



Community Action Partnership of Sonoma County

1300 North Dutton Avenue
Santa Rosa, CA 95401-4610
(707) 544-6911 (707) 526-2918 fax
www.capsomoma.org

BOARD MEETING AGENDA
February 17th, 2004
6:30PM

I. OPENING BUSINESS

- A. Welcome
- B. Roll Call
- C. Public Comments

II. CONSENT AGENDA

(Action)

- A. Accept Minutes of January 20th, 2004
- B. Retirement Administrators Name Change Verification (forwarded by the Fiscal/HR committee)

III. STRATEGIC PLANNING – WHY ARE PEOPLE POOR?

(Discussion)

IV. EXECUTIVE DIRECTOR'S REPORT

(Information)

IV. COMMITTEE REPORTS

(Information)

- A. Program Committee
- B. Human Resources / Finance Committee
- C. Marketing Committee
- D. Head Start Policy Council
- E. Diversity Committee



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BOARD MINUTES

I. ROLL CALL

Present: Roca, Lee, Rahman, Shelton, Sadler, Filshie, Roper, Schortgen, Longtin
Staff Present: Lemke, Way, Nissley

II. CONSENT AGENDA

A. Accept Minutes of December 16, 2003

B. To approve use of up to \$20,000 CORE funds to pay for the YouthBuild program rental costs if necessary. (forwarded by the Program Committee)

Motion: Roper/Longtin: *To accept the motions as listed in the consent agenda of January 20th, 2004. MSC*

III. Presentation

A. Strategic Planning Component – Who are the Economically Poor in Sonoma County – Kai Nissley

Kai utilized a PowerPoint presentation to describe demographics and characteristics of the poor in Sonoma County. She reported that paper copies of the presentation would be distributed for incorporation in the Strategic Planning binder. There was some discussion about this topic.

B. 2004 Board President, Linda Rahman

a. 2004 Goals and Objectives

Linda described the agency's goals for 2004, with special emphasis on our

strategic planning retreat. At her request Helga reported that the marketing committee is currently exploring the idea of CAPSC' sponsoring a fall "Poverty Conference". She explained that we hope to have a fundraiser at the end of the conference, featuring a high profile speaker. The Committee has tried to get Pres. Carter, without success. If anyone has thoughts for a speaker, please let Helga know.

b. Executive Committee, Committee Chair, and Liaison Appointments.

Linda asked Board members to utilize the large wall graphic to sign up for committee(s) as well as committee liaison(s). Marguerite asked that a new committee list be sent out in the next few days.

c. Low Income Board Vacancy

Linda reported that Miguel has resigned from the Board effective 1/20/2004. He is however, willing to remain on the Marketing committee. Linda went on to report that there is a low income seat open and urged suggestions or recommendations. Drake asked that there be recognition of recently resigned members: Woodard-Baisden, Johnson, and Alonso. Helga suggested the collage award which John has developed; the pictures can be tailored to the specific interests of the Board member. There was some discussion about an accompanying letter and presentation. Helga asked that Board members refer potential Board members' names (for any sector) to Linda or Helga.

d. Retreat Dates – May 13-14, 2004

Linda reminded the Board about the Strategic Planning retreat dates; the Board will get more specific information as we get closer to the date.

V. Executive Director Report ~ Highlights of 2003/Updates

Helga reviewed the "Highlights of 2003" which she had included in the Board packet: New Building and New Name, Head Start Reauthorization Hearings/Helga asked to Testify by Rep. Lynn Woolsey/Nationwide Advocacy Effort/Local HS Parent Quoted in Congressional Record/ Sonoma County Rally for HS, Warmly Received Open House/Celebration of New Building, \$403, 000 Prop. 46 Funds Awarded for Chanate Expansion/\$90,000 Donations raised for Chanate Expansion, School Readiness Grant Implemented, Development of Padres Unidos (Parent Project) – New Ground for Youth Program, Aston Ave. Transitional Housing Project Breaks Ground,/Receives Planning and Permit approvals, \$235,000 Fundraising Project for American Dream Fund Launched, Head Start Received \$140,000 Partnership for Youth Grant (in collaboration with Roseland School District), first State Preschool Grant (\$64,500), and one time grant for partnership with City of Windsor to build HS facility, Annual 20 Women Fundraiser Nets \$45,000 (and still counting!), Bellevue School District/Community Action Partnership of Sonoma County Joint Proposal for

