



## Board of Directors

### Meeting Minutes

March 2, 2022

6pm – 7:50 pm

### ROLL CALL

Elizabeth Snyder, interim Chair, called the meeting to order at 6:05pm. A quorum was established.

<u>Members present:</u>	<u>Members not present:</u>	<u>Staff present:</u>	<u>Guests present:</u>
Jeremy Ball	Mike Cordero	Pat Keelean	Saul Serrano
Karin Dominguez	Josephine Torres	Kemba Lawrence	
Marina Owen	Oscar Gutierrez	Seth Miller	
James Kyriaco		Monica Moreno	
Sharon Lutz		Grant Carmichael	
Sanford Riggs		Leonie Mattison	
Alexander Saunders		Michael Williams	
Maico Hernandez		Julie Weiner	
Guy Walker		Libby Martinez	
Phylene Wiggins			
Bob Nelson			
Elizabeth Snyder			

#### 1. **WELCOME & CALL TO ORDER**

Elizabeth Snyder, Interim Chair, called the meeting to order at 6:05 pm.

She welcomed Grant Carmichael, new CFO, to the meeting.

#### 2. **PUBLIC COMMENT – Members of the public may speak up to 5 minutes.**

The CommUnify Interim Chair asked if there were any public comments. None

#### 3. **2022 EXECUTIVE OFFICER ELECTIONS:**

There was a motion made to vote for the Chair Position, the Vice-Chair and the Secretary/Treasurer positions. Vote was made via Zoom Polls:

Marina Owen, Chair:	12 Yes 0 No 0 Abstain	Approved
Elizabeth Snyder, Vice-Chair:	12 Yes 0 No 0 Abstain	Approved
Karin Dominguez, Secretary/Treasurer	11 Yes 0 No 1 Abstain	Approved

**4. CLOSED SESSION:**

- a. Personnel Matter: None
- b. Pending Legal Matters: None

**5. CONSENT AGENDA:**

All matters listed hereunder constitute a consent agenda and will be acted upon by a single roll call vote of the Board. Matters listed on the Agenda will be read only on the request of a member of the Board or the Public, in which event the matter shall be removed from the consent agenda and considered as a separate item.

**5a. Approval of Minutes:**

5a – 1 Board Minutes – January 5, 2022

5a – 2 Executive Committee Minutes – February 2, 2022

5a – 3 Finance Committee Minutes – February 2, 2022

5a – 4 Personnel Committee Minutes – February 23, 2022

5a – 5 Planning Committee Minutes – February 4, 2022

**5b. Approval of Grants \$10,000 and Under/Renewal Contracts**

5b – 1 Approval of and authorization to submit a grant application to the Williams Corbett Foundation in the amount of \$10,000 to support the Seniors Safe at Home program.

**M/S/A Karin Dominguez/Phylene Wiggins**

**Approved**

**6. ACTION ITEMS:**

6A – 1 Approval of and authorization to submit a grant application to the Bank of America Charitable Foundation in support of the Family Self Sufficiency/Economic Empowerment program in the amount of \$20,000 for one year.

**M/S/A Marina Owen/Alexander Saunders**

**Approved**

6A – 2 Approval of and authorization to submit an application to the California Department of Financial Protection and Innovation (DFPI) CalMoneySmart grant opportunity. This proposal will request a grant in the amount of \$100,000 to provide financial education.

**M/S/A Sharon Lutz/Karin Dominguez**

**Approved**

6A – 3 Approval of and authorization to submit a grant application to the Women's Recovery Response Grant Funding Opportunity in support of the Family Self Sufficiency/Economic Empowerment program in the amount of \$150,000 for one year.

**M/S/A Guy Walker/Sharon Lutz**

**Approved**

6A – 4 Approval of and authorization to submit a grant application to the County of Santa Barbara Department of Behavioral Wellness's Community Pandemic Impact Partnership grant opportunity that will support mental health education and connection for Head Start families, in the amount of \$150,000 for three years, for a total of \$450,000.

**M/S/A Phylene Wiggins/Sanford Riggs**

**Approved**

6A – 5 Approval of and authorization to submit a grant application to the Maternal Child Adolescent Health (MCAH) Department grant program for up to \$500,000 in funding over a period of three years.

**M/S/A Sharon Lutz/Jeremy Ball**

**Approved**

6A – 6 Approval of and authorization to submit a proposal to CenCal Health Match Grant program for up to \$200,000 to expand and enhance mental health support services to expecting and parenting mothers for a one-year period.

**M/S/A Phylene Wiggins/Sanford Riggs**

**Approved**

6A – 7 Approval of and authorization to submit a grant application to the Board of State and Community Corrections' (BSCC) California Violence Intervention Program (CalVIP) for up to \$6 million in funding for a period of three years.

