

Board of Directors

Full Board of Directors Meeting Agenda



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

Staff Members Roll Call:

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

Devon Mills, Executive Assistant / Board Clerk

Guests:

Kristin Mattiske-Nichols
Jaden Burris

Call to Order:

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.
- **Vision Statement:** Community Action Partnership of Sonoma County strives to eliminate poverty and invests in families through partnerships, advocacy and high-impact programs.
- **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:

Richard to introduce guests & Brown Act. details

Consent Agenda

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

Motion:

Second:

Aye:

Nay:

Abstentions:

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:

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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:

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:

Motion:

Second:

Aye:

Nay:

Abstentions:

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:

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:

Motion:

Second:

Aye:

Nay:

Abstentions:

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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:

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

Board/Committee Discussion:

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:

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

Materials for this session were sent to board separately

Adjournment:

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.**