Even Start Funded, HomeAid Invites Us (as local “experts”) to Participate in Poverty Awareness Project for Ursuline and Cardinal Newman Schools, YouthBuild Resurrected - \$400,000 Grant Received, Housing Receives New 2 year “Rent-Up”\$80,000 Grant to Help Homeless Households Make Successful Applications to Regain Housing, Strategic Planning Process Launched – How Are We Helping Families to Move Out of Poverty?, Launched first “Gifts of Community Catalog”

Helga also reminded the Board that any who are interested are welcome to attend the agency All Staff retreat on the 29th of January at the Vineyard Creek Hotel and Conference Center.

Helga went on to report that K.I.D.S. is now “officially” dissolved. Former members of their Board are in the process of raising funds to enable us to start “Children’s Health Network” services at CAPSC. \$49,000 is needed.

Linda reported that she had been to the PRISM exit interview and was very pleased with the results.

There being no further regular business, the meeting was adjourned at 8:03 p.m.

EXECUTIVE DIRECTOR'S REPORT FEBRUARY 2004

My activities this month have focused on fundraising. First on our plate is our ongoing effort to raise money for the American Dream Fund. I have been speaking to various banks, who are expressing some interest, and Lisa is continuing to work with the real estate industry. A new wrinkle is that our realtor partners have told us the Sonoma County market is heating up and prices are up 20%. (They described a modest house, priced at \$450,000, worth about \$350,000 which recently received 15 offers and sold for \$500,000 plus!). This development makes difficult our plan of expanding the American Dream Fund to market rate housing.

Thirty Men (or A Few Good Men), a fundraiser for the youth program based on the Twenty Women model, is in the planning stages. Our very own Drake Sadler has agreed to take on the leadership of this effort.

A fundraiser for our women in crisis programs (shelter and transitional housing, and caring communities) is scheduled for March 6th. Invitations to the event – a reception with the author of Meena, Heroine of Afghanistan, are going out this week. We have already received commitments for sponsorship of the event and are in the process of seeking more.

We are stilling trying to brainstorm names of possible speakers for our fall poverty conference. If, while taking a shower or driving around in your car, you happen to think of anyone, please let us know!

I attended the Cal Neva Community Action Partnership annual legislative conference in Sacramento recently. Assemblywoman Pat Wiggins, whom I had nominated, was one of the legislators honored by our state association.

The most fascinating part of the conference was a series of 15 minute discussions with 9 different legislators, both Democratic and Republic. Some information I gleaned: the Democrats are guardedly optimistic about working with the new governor. Wes Chesbro pointed out that historically a Democratic controlled legislature has had an easier time reaching budget agreement with a Republican governor than with a Democratic governor. Also, apparently John Burton and Schwarznegger have personally hit it off with one other. Another fact (?): one staffer for a Republican said there are billions of dollars of property owned by the State that show no where on any books. It took him a year to get a list, which was then in "code". He finally got the actual names of these properties and says that sale of even a small portion could help with the deficit. Another Democrat ventured the opinion that "revenue enhancement" discussions would commence the day after the primary.