Discussion: Board Member asked clarifying question as to why the City of Santa Maria is targeted for services and no other communities. Saul Serrano (guest) explained how the BSCC distributes funds and that Santa Maria was the only area in the county that was identified for funding. Dr. Sharkey (UCSB) will be the Program Evaluator for the project. CommUnify will advocate for additional funding with our state representatives. Jeremy Ball would like to meet with anyone who would like to assist the City of Lompoc in identifying funding for a similar program.

**M/S/A Jeremy Ball/Sharon Lutz**

**Approved**

6A – 8 Approval to submit an application to the Area Agency on Aging (AAA) for One-Time Only (OTO) funding in the amount of \$20,000 for the Senior Home Repair -Title 1118 Program.

Discussion: Board member asked if CommUnify was applying for funding to address a funding gap in the program. Pat Keelean stated that the Senior Home Repair program does not currently have a funding gap, but that OTO funds can be requested to expand or enhance services.

**M/S/A Elizabeth Snyder/Phylene Wiggins**

**Approved**

6A – 9 Approve change of Annual Open Enrollment period outlined in Policy 7.03 in CommUnify's HR Policy Handbook.

**M/S/A Marina Owen/Jeremy Ball**

**Approved**

6A – 10 We are requesting that the Board of Directors of Community Action Commission of Santa Barbara County (dba, CommUnify) update the list of individuals authorized to act as agents on behalf of the organization with Montecito Bank & Trust. Signature Authority for CFO, CHAIR

**M/S/A Guy Walker/Sharon Lutz**

**Approved**

## **7. PRESENTATIONS/TRAININGS:**

7a. Head Start: Children's Services Annual Report (2020-2021)  
Presentation Postponed

7b. South Coast Youth Safety Partnership – Strategic Plan Update  
Presentation by Saul Serrano, Coordinator South Coast Youth Safety Partnership

- Saul introduced SCYSP, explaining the Partnership's vision and purpose, partner roles, and structure of the SCYSP (e.g., Policy Team, Strategy Team, and Community Engagement Team).



Explanation of the program partnership strategic goals:



Youth Safety Incidents that resulted in the formation of the SCYSP program:

## YOUTH SAFETY INCIDENTS

### South Coast 2021

- Liberty Street Shooting
- Unincorporated area Shooting
- Eucalyptus Street Shooting
- San Andres Street Shooting
- Increase in Opioid (Fentanyl) deaths
- Suicide attempt increase
- Return to in person school days – mental health support

The SCYS Partnership response to recent incidents of youth violence:

## PARTNERSHIP RESPONSE

### Response to community violence early 2021

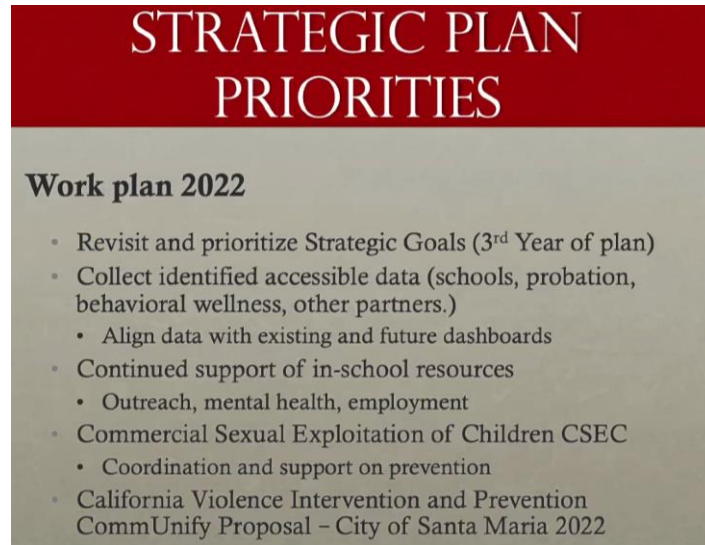
- Partnership Statement Released to Media - January
- Increased coordination with Community Engagement Team, Community members, and Schools
  - CET Town hall meetings and focus groups
  - CET Partnership Agreement
  - Community Mental Health Needs
  - Workforce Pipeline Development

SCYSP Initiatives 2021:

## PARTNER INITIATIVES 2021

### South Coast Community, Education, and Government Initiatives

- ACE's Aware Initiative Network of Care Implementation Grants
- SBCEO Youth Empowerment Summit 2020 and 2021
- SBPD – Community Liaison Positions Established
- SBUSD – Expansion of Outreach Services and Crisis Intervention
- Santa Barbara Response Network – Psychological First Aid Trainings
- Youth Action Board YAB
- Youth Responders Group – South Coast



## 8. CEO Update – Pat Keelean

Shared results from recent 2022 Board Survey.

