



**Board of Directors**  
**DRAFT Meeting Minutes**

**August 24, 2022**

**6 pm – 8:00 pm**

**ROLL CALL**

Marina Owen, Board Chair, called the meeting to order at 6:06 pm. A quorum was established.

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

**1. WELCOME & CALL TO ORDER**

Marina Owen, Chair, called the meeting to order at 6:06 pm.

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

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

**3. RECITE COMMUNIFY MISSION STATEMENT – PAT KEELEAN, CEO**

*We provide education and supportive services in partnership with the community so Santa Barbara County residents can improve their economic security, become self-sufficient, and retain their dignity.*

**4. APPROVAL OF BOARD MINUTES**

July 6, 2022

**M/S/A Alexander Saunders/Mike Cordero**

**Approved**

**5. CEO UPDATE – PAT KEELEAN**

**5a.** Presentation by Pat Keelean, CEO, who presented on 2022 Risk Assessment for the agency, she stated that this report will be presented regularly at the Board Meetings.



## **Risk Assessment Report**

**August 24, 2022**

Pat presented on National Organizational Standard 4.6

### **National Organizational Standard 4.6**

**An organization-wide, comprehensive risk assessment has been completed within the past 2 years and reported to the governing board.**

Pat presented to the board the Nonprofit Risk Management Center Online Assessment Tool with 12 Categories which were:

- Governance Risk
- Facilities & Building Security
- Human Resources & Employment Practices
- Financial Reporting & Internal Controls
- Contracts
- Client & Participant Safety
- Transportation
- Technology & Privacy Risk Management
- Special Events
- Crisis Management & Business Continuity Planning
- Volunteer Risk Management
- Fundraising & Resource Development

**The Key Findings on the assessment tool, were explained by Pat and the steps to resolve the findings as well.**

- **Governance:** Update Board regularly on Risk Management Plan/Progress
- **Facilities/Security:** Consider ID Badges for all Visitors
- **HR/Employment Practices:** Clearly identify “disqualified persons” under IRS regulations.
- **Financial Reporting/Internal Controls:**
  - Update Contracts & Grants Management Process
  - Ensure bank reconciliations are completed monthly/train back-up staff
- **Contracts:** Obtain legal review of all significant contracts prior to execution.
- **Client/Participant Safety:**
  - Create policy on appropriate/inappropriate hugging
  - Update agencywide screening process to include how applicant would discipline/manage clients
- **Transportation:**

- Create an agencywide transportation risk management statement which includes policies and/or training programs.
- **Technology/Privacy:**
  - Develop “Bring Your Own Device Policy” that clarifies agency information and prevents access on personal devices, including whether employees may access Personally Identifiable Information (PII) on their personal devices.
- **Special Events:**
  - Risk management should be an integral part of special events planning.
  - Designate “Safety Officer” to provide oversight.
  - Provide security (contract or current staffing)
  - Provide training & supervision for event volunteers
  - Carefully review risk management concerns when serving alcohol.
  - Review operating/insurance concerns when transporting volunteers and participants.
- **Crisis Management/Business Continuity:** Review gaps in Crisis Management Plan and Crisis Communication Plan
- **Volunteers: Implement consistent and documented policies & procedures for ALL volunteers, beginning with screening, training/onboarding, and exit.**
- **Fundraising & Resource Development:**
  - Develop policy/procedures for accepting individual donations.
  - Ensure compliance with the CAN-SPAM Act.
  - Develop process for managing unhappy/disgruntled donors

With the new DEI initiative, we will be searching for a case management system in effort to create an universal intake, the selected package was eLogic Genesis with a contracting meeting on Friday with implementation in January 2023 to provide intake and referral around every individual and family.

Monica Moreno HR Director has been working on competitive wages, professional development as well as staff safety and wellness. Head Start received a mental wellness gatekeeper program to promote resources available to Head Start families to reduce stigma about seeking help and providing mental health first aid with Cafecitos meetings.

