

Community Action Commission
Board of Directors Notes
 September 4, 2019
 Solvang Veteran's Building
 6:00 p.m.
ROLL CALL

Elizabeth Snyder called the meeting to order at 6:00 pm. A quorum was established.

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

INTRODUCTION OF GUESTS/CHAIRS REMARKS:

Elizabeth Snyder, Co-Chair called the meeting to order at 6:02 pm, the Co-Chair asked that each Board member introduce herself or himself.

THE CO-CHAIR ASKED IF THERE WAS ANYONE THAT WOULD LIKE TO ADDRESS THE MATTERS WITHIN THE SUBJECT MATTER JURISDICTION OF THE BOARD OF DIRECTORS, BUT NOT ON THE AGENDA. **None**

CLOSED SESSION: **None**

- a. Personnel Issues
- b. Pending Legal Matters

REPORT FROM CLOSED SESSION: **None**

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

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

CONSENT AGENDA:

C-1) Board Minutes:

- a. CAC Board Minutes – July 10, 2019
- b. CAC Joint Board/Policy Council Minutes – July 10, 2019
- c. Executive Committee Minutes – August 23, 2019, Ratify
- d. CAC Personnel committee Minutes – August 14, 2019, Ratify

C-2) Grants \$10,000 and Under/Renewal Contracts:

- a. Approval of a Board Resolution authorizing the CEO, Patricia Keelean to sign on the behalf of the Board regarding daily activities, and in her absence the Chief Finance Officer or the Chief Operations Officer for the years 2019-2020.
- b. Approval of and authorization to submit a grant application to Rabobank for \$5,000.

Question raised by Steve Lavagnino: Was the Rabobank grant submitted before the name change?

Answer: Pat Keelean stated yes, the grant for the Senior Nutrition Program was submitted before the name change.

- c. Approval of and authorization to submit a grant application to the Fund of Santa Barbara in the amount of \$10,000 for the “Know Your Rights” training program. This funding request is consistent with CAC’s 5-year Strategic Plan goal of addressing the needs of vulnerable populations in Santa Barbara, including immigrants.

Question raised by Elizabeth Snyder: Has anyone been through the program? She also asked for the highlights of the program.

Answer: Pat Keelean stated that she was at the Santa Barbara Foundation Immigrant Convening and the Fund for Santa Barbara was encouraging agencies to help educate local immigrants about knowing their rights.

- d. CAC to request funding from the Fund of Santa Barbara for up to \$10,000 to coordinate activities related to the Santa Maria Valley Teen Service Agency Coalition designed to build collaboration and promote capacity building among agencies serving youth in North Santa Barbara County.

Question raised by Guy Walker: On the executive piece that needs to be ratified, I want to make sure folks understand what it is that they are ratifying.

Pat Keelean stated that the Executive Committee meeting minutes are in the Board Packet for your review. These meeting are scheduled every other month.

**M/S/A Guy Walker/Karin Dominguez 9 Yes 0 No 1 Abstain (Steve Lavagnino, Board Minutes only)
Approved**

BOARD - ACTION ITEMS:

A. Board Action Items:

- a-1) Approval of and authorization to submit a grant application to Santa Barbara Foundation \$50,000 for the Senior Nutrition Program.

M/S/A Sharon Lutz/Josephine Torres 10 Yes 0 No 0 Abstain Approved

- a-2) Approval of and authorization to submit a grant application to Santa Barbara Foundation \$102,010 for the 2-1-1 Helpline.

Kemba Lawrence stated that the proposal is for one year.

M/S/A Josephine Torres/Guy Walker 10Yes 0 No 0 Abstain Approved

- a-3) Approval of and authorization to submit a grant application for the Earned Income Tax Credit (EITC) program to California Department of Community Services and Development for \$108,000.

Kemba Lawrence stated that her program is again partnering with Ventura County.

M/S/A Sharon Lutz/Josephine Torres 10 Yes 0 No 0 Abstain Approved

a-4) Authorize CAC to open three (30 DEBIT CARD AQCCOUNTS WITH Mechanics Bank (previously Rabobank) to be utilized by the **Transitional Age Youth (TAY) Program** in North, South and Mid Santa Barbara County regions. This action authorizes the Family Youth Services (FYS) Director, Clinical Services Director, and TAY staff as approved users on these accounts.