**Board of Directors Survey: Overview**

- Purpose: The Executive Committee requested the survey to:
  - Identify Board priorities for 2022
  - Explore need for changes in meeting day/time and frequency
  - Assess Board Member understanding of roles/responsibilities
  - Willingness to participate in Board committees and an annual retreat
- Survey distributed to all current Board Members via email from 12/8/21 to 1/13/22
- 9 of 15 (60%) of Board members responded

## Summary Findings:

### Board of Directors Survey: Summary of Findings

- Majority of Board Members responding are **available to meet monthly** (no meeting in July or December).
- Majority of Board Members responding are available to meet **midday or during the evening**. Of those available to meet midday, 89% **prefer the lunch hour (12pm – 1pm)**
- Majority of Board members responding prefer to meet on **Wednesday**.
- Majority of Board members prefer to meet the **second week of the month**.

### Board of Directors Survey: Summary Findings (Continued)

- 100% of Board Members responding **understand their role, responsibilities and expectations** as a Board Member.
- 78% of Board Members responding **can commit to an Annual Board Retreat**.
- 88% of Board Members responding **can commit to participating on a Board Committee**.
- 88% of Board Members responding **can commit to an annual donation** to CommUnify.

Due to time limitations, survey results will be tabled for a future meeting or Board Retreat.

Pat also explained that the agency will be reviewing agency bylaws in the next quarter. The National Organizational Standards requires that agency bylaws be reviewed at least every 5 years. She will be reaching out to board members to assist.

Pat also stated that Julie Weiner, Development Director, has created a new collateral and has a new brochure that she will be mailing along with the new collateral.

Finally, Pat highlighted a important dates outlined in Section 10, including the Champions Dinner on June 9<sup>th</sup>.

## 9. FINANCE COMMITTEE UPDATE:


Michael Williams presented the preliminary financial report for 2021 year-end close, noting a surplus of \$487,604 YTD versus audited financials for previous year (2020) on the Balance Sheet below:



## Balance Sheet:

20211231 CommUnity Finance Committee -- Edited

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# Balance Sheet

Current Month vs Same Month Prior Year and Audit (PY)


BALANCE SHEET	Audit Dec 31, 2020	Current Dec 31, 2021	Vs Audit PY Incr (Deer)	
Cash Accounts	3,306,132	870,500	(2,435,632)	<- PPP loan paid down \$2MM
Accounts Receivable	2,379,352	2,699,256	319,904	<- See A/R Aging
Grants Receivable	23,000	0	(23,000)	
Prepaid, Deposits & Other	276,822	259,402	(17,420)	
Investments	1,540,648	1,672,844	132,196	
Fixed Assets	290,603	274,742	(15,861)	
<b>Total Assets</b>	<b>7,816,557</b>	<b>5,776,744</b>	<b>(2,039,813)</b>	
Accounts Payable & Accrued	821,524	348,528	(472,996)	<- Lower than usual, Seniors sunset
Accrued Payroll	641,692	639,378	(2,314)	
Accrued Vacation	727,711	686,101	(41,610)	<- Greatly improved, target - \$625K
Deferred Revenue	409,181	613,384	204,203	
PPP Loan	3,168,272	953,572	(2,214,700)	<- PPP loan paid down \$2MM
<b>Total Liabilities</b>	<b>5,768,380</b>	<b>3,240,963</b>	<b>(2,527,417)</b>	<- Under \$3.5 million ideal
Unrestricted	2,048,177	2,535,781	487,604	
<b>Total Net Assets</b>	<b>2,048,177</b>	<b>2,535,781</b>	<b>487,604</b>	
<b>Total Liabilities &amp; NA</b>	<b>7,816,557</b>	<b>5,776,744</b>	<b>(2,039,813)</b>	

Jeremy Ball and Guy Walker asked for additional information related to increasing cash on hand, investments and the agency's reserves. Michael Williams replied that we have investment guidelines, but that growth depended on increasing our contributed revenue. He also noted that the agency has a secured line of credit, but has never needed to access it. If needed, the agency could also liquidate some investments.

