



Community Action Partnership of Sonoma County
A 501(c)(3) not for profit organization.

141 Stony Cir, Ste 210
Santa Rosa, CA 95401-4610

Phone: (707) 544-6911
Fax: (707) 526-2918

www.capsonoma.org

Board of Directors Meeting: Tuesday, October 27, 2020
6:00-8:30pm
Full Board Meeting

Participants agree to honor the group by demonstrating: Confidentiality, Listening, Respect, Honesty, Humility, Seeking to Understand, Not Taking Things Personally, Caring About CAP. Use "I" statements. Everyone Has Their Own Truth. Be Open to Fun.

Our meeting will be more effective if you: Do Not Interrupt, Raise Your Hand to Speak, Turn Off Your Cell Phone, and Avoid Side Conversations.

Call to Order: 6:00pm

Roll Call

Community Action Partnership Statements:

- a. **Mission Statement:** Community Action Partnership of Sonoma County partners with the community to empower low income families through community engagement, health and wellness, education, and financial stability strategies.
- b. **Vision Statement:** Community Action Partnership of Sonoma County strives to eliminate poverty and invests in families through partnerships, advocacy and high-impact programs.
- c. **Promise Statement:** Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and we are dedicated to helping people help themselves and each other.

Public Comments, Introductions, Announcements:

- a. Introduction to Guests: Gail Ervin and Richard Howell, June Nguyen from R.J.Riccardi, Katie Watts
Communications Manager

1. Consent Agenda

- a. Review and make any adjustments to the agenda
- b. Review and approve September 28th, 2020 minutes

2. New Business/Actions required

- a. Grant Info Forms: Approval
- b. Audit Presentation: 7:00 pm
- c. Officer Elections in November
- d. Johnny Nolen term renewal via Zoom

3. Monthly/Bi-Monthly Updates:

- a. Executive Director's Report: Susan Cooper
- b. Development/Communications Update
- c. Fiscal Update
- d. Governance Update
- e. Policy Council Liason Update
- f. Advocacy Update

4. Correspondence

5. Board Comments

6. Informational Items

7. Adjournment: 8:30pm

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Committee Members:

Committee Members Not Present:

Guests:

Quorum Present:

Staff:

Minutes taken by Elizabeth Price



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**Board of Directors Meeting Minutes:
Tuesday, September 22, 2020
6:00-8:30pm
Program and Development Committees
Board Meeting**

Participants agree to honor the group by demonstrating: Confidentiality, Listening, Respect, Honesty, Humility, Seeking to Understand, Not Taking Things Personally, Caring About CAP. Use "I" statements. Everyone Has Their Own Truth. Be Open to Fun.

Our meeting will be more effective if you: Do Not Interrupt, Raise Your Hand to Speak, Turn Off Your Cell Phone, and Avoid Side Conversations.

Call to Order: 6:03pm

Roll Call

Community Action Partnership Statements:

- a. **Mission Statement:** Community Action Partnership of Sonoma County partners with the community to empower low income families through community engagement, health and wellness, education, and financial stability strategies. **Read by Johnny Nolen**
- b. **Vision Statement:** Community Action Partnership of Sonoma County strives to eliminate poverty and invests in families through partnerships, advocacy and high-impact programs. **Read by Todd Sheffield**
- c. **Promise Statement:** Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and we are dedicated to helping people help themselves and each other. **Read by Denise Ragozinno**

Public Comments, Introductions, Announcements:

- d. Introduction to Guests: **Gail Ervin and Richard Howell**

Program Committee

1. Consent Agenda

- a. Review and make any adjustments to the agenda
- b. Review and approve July 25th, 2020 minutes

Jamie Padilla motions for the approval, Denise Ragozzino seconds the motion. No opposition and none abstained.

2. Disaster Relief Presentation: Kathy Kane & Marta Tilling

- a. Q & A: 10 minutes

3. Grant Information Forms

- a. Sonoma County CARES ACT Emergency Rental Assistance: Susan Cooper

Jamie Padilla motions for the approval, Betzy Chavez seconds the motion. No opposition and none abstained.

