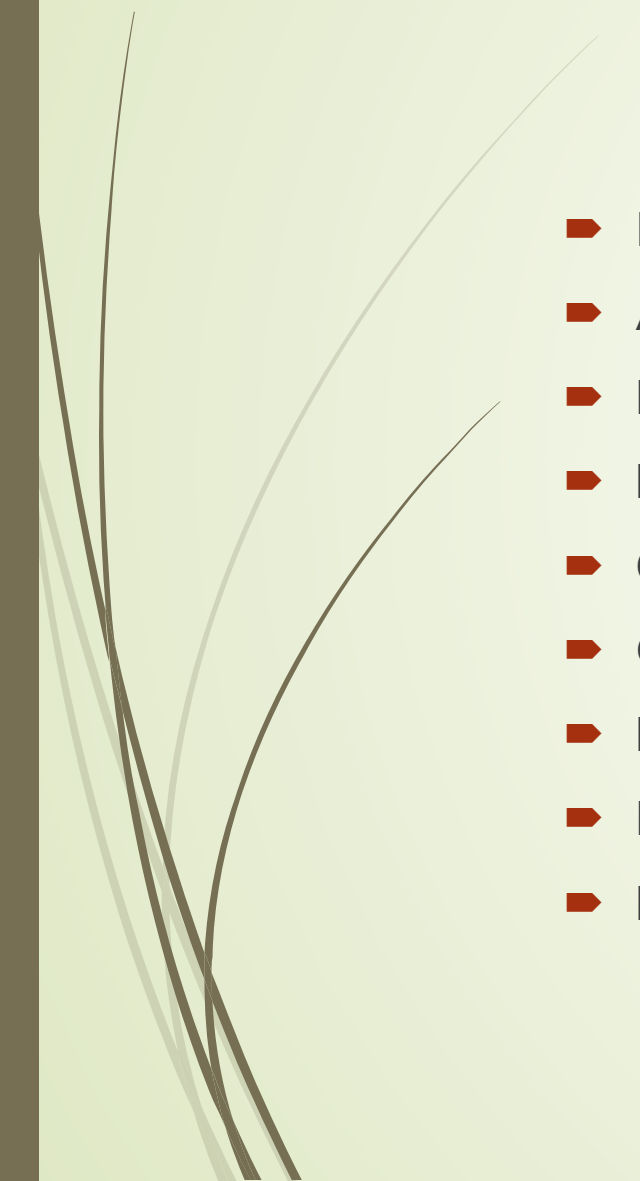


Bylaws (even informal or simple) will help the group identify how it intends to operate and relate within and outside of itself.





# Defining a Strategic Plan

- Name of Organization
  - Area of Response
  - Mission Statement
  - Leadership and Coalition Building
  - Organizational Structure: Managing Recovery
  - Goals, both short and long term
  - Bylaws
  - Resources, In Kind, \$, People
  - Budget
- 