Seth Miller explained the request to the Board; Elizabeth wants an update at the November 4th Board meeting.

M/S/A Karin Dominguez/Guy Walker 10 Yes 0 No Abstain Approved

DISCUSSION/TRAINING

Presentations – Chris Reed, McGowen & Guntermann

A. Single Audit (2018)

- Chris Reed highlighted the results of the Independent Auditor’s Reports, Financial Statements and Supplementary Information December 31, 2018. The following was discussed:
 - We have audited the accompanying financial statements of the Community Action Commission of Santa Barbara County, (a nonprofit organization), which comprise the statements of financial position as of December 31, 2018, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.
 - **Opinion**
 - In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Community Action Commission of Santa Barbara County, as of December 31, 2018, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

○ **Statement of Financial Position**

	<u>2018</u>	<u>2017</u>
– Total Assets	<u>\$ 4,666,243</u>	<u>\$ 4,388,699</u>
Total Assets Up \$280,000		
– Liabilities		
Total Liabilities	<u>\$ 1,996,592</u>	<u>\$ 1,852,929</u>
Total Liabilities Up \$143,663		
– Total Liabilities and Net Assets	<u>\$ 4,666,243</u>	<u>\$ 4,388,699</u>
Total Net Assets Up \$133,881		

○ **Statement of Activities**

– Total Public Support and Revenue	<u>\$ 25,692,751</u>	<u>\$ 24,516,790</u>
– Total Expenses	<u>\$ 25,558,870</u>	<u>\$ 24,233,622</u>
– Change in Net Assets	\$133,881	

○ **Statement of Functional Expenses**

- The functional expenses are broken down in 4 program services: Children Services, Family & Youth, Senior Nutrition, Energy/Other and general fundraising.

Total Functional Expense \$22,882,548

○ **Statement of Cash Flows**

- Cash Flows from Operating

Activities	<u>\$ 133,881</u>	<u>\$ 283,168</u>
– Net Cash Provided by Operating Activities	<u>\$ 212,039</u>	
– Net Cash Used by Investing Activities	<u>\$ 113,254</u>	
– Cash and Cash Equivalents at Beginning of Year	<u>\$ 1,034,746</u>	
– Cash and Cash Equivalents at End of Year	<u>\$1,133,531</u>	

○ Schedule of Findings and Questioned Costs
Section 1 – Summary of Auditor’s Results

Financial Statements

Type of auditor’s report issued: **Unmodified**
Internal control over financial reporting:
Material weakness identified? **No**
Significant deficiencies identified that are not considered to be material weaknesses? **No**
No instances of noncompliance material to financial statements were disclosed by the audit.

Federal Awards

Internal control over major programs:
Material weakness identified? **No**
Significant deficiencies identified that are not considered to be material weaknesses? **No**
Type of auditor’s report issued on compliance for major programs: **Unmodified**
Any audit findings disclosed that are required to be reported in accordance with Uniform Guidance?
No

Identification of major programs:

CFDA Number	Program Name	Expenditures
93.600	Head Start and Early Head Start	\$11,995,542
93.568	Low Income Home Energy Assistance Program	1,740,488
93.045 & 93.053	Aging Cluster (CFDA #'s 93.045, 93.053)	
	Special Programs for the Aging	766,645
93.994	Adolescent Family Life Planning	193,301

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as low-risk auditee? **No**

Section II – Financial Statement Findings

None

Section III – Federal Award Findings and Questioned Costs

None

*Question raised by Steve Lavagnino: Why is Senior Nutrition costs lower in 2018 then 2017.
Answer: Pat Keelean stated that CAC’s service levels haven’t changed, fund raising has increased.
We are trying to control the cost by vending out to Santa Barbara Unified School District.*

Michael Williams to do an analysis and report back to the Board at the November Board Meeting.

Pat Keelean thanked Chris Reed and Michael Williams on a great job.

