



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, September 27th, 2022

6:00-8:30pm

Programs, Development and Regular, Full Board Meeting

via Zoom

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: 6:04PM

Roll Call: Visual Roll Call is completed by Board Clerk

Community Action Partnership Statements:

- a. **Mission Statement:** Community Action Partnership of Sonoma County creates economic pathways that lasts from generation to generation. *Read by Jim Sansone*
- 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 Jeremy Johnson*
- 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 Susy Valle*

Public Comments, Introductions, Announcements:

Welcome Maleese Warner, Prospective Board Member

Programs Committee

Call to Order: 6:05PM

New Business/Actions Required

H2O and Vita Program Presentation: Evelyn Linares, Program Coordinator

Adjourn: 6:27PM

Full Board Meeting:

Call To Order: 6:27

Consent Agenda

Review and make any adjustments to the agenda: Pull For Discussion/Amendments. ***Changes made will be italicized and Bolded***

designates Johnny Nolen, Deputy Director, to the role of Interim Executive Director, effective October 1st 2022, until the position is permanently filled.

Contract signer authorization for Johnny as Deputy Director/Interim Executive Director

Review and approve August 2022 minutes.

Richard Horrell motions to approve, Jim Sansone seconds the motion. No opposition and none abstained.

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New Business/Actions required:

Connie Resignation: Johnny Nolen, Deputy Director- Informational: *Due to scheduling conflicts, Connie is no longer able to attend and participate on our Board of Directors.*

Executive Director Report: Susan Cooper, Executive Director- Informational: *Please inquire with the Board Clerk for the report.*

Head Start Reporting Requirements: Elizabeth Winkler, Board Clerk and Executive Assistant: *Review of the notice Office of Head Start sent out nationally. This document/notice is reviewed with the board of directors.*

CAP Sonoma BOD Google Drive: Elizabeth Winkler, Executive Assistant/Board Clerk- Informational
Fiscal Update and Approval of July 2022 Financials: Heather Ippoliti- Approval of July 2022 Financials: *Financial presentation given to Board of Directors including Financial Statements as of July 31st, 2022, cash balances, Revenue and Expense YTD update, AP/AR balances. Also discussed was the fiscal software transition expected to roll out March 1, 2023.*

CAP Sonoma Budget Amendment-September 2022: Heather Ippoliti, Fiscal Controller- Approval
The Agency is in need of a Budget Amendment, as over the past few months grant awards have been received. To increase the accuracy of our budgets, Heather is proposing a Budget amendment to reflect the recent awards, along with increased admin costs. Richard Horrell motions for approval, Jim Sansone seconds the motion. No oppositions and None Abstained.

Head Start Carry-Over Request: Heather Ippoliti, Fiscal Controller, Approval: *Rolling over the funds from the previous fiscal year. These funds will be used for T/TA for staff. Richard Horrell motions for approval, Jim Sansone seconds the motion. No oppositions and None Abstained.*

Wipfli Training Series: Board Governance Series: Board Review of Audited Financial Statements pt. 2 of 2: Heather Ippoliti, Fiscal Controller- Training: ***All present Board members went though the second part of the fiscal training on Audited Financial Statements.***

Board Comments:

Adjournment: 7:51PM

Committee Members: Joey Hejnowicz, Jeremy Johnson, Tim Sergent, Susy Valle, Jim Sansone, Richard Horrell, Edward Chio, Al Lerma

Committee Members Not Present: Joey Hejnowicz, Al Lerma

Guests: Maltese Warner

Quorum Present: YES

Staff: Susan Cooper,

Minutes taken by Elizabeth Winkler