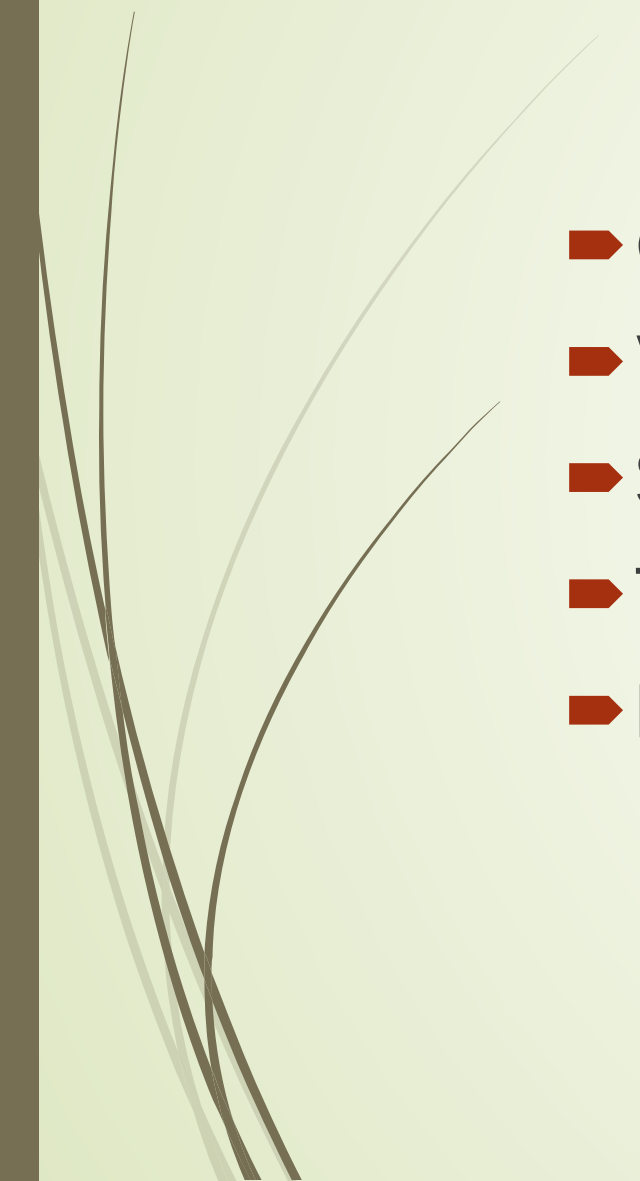


# Framework for LTRG Governance

- **Primary responsibility is to:**
  - Set the direction of LTRG
  - Provide oversight and accountability
- **Develops policy on:**
  - Financial accountability of both cash and in-kind resources
  - Confidentiality practices of committees and LTRG
  - Who and how you help with resources via eligibility guidelines
- **LTRC Governance take different shapes:**
  - Executive Committee
  - Board of Directors
  - Steering Committee



# Executive Committee Leadership

- Chair
  - Vice-Chair
  - Secretary
  - Treasurer
  - Members at Large
- 

# The Executive Committee Should...

- ▶ Ensure that the LTRG adheres to the mission statement.
- ▶ Determine the operational structure for the LTRG.
- ▶ Develop short and long-term goals for the LTRG.
- ▶ Develop operational policies and procedures, which will include assistance guidelines and criteria for meeting disaster-related unmet recovery needs (policies need to be responsive to emerging needs and fluctuating resources).
- ▶ Identify and develop resources, including human, material and financial.
- ▶ Determine a system of financial management, reporting and accountability.