4. Program Dashboard: Informational

Program Adjournment: 6:51pm

Development Committee: 6:45-7:10pm

1. Divisional Highlights: July and August
2. Donor Calling Update

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3. Dashboard Q & A
4. **Development Adjournment: 7:07pm**

Board of Directors

1. Consent Agenda

- a. Review and make any adjustments to the agenda
- b. Review and approve August 25th, 2020 minutes
- c. Approval of July 2020 Financials (digitally discussed)
- d. Approval of Grant Info Forms (discussed in Programs)

Jamie Padilla motions for the approval, Joey Hejnowicz seconds the motion. No opposition and none abstained.

2. New Business/Actions required

- a. Strategic Plan update and approval: **Johnny Nolen Motions for the approval, Todd Sheffield seconds the motion. No opposition and none abstained.**
- b. Annual information update and Commitment Letter
- c. Officer Elections in November
- d. Tim Sergent term renewal: Votes were cast, and unanimously voted Tim into another term on CAP Sonoma's Board of Directors

3. Standing Agenda Item:

4. Monthly Updates:

- a. Executive Director's Report: Susan Cooper
- b. Advocacy Update

5. Correspondence

6. Board Comments

7. Informational Items

8. Adjournment: 8:30pm

Committee Members: Johnny Nolen, Shaun Moran, Denise Ragozzino, Joey Hejnowicz, Todd Sheffield, Jeremy Johnson, Tim Sergent, betzy Chavez, Susy Valle, Haejin Han, and Jim Sansone

Committee Members Not Present: Haejin Han and Jamie Padilla

Guests: Gail Ervin and Richard Hoell

Quorum Present: YES

Staff: Elizabeth Price, Susan Cooper, Marcus Clarke, Kathy Kane, and Marta Tilling.

Minutes taken by Elizabeth Price



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RESOLUTION OF THE BOARD OF DIRECTORS

Ratified on Tuesday, October 27th, 2020, the Board of Directors of Community Action Partnership of Sonoma County, in accordance with our Mission Statement of creating economic pathways that lasts from generation to generation, authorizes the submission of a grant application to the United Way in the amount of \$25,000. This grant will be used to support labor and translation services in support of CAP's Community Conversations on Race program.

Attest: _____

Johnny Nolen

Date

President, Board of Directors

Ayes _____

Opposed _____

Abstained _____

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RESOLUTION OF THE BOARD OF DIRECTORS

Ratified on Tuesday, October 27th, 2020, the Board of Directors of Community Action Partnership of Sonoma County, in accordance with our Mission Statement of creating economic pathways that lasts from generation to generation, authorizes the submission of a grant application to The Sunshine Foundation in the amount of \$50,000. This grant will be used to support Disaster Relief by providing funds to support staffing and assistance for 2020 fires.

Attest: _____

Johnny Nolen
President, Board of Directors

_____ Date

Ayes _____
Opposed _____
Abstained _____



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RESOLUTION OF THE BOARD OF DIRECTORS

Ratified on Tuesday, October 27th, 2020, the Board of Directors of Community Action Partnership of Sonoma County, in accordance with our Mission Statement of creating economic pathways that lasts from generation to generation, authorizes the submission of a grant application to Landmark Vineyards in the amount of \$50,000. This grant will be used to hire Personnel to support Disaster Relief.

Attest: _____

Johnny Nolen

President, Board of Directors

_____ Date

Ayes _____

Opposed _____

Abstained _____

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RESOLUTION OF THE BOARD OF DIRECTORS

Ratified on Tuesday, October 27th, 2020, the Board of Directors of Community Action Partnership of Sonoma County, in accordance with our Mission Statement of creating economic pathways that lasts from generation to generation, authorizes the submission of a grant application to the Bank of Marin in the amount of \$25,000. This grant will be used as unrestricted funds.