M/S/A Steve Lavagnino/Sharon Lutz 10 Yes 0 No 0 Abstain

B. IRS 990 (2018) – Chris Reed reviewed the following:

- Form 990 for the year 2018 is ready for your review and questions. It's quite a lengthy document, you also have the State final report included, as well as the RRF that goes to the Attorney General of California.
- For the most part all the numbers are coming from the Financial Statement.
- There's much more detail than in the financials regarding Board of Directors listing compensation of management in key positions, vendors that you pay services where the revenues and expenses are in line, etc.
- The one thing not recognized in the 990 is donated services and rent.
- Expenses are right aligned as the balance sheet just like the financial statement; California 1199 with a donor to donor is shown on Schedule B of the 990.
- There were no changes to the format in the processing of the return from last year.
- Michael Williams stated that the way we describe our program areas are now in line with our audits.
- Karin Dominguez stated that Michael Williams got CAC the Guide Star Platinum on the nonprofit website. Michael explained how the Guild Star work, and basically shows commitment to transparency.
- Pat stated that CAC is reporting more outcomes and will start to track them in Guide Star.

M/S/A Karin Dominguez/Jenelle Osborne

10 yes

0 No

0 Abstain

C. Discussion

1. Head Start Update– Lorraine Neenan

- Lorraine shared the Children's Services Governance & Training Calendar; September's Board training topic is Program Information Report (PIR). It's a requirement of Head Start and Early Head Start.
- There are two grant reports which are due at the end of August, which were finalized and submitted. Lorraine stated she provided the Board a Summary Report because the whole PIR is so large.
 - PIR Performance Indicator Report: Head Start

Context				Number	
Cumulative Enrolled Children				864	
2019 #	PIR Performance Indicator	Number at Beginning of Enrollment Year	Percentage at Beginning of Enrollment Year	Number at End of Enrollment Year	Percentage at End of Enrollment Year
111	Percentage of children with health insurance	859	99.4%	863	99.9%
112	Percentage of children with a medical home	861	99.7%	864	100%
113	Percentage of children with up-to-date immunizations, all possible immunization to date, or exempt	864	100%	864	100%
114	Percentage of children with a dental home	774	89.6%	857	99.2%
121	Percentage of children with an IFSP or IEP	134	15.5% Required 10%		
122	Percentage of children up-to-date on a schedule of preventive and primary health care per the state's EPSDT schedule at the end of enrollment year	833	96.4%		
123	Of the children up-to-date on health screenings, the percentage of children diagnosed with a chronic condition needing medical treatment	104	12.5%		

124	Of the children diagnosed with a chronic condition needing medical treatment, the percentage (%) of children who received medical treatment	103	99%		
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○ Services to Preschool Children (based on Cumulative Enrollment) – Performance Indicators

Context		Number	
Cumulative Enrolled Preschool Children		864	
Cumulative Enrolled Preschool with an IEP for one of the Primary Disabilities Reported in the PIR		134	
2019 #	PIR Performance Indicator	Number	Percentage
131	Percentage of preschool children that received special education or related services for one of the primary disabilities reported in the PIR	134	100%
132	Percentage of preschool children completing professional dental exams	835	96.6%
133	Of the preschool children receiving professional dental exams, the percentage of preschool children needing professional dental treatment	354	42.4%
134	Of the preschool children needing dental treatment, the percentage of preschool children who received dental treatment	299	84.5%

○ Family Services – Performance Indicators

Context		Number	
Total Number of Families		816	
2019 #	PIR Performance Indicator	Number	Percentage
141	Percentage of families who received at least one of the family services reported in the	631	77.3%

	PIR		
Context		Number	
Total Number of Families Experiencing Homelessness that were Served During the Enrollment Year		79	
2019#	PIR Performance Indicator	Number	Percentage
142 (new)	Percentage of families experiencing homelessness during the enrollment year that acquired housing during the enrollment year	29	36.7%

- Preschool Staff and Classes (Head Start and Migrant/Seasonal preschool staff only) – Performance Indicators

Context	Number
Preschool Classroom Teachers	43
Preschool Classes	42
Preschool Classroom Assistant Teachers	53

