

Community Action Commission  
**Board of Directors Minutes**  
 May 6, 2020  
 CAC – Goleta (via Zoom)  
 6:00 p.m.  
**ROLL CALL**

Bob Freeman 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>
Robert Freeman		Patricia Keelean	Chris Reed
Elizabeth Snyder		Tony Mitchell	
Karin Dominguez		Lorraine Neenan	
Phylene Wiggins		Kemba Lawrence	
Michael Cordero		Seth Miller	
Oscar Gutierrez		Linda Rosso	
James Kyriaco		Monica Moreno	
Guy Walker		Michael Williams	
Sharon Lutz			
Josephine Torres			
Sanford Riggs			
Steve Lavagnino			
Alexander Saunders			
Janelle Osborne			
Gabriela Gonzales			

**1. WELCOME & CALL TO ORDER – CHAIR**

a. Roll Call

All board members present as noted above

b. Introduction of Guest/Chair Remarks: :

**2. PUBLIC COMMENTS** (Members of the public may speak up to 3 minutes each)

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

**3. CLOSED SESSION:** No

a. Issues - None

b. Pending Legal Matters - None

**4. CONSENT AGENDA:**

a. Approval of Board Minutes

1. CAC Board Minutes – March 4, 2020

2. Executive Committee Minutes – March 23, 2020

3. Executive Committee Minutes – April 8, 2020



Karin Dominguez made a motion to accept the audit and the motion carried with 15 Yes votes, 0 No and 0 Abstain.

b. CAC Form 990 – Chris Reed and Michael Williams

Michael referenced the 990 in the packet and asked were there any questions. There were none.

Chris stated that the 990 is derived from the audited financials. He indicated that it was fairly in line with the 990 from last year. Michael added that both the single audit and the 990 are a couple of the most crucial marketing collateral pieces for donors, foundations and others, and that the Finance group had spent a significant amount of time spent cleaning them up for an effective presentation. Michael stated that in his perspective, the most important area of both documents is the description of the program accomplishments which provides non-financial elements of the Agency's impact in the community to readers of the audit.

c. Head Start Training/Update: Program Quality Emergency Plan – Lorraine Neenan, Children's Services Program Director

Lorraine began by mentioning that the December report was inadvertently placed in the packet and that she would send the most recent one under separate cover.

Lorraine then reviewed page 103 of the Board packet, and spoke about the program's activities during the COVID-19 pandemic. She stated that services are continuing to children and families, with students learning from home and teachers and FSAs contacting families in the program once a week. Lorraine mentioned that teachers in the program are working from home. As an example of program activities currently occurring, Lorraine stated that they are giving families mental health referrals as necessary, and have conducted story time and dance parties with the families. Lorraine shared a story of a family impacted by COVID-19 and how support was provided, and another anecdote about a domestic violence situation where the program assisted the family. She ended her presentation briefly discussing the various levels of weekly Zoom meetings that are keeping management and staff connected.

There was a question regarding families and technology, and Lorraine responded by discussing the challenges with internet service provision and that this was a big gap that the program is thinking about how families could be supported.

7. CEO/Program Director Monthly Highlights

Pat – Pat covered several subjects mentioned in the CEO Update (in the Board packet). Among them were:

- COVID-19 Response Planning in weekly Leadership Team meetings, initiated several weeks before the COVID stay-at-home orders.
- An update on rebranding activities, including the status of the Champions Dinner and the ongoing work on the website, brochures and media planning.
- CARES Act funding of \$365,000 for each of the next two years and how this will be used to help families recover from the effects of the pandemic, including rent/mortgage assistance, energy assistance, and job training.
- Senior Nutrition program activities, including the care package campaign, ongoing wellness checks for seniors and an increase in the Dignity Health grant allocation (\$25,000), which is being used for meals (\$20,000) and senior home repair (\$5,000).
- The resignation of Senior Nutrition Program Director Marc Sabin.
- The 30% increase in the number of seniors served (from 445 in mid-March to over 575) with a further increase to 700 expected in the next month, and the temporary redeployment of staff from other programs to help meet the demand in meal service.
- The wellness checks that are being conducted by staff from the Family & Youth Services program.

