

Community Action Commission
Board of Directors Minutes
 November 4, 2020
 ZOOM Meeting
 6p.m.
ROLL CALL

Bob Freeman called the meeting to order at 6:04 pm. A quorum was established.

<u>Members present:</u>	<u>Members not present:</u>	<u>Staff present:</u>	<u>Guests present:</u>
Bob Freeman	Josephine Torres	Patricia Keelean	Sarah Gonzalez
Karin Dominguez	James Kyriaco	Michael Williams	
Sharon Lutz	Oscar Gutierrez	Lorraine Neenan	
Phylene Wiggins	Elizabeth Snyder	Kemba Lawrence	
Michael Cordero		Seth Miller	
Guy Walker		Monica Moreno	
Supervisor Lavagnino		Libby Martinez	
Sanford Riggs			
Mayor Osborne			
Alexander Saunders			
Gabriella Gonzalez			

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

Bob Freeman, Chair, called the meeting to order at 6:04 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:** Yes

a. Personnel Issues – CEO – Annual Evaluation

Bob Freeman, Chair, will provide feedback in a separate meeting.

b. Pending Legal Matters - None

4. **CONSENT AGENDA:**

a. **Board Minutes:**

4a – 1 Board Minutes – September 2, 2020

4a – 2 Executive Committee Minutes – October 7, 2020

4a – 3 Finance Committee Minutes – September 23, 2020

4a – 4 Finance Committee Minutes – October 21, 2020

4a – 5 Planning Committee Minutes – October 2, 2020

4b. Approval of Grants \$10,000 and Under/Renewal Contracts:

4b – 1 Approval of a Board Resolution authorizing the CEO, Patricia Keelean, to sign on behalf of the Board regarding daily activities, and in her absence, the Chief Financial Officer or the Chief Operations Officer for the years 2021-2022.

4b – 2 Approval to submit a grant application to the Whole Foods Foundation in the amount of \$2,000 for the Senior Nutrition Program.

4b – 3 Approval to submit a grant application to the Macy’s Foundation in the amount of \$5,000 for the Senior Nutrition Program.

4b – 4 Approval to submit a grant application to Kind World Foundation in the amount of \$10,000 for the Family Senior Nutrition Program.

4b – 5 Approval to submit a grant application to the Little One Foundation in the amount of \$10,000 for the Senior Nutrition Program.

4b – 6 Approval to submit a grant application to the Kirby Jones Foundation in the amount of \$10,000 for the Senior Nutrition Program.

M/S/A Jenelle Osborne/Mike Codero 11 Yes 0 No 0 Abstain Approved

5. ACTION ITEMS:

a. Board Action Items:

5A – 1 Approval to submit a grant application to the Lompoc Community Development Block Grant (CDBG) program in the amount of \$15,000 for the Senior Nutrition Program.

M/S/A Sanford Riggs/Alex Saunders 10 Yes 0 No 1 Abstain (Jenelle Osborne) Approved

5A – 2 Approval to submit a grant application to the Santa Barbara County Community Development Block Grant (CDBG) program in the amount of \$15,000 for the Senior Nutrition Program.

M/S/A Phylene Wiggins/Dr. Lutz 11 Yes 0 No 0 Abstain Approved

5A – 3 Approval to submit a grant application to the City of Santa Barbara Community Development Block Grant (CDBG) program in the amount of \$15,000 for the Senior Nutrition Program.

M/S/A Sanford Riggs/Karin Dominguez 11 Yes 0 No 0 Abstain Approved

5A – 4 Approval to submit a grant application to the Santa Maria Community Development Block Grant (CDBG) program in the amount of \$15,000 for the Senior Nutrition Program.

M/S/A Dr. Lutz/Mike Codero 11 Yes 0 No 0 Abstain Approved

5A – 5 Approve to submit a grant application to Montecito Bank and Trust for the Michael Towbes Montecito Bank & Trust Community Impact grant in the amount of \$100,000 for the Senior Nutrition Program.

M/S/A Bob Freeman/Dr. Lutz 11 Yes 0 No 0 Abstain Approved

5A – 6 Approval to submit a grant application to the Women’s Fund of Santa Barbara in the amount of \$100,000 for the Senior Nutrition Program.

M/S/A Steve Lavagnino/Phylene Wiggins 11 Yes 0 No 0 Abstain Approved

5A – 7 Approval of CommUnify’s revised HR Policy, Section 9 “Leave & Paid Time Off” with the addition of Policy 9.01F. “Vacation Leave Cash Out”.