## 2022 Key Recommendations:

- ✓ Form a Risk Committee to review findings/make recommendations
  - ✓ Draft Risk Management Policy Statement
  - ✓ Develop Committee Goals & Scope of Work
- ✓ Provide Quarterly Committee Updates on Risk Management Activities
  - ✓ Update Annual Risk Management Goals/Objectives
  - ✓ Develop Agencywide Policies/Practices/Procedures

### 5b. DEI Leadership Purpose Statement:

National Community Action Partnership DEI Values:

“We believe all people should be treated with dignity and respect and recognize that structural race, gender, and other inequities remain barriers that must be addressed.”

Presentation by Pat:

### CommUnify DEI Strategic Goal

**Advance racial and economic equity in the BIPOC  
(Black, Indigenous and People of Color) Community.**

#### Strategies:

- Development of a Social, Racial and Economic Equity Plan.
- Promote voter education and “know your rights” training.
- Ensure staff representation on local boards and committees.
- Promote access to preventative care and address Social Determinants of Health.

With a 3-Year Initiative to begin in 2022 – 25 with the goal: System-wide capacity building and full-scale integration of DEI throughout CommUnify:

Which will include:

- Create an inclusive culture
- Attract, hire, and retain diverse talent
- Equitable compensation practices
- Equitable promotion practices

Year One: Collaborative development and planning with the CommUnify Leadership Team in preparation for agencywide implementation (Launch Date: 8/31/2022)

- Leadership Purpose Statement
- DEI Organizational Assessment
- DEI Policies, Practices and Procedures
- DEI Protocols & Programs (Monthly Trainings)
- End of Year Report/Presentation to Board of Directors
- 1:1 Leadership Team Coaching and Support
- Establish benchmarks for measuring Key Performance Indicators

### 3-Year Initiative: 2022-25

**Year 2: Initiate agency-wide capacity building and integration of DEI systems and protocols across CommUnify.**

- ☐ Implement DEI Policies, Practices and Procedures
- ☐ Implement DEI Protocols & Programs
- ☐ Provide Training and Coaching to Management Staff
- ☐ Begin tracking/reporting Key Performance Indicators
- ☐ End of Year Report/Presentation to Board of Directors

**Year 3: Implement DEI practices at program level and continue tracking of Key Performance Indicators.**

- ☐ Agencywide trainings to CommUnify Staff
- ☐ Implement DEI Policies, Practices and Procedures at Program Level
- ☐ Continue ongoing tracking of Key Performance Indicators
- ☐ End of Year Report/Presentation to Board of Directors

DEI Leadership Team Purpose Statement:

“The CommUnify Leadership Team is unified in our commitment to creating and sustaining meaningful change within our organization through our leadership decisions, achievements, and impact. We honor and recognize how the elevation of Diversity, Equity, and Inclusion within our own leadership practices has the power to transform, open new opportunities of achievement for self and others, and inspire our communities to do the same.”

- The Board of Directors had a question on how to develop internal staff on how to provide training or train the trainer: Pat stated that in the year one we will develop

and create expertise and knowledge in our Leadership Team. Year 2 will be to train direct staff.

- The Board also asked if there will be a dedicated staff member? Pat indicated that this will be “TBD” because of challenges but might be able to make it work with a member of the LT who will train a staff member and help implement at Supervisor level.
- Marina asked if there will be a Chief Equity Officer? Pat stated that Monica Moreno HR Director will be leading the effort.

## 6. **CFO UPDATE – GRANT CARMICHAEL**

Financial Report: May 2022

Grant stated that the agency has 40 plus days cash on hand. Has been working with Lorraine on COLA for Head Start. Audit delayed a bit but will resume next week. After the work on the budget has been completed for Head Start, the budget for the rest of the agency will begin next week and will end at the end of October. The agency has contracted with an outside consulting agency.

