

**MEMORANDUM OF UNDERSTANDING BETWEEN  
DEPARTMENT OF SOCIAL SERVICES  
Office of the Secretary  
AND  
*LOUISIANA BOARD of REGENTS***

The Department of Social Services (DSS), Office of the Secretary (DSS/OS) and the Louisiana Board of Regents enter into this Memorandum of Understanding (MOU).

**I. Background**

This MOU facilitates the working relationship between the aforementioned departments during times of emergency activation.

**II. Liaison Officials**

**Louisiana Department of Social Services:**

The primary point of contact that shall function as the lead liaison for all implementation of services described in this Memorandum of Understanding (MOU) agreement is as follows:

Name: Joshua Gill

Address: 627 North 4<sup>th</sup> Street, Baton Rouge, Louisiana 70802

Telephone: 225-342-4961 (office) 225-456-4343 (cell)

Email: jgill@dss.state.la.us

**Louisiana Board of Regents:**

The primary point of contact who shall serve as lead liaison regarding implementation of services described in this Memorandum of Understanding (MOU) agreement is as follows:

Name: Cedric Banks

Address: Bon Carre' Business Center, 7271-A Florida Blvd, Baton Rouge, LA 70801

Telephone: 225-342-4253

Email: cedric.banks@la.gov

***The above individuals shall serve as the contact for the following functions: fiscal and budgetary decisions, programmatic decisions, daily program operations, service delivery operations, and program monitoring.***

**III. Purpose**

*To describe the supporting role the Louisiana Board of Regents plays in support of the Department of Social Services in ESF-6 coordination and the delivery of Mass Care, Housing and Human Services during state assisted emergencies, as prescribed in the state ESF-6 plan.*

#### **IV. Statement of Work**

##### **A. LOUISIANA BOARD OF REGENTS**

###### **1. PREPAREDNESS**

The Louisiana Board of Regents will:

- In coordination with affiliates, develop and maintain an annual inventory of state assets for use during an emergency. Assets will include, but not limited to:
  - Housing for emergency workers,
  - Special needs shelter sites,
  - Alternate shelter sites,
  - Equipment storage sites,
  - Emergency generators, etc.
- In coordination with affiliates, compile and maintain a database of volunteers for utilization during an emergency to support the ESF 6 mission as directed by the Secretary of Social Services. This list shall include:
  - Volunteers able to speak other languages,
  - Volunteers able to sign language, and
  - Other skills necessary to interpret for shelter residents who are hearing impaired, unable to speak English, illiterate, visually impaired, etc.
- In coordination with affiliates, establish a corps of Student Volunteers to perform transitional assistance services, including but not limited to:
  - Academic tutorial services
  - Case management
  - Counseling assistance
  - Organized sports and athletics
  - Supervised youth activities
- In coordination with affiliates, participate in the creation of a computer tracking and maintenance system of evacuees in conjunction with ESF-6 partners.
- In coordination with affiliates, coordinate with ESF-6 and ESF-1 to develop a plan for transportation of faculty and students engaged in ESF-6 service provision in the event an evacuation is required.
- In coordination with affiliates, coordinate feeding capabilities in support of ESF-6 primary mass feeding function with the Louisiana Workforce Commission.
- In coordination with affiliates, plan long-term improvements for facilities used as shelters. Such improvements could include, but not be limited to, the installation of emergency generators, the designation of areas for stockpiling of equipment and supplies, etc.
- In coordination with affiliates, develop MOUs for needed support.

###### **2. RESPONSE**

The Louisiana Board of Regents will:

- In coordination with affiliates, when an emergency develops, activate and mobilize their personnel, facilities and resources.
- In coordination with affiliates, upon request of the EOC and ESF-6, provide facilities and volunteers as planned.

- In coordination with affiliates, when the emergency plan is activated, assign volunteers are to maintain contact with EOC to execute missions in support of ESF-6.
- In coordination with affiliates, activate the corps of Student Volunteers to perform transitional assistance services, including but not limited to:
  - Academic tutorial services
  - Case management
  - Counseling assistance
  - Organized sports and athletics
  - Supervised youth activities

### **3. RECOVERY**

The Louisiana Board of Regents will:

- In coordination with affiliates and ESF-6, educate the citizens for recovery by providing support in disaster recovery centers in regards to the provision of information, referral services, and/or assistance with applying for State and Federal aid.
- In coordination with affiliates, coordinate a volunteer corps of students to assist in support of transitional case management services.
- In coordination with affiliates, assist with after-action assessment as required by ESF-6.

## **B. DEPARTMENT OF SOCIAL SERVICES**

### **1. PREPAREDNESS**

The Department of Social Services will:

- Identify the need for coordination with state facilities an annual inventory of state assets for use during an emergency.
- Identify the need for the assistance of volunteers to provide:
  - The ability to speak other languages,
  - The ability to perform sign language, and
  - Other skills necessary to interpret for shelter residents who are hearing impaired, unable to speak English, illiterate, visually impaired, etc.
- Establish shelter locations for victims of natural and/or technological disasters for mass care, housing and human services.
- Establish the computer tracking and maintenance system of evacuees in conjunction with ESF-6 partners.
- Coordinate feeding capabilities in support of ESF-6 primary mass care function with the Louisiana Workforce Commission.
- Coordinate with ESF-7 (Unified Logistics / GOHSEP) to install emergency generators, pre-position equipment and supplies at designated facilities.

### **2. RESPONSE**

The Department of Social Services will:

- Implement plan to support ESF-6 operations.
- Assign and execute tasks in support of ESF-6.
- Upon activation, DSS will communicate with the Louisiana Board of Regents to request volunteers for shelter operations as needed

### 3. RECOVERY

The Department of Social Services will:

- Provide volunteers as needed to Disaster Recovery Centers to provide information and referral services and/or assistance to individuals applying for State and/or Federal aid.
- Coordinate after-action assessments as required.

## V. Confidentiality Statement

DSS/OS and [the Louisiana Board of Regents](#) shall abide by the Federal and State laws and regulations concerning confidentiality which safeguard information and the participant's confidentiality (LA. R.S. 46:56). DSS/OS and the Louisiana Board of Regents will further abide by all Federal and State laws and regulations as relative to data sharing of pertinent information for performance accountability and program evaluation purposes.

Approved:

**Louisiana Department of Social Services**

***Louisiana Board of Regents***

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Kristy Nichols  
Secretary, Department of Social Services

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Sally Clausen  
Commissioner, Board of Regents