## Cash and Investments:

20211231 CommUnity Finance Committee -- Edited

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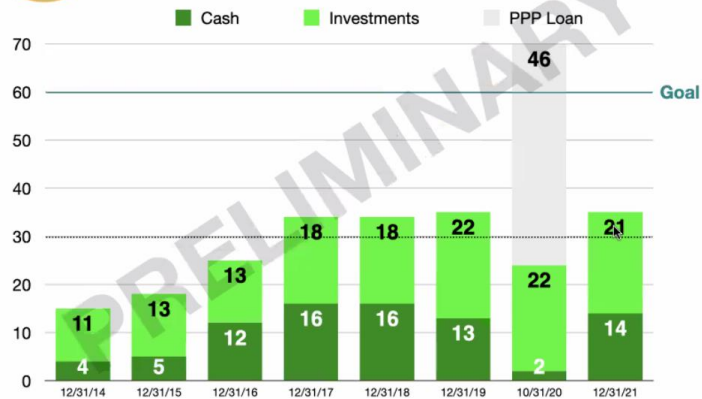
# Cash & Investments

rate	12/31/15	12/31/16	12/31/17	12/31/18	12/31/19	12/31/20	12/31/21	21 v 20
MB&T Operating *						(3,676)	332,979	336,655
MB&T Payroll *						12,841	9,890	(2,751)
Mechanics - Operating *			207,768	193,038	573,514	21,744	19,184	(2,560)
Mechanics - Payroll *			57,849	9,496	31,888	0	0	0
Wells Fargo - Cash/Donations *	274,598	578,399	9,891	13,505	7,825	0	0	0
Community West - Money Mkt	0.65			76,309	3,022	0	0	0
Mechanics - Money Market	0.36		506,671	502,345	3,243	0	0	0
MB&T Money Market	0.25	100,032	50,119	50,221	50,296	3,159,505	392,429	(2,767,076)
Pacific Premier - Money Market	0.35	100,047	201,028	26,611	26,676	26,694	26,701	7
Community Bank of SM- MMKT	0.25			50,033	2,508	27,520	27,547	27
American Riviera - MMKT	0.35			60,367	60,579	60,709	60,777	68
Union Bank - MMKT	0.18	13,350		50,020	3,006	0	0	0
Mechanics - CD	1.80			100,447	100,967	0	0	0
Miscellaneous - Petty Cash		2,025	1,795	1,420	1,139	995	995	0
<b>Total Cash</b>	<b>289,973</b>	<b>780,273</b>	<b>1,034,746</b>	<b>1,133,531</b>	<b>864,517</b>	<b>3,306,132</b>	<b>870,502</b>	<b>(2,435,630)</b>
SB Foundation - Short-Term						0	0	0
SB Foundation - Long-Term						393,039	0	(393,039)
MB&T Investments						1,147,609	1,630,918	483,309
<b>Total Investments</b>	<b>829,075</b>	<b>875,539</b>	<b>1,220,801</b>	<b>1,243,549</b>	<b>1,446,816</b>	<b>1,540,648</b>	<b>1,630,918</b>	<b>90,270</b>
<b>Total Cash &amp; Investments</b>	<b>1,119,048</b>	<b>1,655,812</b>	<b>2,255,547</b>	<b>2,377,080</b>	<b>2,311,333</b>	<b>4,846,780</b>	<b>2,501,420</b>	<b>(2,345,360)</b>
<b>Cash &amp; Investments less*</b>	<b>844,450</b>	<b>1,077,413</b>	<b>1,980,039</b>	<b>2,161,041</b>	<b>1,698,108</b>	<b>4,816,071</b>	<b>2,139,367</b>	<b>(2,676,704)</b>
Expenses	23,300,019	24,712,219	24,233,622	25,558,870	24,210,045	25,278,416	26,076,522	
<b>Days Cash &amp; Invest On-Hand</b>	<b>18</b>	<b>24</b>	<b>34</b>	<b>34</b>	<b>35</b>	<b>70</b>	<b>35</b>	





## Cash & Investments



### Accounts Receivable

Michael noted that at this time, the aging report is improving, but that there are outstanding receivables (i.e., CalSOAP) that are over 180+ days that need to be collected as soon as possible.