- The developing volunteer program, part of the Agency’s Strategic Plan, with 16 volunteers currently undergoing background screening. If successful, the implementation of a volunteer based model will save over \$300,000 annually

Kemba Lawrence – Kemba highlighted the significant call volume increase (300%) experienced in the 2-1-1 program for COVID related information and how this has supported the county Emergency Operations Center which would have otherwise received these calls. Kemba mentioned the disaster case management program one year funding and the usage of the Visalink software which allows multiple non-profits to access client data and track outcomes. Kemba stated that there has been a 50% increase in utility payment assistance in March, but that this decreased in April due to the moratorium established on utility shutoffs. Finally, Kemba shared that she has deployed a number of staff members to assist with Senior Nutrition client intake and meal delivery in addition to regular Energy Services program activities.

Seth Miller – Seth began by speaking about the ongoing work to submit the Innovations Grant. He then mentioned that there has been a significant amount of work conducted by ‘telehealth’ sessions over the phone in the Los Compadres program, including a virtual cohort conducting at the Lompoc Unified School District and at some Probation Department locations, via the Microsoft Teams application. As well, he mentioned telehealth sessions that are being conducted in the AFLP (Teenage Parenting) program. Seth indicated that the CalSOAP program had been limited in its activities but had provided virtual tutoring in the Carpinteria, Santa Barbara and Santa Ynez School Districts. He spoke about the delivery model that had been developed for the CalPrep (Reproductive Health Education) program, that had been enthusiastically adopted by the State and shared with other providers, and which is in the process of being translated in Spanish. Finally, in sharing about activities by Family Wellness staff, in addition to creative approaches to the work, such as virtual cooking classes in Lompoc, which may be duplicated in Santa Barbara and Santa Maria, Seth stated how Family Wellness staff have been instrumental in providing weekly wellness check calls for depression and anxiety screening to Senior Nutrition program participants, and that they performed over 240 calls in three days.

Linda Rosso – Linda gave an update on the upcoming Champions Dinner and stated that it is still currently scheduled for September 12<sup>th</sup>, and to date has garnered over \$165,000 in committed donations with 152 tickets sold, leaving 50 more ticket sales remaining to meet the goal. Linda spoke about the volunteer program in Senior Nutrition that she is working with Pat to develop, and shared that there are currently 21 individuals who have volunteered. Linda indicated that there is an upcoming activity with advisory committee members and volunteers working together to prepare 700 care packages for countywide distribution to seniors, and mentioned that there will be media coverage for this event.

Tony Mitchell – Tony shared some of his recent activities, including working with the vendor to provision IT equipment for usage by staff working remotely at home. He stated that he has been supporting Pat on a number of Senior Nutrition program activities, including grant reporting. Tony mentioned that he purchased a delivery van with area Agency on Aging (AAA) funds obtained a new delivery vehicle for the program and is waiting on the approval of AAA One Time Only (OTO) funding to obtain another vehicle. Finally, he mentioned that he has been in the office since the stay-at-home orders working to ensure administration business continuity, and that he has taken care of certain daily activities typically conducted by office staff in their absence.

Monica Moreno – Monica mentioned the activities that are occurring in Human Resources to support the organization during the COVID-19 pandemic. She indicated that they are working on a hazard pay policy to govern extra compensation for those staff involved in meal delivery and other potential health compromising situations during the pandemic, and one that will compensate for personal device (phone) usage during the pandemic. As well, other activities pursued by the department include staff recruitment and the renewal process for healthcare plans and the workers’ compensation policy, effective September 1<sup>st</sup>.

Michael Williams – Michael mentioned the current changeover in banking relationship from Mechanics Bank to Montecito Bank & Trust (MB&T), including investments funds with MB&T Wealth Management.

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

Finance – None

Executive Committee – Pat mentioned that the committee met during March and April and approved a Board resolution to move operating accounts to Montecito Bank & Trust (MB&T) and investments from Santa Barbara Foundation to MB&T Wealth Management. As well, Pat shared that the Agency was implementing electronic deposits at MB&T.

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 7:31 p.m.