M/S/A Karin Dominguez/Mike Codero 11 Yes 0 No 0 Abstain Approved

6. DISCUSSION/TRAINING

6a. Board Roles and Responsibilities – Pat Keelean did a brief PowerPoint presentation on the roles and legal responsibilities of all Board members, including (1) Duty of Care, (2) Duty of Loyalty and (3) Duty of Obedience (**Organizational Standard 5.8**).

6b. CAP/Strategic Plan Update – Pat Keelean provided an update on CommUnify’s Community Action Plan and Strategic Plan (**Organizational Standards 4.4, 6.5, 9.3**)

6c. Revised Strategic Goals – Pat Keelean provided an overview of CommUnify’s updated Strategic Goals, which include revised goals to (**Organizational Standards 6.1, 6.2, 6.3, 6.4, 9.3**):

- (1) Promote long-term financial recovery of disadvantaged people;
- (2) Promote the mental wellness of consumers and staff;
- (3) Bridge the impact of the digital divide for disadvantaged individuals and families; and,
- (4) Promote social, racial, economic and environmental equity within the low-income community.

6d. 2021 Budget Presentation – Michael Williams provided the Board with an overview of CommUnify’s proposed 2021 budget, with total revenues of \$26,076,522 and total expenses of \$26,076,522, \$0 surplus/deficit. Bob Freeman called for a vote to accept the 2021 CommUnity budget as presented. (**Organizational Standard 8.9**)

M/S/A Guy Walker/Karin Dominguez 11 Yes 0 No 0 Abstain Approved

6e. Head Start Update/Training – Lorraine Neenan provided an overview of the Head Start Program Performance Standards (Final Rule) related to Program Governance, Program Operations, Financial & Administrative Requirements, and Federal Administrative Procedures. She also provided the Board with a “2021 Governance & Training Calendar”. (**Organizational Standard 5.9**)

6f. 2021 Officer Nominations – Board Elections: January 6, 2021

Bob Freeman announced that Board Officer will be elected at the upcoming Board meeting in January and called for nominations. Board members recommended the following Officer Slate:

- Bob Freeman – Board Chair
- Elizabeth Snyder – Vice Chair
- Karin Dominguez – Secretary/Treasurer

Bob Freeman called for a vote on the established slate of officers.

M/S/A Steve Lavagnino/Alex Saunders 11 Yes 0 No 0 Abstain Approved

The Officer Slate will be presented and voted upon at the upcoming Board Meeting on 1/6/2021. Guy Walker suggested that we form a Governing Board Committee in 2021 to formalize the officer nomination process, agreeing to serve as Chair. Pat will follow up with him to discuss next steps.

7. CEO Update

Pat referenced her CEO update in the Board packet, highlighting the following:

- a. By-Laws Distribution (**Organizational Standard 5.4**)
- b. Conflict of Interest Statements (**Organizational Standard 5.6**)
- c. 2021 Board Calendar
- d. Customer Satisfaction Survey Report (Q3 – 2020) (**Organizational Standard 1.3**)
- e. Recent CommUnify Media Articles

She added that she will be interviewing for the Chief Operating Officer and Development Director positions in the next month. In addition, she plans to fill the Marketing/Communication Specialist position in 2021.

Director Highlights:

- Kemba Laurence – \$35,000 grant from Edison for Power Safety and Mixteco population education.
- Seth Miller – received a \$50,000 grant for Telehealth for the Family Wellness program, Transitional Age Youth program, and a \$22,000 for IT expansion.
- Lorraine Neenan – Children’s Services will be opening centers in south county soon, as Covid infection rates are low in that region. We will continue to evaluate opportunities to reopen centers in mid and north county if infection rates decline. In the meantime, early education services will continue online.
- Pat Keelean – Senior Nutrition continues implementation of a volunteer model to offset rising food/labor/transportation costs which are contributing to significant financial losses in the program. She will also continue to focus on fund development opportunities to address shortfalls. She referenced the Volunteer Coordinator Update which is included in the Senior Nutrition Director report. (**Organizational Standard 2.4**).

9. DATES AND TIMES OF UPCOMING MEETINGS:

Upcoming dates of interest were reviewed, including next Board of Directors meeting on 1/6/2021.

10. ADJOURNMENT: The meeting adjourned at 7:29 p.m.