2019 #	PIR Performance Indicator	Number	Percentage
151	Percentage of preschool classroom teachers that meet the degree/credential requirements of Section 648A. (2)(A) (BA or higher-ECE/related) that will become effective September 2013	29	67.4% given 5 years to get to 70%
153	Percentage of preschool classroom assistant teachers with a CDA/equivalent or higher, or are enrolled in a CDA or ECE degree program	44	83%

- PIR Performance Indicator Report – Early Head Start

Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment) – Performance Indicators

Context	Number		Percentage		
Cumulative Enrolled Children	258				
Children Enrolled less than 5 Days	19		7.4%		
2019 #	PIR Performance Indicator	Number at Beginning of Enrollment Year	Percentage at Beginning of Enrollment Year	Number at End of Enrollment Year	Percentage at End of Enrollment Year
111	Percentage of children with health insurance	258	100%	258	100%

112	Percentage of children with a medical home	257	99.6%	258	100%
113	Percentage of children with up-to-date immunizations, all possible immunizations to date, or exempt	256	99.2%	256	99.2%
114	Percentage of child with a dental home	146	56.6%	213	82.6%

Services to All Children (based on Cumulative Enrollment) – Performance Indicators

Context	Number		
Cumulative Enrolled Children		258	
2019 #	PIR Performance Indicator	Number	Percentage
121	Percentage of children with an IFSP or IEP	62	24%
122	Percentage of children up-to-date on a schedule of preventive and primary health care per the state's EPSDT schedule at the end of enrollment year	238	92.2%
123	Of the children up-to-date on health screenings, the percentage of children diagnosed with a chronic condition needing medical treatment	14	5.9%
124	Of the children diagnosed with a chronic condition needing medical treatment, the percentage of children who received medical treatment	14	100%

Family Services – Performance Indicators

Context	Number		
Total Number of Families		235	
2019 #	PIR Performance Indicator	Number	Percentage
141	Percentage of families who received at least one of the family services reported in the PIR	108	46%
Context	Number		
Total Number of Families Experiencing Homelessness that were served during the Enrollment Year		24	
2019 #	PIR Performance Indicators	Number	Percentage
142 (new)	Percentage of families experiencing homelessness during the enrollment year that acquired	4	16.7%

	housing during the enrollment year		
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Infant/Toddler Staff (EHS and Migrant/Seasonal Infants/Toddler Staff Only) – Performance Indicator

Context	Number		
Early Head Start Center-Based Teachers	19		
2019 #	PIR Performance Indicator	Number	Percentage
161	Percentage of infant and toddler classroom teachers that meet the degree/credential requirement of Section 645A.(h) (CDA/equivalent or higher) that became effective September, 2010	17	89.5%

Question Raised by Phylene Wiggins: How are dental services met.

Answer: Lorraine stated that CAC have independent dentists in North and Mid Co who provide their services. South County sends families to dental clinics..

- All children receive dental screenings and the pre-school children receive fluoride varnish.

Question Raised by Steve Lavagnino: Who is the dentist in Santa Maria?

Answer: Dr. Samuel Burg.

Question Raised by Guy Walker: Children who are in our Head Start program, love the numbers, love anything in the 90s and above. Do we have any sense of how those compare to the general population of kids who are not in our program - those who may be low to moderate-income?

Answer: Pat stated that is something that we can bring up at the Planning Committee Meeting and as we continue to implement ROMA intermediate and long-term goals. We can also look at data that compares our current data within the program.