PROGRAM COMMITTEE
Wednesday February 4, 2004
1300 North Dutton Avenue

Attending: Rios, Roper, Schortgen

I. Staff: Brigode, Ochoa-Morris, Lemke, Nissley

II. Called to order 4:36 by Rios

I. Programming/Planning

A. Housing projects reports

- ✓ “Ranch House” – a project to provide housing for youth exiting Foster Care – is moving slowly forward.
 - Agency hopes to purchase the building in May using money from the city of Santa Rosa and CSH bridge funding. Initial title jointly to Burbank and CAP Sonoma. Planning to create a more permanent working arrangement than for a single purpose non-profit entity for long term ownership and operation
 - Permitting will be going on simultaneously for SAY to operate
 - Expect to use \$1 M in state funding/ loan for rehab and conversion to take out the bridge funding from Corporation for Supportive Housing.
 - Some services funding sources that were available one month ago are not available in the current budget situation.
 - Board discussion of operations and financial sustainability.

- ✓ Chanate expansion:
 - Site was cleared by county
 - The plans are in review by the City of Santa Rosa Building department.
 - Next step in the process is going to bid, according to state procedures.
 - In a month or so, we would like to call back in donors for groundbreaking in early summer.

- ✓ Aston, architect has the final set of revisions; ready to submit to the Santa Rosa building department; then HomeAid will go out for bid.

Hoping for groundbreaking at the end of April and May (can then apply to city for extra \$61,000 for cost overruns since initial appraisal).

- ✓ IDA program, have received some recent contributions to maintain minimal staffing
 - We are maintaining activity for Cloverdale participants
 - Working with Board of Realtors to get major fundraising effort moving forward.
 - We would like to start two classes: first one for Sonoma to coincide with the next Burbank self-help housing project, and then a second class with the Board of Realtors to get market rate housing.
 - Intern is helping pull together the records and enter data.

- ✓ Other:
 - Shelter is still running with a budget gap, but not too significant.
 - All the transitional shelters are full.
 - The Fair Housing booklet went to the printer today.
 - Going to do presentation on asthma and housing code violations for community clinics.

B. Head Start

- ✓ Community Assessment – continuing along the process. In January the policy council approved the road map (procedure) for why and how to proceed. This will need to go to the regional office, as well as for use by the Policy Council.
- ✓ The Child care planning council is a partner in helping us develop and focus our services. Ofelia is a member of that council, and she helped to organize an event last Friday for 150 people (4-5 Policy Council members attended) to review what the stakeholders thought were priorities for the county; and gap identification. The next step will be focus groups on individual topics, and at the end of March they will have a debriefing. This will have an Early Childcare plan as an outcome.

- ✓ Ofelia distributed the first 2003-2004 *Child outcomes - baseline report*. Board asked and Ofelia answered that 3 reviews are done during the year. Ofelia has shared already shared with the Policy Council. Assessed in “domains”; and then indicators – which are standardized across the nation. Discussion on how to read the report.
- ✓ Discussion of how you could use this report to find out about individual

children and individual teacher outcomes. The main use of the report is to do quality improvement, and to be intentional in guiding their development.

C. YouthBuild

- ✓ Agency received letter allowing expenditure of funds, due to their delay in contracting.
- ✓ Median income rather than poverty guidelines are used to determine eligibility.
- ✓ Meeting with management to design staffing plan.

D. Youth

- ✓ Funding for core services this year has been impacted by funding reductions; AOD expansion has had to roll back and Park and Rec funding gone.
- ✓ Board discussion of summer lunch program – and how to expand it.
- ✓ Board discussion – health care access for kids

E. Community Action Planning – Kai and Helga

- ✓ February topic – Why are people poor? How shall we present this?
- ✓ All staff input items to get feedback from staff circulated.
- ✓ Suggestions to go from global to local; look at risk factors – prevention and intervention points; looking at poverty sources for different groups; Invite a speaker (maybe to the retreat)
- ✓ Consensus for Power Point and then discussion.
 - ✗ Risk factors, personal vulnerability, policy factors, situational

II. Other Business

III. Evaluation

ADJOURN 5:47

Fiscal/Human Resources Board Committee
2/3/04

Board Members Present: Michael Roper, Jim Shelton, Jim Wright
Staff Members Present: Helga Lemke, Rita Sever, Linda Spilman, Ken Wolff