**National**  
Voluntary Organizations  
Active in Disaster

COOPERATION | COMMUNICATION | COORDINATION | COLLABORATION

# The Executive Committee Should...

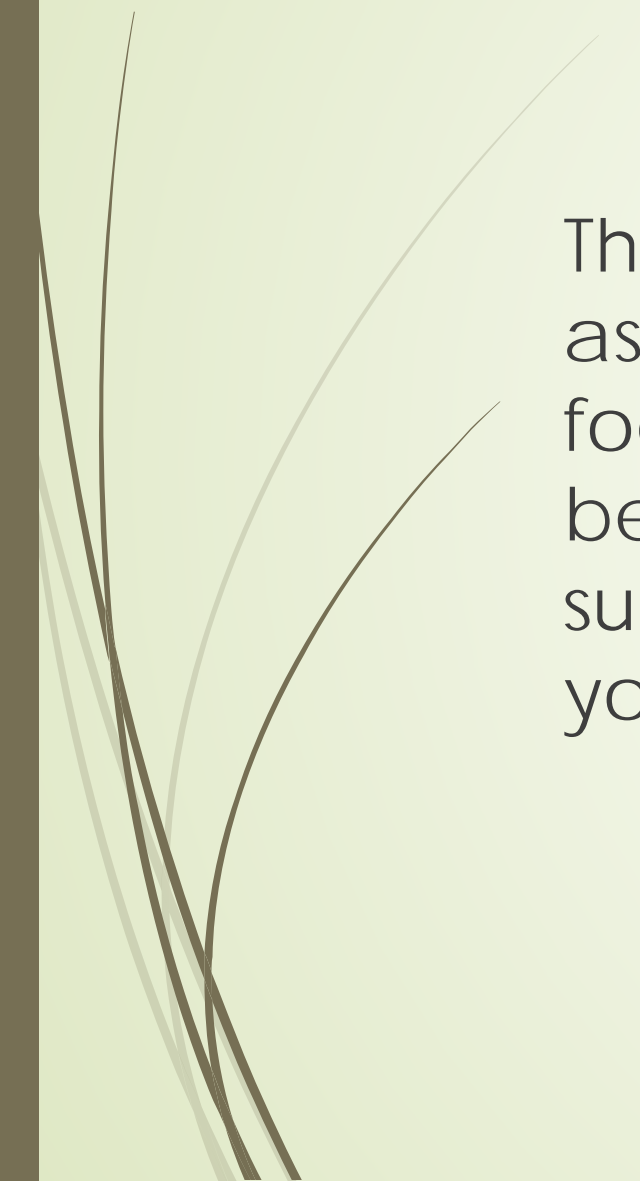
- ▶ Determine whether or not to incorporate and how financial resources will be handled – will the LTRG utilize the non-profit status of one of its member agencies for receiving and handling financial contribution, or will it apply for its own 501(c) 3 status (*see below*)?
- ▶ Establish organizational bylaws as needed.
- ▶ Have no more than 12-15 members.
- ▶ Elect officers from within the body.
- ▶ Meet regularly, record minutes of its meetings, and make them available to the public.
- ▶ Develop a communications plan, thus ensuring that all stakeholders, including the general public, are kept informed about structure, policies and program development. In particular, it will be very important to the long term viability of the program that success stories are publicized early in the program.
- ▶ Obtain liability, officers and other insurance as needed.



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# Establish Subcommittee Structure



The **Purpose** of subcommittee structure is to assign specific tasks to these subcommittees for focused service delivery and data collection on behalf of the LTRG. The **Outcome** is functioning subcommittees that address the unique needs of your community.



# Subcommittee Structure



Depending on the community, the LTRG can be a subcommittee of a COAD or it can be a stand alone organization. With either option, the subcommittees should look similar. The most important thing is to have subcommittees that best help your LTRG work towards their recovery goals

