

Community Action Commission  
**Board of Directors Minutes**  
March 4, 2020  
CenCal Health - Santa Barbara  
6:00 p.m.  
**ROLL CALL**

Bob Freeman called the meeting to order at 6:11 pm. A quorum was established.

<u>Members present:</u>	<u>Members not present:</u>	<u>Staff present:</u>	<u>Guests present:</u>
Elizabeth Snyder	Jenelle Osborne	Patricia Keelean	
Robert Freeman	Alexander Saunders	Tony Mitchell	
Sharon Lutz	Gabriela Gonzales	Lorraine Neenan	
Phylene Wiggins		Kemba Lawrence	
Michael Cordero		Seth Miller	
Oscar Gutierrez		Linda Rosso	
James Kyriaco		Monica Moreno	
Guy Walker		Michael Williams	
Karin Dominguez			
Josephine Torres			
Sanford Riggs			
Steve Lavagnino			

1. **WELCOME & CALL TO ORDER:**

Bob Freeman, Chair, called the meeting to order at 6:11 pm.

2. **PUBLIC COMMENTS– Members of the public may speak up to 5 minutes each:**

The CAC Board Chair asked if there were any public comments. None

3. **CLOSED SESSION:** No

- Personnel Issues - None
- Pending Legal Matters - None

4. **CONSENT AGENDA:**

a. **Board Minutes:**

- CAC Board Minutes – November 6, 2019
- CAC Board Minutes – December 4, 2019
- Executive Committee Minutes – February 4, 2020

b. **Grants \$10,000 and Under/Renewal Contracts:**

- Approval of application to City of Goleta CDBG program in the amount of \$7500 for Senior Nutrition Program.
- Approval of application to the Brittingham Family Foundation in the amount of \$10,000 for the Senior Nutrition Program.
- Approval of application to Mechanics Bank in the amount of \$5,000 for Champions Dinner sponsorship.

4. Approval of application to Santa Barbara City College in the amount of \$5,000 for Champions Dinner sponsorship.
5. Approval of application to Santa Ynez Band of Chumash Indians in the amount of \$10,000 for Champions Dinner sponsorship.
6. Approval of application to Montecito Bank & Trust in the amount of \$10,000 for Champions Dinner sponsorship.
7. Approval of application to Dignity Health in the amount of \$10,000 for Champions Dinner sponsorship.
8. Approval of a 3-year continuation application to Area Agency on Aging (AAA) in the amount of \$243,000 annually for the Senior Nutrition – Congregate Meal Program (FY 2020-23).
9. Approval of a 3-year continuation application to Area Agency on Aging (AAA) in the amount of \$452,000 annually for the Senior Nutrition – Home Delivery Program (FY 2020-23).
10. Approval of a 3-year continuation application to Area Agency on Aging (AAA) in the amount of \$2,000 annually for the Senior Nutrition – Nutrition Education Program (FY 2020-23).

<b>M/S/A Guy Walker/Sharon Lutz</b>	<b>12 Yes</b>	<b>0 No</b>	<b>0 Abstain</b>	<b>Approved</b>
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**5. ACTION ITEMS:**

a. **Board Action Items:**

1. Authorize CAC to renew a Line of Credit with Mechanics Bank (previously Rabobank) in the amount of \$500,000.

<b>M/S/A Phylene Wiggins/Sanford Riggs</b>	<b>12 Yes</b>	<b>0 No</b>	<b>0 Abstain</b>	<b>Approved</b>
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2. Adopt Resolution to “Support the 2020 Census” to ensure a complete and accurate count of all Santa Barbara County residents including “Hard to Count” populations (children ages 0-5 years, seniors, homeless, etc.).

<b>M/S/A Guy Walker/Josie Torres</b>	<b>12 Yes</b>	<b>0 No</b>	<b>0 Abstain</b>	<b>Approved</b>
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3. Approval of an application to the County of Santa Barbara in the amount of \$34,700 to conduct Census 2020 Outreach Activities (Phase 1)

<b>M/S/A Mike Cordero/Oscar Gutierrez</b>	<b>12 Yes</b>	<b>0 No</b>	<b>0 Abstain</b>	<b>Approved</b>
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4. Approval of an application to the County of Santa Barbara in the amount of \$22,200 to conduct Census 2020 Outreach Activities (Phase 2)

<b>M/S/A Guy Walker/Mike Cordero</b>	<b>12 Yes</b>	<b>0 No</b>	<b>0 Abstain</b>	<b>Approved</b>
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5. Approval of an application to the Hutton-Parker Foundation in the amount of \$50,000 for Core Support funding for agency rebranding and fund development activities.

<b>M/S/A Sharon Lutz/Guy Walker</b>	<b>12 Yes</b>	<b>0 No</b>	<b>0 Abstain</b>	<b>Approved</b>
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6. Approval of an application to the County of Santa Barbara’s Community Development Block Grant (CDBG) in the amount of \$25,000 to support the Senior Nutrition Program.

<b>M/S/A Oscar Gutierrez/James Kyriaco</b>	<b>12 Yes</b>	<b>0 No</b>	<b>0 Abstain</b>	<b>Approved</b>
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7. Approval of an application to the Office of Juvenile Justice and Delinquency Prevention (OJJDP) in the amount of up to \$500,000 for a 3-year period for the “Mentoring Opportunities for Youth Initiative” program.