All-Staff Review

The annual all-staff retreat was held on January 29, 2004 at the Vineyard Creek Hotel who underwrote most of the rental cost. The event's theme was "Moving People Out of Poverty." State Senator Richard Alarcon was our guest speaker and he spoke movingly on united efforts to combat Poverty in California. We also had several components of a staff conversation regarding how we are doing in our work to move people out of poverty and what we could do better. Results of those conversations will be part of developing our strategic plan retreat. Staff gave good marks to the overall event with 82% saying the Welcoming Activities were good or great; 88% said that the guest speaker was good or great; and 89% rated the Hotel as good or great.

The committee discussed how important it is to get staff together to look at the big picture of what we do as an agency. We also talked about trying to increase the opportunity for staff in similar jobs to have "cross-fertilization" discussions.

Retirement Investments

The Committee reviewed our December 31, 2003 statement regarding our investments of the retirement funds.

Paid Family Leave

Rita and Nita had attended a training that morning that reviewed the new Paid Family Leave. Employees are paying taxes into this fund as of 1/1/04 and will be eligible for benefits under its provisions effective 7/1/04.

Personnel Issues

Rita updated the Committee on two personnel issues that are currently in process. One is a grievance from the union that is moving into the arbitration stage. Another is a complaint that a former employee has filed with the labor commissioner. She has been working with our lawyer on both issues and will keep the committee informed.

Resolution for Retirement Account

Rita informed our administrators that we had changed our name last spring but they have just drawn up papers to officially change our name. Jim will present this resolution at the next full Board meeting for approval.

Next Meeting: April 6, 2004

Marketing Committee Meeting
February 3, 2004
11:00 p.m.
Minutes

Attending

Board Members: Jim Shelton, Denise Schortgen

Community Members: Andy Pearson

Staff: John Way, Lisa Folsom-Ernst

Lisa offered a brief review of the history of the Committee to new member Denise Schortgen, and provided everyone with year end giving totals.

While reviewing the results of the “Gifts of Community” catalog, Jim commented that it seems Youth always receives the least donations.

John says it seems that it’s easier to get “things” for Youth Services – the van, for example. He’s not sure why.

Lisa hopes that Thirty Men will provide an opportunity to “package” the program in a way that will make it more attractive to donors.

John says it reminds him that each of us needs a story to associate with a program. Drake, for example, has his canoe trip. Thirty Men will enable us to locate those personal stories.

Jim asks if we’re considering using a Power Point presentation at the Meena event. We shouldn’t let this audience leave without knowing who we are, why we’re here, and that we share common interests.

Lisa asks if he thinks we should educate them about the agency as a whole, or Housing Services – the program that will benefit from the proceeds.

Jim feels it should be program focused.

John thinks we have an opportunity to educate them slowly. We shouldn’t overwhelm them at first. Recognize that we have time to draw them in.

Lisa and John provide a brief update on the Poverty Conference.

Lisa lets the group know that Drake will be contacting Jim and the other members of the Thirty Men steering committee.

Jim: “Drake who?”

Lisa reports that Drake thinks men will be motivated by concrete, measurable goals.

Andy agrees with this approach. He believes men will want specifics.

John observes that if we look at the numbers, the bulk of our supporters are affiliated with the shelter. We haven't done much marketing for Youth.

Jim feels that in-kind donations are good as well.

Andy: "If they're needed."

John suggests that we might want to have a list of items on our website.

Lisa feels there may be opportunities for significant in-kind contributions, similar to the Aston Avenue donations of labor and materials.

Andy reports that the Interfaith Network did a garage sale. He was amazed by how much "stuff" they had acquired.

John comments that it's hard to say "no" to people who want to give. Take his mother, for example. How can he turn down her hardly used, clean and ironed sheets for the shelter?

Brief discussion of opportunities for visibility. We all agree we want to promote our events and use them as platforms to educate people about the good work of the agency.

John wonders if we should have a rough overview of the agency (Power Point) for use at events.

