

Community Action Commission  
**Board of Directors Minutes**  
 September 2, 2020  
 ZOOM Meeting  
 6:05 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>
Bob Freeman	Steve Lavagnino	Patricia Keelean	
Elizabeth Snyder		Michael Williams	
Sharon Lutz		Lorraine Neenan	
Phylene Wiggins		Kemba Lawrence	
Michael Cordero		Seth Miller	
Oscar Gutierrez		Linda Rosso	
James Kyriaco		Monica Moreno	
Guy Walker		Libby Martinez	
Karin Dominguez			
Josephine Torres			
Sanford Riggs			
Jennell Osborne			
Alexander Saunders			
Gabriela Gonzalez			

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

Bob Freeman, Chair, called the meeting to order at 6:05 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

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

4. **CONSENT AGENDA:**

a. **Board Minutes:**

- 1. Board Minutes – July 1, 2020
- 2. Executive Committee Minutes – August 5, 2020
- 3. Finance Committee Minutes – August 26, 2020
- 4. Finance Committee Minutes – July 22, 2020



150-200 cars for movie night which will feature the movie “North by Northwest” and a Classic Car Show (Montecito car club). She believes between 75-100 participants will be present for the picnic, with social distancing and PPE required. Her goal is to raise \$200,000 for the Senior Nutrition Program.

We are now contracting with a grant writer, Lynn Carlyle, and we expect to increase the number of applications to be submitted in the future, which will include more applications outside of just Senior Nutrition. We will also be launching a Planned Giving Program on our website and are planning an event kick-off at the end of the year. We have one donor who has included CommUnify in the trust.

Linda expressed the desire to explore additional fundraising opportunities in the future. She indicated she is planning a year-end appeal letter in November. Guy Walker asked if there was anything specific that has helped or could help. Linda said sharing of funding opportunities, board introductions and having 100% Board participation as donors. Linda would like to meet with board members. Guy supported the idea and asked for a blanket email to Board members requesting 3 names and a warm hand-off. Linda is willing to meet with any potential donor to discuss our programs/services. She said she would create a Board form to track board participation.

## **6. CEO Highlights**

Pat – Pat briefly updated the Board on the agency’s rebranding, indicating that the staff and public have been very enthusiastic about the name change and new logo. She said there have been 1500 hits on the new website since it was launched on 9/1/20, Social media response has also been strong with 75 “likes” and “shares” on Facebook and Instagram accounts. NPRN had also printed an announcement on the name change and KEYT TV will air a feature story with interviews from staff tomorrow on the 5pm and 6pm news. The Independent will also run a feature story next week. Overall, the rebranding has been a tremendous success.

In addition, Idea Engineering is finishing 30-second and 60-second commercials to be aired in October, which will feature Head Start, Senior Nutrition, Los Compadres and Financial Literacy programs. The new website has been especially well-received by the staff and community. Rebranded t-shirts and brochures (English/Spanish) were distributed last week, as well as staff name badges and face masks with the CommUnify logo. New staff photo id badges with CommUnify lanyards will be available soon.

## **Director Highlights:**

- Lorraine Neenan – Some staff who are working remotely have received iPads and laptops. Equipment is on order but there are delays due to increased market demands. Recently conducted a survey of parents and found that approximately 30% do not have a computer or access to the internet. She will be able to use some special COVID funding to address this issue. All children are receiving services 5-days a week, 30 minutes a day from their teacher. We are investing in a new online curriculum: the “creative curriculum cloud” came out in August and we have purchased it to support remote learning. We continue to refer to the Family Wellness program and Domestic Violence Solutions is also available. Parents want our classrooms to reopen because they need childcare. We will be evaluating opportunities to reopen some classrooms safely. All facilities will be cleaned daily and we have all the PPE needed including masks, reusable/washable masks, disinfectant, etc. when we can do it safely.
- Monica Moreno – Monica shared that Human Resources has fully implemented a COVID self-survey to be completed by all staff/volunteers before entering a office/program site. This will aid in tracing COVID cases. To date, CommUnify has not had any work-related COVID cases. She also completed a staff survey to inform us about the impact the pandemic has had on staff at home, including childcare. She hopes to fully analyze/summarize the results later this month.
- Seth Miller – Our Health Education program staff was recently invited by HHS to present their newly created virtual training curricula to a national and international audience of reproductive health educators. In addition, our staff also provided a training on this new virtual curricula to all CalPREP providers.

- Kemba Lawrence – Effective 8/22/20, 2-1-1 took over COVID-related calls from the County Public Health Department. The texting platform is up and running well. We are happy about the partnership and are hopeful that it can continue next year.

Our Energy Services Program also received CARES Act funding to assist families with utility bills. We anticipate that utility assistance will be in high demand in coming months to prevent disconnection of utility services.

Finally, our Family Self-Sufficiency Program is establishing a partnership with Workforce Development clients for rental assistance and job training with new CSBG CARES Act funding.

- Pat Keelean – Provided a brief update on the Senior Nutrition Program, noting that the program is now in 100% compliance with Title III regulations. The program continues to serve beyond the regular Title III projections, with over 700 seniors receiving over 17,000 meals monthly since July. While some seniors pick up their meals at local centers, most meals are delivered directly to the senior at home. In addition, SBUSD has increased the cost per meal by \$1.40 since June. These factors have resulted in significant increases in program operations, putting a strain on the budget. We are currently exploring a partnership with VTC Enterprises in Santa Maria to prepare meals for north county since the Good Samaritan kitchen remains closed. Area Agency on Aging has awarded us \$515,000 additional CARES Act funding, that will help to meet some of the unbudgeted expense. The new “Isolated Seniors Collaborative” is preparing a proposal requesting funds for CommUnify and other local meal providers to help us meet the remaining funding shortfall.

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

Finance Committee – Michael Williams reviewed Cash & Investments, Balance Sheet, Accounts Receivable, Income Statement (Budget to Actual) and CEO report. Elizabeth Snyder asked for clarification regarding the highlighted figures on the Cash & Investment summary. Michael stated that the highlighted amounts will remain in those accounts, whereas the gray amounts signify accounts to be closed. She also inquired about the purpose of reporting so many previous years. Michael noted he wanted to show how bad it was before and how it is improving.

Michael highlighted the PPP Loan on the Balance Sheet, noting that CommUnify will likely only be able to utilize approximately \$800,000 of the \$3.2 million received. He is recommending that the remaining \$2.8 million be kept as a loan, given the interest rate is very low. Guy Walker inquired about the current rate of return on the PPP, then asked about the cash investments on hand (34 days) and that this needs to be built up.

By next meeting, he will also be ready to look at other cost-saving measures related to fleet management. There are concerns regarding the amount associated with accrued vacation because no one is taking vacation during the pandemic. He noted that he is concerned and that LT is encouraging staff to take their vacation before the end of the year. Receivables, however, are improving.

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

Upcoming dates of interest were reviewed, including next Board of Directors meeting on 11/4/20.

10. **ADJOURNMENT:** The meeting adjourned at 7:25 p.m.