Attest: _____

Johnny Nolen

President, Board of Directors

_____ Date

Ayes _____

Opposed _____

Abstained _____

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Community Action Partnership of Sonoma County Board Member Performance Review

Name: _____ Date: _____

Board Meetings

_____ % attended
 _____ % excused
 _____ % unexcused

Standing Committees

- | | | | |
|--|------------------|-----------------|-------------------|
| <input type="checkbox"/> Governance & Board Dev. | _____ % attended | _____ % excused | _____ % unexcused |
| <input type="checkbox"/> Program & Evaluation | _____ % attended | _____ % excused | _____ % unexcused |
| <input type="checkbox"/> Finance & HR | _____ % attended | _____ % excused | _____ % unexcused |
| <input type="checkbox"/> Development & Marketing | _____ % attended | _____ % excused | _____ % unexcused |

Ad Hoc Committees

- | | | | |
|---|------------------|-----------------|-------------------|
| <input type="checkbox"/> Audit | _____ % attended | _____ % excused | _____ % unexcused |
| <input type="checkbox"/> Executive | _____ % attended | _____ % excused | _____ % unexcused |
| <input type="checkbox"/> Public Policy & Advocacy | _____ % attended | _____ % excused | _____ % unexcused |

Does the member make positive contributions to the board? Yes No

Is the member an active participant? Yes No

Comments



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Executive Director's Report to the Board of Directors

October 27, 2020

We have continued to operate under our phase I reopen plan which began July 29th and continue to deliver most of our services remotely. We have not yet opened the office for client visits and continue to serve them digitally. Our staff has continued to demonstrate creativity and flexibility when it comes to delivery of services during the shelter place.

Sloan House update: The County accepted a bid from Valley Partners for the sale of the Chanate property. I had spoken with their representative the week before regarding their proposal. He assured me that they were committed to working with us in some way (he wouldn't make any promises). He asked what we would like to see and I told him that top of our list would be if they deeded us the property which Sloan occupies or at the very least continue to rent to us for \$1.00 per year.

When the announcement of the sale was made, it was reported that for the near future they would honor the lease agreement and eventually deed the property to us. This is not official yet, but it appears hopeful. Meanwhile we will be able to stay on the property beyond the end of our ground lease which ends 12/22.

Strategic Plan update:

As part of several goals of our Strategic plan, an analysis of our job descriptions is underway. We are striving to have consistency in job titles and salaries across all programs. This is important from the standpoint of equity as well a prelude to an organizational chart change. We have developed a methodology for the analysis with our HR staff and standard requirements/skills for each job level are being developed including a section of duties specific to each program/division. This process will be mostly completed by the end of this fiscal year.

Funding:

Awarded

Kaiser Permanente \$250,000 for disaster relief

Sonoma County Cares funding for \$1.2 Million for rental assistance. We were awarded to our partnership with La Luz, Corazon and Catholic Charities. We are the backbone agency managing the award.

Grants Pending:



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Cal Money Smart \$100K for financial literacy

State funding- Prop 64- \$945,000 total is to be spent out over three years. We applied in partnership with LifeWorks

Three new grant applications are in process.

We submitted an application for the HCCT initiative for Region IX for our WFA Family Resource Center Collaborative through the NCAP Center for Excellence. It was accepted by the region and now it goes to the NCAP Center for Excellence for approval into the HCCT portfolio. The portfolio submissions will then be developed so that other agencies can replicate and adapt them to use in their areas.

Respectfully,

Susan



Development Update/Dashboard

October 27, 2020

#1: DASHBOARD

D1. Strategic Forms: 9 of 9 are completed (100%). At some point we have to decide if we want the percentage done to reflect if they are done, or how much of the goal we have made progress on.

D2. Acknowledgements: 90% turnaround time and completion. Hardcopy letters are prioritized by Susan. Online donations continue to be recognized immediately. We have added sending thank you's to all of our Community Conversations on Race participants.

D3. Meeting with Donors: 100% completed. Through the combination of following up with leads, promoting the work through our networks, engaging stakeholders through the "Community Conversations on Race", and the donor calls, this goal continues to be met, and integrated into our work. Recent important meetings include outreach from our "It's Good to Be Home" housing fundraiser, the Haas Foundation, continued work with Bank of Marin, and the Sunshine Foundation.

D4. Board Unrestricted giving: 8% completed (this percentage represents one Board member who has donated to date in the FY).