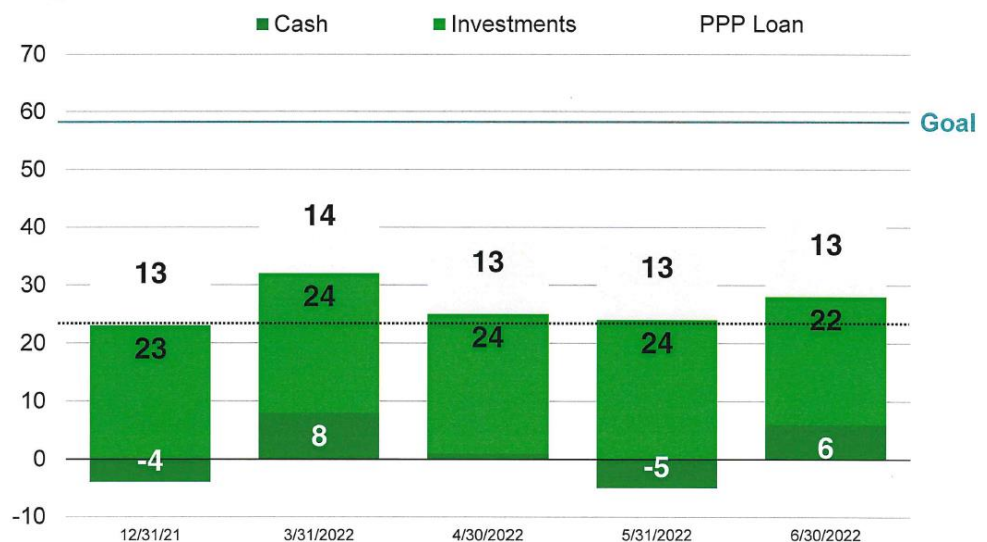
Liz Snyder asked if there were any issues with the audit? Grant replied that nothing major, Blackbaud is a new format and auditors are being walked through the reports.

Liz Snyder asked if there are staffing challenges? Grant stated that our agency just hired a new accounting manager and is getting up to speed. The fiscal department will be hiring another staff member.

Cash & Investments report May 2022



## Cash & Investments





# Balance Sheet

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

## Balance Sheet

	Current June 30, 2022	Prior Month May 31, 2022	Prior Year Dec 31, 2021
<b>ASSETS</b>			
Assets			
Cash and Cash Equivalents	\$1,186,555	\$552,947	\$649,106
Grants Receivable	\$2,337,370	\$3,071,168	\$2,995,537
Prepaid Expenses & Other	\$341,575	\$298,426	\$224,801
Investments	\$1,431,658	\$1,495,378	\$1,672,844
Fixed Assets	\$266,811	\$268,133	\$274,742
Total	\$5,563,969	\$5,686,052	\$5,817,029
Total	\$5,563,969	\$5,686,052	\$5,817,029
<b>LIABILITIES AND NET ASSETS</b>			
LIABILITIES			
Accounts Payable and Accrueds	\$460,069	\$412,589	\$372,752
Accrued Payroll	\$544,140	\$635,315	\$622,945
Accrued Vacation	\$761,076	\$781,289	\$686,101
Deferred Revenue	\$660,691	\$652,691	\$613,369
PPP Loan	\$812,730	\$836,275	\$953,658
Total Liabilities	\$3,238,706	\$3,318,159	\$3,248,826
Total Net Assets	\$2,325,263	\$2,367,892	\$2,568,203
<b>Total LIABILITIES AND NET ASSETS</b>	\$5,563,969	\$5,686,052	\$5,817,029

Fiscal Department Update:



## Fiscal Department Update

- Revised timing for audit completion is mid-September
- Annual budgeting process to begin in September
- We've engaged consulting firm to assist with the process of Indirect Rate proposal and negotiations

## **7. 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.

### **7a. Approval of Minutes:**

7a – 1 Executive Committee Minutes – July 6, 2022 (Pages 17 - 20)

7a – 2 Finance Committee Minutes – July 27, 2022 (Pages 115 - 121)

7a – 3 Planning Committee Minutes – August 5, 2022 (Pages 47 - 65)

7a – 4 Personnel Committee Minutes – August 17, 2022 (Pages 39 - 46)

**M/S/A Alexander Saunders/Sharon Lutz**

**Approved**

### **7b. Approval of Grants \$10,000 and Under/Renewal Contracts: (Pages 67 - 71)**

7b – 1 Authorize Lorraine Neenan, Director of Children’s Services, to license the Jardín de Sueños Center in Santa Maria due to the closure of Buena Vista in 2021. We are licensing two classrooms at the new Jardin de Sueños Center for 20 preschoolers and 9 toddlers.