- Pat stated one of the struggles that we are having is recruiting teachers for the program. Pat attended the Annual Community Action Partnership National Conference last week; Head Start has done a nation-wide survey of Head Start programs and that is the number one need across the country. Here in California, because of the minimum wage is increasing it compressing the salaries within the teacher salary ranges and it's making it even more difficult for us to recruit. Moving forward we're going to be looking closely at recruitment and approaching Cal CAPA which is the State California Association for Community Action Agencies in helping us to address this issue. Because the reality is as a community action agency many of our own staff are living below the poverty line. We are an agency designed to help individuals; obviously Pat is concerned about qualified teacher's salary level so we can recruit and retain them. Here in Santa Barbara County it truly difficult because a family of 4 must have a salary above \$67,000 to live above the poverty line.
- Lorraine stated her report in the Board packet there is a request to Head Start to reduce enrollment by one classroom. Children's Services had 6 positions open, still have three positions open; Pat stated we lost 3 staff to UCSB. It's disheartening and it's affecting every aspect of Lorraine's operations. The program doesn't have enough staff so we can have substitutes, those are not consistent, children need continuity of care. The site supervisors and the FSA's are all in the classrooms covering breaks and things and they aren't getting their work done; it's mostly in South County, but it's hitting Lompoc and Santa Maria, it's a nationwide problem.
- Elizabeth stated we need to bring this issue to the Executive Committee about teachers' salaries.
- Lorraine also presented the Program Self-Assessment Report 2018-2019
 - Brief Description of the Program – CAC Children's Services Program provides comprehensive services to 914 families in Santa Barbara County: 772 children in the Head Start and 142 in the Early Head Start Program. We offer center-based full-day, extended part-day, traditional double session part-day, home-based, and family child care options. We have formal Professional Learning Collaborations

(PLCs)/coaching for teachers, home educators, and family child care providers. We provide Reflective Supervision to all EHS Teachers.

- Context for Our Self-Assessment Process – Under direction from the Program Director, the 11-member Program Development and Support Team (PDST) leads the program’s monitoring and data gathering, input and analysis. The team includes two ChildPlus experts: the Administrative Services Manager and Quality Assurance Manager. We have an Education Manager, and two Education Specialists: one for Head Start and another for Early Head Start, one Family Engagement Specialist, and one Governance Specialist. There are four Regional Program Managers that oversee their 5 or 6 Centers, options, or departments. They supervise the Site Supervisors, who supervise the site or department staff.
- We have an in-house Family Wellness program that provides mental health services (most billed to Medical) to our clientele, and a Behavior Specialist contracted to support teachers in the classrooms that have children with challenging behaviors.

Questions Raised by Steve Lavagnino: About absenteeism; what kind of connection do we have to relay that information to social services or Be Well?

Answer: Lorraine stated that her program has a new policy and procedure that if a child doesn’t show up to school within the first hour, we call them, and we call until we talk to someone. If they don’t show up the second day, we do a home visit.

Question Raised by Guy Walker: On recruiting staff, are we competitive with elementary school hiring?

Answer: Lorraine stated no.

Question Raised by Elizabeth Snyder: Stated we have an actionable item; have we done a good study to compare salaries to put something together?

Answer: Monica Moreno stated she did salary comparison with the Head Start program and we compared private preschools which is what Santa Barbara has mostly been. Elizabeth made a recommendation to bring to the Executive Committee on October 2nd and Monica to present that day.

2. CAC Customer Satisfaction Data: Quarter 3 – Tony Mitchell

- Organizational Standard 1.3 requires Community Action Agencies have a systematic program, flexible, for reporting and analyzing customer satisfaction data to the governing board. We have a lot of different data, we have data in our community needs assessment.
- We developed five key questions
 - a. Do you feel welcome and treated with respect when seeking or receiving services from us?
 - b. Have you received quality services?
 - c. Have we met your expectations?
 - d. Are you informed of other services the agency offers?
 - e. Additional comments or recommendations?
- One of the innovative things that we’ve launched is through a service called Dial My Call, you can send a text message, its shorter than a tweet, and you can have a link to the survey in both English and Spanish.
- Data Responses Collected from the five questions:
 - a. Do you feel welcome and treated with respect when seeking or receiving services from us?
 - If you combine strongly agree and agree you will see 92% response, if you combine strongly disagree and disagree you get just over 2%.
 - b. Have you received quality services?
 - Combine strongly agree and agree, it’s almost 93%, if you combine strongly disagree and disagree it’s over 2%.
 - c. Have we met your expectations?
 - Over 90% strongly agree or agree, 4% either strongly disagree and/or disagree.
 - d. Are you informed of other services the agency offers?
 - Almost 85% strongly agree and agree, and almost 5 1/2% strongly disagree or disagree.
 - e. Additional comments or recommendations?
 - Received several pages of comments.