D5. Financial Goals/Donation Report:

Fund type	Projected	Actual
March Restricted	\$8,665	\$244.50
March Unrestricted	\$50	\$1,089.50
April Restricted	\$16,890	\$2,815
April Unrestricted	\$3,941	\$10,288
May Restricted	\$100	\$1,600
May Unrestricted	\$743	\$2,259
June Restricted	\$338	\$6,052
June Unrestricted	\$20	\$3,294
July Restricted	\$7,914	\$2,000
July Unrestricted	\$300	\$3,702
August Restricted	\$16,470	\$2,247
August Unrestricted	\$8	\$1,313



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September Restricted	\$0	\$9,371
September Unrestricted:	\$565	\$2,401

D6. Online Presence - Highlights

Social Media: Stats were compared to the previous month (August 2020)

- Instagram Engagement has increased by 6.4% and Likes have increased 9.5%
- While the report shows a decrease in Facebook trac from August, there was actually substantial growth compared to previous months.
- Instagram Prole Impressions have increased by 21%
- Facebook Engagement Rate has increased 23%

Website vs previous year

- Improvements in Bounce Rate (-12%), Avg Session Duration (6.9%) and Pages Per Session (27%) indicate that higher quality trac is being driven to the site.
- Page views have increased by 5%
- Website Search Impressions have increased 21%
- Website users have decreased by 18% vs September of 2019, but the quality of trac has increased, so users are spending more time on the site and finding the content relevant

#2: FUNDRAISING CAMPAIGNS

We were hopeful that COVID-19 would slow and we could consider some in-person fundraising by the end of the year. Unfortunately, this did not happen, so the Dev't/Comms team created a 5-day "It's Good to Be Home" Housing Fundraiser beginning Oct 12. The campaign featured online activities including a Facebook Live conversation with shelter residents, a virtual "walk through" video of the shelters, involvement of past event partners, and a quilt made by our very own Denise Ragozzino which was raffled off to donors. We are happy with the implementation of the project, the great content created for future use, it's timing (not too close to our Year End appeal) and the participation of our Harold's Home and Sloan House community. As of Wednesday, October 22nd, funds raised include approximately \$1,000 (individual donations) and \$8,000 (retained from Lunafest sponsors).



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We anticipate several more donations to come in over the next few days which will be reported in next month's report.

On a related note, our Year End Appeal, which includes a one-page letter, a "rack card" featuring 2020 program activities and a remittance envelope, will be sent out by the mailing house to around 6,000 addresses in early November (after the election). Be on the lookout!

Marcus Clarke
Fund Development & Communications Manager Community Action Partnership of Sonoma County
(707) 544-6911 ext 1065



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HEAD START/EARLY HEAD START PROGRAM

Policy Council

MINUTES

Zoom Meeting due to COVID19

Thursday, September 24, 2020

6:00 P.M.

Present

Miriam Rojas
Veronica Avalos
Felicitas Jimenez
Diana Trigueros
Alina Valdez

Not Present

Betzy Chavez
Jules Oyumbu
Haejin Han
Brandy Estrada
Luis Cervantes
Atanacio Chavez

Staff: Lisa Grocott, Christine Slaymaker, Selene Cazares

1.0 Call to Order

The meeting was called to order at 6:15 pm

2.0 Roll Call

Alina Valdez, president, called roll; a quorum was present, including a quorum of executive team.

3.0 Introductions

None

4.0 Adoption of Amended Agenda

5.0 Approval of Minutes 1st Diana 2nd Alina So Moved

6.0 Correspondence

None

7.0 OLD BUSINESS

None

8.0 NEW BUSINESS

8.1 Program Updates Info Distribution: School Supplies/Food,RAR Summer Pack. Bags, Hatch

8.2 Fiscal and Grant updates info

8.3 Approval of Additional Program Improvement Fund 1st Miriam 2nd Felicitas So Moved

8.4 Fundraising: Spring Lake Village
Copperfield's Books

9.0 through 12.0 suspended due to Covid Shelter in Place

COMMITTEES

9.0 Finance

10.0 Personnel

11.0 Program

12.0 **OTHER**

12.1 **Board Report and Minutes**

12.2 **Service Area Reports**

13.0 **MEETING DATES**

Next Meeting – Thursday, October 29, 2020

14.0 **QUESTIONS/ANSWERS/ANNOUNCEMENTS**

15.0 **INCENTIVE DRAWING**

Suspended due to Covid Shelter in Place

16.0 **ADJOURNMENT**

16.1 The meeting was adjourned at 7:03 pm