**M/S/A Mike Cordero/Alexander Saunders**

**Approved**

7b – 2 Approval of and authorization to submit a grant application to the Montecito Bank & Trust Community Dividends grant program seeking \$10,000 to help fund the cost to install security fencing at the new location for the Carpinteria Head Start site, which will be shared with the Carpinteria Boys & Girls Club.

**M/S/A Josephine Torres/Alexander Saunders**

**Approved**

7b – 3 Approval of and authorization to submit a grant application to the La Centra-Sumerlin Foundation seeking \$10,000 in support for parenting classes (“Cara & Corazon” curriculum) for parents of students at Carpinteria High School who are participating in the Los Compadres program, operated by CommUnify.

**M/S/A Alexander Saunders/Sharon Lutz**

**Approved**

7b – 4 Approval of and authorization to submit a grant application to the Deckers Gives grant program seeking \$10,000 in support for parenting classes (“Cara & Corazon” curriculum) for parents of students who are participating in the Los Compadres program, operated by CommUnify.

**M/S/A Mike Cordero/Alexander Saunders**

**Approved**

7b – 5 Approval of and authorization to submit a grant application to the Ann Jackson Family Foundation seeking \$10,000 in support for the Cal-SOAP program and activities for low-income students in southern Santa Barbara County.

**M/S/A Alexander Saunders/James Kyriaco**

**Approved**

There was a question on Consent Agenda Item 7b-2 from the Board of Directors regarding the privacy fencing, Lorraine explained that the fence will provide general privacy for the children.

**8. ACTION ITEMS:**

8 – Approval of a “refreshed” Mission Statement that is not only ROMA compliant, but also more inviting and memorable to potential donors, stakeholders and the general public.

**M/S/A Mike Cordero/Karin Dominguez**

**Approved**

8 – B Approval to enter into a contract with the California Department of Community Services & Development (CSD) for the Supplemental Low-Income Home Energy Program (S-LIHEAP) in the amount of \$48,348 for the period September 1, 2022, to June 30, 2023.

**M/S/A Alexander Saunders/Mike Cordero**

**Approved**

8 – C Approval of and authorization to submit a grant application to the Santa Maria Community Development Block Grant (CSBG) program (Capital request) in the amount of \$75,000 for the Home Repair program.

**M/S/A Sharon Lutz/Alexander Saunders**

**Approved**

8 – D Approval of and authorization to submit a grant application to Edison International seeking \$30,000 in support for the 2-1-1 program in southern Santa Barbara County.

**M/S/A Alexander Saunders/Sharon Lutz**

**Approved**

8 – E Approval to submit a grant application to the Area Agency on Aging for the Older Adults Recovery & Resilience (OARR) program in the amount of \$100,000 to support the Senior Safe at Home repair program for the period July 1, 2022 – June 30, 2024.

**M/S/A Alexander Saunders/Josephine Torres**

**Approved**

8 – F Approval of Children’s Services’ annual Program Self-Assessment for the 2021-22 program year.

**M/S/A Marina Owen/Karin Dominguez**

**Approved**

8 – G Approval of the refunding/continuation grant application of the Head Start and Early Head Start programs for FY 2022-2023 to the Department of Health and Human Services, ACYF, Office of Head Start in the amount of \$12,453,581 to serve 802 children and their families in Santa Barbara County.