<b>M/S/A Sharon Lutz/ Guy Walker</b>	<b>12 Yes</b>	<b>0 No</b>	<b>0 Abstain</b>	<b>Approved</b>
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8. Approval of a new Cost Application Plan summarizing the methods and procedures used to allocate costs to various programs, grants, contracts and agreements.

**M/S/A Guy Walker/Mike Cordero**      **12 Yes**      **0**      **0 Abstain**      **Approved**

**6. DISCUSSION/TRAINING**

- a. CAC Customer Satisfaction Survey (CSS) results – Tony Mitchell, Chief Operating Officer

Tony discussed the Customer Satisfaction Surveys for the 3<sup>rd</sup> quarter of 2019 (Senior Nutrition) and the 4<sup>th</sup> quarter of 2019 (Children's Services, Community Services and Family & Youth Services). In reviewing the responses to the five questions on the survey, strongly agree and agree responses taken together were in the 90<sup>th</sup> percentile on both the 3<sup>rd</sup> quarter and 4<sup>th</sup> quarter surveys, except for the question “are you informed of other services the agency offers,” where the strongly agree/agree responses were in the mid-70th percentile. The Board had questions about whether the data from this survey could be tracked quarter over quarter, and disaggregated by program. Tony responded that this is possible going forward, now that the survey is being consistently administered each quarter.

- b. 2019 Staff Survey Results – Monica Moreno, Human Resources Director

Monica shared a slide presentation on the results of the Staff Survey. Her presentation included the number of responses and participation rate (188, 52%); the response percentages by county region (north, mid, south) and agency program; key question areas; staff concerns; what staff sees as positive at CAC; and what can be improved now at the Agency. The Board had questions whether results from regular status and temporary status had been broken out. Monica responded that this was not possible due to the confidentiality of the survey. As well, the Board asked about training at CAC; the action plan to respond to the survey results; and how results will be communicated to staff. As an example of response to the survey, Pat mentioned that, since the staff expressed a desire for career development, one of the Planning Committee subcommittees that will be launched focuses on leadership and staff development at the agency.

- c. Head Start Training – Lorraine Neenan, Children's Services Director

Lorraine's presentation included an overview of the Head Start 5-year grant preparation process currently underway, concluding with the submission of the grant application in September, 2020 and key points on the timeline prior to submission. She educated the Board on the federal direction related to oversight by the Agency governing body and policy council required to establish and achieve Head Start program goals, and how the program monitors goals in its Child Plus database. Lorraine requested volunteers for a Board Committee related to the grant application. Chair Bob Freeman stated that any Board members interested in participating on this committee should inform CEO Pat Keelean of their interest to obtain more details about the commitment involved and what the role of Board members serving on the committee will be.

- d. Board Elections 2020 –Final Nominee Slate

Chair Bob Freeman presented the nominee slate for Board officers approved in November, 2019. Bob called for a vote to accept these members as Board officers.

**M/S/A Sharon Lutz/Phylene Wiggins**      **12 Yes**      **0**      **0 Abstain**      **Approved**

**7. CEO/Program Director Monthly Highlights**

Pat – Pat covered several subjects mentioned in the CEO Update (in the Board packet). Among them were: inviting Board members to share their feedback on the new Board meeting schedule rotating between North and South County, particularly on this first meeting between the two locations: the impacts of the recent 2020 minimum wage increase and the Agency's plan to prospectively contract with consulting company Strategic Pay Advisors, used by other community action agencies locally for a salary study; the Senior Nutrition contract with Santa Barbara Unified School District and the current challenges that the Agency is facing due to the prospect of

increased rates; a request from Lompoc-based Youth Futures Center for CAC to act as fiscal agent; and the status of rebranding efforts at the Agency. Board members had questions at several points during Pat's remarks which she answered.

With respect to the new Board meeting format, Pat mentioned that for the time being, the preference is to continue to meet at CenCal Health in Santa Barbara and provide the remote option for attendance in Santa Maria.

Linda Rosso – Linda shared an update on the upcoming May 8<sup>th</sup> Champions Dinner. A Board member offered a suggestion on a couple of prominent vintners in the County that might merit follow-up by Linda.

Monica Moreno – Monica mentioned the upcoming CAC Benefits Renewal and stated that she will be reaching out to the Personnel Committee to schedule a meeting in the near future regarding the Benefits Renewal for 2020. She also shared that a note to staff would be forthcoming with respect to a potential insurer change.

Seth Miller – Shared with the Board the excitement surrounding the recent contract to provide health education (Making Proud Choices curriculum) for 10 to 12 year-old students in Spanish at Adelante Charter School

Marc Sabin – Mentioned that a focus of his first ninety (90) days at CAC has been to create systems for compliance to address identified deficiencies in the Senior Nutrition program.

Michael Williams – Touched on the preliminary first and second closings for 2019 and the fact that the number in each were very comparable. Michael also mentioned that the Finance group is starting to work on preparations for the upcoming Agency single audit.

Tony Mitchell – Mentioned that his current focus among other things is to work closely with Pat on the Agency rebranding efforts and as well, the development and launch of the revised Planning Committee and its related subcommittees.

8. **COMMITTEE UPDATES – Finance, Planning and Policy Council:**

These were included in the Board packet and were not discussed at the meeting.

9. **DATES AND TIMES OF UPCOMING MEETINGS:**

These were on the meeting agenda and were not discussed at the meeting

10. **ADJOURNMENT:** The meeting adjourned at 8:15 p.m.