- Going into the next quarter we will do children's services and community services again by downloading Dial My Call. We will do the senior nutrition program with a physical card that we can distribute either at our community health centers or our home delivery routes, and I'm currently working with Seth for FYS. Seth stated there are some concerns about HIPAA; the goal is to figure it all out and have surveys by October.

Question Raised by Elizabeth Snyder: Are these the same five questions you've asked in every quarter?

Answer: Tony stated yes, quarter by quarter we will ask the same five questions over the next two to four quarters we will have a strong comparison.

Question Raised By Elizabeth Snyder: Were there any surprises that you've found?

Answer: Tony stated from his perspective it's not a surprise.

- Tony stated our consumer base thinks highly and seems to be very appreciative of the services that they're getting from us.
- In the additional comment section, there are a few negative comments. We looked over these comments as a leadership team and we recognize and fully embrace those.
- Pat recommended that the next time attach all the comments. Tony stated comments will come in both English and Spanish.

ITEM PRESENTED TO THE BOARD FOR APPROVAL NOT ON AGENDA: None

COMMITTEE REPORTS:

R-1 Committees:

a. Finance Committee/Report: Michael Williams

- Michael captured some of the highlights and some of the changes for those of you on the finance committee.
- On the balance sheet it needs to fit on one page and the font size needs to be readable. They also need to tie to the audited financial statement.
- We had Chris come in and do an audit and we know that our balance sheet as of 12/31/2018 is solid, so we can share our current balance sheet as a tool for financial management. If you look at, cash that's 1.9 million last year this time of the audit is 1.1 million currently is 1.4 million. You might recall from the last four cash receivables we were starting to feel a little concerned. The receivables as of 12/31/2018 were 1.8 million, the previous year they were 1.5 million, so they've been creeping up, but we've done a good job of bringing down to below 1.5 as you'll see throughout the rest of the year. We're going to try to rein that in so we can improve our cash position and reduce the number of receivables that are outstanding for long periods of time.
- Pat stated one of the key reasons we are experiencing more cash flow issues is because the State has implemented the new Fi\$cal system which has been problematic, it takes anywhere from 6 to 8 months to get reimbursed. We see it improving for some contracts; we are going to be proactive. We are contacting state offices to request the status of specific invoices.
- You look at our current balance sheet, you can shift your prior to the prior year because things are cyclical. Looking at the liability section, our grant advances were over a half a million, deferred income was a quarter million. We had 760,000 of cash that we received, but we still owed services on those, that number is a lot less as of July 31, 2019 - it's less than \$600,000.
- Income Statement
 - We have historically looked at a percent of the budget; so, if we're in June, or fifty percent through the year, we expect them to be 50% through with revenues and expenses, but things don't happen that way. So we converted to 7/12 of annual budget to a number but it's not really a "good" number. It's just a better way to remember as we get going on next year's budget.
 - We're going to budget by month moving forward. Looking at the Income Statement Variance analysis, you'll see where we've highlighted figures below. If you look at the highlighted number under current YTD - that's your change in net assets. That number was significantly high last month. We're down closer to break even, that number also ties to the balance sheet, to the change in net assets. This is a work

in process, but you'll see each time we will improve it. Statements are more readable, and you can understand them better.

Revenue	\$ Variance	% Variance
Federal Agencies	256,322	4%
Donations	248,338	122%
Other	(62,534)	(36%)
Investment Income	148,291	N/A
Direct Costs	(697,972)	(18%)
Indirect Costs	155,439	11%
	Current YTD July 31, 2019	
CHANGE IN NET ASSETS	(35,252)	

- Cash & Investments
 - Because cash was a concern for us, we modified how we report cash investments. We used to report the bank balances. Bank balances and what your bank statement says at the end of the month can be very different from what our book balance is, if you have deposits in transit.
 - If you look at the start of July last year and July this year, look at the very bottom of your cash investment reserve you can see that we're fairly consistent: 2.4, 2.2, 2.3 million cash investment reserve. If we back out the operating and payroll numbers from it, this gives us a good way to compare rather than just looking at a number. Look at it compared to this historical data - we're trending the right way.
 - Pat stated, you may recall from earlier board meetings that we had to dip into the Rabobank Money Market because of the cash flow issues in the Spring and we've be able to repay that back.