**M/S/A Josephine Torres/Sharon Lutz**

**Approved**

## 9. **PRESENTATIONS/TRAININGS:**

### 8a. National Organization Standards Update (David Jimenez, Business Analyst)

- Ensure compliance in the following areas:
  - Maximum Feasible Participation
  - Vision & Direction
  - Operations & Accountability
- 58 Standards Total
  - 38 Complete
  - 5 In Progress
  - 15 Require Attention

David Indicated that:

#### **15 Standards Require Attention**

- **Community Needs Assessment**
  - To be completed: November 2022
- **Bylaws Reviewed by Attorney**
  - To be completed: November 2022
- **CEO Performance Appraisal**
  - To be completed: November 2022
- **2021 Audit**
  - *In Progress*
- **2021 IRS Form 990**
  - *In Progress*
- **Solicitation of Audit Bids**
  - *Pending Audit Completion*

# CSBG Organizational Standards - Timeline

- **8/31/2022**
  - Organizational Standards Assessment due to CSD
- **9/2022**
  - CSD Field Staff reviews are completed - approve **TAPs**, request any modifications
- **10/1/2022 - 1/31/2023**
  - Agencies resolve TAPs, return assessment to CSD for review
- **2/1/2023**
  - Final scores are released

**Technical Assistance Plans (TAPs)** provide a mechanism for the Agency to develop and communicate the corrective action measures it will employ to Meet standards that are initially determined or after CSD review determined to be 'Not Met'. Each TAP will identify specific tasks, a timeline and responsible staff to coordinate the corrective measures to ensure the standard will be met.



- Pat indicated that she will be working closely with Alexander Saunders for the attorney review of the National Organization Standards.
  - Proposed Refreshed Mission Statement by Dr. Sharon Lutz:



## Proposed Refreshed Mission Statement

Dr. Sharon Lutz

### EXISTING MISSION STATEMENT

We ~~provide~~ education and ~~supportive~~ services in ~~partnership with the community so~~ Santa Barbara County ~~residents can~~ improve ~~their~~ economic ~~security~~, ~~become self-sufficient~~, and ~~retain~~ ~~their~~ dignity.

### PROPOSED REFRESHED MISSION - English

We ~~serve~~ Santa Barbara County's ~~vulnerable populations~~ through education and ~~coordinated~~ services so they may achieve economic ~~stability~~, improve ~~overall well-being~~ and ~~thrive~~.

### PROPOSED REFRESHED MISSION - Spanish

Servimos a las poblaciones vulnerables del condado de Santa Bárbara a través de educación y servicios coordinados para que puedan lograr estabilidad económica, mejorar su bienestar general, y prosperar.

### THE ROMA CYCLE



**Key stakeholders:** Planning Committee, Leadership Team, PDT Supervisors & Managers, Strategic Plan Subcommittee, Staff

- Marina stated that the mission statement was outcome oriented,

- Question, does this group would like more time to work on this statement?
- James – serve twice on the same sentence?
- Mission statement has always been ROMA compliant, trying to have a more rolling off the tongue mission statement. Need more time?
- Mike Cordero – wants to approve but agreed that the mission statement needs a little more work.
- October retreat to revise the mission statement if the board wishes to do so. Julie would like to progress on this

**10. CLOSED SESSION:**

Personnel Matter: None

Pending Legal Action: None

**11. INFORMATIONAL ITEMS: Upcoming Meetings/Events**

Team CommUnify All-Staff Meeting: 9/12/22 @ 3pm

Small Gathering/Friendraiser Event: Carpinteria/Montecito Area: 9/14/22@5pm

Audit Committee Meeting – 9/28/22 @ 11:30am (TENTATIVE)

Finance Committee Meeting – 9/28/22 @ 12pm (Location: Zoom)

Planning Committee Meeting: 10/1/22 @ 8am (Location: Zoom)

Executive Committee Meeting: 10/5/22 @ 12pm (Location: Zoom)

**Board Retreat: 10/28/22 @ 9pm-3pm @ Hotel Corque**

**Board Meeting: 11/2/22 @ 6pm (Location: Zoom)**

Small Gathering/Friendraiser Event: Carpinteria/Montecito Area: 12/4/22@11am

**Board Holiday Party: 12/7/22 @ 6pm – 7:30pm (Location: TBD)**

***Save the Date!***

**12. ADJOURN: 7:34 PM**