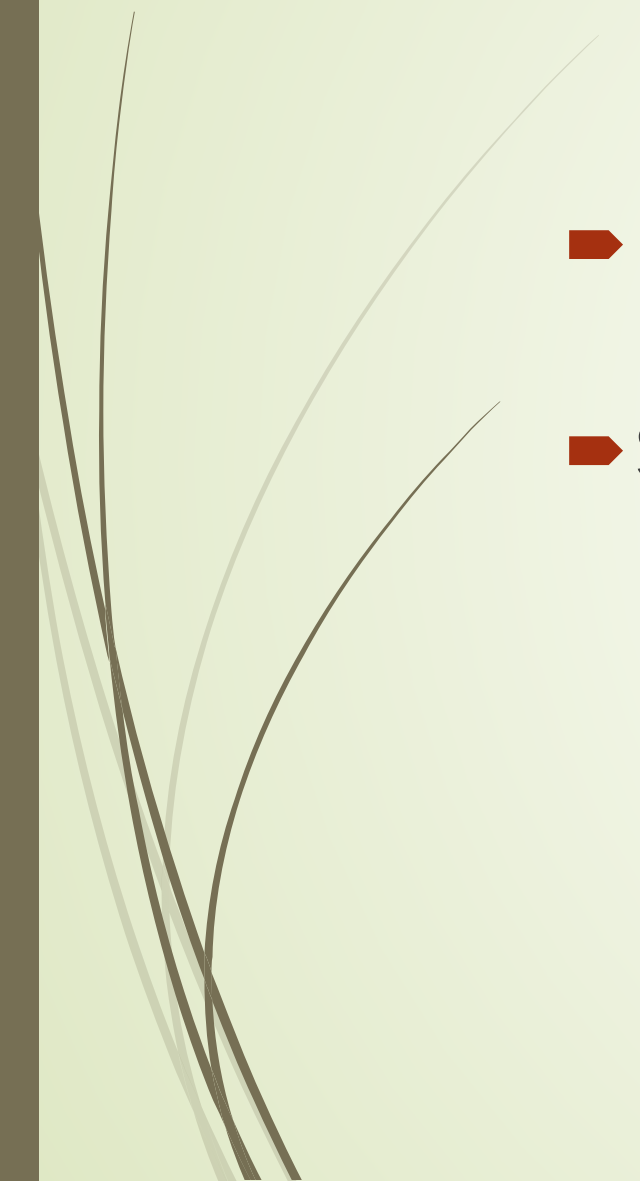
# LONG TERM RECOVERY SUBCOMMITTEES








# Subcommittee Explanation

- ▶ Each Subcommittee will have defined leadership and tasks
  - ▶ Subcommittees report work done back to LTRG
- 




# Operate



The **Purpose** of Operations is to execute the Long Term Recovery process. The **Outcome** is a strong, well functioning LTRG.




# Monitor and Evaluate



The **Purpose** of monitoring and evaluating the work of the LTRG is to measure progress and identify opportunities for improvements. The **Outcome** is a strong LTRG that meets the challenges, capitalizes on new opportunities, communicates effectively, and is focused on reaching their goals.



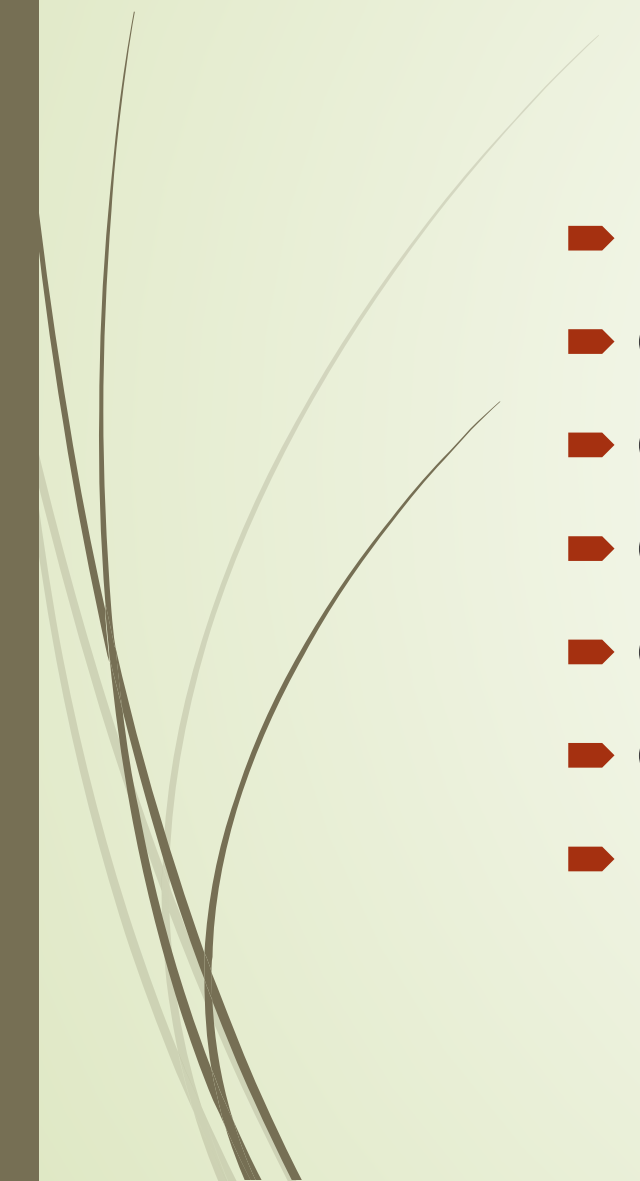
# Closure and Transition



The **purpose** of closure and transition is to summarize the progress and goals completed, communicate that progress to the community, and to develop an infrastructure sustainability plan for future disasters. The **Outcome** is the completion of the LTRG goals, the compilation of the disaster recovery report, the transition of any remaining resources to the appropriate entities and closure/transition of the LTR process.