b. Planning Committee: Pat

- We previously discussed developing an action plan around the Strategic Plan. We are looking at establishing some subcommittees of the planning committee focused on goal areas such as affordable housing, health, dental and nutrition services, behavioral health, child abuse, safety and financial empowerment. We would love the board to participate or if there are individuals that you feel would bring value to these committees, we'd love to have them involved on our subcommittees. We have some very specific strategic goals for the next five years around these areas and we're looking to utilize our internal resources as well as external expertise.
- Sanford has expressed interest in serving on the affordable housing subcommittee. Pat welcomes Board members or other community partners who are interested in participating as well. We will be establishing some other subcommittees around performance management, marketing, communications, leadership and staff development, Ad Hoc committees around immigration issues and other operational issues i.e. the centralized intake process in early 2020.

c. Personnel Committee: Monica Moreno

- The renewal of the 2019 Workers Comp was approved.

d. CAC Fund Development Update: Linda Rosso

- Champions Dinner – Fundraiser generated 48% in funding above last year.
- From July 1st to August 8th we re-modeled, redecorated and redesigned the Art of Giving Back Café. A Ribbon-Cutting Ceremony was held in August and highlights/photos can be found on the very last page of the Board packet.
- Elizabeth stated that an article was in the Chumash newsletter about the ribbon cutting event.
- The Ribbon-Cutting Ceremony was covered by KEYT and aired about 4 times. An article will also appear in the Montecito Journal tomorrow. The Independent also ran the press release that Linda submitted.
- As far as our catering from June through August 16th we generated (\$11,800 in revenue
- The Towbes Group “Give Where You Live” program donated \$7450 during Quarters 1 & 2.
- The Summer Newsletter was produced and mailed in August.

- We are also starting a CAC inter-office employee newsletter once a month which will include updates on new employees' tidbits and announcements - keeping the communication between all the departments.
- Our fundraising and Volunteer Guild are busy with lots of ideas. See the Summer Newsletter for details. Career Closet – We are talking about starting a Career Closet that will be for our families that complete financial literacy and maybe some other programs; they'll receive a voucher that they can take to the career closet to "purchase" clothes for job interviews or work. A designer from New York is willing to give us 50 to 100 items per quarter per season to stock the Career Closet.

R-2 Policy Council: None

R-3 CEO: Pat

- We did our kickoff of the Giving Back Café and Catering Company last month. One of the resources that Michael is bringing to the organization is a CPA Firm out of LA, Krost CPAs & Consultants who can come in and help CAC do a restaurant site assessment, develop management controls at the café, portioning and food safety all key areas, and maximizing if you will, our "profit margin" for the Cafe to support our Senior Nutrition program. We're going to be meeting with the consultant pro bono in the next few weeks.
- Pat stated we have submitted the trademark application for the rebrand. We are delaying the launch of the new brand until early 2020 because it was not budgeted for this fiscal year.
- Just a couple of agency's priorities
 - Pat and Michael will begin work on the agency-wide budget 2020.
 - We will be heavily involved in supporting Santa Barbara County's Complete Count to ensure a complete, accurate census 2020 count, particularly focused on the hard to count populations.
- Director Updates
 - Tony
 - Now focused on a corrective action plan from a site visit in mid spring identifying, long-standing historical quality improvement issues. The work plan has been drafted and we will be using over the next two quarters to meet key quality indicators. We are still waiting for the monitoring report from last year.
 - This Friday, Pat and Tony will visit "Meals that Connect," in San Luis Obispo County that is also funded by AAA to provide congregate and home-delivered meals. This program uses volunteers to serve and delivery the meals. Pat said this is the model we are striving to implement, which will save CAC more than \$130,000 a year, our short fall this last year was \$106,000.
 - Seth
 - Was interviewed by Santa Maria Sun Newspaper on Nonprofit Seeks Grant to Fund a County-Wide Gang Prevention Initiative.
 - Things are going well in the FYS department, especially in health education; we're doing better than the rest of the state.
 - Mental Health, we started a new program for transition age youth (TAY) that we discussed earlier.
 - Child Welfare – Our AFLP program, which is supporting teen mothers has a new case manager. The manager increased the case load from 15 to 24 in a month.
 - Education Program Cal SOAP – Ramping up the new school year, we have 20 tutors that are trained, we really need 25 people, but it takes some time to recruit as college kids come back to school.
 - The exciting thing that's going on for us is we submitted an application with the Department of Justice to hopefully get some funding to expand our Youth Safety Task Force in the Lompoc area and also coordinate youth development activities between the three regions of the county. It's a four-year project funded at a million dollars. We should be notified in late September.
 - We also signed an agreement with Lompoc Unified School District to hopefully expand our Los Compadres model at their junior and high schools, to house a case manager in each of those schools and also, to do some preventative work with youth who are getting involved in crime.
 - The Lompoc Unified School District is applying for another grant through the Department of Education. We have been asked to partner with them.