## Accounts Receivable

Aging at 12/31/2021

Program	12/31/20	12/31/21	Variance	Current	Aging			
					> 30 Days	> 60 Days	> 90 Days	> 180 Days
Area Agency on Aging-C1	69,079	76,187	7,108	-	-	-	-	-
Area Agency on Aging-C2: Senior Program C	47,721	139,221	91,500	1,717	480	1,162	230	120,756
CA Department of Social Services -OCAP	26,752	54,122	27,370	4,119	3,783	7,022	8,322	30,255
CA Dept of Public Health- Cal Prep	101,813	75,153	(26,660)	11,880	11,284	12,866	12,990	26,033
CA State Dept of Public Health- M&E	107,320	27,081	(80,239)	7,210	8,108	11,732	-	11,732
CA State Dept of Public Health-TAMP	67,871	43,701	(24,170)	16,192	11,728	15,783	-	15,783
CA State Child Abuse	110,168	58,116	(52,052)	88,657	69,178	22,339	-	22,339
CalWORKS Student Aid Commission-Cal Soap	171,431	368,521	197,090	32,779	41,356	1,806	32,849	239,611
City of Long Beach	7,900	-	(7,900)	-	-	-	-	-
County of Santa Barbara 211 & 211 Covid Pro	97,969	52,791	(45,178)	26,791	26,000	-	-	-
City of Santa Barbara 211	8,852	-	(8,852)	-	-	-	-	-
COH Health Insurance 211	-	15,180	15,180	2,081	-	-	5,831	7,268
City of Santa Maria/Special Projects Division	-	41,961	41,961	6,434	3,800	10,484	4,850	16,865
COH Health Insurance 211	33,200	-	(33,200)	-	-	-	-	-
SB County Human Services Senior Program C	3,750	-	(3,750)	-	-	-	-	-
Community Services Department-Energy	621,806	399,861	(221,945)	117,354	139,211	143,376	-	143,376
SB County Probation-YORIG	46,780	30,700	(16,080)	9,000	10,882	10,818	-	10,818
SB County/ADAMS-Head Start mental health	47,230	43,422	(3,808)	43,422	-	-	-	-
SB County/ADAMS-Tay New Heights	140,441	113,301	(27,140)	25,000	-	-	-	78,301
SB County/Health-Care Team Focus	97,482	182,341	84,859	57,671	-	-	-	129,290
SB County CDBG- Senior Program Customer	15,000	-	(15,000)	-	-	-	-	-
Family Service Agency	-	18,500	18,500	-	-	-	-	-
State of CA- CACFP Food Program	8,008	91,809	83,801	29,065	29,060	33,464	-	33,464
Longview Valley Middle School	3,827	-	(3,827)	800	2,767	-	-	-
State of California Department of Education-C	9,651	10,721	1,070	-	-	-	-	10,721
Total	1,436,104	1,869,416	433,312	357,444	310,912	65,680	726,609	1,163,182

Misc. Accounts Receivable GL - 14000	12/31/20	12/31/21	Variance	Current	Aging			
					> 30 Days	> 60 Days	> 90 Days	> 180 Days
Avonlea Health Services (156440-21)	276,789	276,789	0	-	-	-	-	-
Active Head Start (156440-21)	389,786	276,789	(112,997)	-	-	-	-	-
Active Head Start (156440-21)	(14,238)	65,059	79,297	-	-	-	-	-
Active Head Start DHS 100540-21	77,855	87,853	9,998	-	-	-	-	-
Active Head Start DHS 100540-20	201,480	201,480	0	-	-	-	-	-
Active Head Start DHS 100539-20	(8,387)	8,387	16,774	-	-	-	-	-
Active Head Start CARES	60,099	(80,389)	(140,488)	-	-	-	-	-
Active DHS CARES	11,999	(11,999)	(23,998)	-	-	-	-	-
Total	543,648	730,650	186,992	730,650	-	-	-	-

Total Accounts Receivable:	3,379,752	2,600,066	779,686	1,238,512	357,444	310,912	65,680	726,609	1,163,182
	100%	77%	23%	38%	12%	12%	2%	27%	41%

Note: As of 1/23/22, \$517K of the \$1.1MM > 90 days was collected including \$209K for AAA and \$78K for Tay.

Pat reminded the Board that this was Michael's last meeting and thanked him for his contributions. She then introduced and welcomed Grant Carmichael, CommUnify's new CFO, and allowed him to share a few words about his background and experience.

**10. UPCOMING MEETINGS/EVENTS**

Team CommUnify All-Staff Meeting – March 3<sup>rd</sup>, at 3:00 PM (ZOOM)

Head Start Policy Council Meeting – March 19<sup>th</sup> at 9:00am (ZOOM)

Finance Committee – April 6<sup>th</sup> at 11:30am (ZOOM)

Executive Committee – April 6<sup>th</sup> at 12:00-1:00pm (ZOOM)

Planning Committee – April 1<sup>st</sup>, at 8:00am (ZOOM)

**Board Meeting – May 4<sup>th</sup> at 6:00pm –(Location ZOOM)**

**Champions Dinner – June 9<sup>th</sup> at 6:00pm (Location: Alisal Ranch)**

**11. MEETING ADJOURNED AT 8:15PM**

Elizabeth Snyder thanked everyone for the participation and adjourned the meeting at 8:15pm.