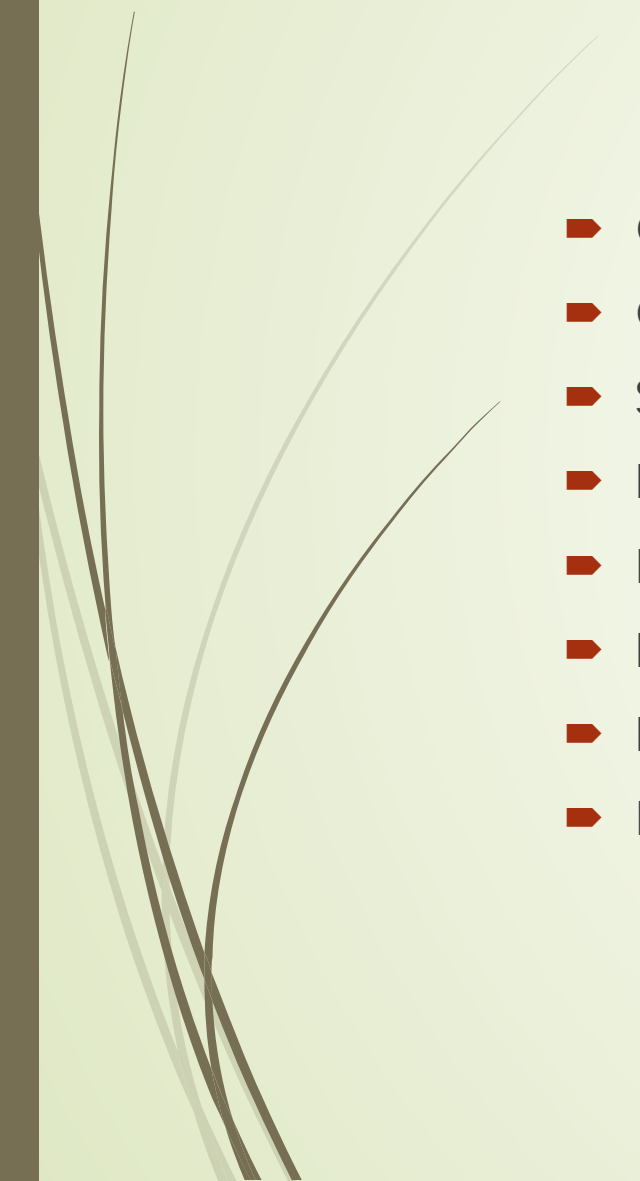


# When the Work is Finished...

- ▶ Know when the work is done
  - ▶ Considerations for shutting down
  - ▶ Comply with your bylaws
  - ▶ Conduct final evaluation
  - ▶ Close or transfer open cases
  - ▶ Conduct final audit
  - ▶ Inventory, store, distribute assets
- 



# When the Work is Finished (cont)

- ▶ Gather and store records
  - ▶ Celebrate accomplishments
  - ▶ Shut down or Transition?
  - ▶ Future role of the LTRG
  - ▶ Maintain a reduced LTRG
  - ▶ Become a regional VOAD
  - ▶ Become a mitigation organization
  - ▶ Reorganize to meet a community need
- 

# Contact Information

Ben Perrin, Manager, Disaster Services

Lutheran Family & Children's Services of Missouri

Office – 314-222-6781

Cell – 615-612-9336

Email – [benp@lfcs.org](mailto:benp@lfcs.org)

