

Board of Directors

Full Board of Directors Meeting Agenda



Monday, October 02, 2023, 6:00 - 8:30 pm

(Virtual)

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
Kristin Mattiske-Nichols
Jaden Burris

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
Jenny Beck, CDO

Devon Mills, Executive Assistant / Board Clerk

Guests:

Carolyn Spencer

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Call to Order:

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:

Consent Agenda

- Approve the current agenda

Motion: Second: Aye: Nay: Abstentions:

- Approve the minutes from the last meeting: July 2023
- Approve monthly fiscal report: Financial Report - July 2023
- Approve edits to Fiscal P&P as recommended by the Fiscal Committee
- Approve updated Bylaws and related Conflict of Interest and Electronic Consent forms that were presented and discussed in both Governance Committee Meeting (7/11/23) and last Full Board Meeting (7/24/23)
- Approve removing Jim Sansone from the signatory list with Summit State Bank

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 **Program presentation-Volunteer program**

Presenter: Jenny Beck

Details: Presenting the AmeriCorps Volunteer Infrastructure Program (VIP), our new VIP Service member, and the goals for her service year

***Purpose:** INF

Time Needed: 15 min

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1.2 Lifeworks Merger

Presenter(s): Cynthia King

Details: 10 min reading time, board members participating in process speak, questions and discussion, vote on approval and resolution

***Purpose:** DIS/DEC

Time Needed: 45 min

Board/Committee Discussion:

Motion:

Second:

Aye:

Nay:

Abstentions:

1.3 Head Start Presentation

Presenter: Lisa Grocott

Details: Presentation of Head Start Policy Council, Monthly Report

***Purpose:** INF

Time Needed: 20 min

Board/Committee Discussion:

1.4 Annual Budget and Fundraising Cycles Overview

Presenter: Matt Benford and Jenny Beck

Details: Matt presents on budget process for next FY and Jenny presents on year end campaign and board roles, and introduces our new Communications Manager, Genesis

***Purpose:** INF/DIS

Time Needed: 30 min

Board/Committee Discussion:

*****5 min break*****

1.5 Board Retreat Summary and Discussion

Presenter: Cynthia King and Karin Demarest

Details: Present notes from retreat and proposed updates to Vision, Values, and Strategic Plan

***Purpose:** DIS/DEC

Time Needed: 30 min

Board/Committee Discussion:

Motion: Second: Aye: Nay: Abstentions:

1.6 New Board Member Vote - Carolyn Spencer

Presenter: Richard Horrell

Details: Discuss potential new board member and vote

***Purpose:** DEC

Time Needed: 10 min

Board/Committee Discussion:

Motion: Second: Aye: Nay: Abstentions:

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.**

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