



Community Action Partnership of Sonoma County

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

## **BOARD MEETING AGENDA**

### **January 20<sup>th</sup>, 2004**

6:30PM

#### **I. ROLL CALL**

#### **II. CONSENT AGENDA**

**Note:** All items on the consent agenda are approved by one motion. Anyone can request that a particular item be “pulled” for separate discussion and or action.

##### **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 Programs committee)**

#### **III. PRESENTATION**

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

##### **B. Linda Rahman**

- 2004 Goals and Objectives
- Executive Committee, Committee Chair, and Liaison Appts.
- Low Income Board Vacancy
- Retreat Dates – May 13-14, 2004

##### **C. Executive Director’s Report – Highlights of 2003/Updates**

#### **IV. Board Committee Selection - Action**

## **V. INFORMATION**

- A. Executive Director Report**
- B. Program Committee**
- C. Human Resources / Finance Committee**
- D. Marketing Committee**
- E. Head Start Policy Council**
- F. Diversity Committee**

*With the exception of executive session authorized by the Brown Act, all CAPSC Board meetings are open to the community. Any Board member unable to attend should contact Helga Lemke ([hlemke@capsonoma.org](mailto:hlemke@capsonoma.org)) 707-544-6911.*



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**BOARD MINUTES**  
December 16<sup>th</sup>, 2003

**I. ROLL CALL**

Present: Lee, Roca, Longtin, Sadler, Roper, Filshie, Rahman, Wright, Schortgen, Turner

There was a quorum.

Staff Present: Lemke, Way, Brigode

**II. CONSENT AGENDA AND ACCEPTANCE OF MINUTES of November 16<sup>th</sup>, 2003**

**Motion: To seat Denise Schortgen to the Low Income Sector of the Board of Directors (forwarded by Low Income Sector)**

**Motion: To seat Aimée Turner as the Head Start representative to this Board as elected by the Head Start Policy Council. (forwarded by Program Committee)**

**Motion: To delegate the decision of the new company for the retirement plan to the Fiscal / Human Resources Committee (forwarded by Fiscal / HR Committee)**

**Motion: To approve submission to CDBG of grant application for HCA, Emergency Shelter and Fair Housing. (forwarded by Program Committee)**

**Motion: To approve the planning process for HS/EHS. (forwarded by Program Committee)**

**Motion: Roper/Roca: To accept the motions listed in the consent agenda as well as the minutes of November 16<sup>th</sup>, 2003. MSC**

**II. Community Development Block Grant (CDBG) – Not submitted in time to be part of the consent agenda.**

**Motion:** Rahman/Roper: *To authorize the Executive Director apply for and execute contracts as such for \$20,000 to support the Chanate Emergency Women's Shelter. MSC*

**Motion:** Rahman/Roper: *To authorize the Executive Director apply for and execute contracts as such for \$40,000 to support the HCA Rental Assistance program. MSC*

**Motion:** Rahman/Roper: *To authorize the Executive Director apply for and execute contracts as such for \$52,500 to support the Fair Housing of Sonoma County. MSC*

### **III. Tentative Agreement with SEIU**

Helga reviewed the tentative agreement with the SEIU Local 707. She said the health insurance agreement will remain in effect for the period of January through December 2004 but other provisions will be negotiated as part of the general contract at the end of the current contract year.

There was some discussion.

**MOTION:** Longtin/Wright: *To approve the tentative agreement with SEIU local 707 as presented. MSC*

### **IV. Possible Youth Foster Child Home Partnership**

David gave some background about a proposed partnership between CAPSC and SAY (Social Advocates for Youth) to purchase a facility (previously operated as a Board and Care home) which would focus on youth who have graduated from a foster program, who have reached 18 and have no families or support system, or who are emancipated minors. Helga shared that many of our YouthBuild participants have in the past fallen into this group. During their stay both male and female participants would be encouraged to attend the JC, and vocational programs in a sort of a "transitional housing model." David reported that until January 31<sup>st</sup>, the agency is operating on a no-risk basis though a \$17,500 "soft" loan from Community Foundation Sonoma County. This funding will be used to exercise an option on the property. The plan is for CAPSC to own the property, and SAY to have a master lease. David will continue to update the Board on a step by step basis.

**MOTION:** Rahman/Roper: *To apply for funds and execute loan documents to purchase a building to house foster, emancipated and runaway youth at 1700 Yulupa Avenue MSC.*

### **V. Burbank Neighborhood Redevelopment Cooperation Representative**

Former Board member, Gregory Fearon reported on the history of the “movement” and his involvement on this Board. He added that he felt that his physical disconnect from the area (since he now works in Marin) and his inability to represent the clients and individuals who are impacted by the program makes him a less than ideal representative.

