



Community Action Partnership of Sonoma County

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Board Meeting

Board of Directors

Tuesday, February 28, 2019

6:00-8:30pm

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.

Committee Members Present: Johnny Nolen, Joey Hejnowicz, James Sansone, Susy Valle, Shaun Moran, Jamie Padilla, Todd Sheffield, Denise Ragozzino, Jeremy Johnson, Haejin Han.

Not Present: Ali Spitzer (Excused), Betzy Chavez

Guests: NA

Quorum Present: Yes

Staff: Susan Cooper, Lisa Grocott, Rupi Malhi, Elizabeth Price

Minutes taken by Elizabeth Price

1.0 Call to Order: 6:00pm

2.0 Roll Call: Ali Spitzer and Betzy Chavez are excused

3.0 Community Action Partnership Statements:

3.1 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 Todd Sheffield***

3.2 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 Denise Ragozzino***

3.3 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 Joey Hejnowicz***

4.0 Consent Agenda

4.1 Review and make any adjustments to the agenda

4.2 Review and approve January 28, 2020 minutes

Amend tonight's agenda to postpone agenda item "Cost Allocation FY 20-21 Approval" to next month's board meeting. Jamie Padilla Motions, Todd Sheffield seconds. No oppositions and none abstained.

5.0 Public Comments, Introductions, Announcements: NA

6.0 Unfinished Business: NA

7.0 New Business/Actions required:

7.1 New Board Member Votes: Jim Sansone and Haejin Han are asked to leave the room while voting is in process. Ballots are passed around for both Jim and Haejin's approval. Board Clerk counts and announces unanimous passing of their membership. Welcome to Community Action Partnership of Sonoma County Board of Directors.

7.2 SEIU Union: January Meeting: Johnny led the conversation with the board and addressed the issues that our Agency's SEIU members brought during public comment in January's meeting. Lisa discussed the SEIU conversations about negotiations, while they are asking for reasonable actions, the issues arise with federal funding's straight

line funding: Nationwide, There is no room for growth due to local cost of living and other regional costs. Behind the scenes, CAP Admin and Fiscal team have been working tirelessly to find the ways that the agency can successfully fulfill the local \$15 minimum wage. Though minimum wage will be raised for all of our Head Start staff when the July ordinance comes into effect, there is another issue that arises when this is completed, compression of salaries between positions and staff. Though the budget is struggling for the FY2020-2021, there are additional funding sources that can be tapped into as the opportunities are presented. Lisa will be having an All Staff for HS & EHS staff in March, where they will be discussing the next school year and expectations that the staff will have to uphold. The board is asked to write a letter in response to the SEIU walk-in in January. Johnny is taking the lead and will be working on this.

- 7.3** FY 2020-2021 Budget Approval: Todd reports to the board about the FY 20-21 budget that was reviewed the previous night at the Finance & HR committee meeting. By the looks of it, housing will be the only program that projects a break even, because of the interest and depreciation. The FY 20-21 budget was made with the \$13 minimum wage, as when the \$15 minimum wage ordinance starts, the fiscal team will do budget modifications to reflect that increase. The biggest issue that was discussed the previous night was Head Start's budget, and there is a \$200-\$500K gap. Though that is a hefty amount, there are different options that Admin is looking at such as applying for additional funding, blending funding, and restructuring. Er negative As the funding comes in, Fiscal and HS will do budget modifications in June, and will Present in July to the Board for approval. Housing was brought back to the table, and discussed was that housing is a non-cash program. Our properties have no interest, but they depreciate and need upkeep and updating of units between residents. Right now Susan and Rupi are in the process of researching different options to financially support this program, and the ability to apply for these units to transform into low-income apartments with the ability to raise rents according to low-income guidelines. This is a longer process, but will create more revenue. Finance and HR committee recommends approval.

Johnny Nolen motions to approve, Joey Hejnowicz seconds. No oppositions and none abstained. Jamie wanted to applaud Rupi for all of her hard work creating this year's budget and for it being on time.

- 7.4** Line of Credit Renewal Approval: Rupi is looking for approval from the Board of Directors in renewing this line of credit. It is essential that the agency has this in place because it is for emergency use only, with approximately one pay periods worth of pay for the Agency. ***Todd Sheffield motions to approve, Denise Raggozino Seconds. No oppositions and none abstained.***

Dinner Break: While dinner was happening, Lisa discussed with the board the importance of the recent electronic meetings and votes that had happened in the last 2 weeks. They are all interconnected, and trigger the purpose of other waivers that need to be completed around the Lewis Site project. The process to preserve funds and roll them over is long and tedious. Haejin, as Policy Council Representative, supported Lisa's discussion.

8.0 Board Training: Dashboard

- 8.1** Johnny took the lead on the conversations about creation and understanding of the importance of the dashboard. Introduction to new ideas and how to rework the current dashboards. Approximately 45 mins. Please inquire with the board clerk about documents and handouts from this session.

9.0 New Business/Actions required (Continued)

- 9.1 2020 Committee Assignment: Committees were written on the White board, and members were asked to write their names under the committee they would like to be apart of. After that was completed, Chairs of the committee were determined from there. Notes were taken, and the Board Clerk will collect and publish information.
- 9.2 Mission Statement Revision: Discussion took place, discussing what Governance had discussed back in October of 2019. Slight modifications to what was discussed happened, and the board agreed on “Community Action Partnership of Sonoma County creates pathways for economic security that lasts from generation to generation.” **Todd Sheffield motions to approve, Johnny Nolen Seconds. No oppositions and none abstained.**
- 9.3 Civic Engagement and Advocacy Items: Sloan House- As the established New Standing item, this month CAP needs to put energy and attention onto Sloan House and the needs of that program. **Closed session 7:26pm-7:44pm.**

10.0 Correspondence: NA

11.0 Committee/Dashboard Reports

- 11.1 Development Committee
- 11.2 Finance/Human Resources Committee
- 11.3 Governance and Board Committee
- 11.4 Head Start Policy Council
- 11.5 Program and Evaluation Committee

12.0 Board Comments: NA

13.0 Informational Items: NA

14.0 ADJOURNMENT: 7:48pm

15.0 Meeting Dates

- 15.1 Short board, Program and Development: March 24, 2020 @6:00pm
- 15.2 Governance: March 3, 2020 @ 5:30pm
- 15.3 Finance: March 23, 2020 @5:30pm