Jim thinks definitely so. These are our target audiences.

Brief discussion of various groups we can outreach to. Denise wonders about Windsor. She's on two school site councils that seem to be oblivious to the fact that there are low income people living in the town.

John says that from his experience it seems it's best to go when invited. It's important that the audience is receptive to the message. He and Helga have been talking, for example, about making a 40th anniversary presentation to the Board of Supervisors, and possibly the City Council.

Jim observes that it's similar to sales work – you don't want to make a presentation to someone who's not a lead.

Adjourn at 12:00 p.m.

HEAD START/EARLY HEAD START PROGRAM

Policy Council

MINUTES

Regular Meeting

Thursday, January 29, 2004

6:00 P.M.

Present

Emma Carranza
Blanca Gutierrez
Ricardo Mendez
Guy Schortgen
Elba Sanchez
Elvira Hernandez
Kristina Fontaine (Alt)
Rosalba Alvarez
Lia Russell
Joy Mozdy
Heather Gunderson

Not Present

Martha Ramos
Perla Castillo
Veronica Castro
Travia Houston
Cassy Rivas
Aimee Turner

Staff: Ofelia Ochoa-Morris, Sue Martinez, Toni Rodrigues, Jennifer O'Donnell

1.0 CALL TO ORDER

The meeting was called to order at 6:05 P.M., Blanca Gutierrez, Chairperson, presiding.

2.0 ROLL CALL

Roll was called; a quorum was present. The alternate from Cloverdale was present, Kristina Fontaine.

3.0 INTRODUCTIONS

Introductions were made around the table and members were asked to state his/her name as each made or seconded motions.

4.0 ADOPTION OF AGENDA

Motion to adopt the agenda with the addition of Ad Hoc Committee Parent Survey in New Business. - Heather/Emma - Motion carried.

5.0 APPROVAL OF MINUTES

Motion to approve the December 18, 2003 minutes with the correction that Elvira Hernandez was present. – Kristina/Guy - Motion carried.

6.0 CORRESPONDENCE

Brochure from The National Head Start Association was circulated.

7.0 OLD BUSINESS

7.1 Federal Review Information

Ofelia gave a recap of what the reviewers comments were regarding the programs. Overall they were impressed especially with the governance and parent participation on the Board and Council and with the community partnerships Head Start/Early Head Start has made. We'll get a formal written report within 45 days. There were no findings in the Head Start program. There were some concerns about isolated sanitation/safety incidents at one Early Head start site which are already being addressed.

8.0 NEW BUSINESS

8.2 Child Outcome Report

Ofelia gave a brief overview about the Outcomes system while circulating the most current Outcomes report. She pointed out that each child is assessed three times a year and there are reports that tell us how the children are doing which in turn tells the agency how we are doing in meeting their needs. Individual conferences happen with parents about their own child but she wanted council members to be aware that this is something that is brought to them as information. Also, if anyone wants more specific detail information they can attend the Program Committee meetings or speak with her or JoAnne.

8.3 Community Assessment Process – Action

The Community Assessment Process was explained and informational handouts were distributed. Ofelia explained the process as she reviewed page one of the handout. She pointed out that this is required because of performance standards and that this year Kai Nissley from our agency will be conducting the survey instead of paying an expensive consulting firm to do it for us. ***Motion to approve the Community Assessment Process – Elba/Heather – Motion carried.***

8.4 Ad Hoc Recruitment Committee

Toni explained the need for an ad hoc committee to come together this time of year in order to plan the recruitment for the next school year. The committee will meet at least one time and no more than two times in February in order to submit the recruitment plan to the council in February. She asked for volunteers and they discussed potential meeting days and times. A letter of invitation will be mailed to each volunteer letting them know the exact date and time. Thank you to volunteers: Kristina, Guy, Emma, Ricardo, Heather, Blanca, Elvira.