Helga asked if there was an interested Board member for this three time a year commitment. Marguerite asked if there would be a conflict of interest and it was agreed that there was only one potential member who might have a conflict. Milly stated that there are Board members missing at this meeting who might be interested.

## **VI. Executive Director’s Report**

Helga thanked John for all of his hard work and coordination in connection with the annual dinner.

She went on to report that the 20 women fundraiser counting party had taken place the previous night; so far the campaign has yielded in excess of \$24,500 (without the \$20,000 match). Michele alone raised over \$5,500 (yeah Michele!).

Helga gave an update regarding the Children’s Health Network. She reported that their Board has raised half of the money necessary for CAPSC to run the program for the first year. She went on to ask for a Board liaison to their advisory committee’s monthly meeting. Marguerite agreed.

Milly announced that a long standing Head Start employee, Kay Barnes has taken a consultant position with the Regional Office and will be greatly missed.

*There being no further regular business, the meeting was adjourned at 9:08 p.m.*

# HIGHLIGHTS OF 2003

- **Board of Supervisors Grants Lease for Chanate Expansion**
- **New Building and New Name**
- **Head Start Reauthorization Hearings/Administration Plan Threatens HS**
- **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”**

PROGRAM COMMITTEE  
Wednesday January 7, 2004  
1300 North Dutton Avenue

Attending: Filschie, Lee, Rios, Roper

- I. Staff: Ochoa-Morris, Lemke, Nissley
- II.
- III. Called to order 4:40 by Roper

I. Programming/Planning

A. Head Start

- a. Ofelia reviewed the Performance standards requirements for Federal monitoring of the Head Start program with the committee
- b. Reviewed the schedule when the review team would like to meeting with Governing Board members
- c. Ofelia went over with the Governing Board members the extent of this Federal monitoring; who they interview, what they look at, systems reviews
- d. Ofelia will bring the Program Improvement Plan to the next meeting.

B. YouthBuild

- a. Kai informed the Board that HUD has announced that YouthBuild Santa Rosa will be receiving a \$400,000 grant.
- b. Timeline for HUD grant could be 3 – 6 months
- c. YouthBuild is out of operating funds to pay rent on the Sebastopol Road classrooms *Action Item*
- d. Helga and the Board discussed how we can look at developing a YouthBuild program to make it more sustainable. Looking at how we can structure the program to make it sustainable.

**MSP: Lee/Rios Recommend to full Board to approve use of \$20000 core funds to pay for the YouthBuild program rental costs if necessary. Item for consent calendar.**

C. Youth

- a. Expansion of School readiness activities/family partnerships
- b. Child Protective Services – Differentiated response
  - i. The Child Welfare services department has gotten funding to help

relieve the caseloads of at-risk, but not CPS cases, to reach out and monitor these cases.

- ii. Families have no stigma to working with Family Advocates, the way that they are with CPS
- c. Discussion of how to organize the Youth services to meet many different audiences

**D. Community Action Planning – Kai and Helga**

- a. January topic - Who are the poor in Sonoma County? Handed out a draft of the Powerpoint for the Board of Directors and the Management team
- b. All staff input items to get feedback from staff are attached.
- c. Grant submission to Community Foundation of Sonoma County for the costs for Diane Brown.

**II. Other Business**

**III. Evaluation**

ADJOURN 6:05

**Marketing Committee Meeting**  
**January 7, 2004**  
**12:00 p.m.**

*Minutes*

Attending -

Board Members: Marguerite Longtin, Jim Shelton

Others: Andy Pearson

Staff: Helga Lemke, John Way, Vince Harper, Lisa Folsom-Ernst

Lisa distributed copies of Melissa Kelley's 12/23/03 letter to the editor. In it, Melissa, a friend and supporter of CAPSC, sings the praises of our "Gifts of Community" catalog and the alternative, non-commercial gift giving options it offers.

Helga would like feedback on the catalog from the members of the committee. Return seems to be not as high as we hoped.

Marguerite, at first glance, wasn't aware that it was an appeal. Wishes it had been glossier, more like a catalog.

Andy: "As a non-catalog person, I didn't notice the difference." He liked it. Kind of like looking through a menu. Liked the idea of choices – browsing. Found it attractive.

