



CommUnify

Board of Directors Minutes

July 1, 2020
CAC – Goleta (via Zoom)
6:00 p.m.
ROLL CALL

Bob Freeman called the meeting to order at 6:03pm. A quorum was established.

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

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:** N/A

- a. Issues - None
- b. Pending Legal Matters - None

4. **CONSENT AGENDA:**

- a. Approval of Board Minutes
 - 1. CAC Board Minutes – May 6, 2020
 - 2. Executive Committee Minutes – June 3, 2020
 - 3. Finance Committee Minutes – June 24, 2020
 - 4. Finance Committee Minutes – May 27, 2020

M/S/A Steve Lavagnino/Karin Dominguez	12 Yes	0 No	0 Abstain	Approved
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b. **Grants \$10,000 and Under/Renewal Contracts:**

- 1. Approval of and authorization to submit a grant application to the Heffernan Foundation in the amount of \$10,000 for the Senior Nutrition program

M/S/A Karin Dominguez/Steve Lavagnino	12 Yes	0 No	0 Abstain	Approved
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5. **ACTION ITEMS:**

a. **Board Action Items:**

- 1. Children’s Services requests approval of the updated policies and procedures manual for the upcoming program year (2020-21).
- 2. Community Services requests Board approval to apply for the Senior Fall Prevention Program grant from the Area Agency on Aging in the amount of \$54,418.
- 3. Community Services requests Board approval to apply for the Senior Home Repair Program from the Area Agency on Aging in the amount of \$23,000.
- 4. Community Services requests Board approval to amend LIHEAP Contract #20B-2034, increasing total funding to \$1,772,888.
- 5. FYS requests Board approval to amend CalSOAP’s contract, thereby increasing the total funding available by \$250,000 for FY 2020-21.
- 6. Children’s Services requests Board approval to submit a Transportation Waiver to the Office of Head Start.
- 7. Community Services requests Board approval to contract with the County of Santa Barbara in the amount of \$126,665 for operation of the 2-1-1 information and referral line.
- 8. Board Resolution authorizing CEO And CFO to act as “Authorized Agents” to establish a VISA Business Credit Card with Montecito Bank & Trust.
- 9. Approval of and authorization to submit a grant application to the Santa Barbara Foundation’s *Basic Needs Program* for the Senior Nutrition program in the amount of \$50,000.

M/S/A Karin Dominguez/Steve Lavagnino	12 Yes	0 No	0 Abstain	Approved
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6. DISCUSSION/TRAINING

- a. New Website Demonstration CAC Single – Simon Dixon & Antony Del Castillo Schickram, Idea Engineering

Simon began with general remarks and then read from the brand platform to enlighten any board members who had not previously heard it.

Antony then gave a visual demonstration of the website, previewing and making comments on various sections of the website and website navigation.

Board members had questions about language accessibility (for non-English speakers) and ADA accessibility. Antony stated that both issues have been considered and features built into the website to allow access in Spanish and as well, to enable access given certain impairments. A board member suggested that the “COVID” alert bar initially show up in red, and Antony took this under advisement. Another board question was the ease in generating usage reports. Antony indicated that various analytics have been built into the site.

Pat initiated discussion and articulated her concerns about the timing of an August 1st brand launch. There were various perspectives articulated by board members. Chair Bob Freeman inquired whether the board was comfortable with allowing Pat freedom to determine the launch date for the brand reveal and there was consensus to allow Pat the freedom to do so.

- b. CAC Risk Assessment (2020) Presentation – Michael Williams, CFO

Bob began by indicating that this presentation had been previously given to the Finance Committee. Michael reviewed the presentation slides and made comments on each of the sections of the recently completed risk assessment.

- c. Head Start Training/Update: COVID Emergency Response/Reopening Plan – Lorraine Neenan, Children’s Services Program Director

Lorraine directed the board members to her monthly update in the Board packet (pp. 108-109). She commented briefly on the accomplishments and activities that the program has been involved in to serve clients during the pandemic. Lorraine indicated that since the numbers of COVID-19 cases in the County are increasing, the program will continue to deliver services in a virtual manner versus the reopening of centers at this point in time.

7. CEO/Program Director Monthly Highlights

Pat Keelean – Pat highlighted several issues/activities in the CEO Update (see Board packet). Among them were:

- Rebranding has been a significant focus for the Leadership Team.
- The Leadership Team has continued to meet on a weekly basis, in part to discuss the continuing Agency response to the pandemic. Pat commented that HR has been very involved in COVID response planning.
- CARES Act funding – Pat stated that, as mentioned in the last Board meeting, the Agency is receiving over \$730k over two years and that the focus for usage will be the Family Self-Sufficiency program, providing among other things, rental assistance and employment skill retooling to help displaced workers get reemployed.
- Pat also stated that the Agency is looking to apply for CARES Act funding that will be available through the Area Agency on Aging, due to the increasing need to support seniors and the continuing 40% funding gap in the program. She mentioned how proud she was of the work that staff from various parts of the Agency have been doing to support the program’s needs during the pandemic. The number of seniors served has increased by 59% and expenses have significantly increased as well, as the number of staff required to handle the increased meal delivery has increased.
- Pat mentioned the upcoming departure of Chief Operating Officer, Tony Mitchell, after August 14th, and acknowledged him for his contributions to CAC.

Tony Mitchell – Tony mentioned the recent focus of his work, including the quarterly and closeout Community Services Block Grant (CDBG) and Community Services grant reports due to the County and various cities, and the efforts that he has been involved in moving forward deliverables related to the Agency rebranding initiative.

Kemba Lawrence – Kemba indicated that she has been working to identify technology solutions to meet gaps as the Agency continues to support its consumers remotely. She mentioned issues that she has been exploring, including remote learning, sources for computers for clients, and low-cost internet for clients. Kemba mentioned that one focus of her program with CARES Act funding will be on utility assistance and the higher costs that certain clients will incur due to not paying bills during the pandemic situation. She indicated that her staff for the most part are still working remotely, however there have been no service gaps in utility assistance and emergency heater repairs.

Seth Miller – Seth indicated that his program has submitted the BJA Innovations in Crime Reduction grant and should receive a response in approximately sixty (60) days. He mentioned that the Adolescent Family Life Program (AFLP) has been approved to expand its services in Lompoc and Santa Maria, and in South County to a lesser extent. Insofar as the South Coast Youth Safety Partnership is concerned, Seth stated that they were asked to serve as chaperones for the recent protest march in Santa Barbara, and that the event was safe and well organized. He indicated that the work that youth did to organize the event was amazing.

Linda Rosso – Linda indicated that the most important aspect in her board packet reports relates to the scheduling of the Champions Dinner on September 12th. She mentioned that with the current COVID restrictions, the event would be at the maximum capacity (165). Given that the goal was 250 attendees, Linda stated she is exploring the idea to use a local drive-in theatre for a fundraising event. The event would likely involve awards for Champions, food and beverage service at the cars. Linda stated that if this was not feasible, perhaps the event might need to be canceled and donors could be presented with the opportunity to donate any pledged or given funds. Linda indicated that perhaps in the drive-in event format, an auction would still be possible and that she has previously seen this.

Monica Moreno – Monica mentioned that she has been focused on issue related to remote staffing, benefits renewal through the ADP system, and modifying the staff onboarding experience to largely be conducted virtually.

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

Finance – Refer to Board Packet
Executive Committee – Refer to Board Packet
Planning Committee – None
Policy Council - None

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

Refer to Board Packet

10. **ADJOURNMENT:** The meeting adjourned at 7:47 p.m.