8.5 Ad Hoc Parent Survey Committee

Sue explained that there is a need for an ad hoc committee to come together to plan for the parent surveys for this school year. She explained that the surveys are another opportunity for all parents to give direct input to the program. Wednesday, February 11, 2004 at 5:00 P.M. is the set date/time for the meeting and she invites everyone who is able to come.

9.0 FINANCE COMMITTEE

9.1 Fiscal Update

Jennifer reported that we are currently caught up on In-kind donations through October 2003 and that we are on track considering we still have November through February to go. She reminded everyone of the procedure for getting reimbursed at the council meetings. She will distribute the forms during her portion of the meeting and then asked that each person comes to her office and waits one at a time to be reimbursed.

9.2 Fiscal Report – Handouts, Action

The January report was reviewed and discussed; The Finance Committee recommends approval. *Motion to approve the January 2004 Fiscal report – Emma/Elvira – Motion carried.*

10.0 PERSONNEL COMMITTEE – Blanca

10.1 Approval of Recommended Candidates for Temporary Positions and Substitutes - Action
Motion to approve the following: Casey Jones and Doris Dones for Teacher 2, Teacher 1, Full Inclusion Aide, Site Assistant and Child Care Provider; Judy Rivera, Cordell Balatche, Alejandra Olivera and Juan Carlos Castellanos for Teacher 1, Full Inclusion Aide, Site Assistant and Child Care Provider; Bertha Rodriguez de Roman for Teacher 1, Full Inclusion Aide, Language Resource Aide, Site Assistant and Child Care Provider; Esperanza de la Torre for Teacher 1, Full Inclusion Aide and Site Assistant – Heather/Emma – Motion carried.

10.2 Approval of Recommended Candidates for Employment – Action

Interviews were held and recommendations were made.

Motion to approve the following positions: Jane Toy and Odilla Arango for Full Inclusion Aide – Guy/Elba – Motion carried.

10.3 Personnel Update

Resignations were received from Michael McCusker - Teacher 1 and Jim Gibson - Family Outreach Worker.

11.0 PROGRAM

11.1 Program Update – Guy

Family Outreach Workers and classroom staff attended the SRJC's Quality Improvement conference on January 9. Teacher 1's and Language Resource Aides received a training on music and movement for circle times on January 16. JoAnne and Gloria viewed a web cast about the National Reporting System on January 29. We will receive our program's NRS report in February and it will be shared with staff, Policy Council, the Board and parents. There will be a refresher training in April for the spring test and materials are not yet printed for the new sections on vocabulary and math.

12.0 OTHER

12.1 Service Area Reports

January reports were distributed and reviewed.

12.2 Board Report

Aimee was not present tonight. Ofelia reminded us that the Board will need to assign a new person to be our liaison since Milly Lee completed her three years with us.

13.0 MEETINGS/DATES

The next Policy Council Meeting will be February 26, 2004.

Personnel @ 4:30pm

Program @ 5:00pm

Fiscal @ 5:30pm

Council @ 6:00pm

14.0 QUESTIONS/ANSWERS/ANNOUNCEMENTS

None

15.0 DOOR PRIZE

Calculators were won by Lia and Kristina. A backpack was won by Elvira.

Emma won a disposable camera. And Heather won the pizza.

16.0 ADJOURNMENT

Meeting adjourned at 7:15 PM

Board Calendar

February 2004:

- 3rd @ 11a Marketing Committee
- 3rd @ 5:30p Hr/Fiscal Committee
- 4th @ 4:30p - Programs Committee
- 16th **Agency Closed** ~ President's Day
- 17th 6:30p – Full Board Meeting

March 2004:

- 2nd @ 11a Marketing Committee
- 2nd @ 5:30p Hr/Fiscal Committee
- 3th @ 4:30p - Programs Committee
- 16th 6:30p – Full Board Meeting

In addition to this listing in your Board packet, we will now be maintaining an online calendar of Board activities. This is located at <http://www.capsonoma.org/scheduleus/P316.index.html>. Check it out!