Jim liked it as well. O.k.. with going glossy. Understands it might change the way people perceive it. Might have to invest more in it to give it weight. Didn't have high expectations for the first year. We're "priming the pump". People have to see it a few times. Suggests that perhaps we could use the catalog as a tool for board giving and reaching out to new supporters.

Lisa mentions that someone suggested it's a good year-round tool; offers gifts for birthdays, for example.

Jim sees it as a way of leveraging donations.

Lisa will have the final numbers soon.

Helga would like them distributed to the members of the committee prior to our next meeting.

Lisa agrees to do this and gives a brief overview of where we are with the American Dream Fund Realtor "Fellow" campaign. She and David have been invited to make a presentation to the new Santa Rosa Chapter of Realtors board next Wednesday. Sees opportunities for positive publicity, which would

create more buy-in for the realtor community. Will contact Bob Klose for input.

Thirty Men. Helga has asked Drake to host. Gregory Fearon and Michael Roper are in. Drake would like more details. Helga wonders if Andy is interested in participating.

Andy: "Yes."

Lisa asks if she can add this to the minutes & Andy agrees to set it in stone.

Helga reports that Drake suggested Ernie Shelton. Sees the first group as charter members. Jim is pleased that Ernie will be participating.

Brief discussion of how 20 Women and 30 Men might be similar and different, based on the ways that men and women become engaged and motivated.

Helga sees herself and Lisa backing out.

Andy thinks it will be intriguing.

Lisa wonders if he can pull a psychology paper out of it (his new field of study).

Andy: "Absolutely."

The list of suggested names is distributed. Helga comments that we hope to kick off in early February.

John wonders if the list is too narrowly focused on people who already know and like us.

Helga suggests that we might want to eliminate some of the city government folks.

Vince asks if Jim Evans is still interested.

John thinks Jim would be great to help with letters. We believe he's still interested.

Discussion of other names. Helga will follow through with Connie Codding regarding Ken Martin.

Jim tells us that Ernie knows Ken Martin's son, who has also been recommended.

There is a discussion of the fundraising goals for the first 30 Men. Jim tells us that if we do it as part of the Human Race, they might match. Helga thinks it's worth checking out, but wonders if mixing the two might be confusing.

It's agreed that we might start with a goal of \$25,000 - \$30,000. We will also seek a person, or group of

people, to match.

Helga: The need is that youth programs have been hit hard by cuts. Population by and large not served by other organizations. Good track record.

Andy wonders how this relates to the new government in Sacramento.

Helga says we'll know Friday. May have more of an impact.

Lisa reports, regrettably, that Jimmy Carter's staff replied that he is overscheduled with Carter Center commitments and cannot accept our invitation at this time. Maggy feels that we should not give up quite yet. Still wants to see if Lynn Woolsey will put in a good word.

Venues for the poverty conference are discussed. Helga's having second thoughts about the Jackson Theatre, having just been there for the second time. Jim thinks it depends on how they have it decorated – whether or not it feels over-the-top.

John feels the Jackson Theatre might be a good place to hold the conference, since the venue itself demonstrates the juxtaposition in our county of the haves and have-nots.

Lisa asks everyone to begin thinking about other speakers. Marguerite suggests Juan Williams, an African American with a show on NPR.

Helga tells us that he was the representative for Community Action on a national level.

Lisa reports that Maggy suggested Paul Krugman, a NY Times writer, and Jessie Jackson.

Marguerite feels that Jessie Jackson is too controversial. Helga thinks he's possibly too much "a person of the past".

Lisa reminds the committee that Susan Moore has agreed to host the "Meena" fundraiser at her home on Saturday, March 6<sup>th</sup>.

Helga mentions that we are also working with Maggy to sponsor the play "Nickled and Dimed" at the Luther Burbank Center. Also mentions that we've followed through on the raceway connection, and it seems less attractive than we hoped (\$1,000 - \$10,000 with no funding for staffing).

Due to Andy's changed schedule, the committee agrees to move its meeting to the first Tuesday of every month at 11:00 for an early lunch.

Adjourn at 1:15 p.m.

## Board Calendar

### **January 2004:**

- 1<sup>st</sup> **Agency Closed** ~ New Year's Day
- 7<sup>th</sup> @ 12n Marketing Committee
- 7<sup>th</sup> @ 4:30p - Programs Committee
- 19<sup>th</sup> **Agency Closed** ~ Martin Luther King Jr. Day
- 20th 6:330p – Full Board Meeting

### **February 2004:**

- 3<sup>rd</sup> @ 11a Marketing Committee (Note time and day change)
- 4<sup>th</sup> @ 4:30p - Programs Committee
- 17th 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!