- Seth have been attending a meeting called the Reinventing Juvenile Justice (RJJ) program; the work groups is police officers, probation officers the health department and other nonprofit organizations. It's a program that's funded through the Annie E. Casey Foundation and we're meeting once a month starting back in July and will meet though December. The work group will make recommendations to the County for policy changes for the way that the County of Santa Barbara approaches juvenile justice. It's a holistic approach to supporting youth involved with in the system.
- Kemba
 - 2-1-1 is on track for the first time to cover our indirect costs. That's been the result of some budgeting and renegotiating of our contract. We're actually going to be coming out with a little surplus; those funds will go towards any additional training that our 2-1-1 program manager and possibly go toward hiring a person for data base support as well.
 - We completed our AAA Senior Home Repair program in July; we had 205 units of services in the existence of a hundred fifty-eight clients served.
 - EITC Program – We spent our entire budget; we received a letter stating that we met our goals. This year, outreach included: 249,000 media impressions. That basically means that the actual message was sent out and we a person accessed various content depending on what the target fee we paid. Basically, we ended up with over 250 messages.
 - Another thing about 2-1-1 We were utilized during the recent diving accident and the County put up some information related to a hotline, but they didn't necessarily have the ability to address the multiple languages that were needed for some callers. 2-1-1, however, was able to take the calls. We're in the position that we have 154 different languages that are being spoken. We were able to take the call, take the information for missing person reports from family members. So far, we've actually taken down information for about 10 missing persons, gathered the data and transferred that information over to the County. 2-1-1 is in a really good position for any type of emergency, our goal is to continue to expand on that aspect.
 - Pat stated that we have been asked to sit on Disaster Preparedness Task Force for CSD and for the Food Bank. We are actively talking with stakeholders about disaster preparedness and the importance of 2-1-1 and CAC being a partner, including information & referrals, as well as the possibility of utilizing our Senior Nutrition vehicles for distribution of meals during an emergency.

Elizabeth Snyder asked if there were any questions or comments as we move to adjourn. A question was raised to Kemba about the power outage being shut off this weekend. Kemba stated you can call 2-1-1 to get information.

ITEMS PRESENTED BY BOARD MEMBERS: None

UP COMING EVENTS: None

ADJOURNMENT: The meeting adjourned at 7:45 p.m.

DATES AND TIMES OF NEXT COMMITTEE MEETINGS

Planning Committee Meeting – Thursday, Oct 24, 2019, Location TBA 11:30 a.m.

Policy Council Meeting – Saturday, Oct 12, 2019, Location TBA, 9:00 a.m.

Finance Committee Meeting – Oct 16, 2019, 5638 Hollister Ave., Goleta, 10:00 am

Personnel Committee Meeting – None Scheduled

Audit Committee Meeting – None Scheduled

DATE AND TIME OF NEXT MEETING:

Next scheduled meeting is November 6, 2019 at 6pm

Location: CenCal Health, Santa Barbara