

# Board of Directors

## *Full Board of Directors Meeting Agenda*

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**Tuesday, July 24, 2023, 6:00 - 8:30 pm**

**In-Person @ CAP Offices (2250 Northpoint Pkwy., Santa Rosa CA 95407)**

### **Committee Members Roll Call:**

Richard Horrell, President - P  
Susan Kleinbort, Vice President - P  
Al Lerma, Treasurer - P  
Susy Valle - P  
Ed Chio - P  
Erica Tom - P  
Mary Leonard-Wilson - NP  
Natali Rogers - P

### **Staff Members Roll Call:**

Cynthia King, CEO - P  
Johnny Nolen, COO - P  
Kathy Kane, CPO - P  
Matt Benford, CFO - P  
Lisa Grocott, Head Start Director - P  
Jo Galauski, HR Director - NP  
Iliana Valenzuela, Compliance Manager - NP

Devon Mills, Executive Assistant / Board Clerk - P

### **Guests:**

Kristin Mattiske-Nichols - P  
Jaden Burris - P

### **Call to Order: 6:02pm**

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.

## Community Action Partnership Statements

- **Mission Statement:** Community Action Partnership of Sonoma County creates economic pathways that lasts from generation to generation. **ET**
- **Vision Statement:** Community Action Partnership of Sonoma County strives to eliminate poverty and invests in families through partnerships, advocacy and high-impact programs. **SV**
- **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. **NR**

## Public Comments, Introductions, Announcements:

Richard to introduce guests & Brown Act. details

## Consent Agenda

- Approve the current agenda

Motion: **AL**                      Second: **SK**                      Aye: **7**                      Nay: **0**                      Abstentions: **0**

- Approve the minutes from the last meeting: May 2023
- Approve monthly fiscal report: Financial Report - April 2023

Motion: **AL**                      Second: **SK**                      Aye: **6**                      Nay: **0**                      Abstentions: **1**

## 1. Agenda Items:

*\*Purpose: ACT=Activity, INF=Information, DIS=Discussion, TRA=TRAINING, DEC=Decision, BRE=Break  
Please ensure that there is a minimum of a 5 minute break every 60 minutes*

### 1.1 Strategic Plan Update

**Presenter: Cynthia King**

**Details:** Discussion on current status of strategic plan and potential areas to update.

**\*Purpose:** DIS

**Time Needed:** 15 minutes

**Board/Committee Discussion:** Cynthia presented strategic plan w/ board retreat in mind; update values, vision and mission.

S.V. How is the Community Needs Assessment tied into the Strategic Plan?

R.H. We are going to dive deeply into this @ the Board Retreat, so if anything comes up, we will cover it there. Tying in the Community Needs Survey w/ Strategic Plan is a great opportunity.

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## 1.2 CEO Report and Board Retreat Prep

**Presenter:** Cynthia King

**Details:** Review & Discuss CEO Report outcomes of Director's Retreat, All Staff Retreat

**\*Purpose:**

**Time Needed:** 15

**Board/Committee Discussion:** Cynthia presented list of all that's been done in the past 6 months, board took a moment to look over and gave appreciations of all the hard work that's been done.

## 1.3 Head Start Report

**Presenter:** Lisa Grocott & Richard Horrell

**Details:** Presentation of Head Start Policy Council, Service Area Reports, Resolution for Amended Carryover Narrative (vote needed), and Family Outcome Survey Report.

**\*Purpose:** INF

**Time Needed:** 20 minutes

**Board/Committee Discussion:** Lisa presented the Head Start Report, Carryover details, & Family Outcome Survey to Board.

SK: What are our enrollment numbers?

LG: Our numbers are ok, currently have 102 enrolled out of 114, the lower enrollment is due to lack of staff.

JB: How many Staff members?

LG: We currently have 86 out of 127

AL: Is it possible for Board Members to visit HS/EHS sites?

LG: Yes, Board Members can come observe, read stories, have lunch, play, etc.

RH: Create a sheet so Board Members can sign up and go to different sites.

Motion: NR

Second: SK

Aye: 7

Nay: 0

Abstentions: 0

#### 1.4 Gathering Community Signatures - Legislative

**Presenter:** Richard Horrell

**Details:** Our Kids Our Future Signature Collection

**\*Purpose:** INF

**Time Needed:** 10 minutes

**Board/Committee Discussion:** Richard would like to ask Board Members to collect signatures as another way to be involved with CAP and not have it all on the staff to collect.

#### 1.5 Fiscal Monthly Report

**Presenter:** Welcome to Matt Benford!

**Details:** To present the details of the financial report

**\*Purpose:** INF/ DIS

**Time Needed:** 20 minutes

**Board/Committee Discussion:** Matt presented the most recent Fiscal report in detail, due to their not being a financial committee meeting this month

Motion: NR

Second: AL

Aye: 7

Nay: 0

Abstentions: 0

#### 1.6 Risk Assessment

**Presenter:** Johnny Nolen

**Details:** Reporting the results of our biannual risk assessment, see summary in packet.

**\*Purpose:** DIS

**Time Needed:** 10 minutes

**Board/Committee Discussion:** Johnny presented the risk assessment results to the board.

#### 1.7 Community Action Plan Presentation

**Presenter:** Johnny Nolen

**Details:** Presenting on the status of the 2022-23 CAPlan and recap of highlights of the submitted 2024-25 CAPlan, see summary in packet.

**\*Purpose:** INF

**Time Needed:** 15 minutes

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**Board/Committee Discussion:** Johnny presented results of CNA & CAPPlan to the Board.

SV: This will be good to reference for the Strategic Plan

## 1.8 Updated Bylaws

**Presenter:** Johnny Nolen

**Details:** Present updated bylaw notes and comments based on Governance Committee discussion, collect feedback on further edits, and prepare for a vote of approval at the following Full Board Meeting in September.

**\*Purpose:** INF/DIS

**Time Needed:** 15 minutes

**Board/Committee Discussion:** Johnny presented the updates to the Bylaws and the undecided questions from the Governance Committee Meeting.

ET: Suggested an Inactive Status for missing meetings?

*Public Meeting Adjourned - Closed Session with CEO (30 minutes)*

Materials for this session were sent to board separately

**Adjournment: 8:32pm**

**GUIDELINES FOR PUBLIC APPEARANCES:** Members of the public wishing to speak to the Board on items not on the agenda may do so under Public Comments. The Board does not take action on those items presented under Public Comments during this meeting. You may request a response, and one will be forwarded to you. The President will also invite comment for agenda items as they are taken up by the Board. If you wish to speak, you may do so upon receiving recognition by the President. Comments are limited to three minutes. Time limitations on public testimony may be extended at the discretion of the Board of Directors. Materials related to an item on this Agenda submitted to Community Action Partnership at the time of or after distribution of the agenda packet are available for public inspection in the agency's office at 141 Stony Cir, Ste 210, Santa Rosa during normal business hours.

**\*All items on the consent calendar are approved by one motion. Any Board member may request any item on the consent calendar to be pulled for separate discussion and action.**

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