



Board of Directors
DRAFT Meeting Minutes

November 2, 2022

6 pm – 8:00 pm

ROLL CALL

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

<u>Members present:</u>	<u>Members not present:</u>	<u>Staff present:</u>	<u>Guests present:</u>
Karin Dominguez	Mike Cordero	Pat Keelean	Chris Reed
Areli Miguel	Marina Owen	Monica Moreno	Don St. Clair
Oscar Gutierrez	James Kyriaco	Lorraine Neenan	
Sharon Lutz	Bob Nelson	Grant Carmichael	
Jeremy Ball		Julie Weiner	
Sanford Riggs		David Jimenez	
Alexander Saunders		Libby Martinez	
Elizabeth Snyder			
Josephine Torres			
Guy Walker			
Phylene Wiggins			

1. WELCOME & CALL TO ORDER

Elizabeth Snyder, Co-Chair, called the meeting to order at 6:05 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. APPROVAL OF BOARD MINUTES

August 24th, 2022

M/S/A Phylene Wiggins/Guy Walker

Approved

4. 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.

5. CEO UPDATE – PAT KEELEAN

- a. Pat shared a success story by Los Compadres (YOBG)

- b. Back to school backpack giveaway on Saturday, August 27th in Goleta, Lompoc, and Santa Maria. Close to 1000 were distributed. There was also a Senior care bag distribution to 175 seniors in partnership with the Santa Barbara Housing Authority, as well as 180 gift cards to Cuyama center and seniors.
- c. In October, working on compliance with CSBG for the Organizational Standards.
- d. Friend gathering in Mid-County on October 20th at Los Olivos with 30 guests. There will be another small gathering on 12/4 and another in February.
- e. Key Strategic Initiatives with DEI and Organization Assessment analyzing data with Policies and Procedures.
- f. Universal Intake implementation by March 2023. Customer Satisfaction Surveys will be launched automatically.
- g. Emergency Planning – Community Response training is ongoing.
- h. Emergency Preparedness protocols to be distributed.
- i. Business continuity plan will be completed in December 2022.
- j. Staff and leadership team development has expanded to the Learning Academy. Women in Leadership Certificate by Antioch University and a partnership with the Santa Barbara City College School of Extended Learning.
- k. On November 4th, CommUnify will host the All-Staff Summit – Treat Yourself.
- l. Tri-Annual needs assessment – the challenge with staff and teacher shortages with 43 open jobs countywide. Pat is advocating with the National Head Start. There is a mandated increase in wages that is unfunded. Pat will reach out to Monique Limon, State Senate Representative, with this concern.
 - 1. Jeremy Ball – stated that this was an excellent presentation.
 - 2. Welcomed Areli Miguel – Parent Policy Council representative.

6. **CFO UPDATE – GRANT CARMICHAEL**



Finance Committee

- Cash & Investments
- Balance Sheet
- Accounts Receivable Aging
- Deferred Revenue Analysis
- Income Statement: Budget vs Actual
- CEO Report - Budget vs Forecast
- Head Start / Early Head Start
- MB&T Credit Cards – August
- Fiscal Department Update

Looking at cash on hand just under 40 days

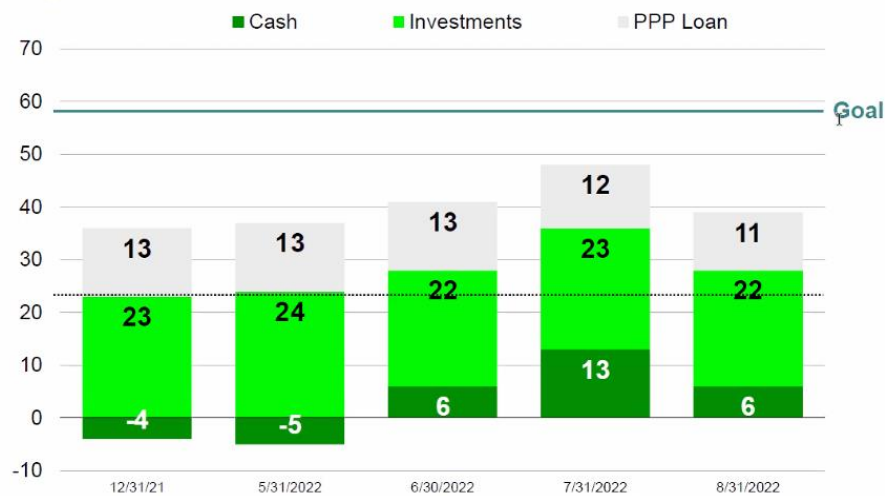


Cash & Investments

	rate	8/31/22	7/31/22	6/30/22	12/31/21
MB&T Operating		749,124	1,156,392	831,474	109,724
MB&T Payroll		9,905	17,327	14,299	9,890
Mechanics - Operating		37,142	37,142	31,872	19,184
MB&T - MMKT	0.25	192,910	192,910	192,896	392,429
Pacific Premier - MMKT	0.35	26,687	26,687	26,687	26,697
Community Bank of SM - MMKT	0.25	27,554	27,554	27,554	27,547
American Riviera - MMKT	0.35	60,777	60,777	60,777	60,777
Miscellaneous - Petty Cash		995	995	995	995
Total Cash		1,105,094	1,519,783	1,186,555	647,242
MB&T Investments		1,445,092	1,481,643	1,431,658	1,672,844
Total Investments		1,445,092	1,481,643	1,431,658	1,672,844
Total Cash & Investments		2,550,186	3,001,426	2,618,213	2,320,085
Total Cash & Investments		2,550,186	3,001,426	2,618,213	2,547,504
Less: Mechanics Operating		37,142	37,142	31,872	19,124
Less: MB&T Operating		749,124	1,156,392	831,474	448,468
Less: MB&T Payroll		9,905	17,327	14,299	15,134
Cash Reserve		1,754,014	1,790,565	1,740,567	2,181,288
Days Cash & Invest On-Hand		39	48	41	32



Cash & Investments





Balance Sheet

Current Month vs Prior Year and Audit (PY)

Balance Sheet

Balance Sheet		Current	Prior Month	Prior Year
		August 31, 2022	July 31, 2022	Dec 31, 2021
ASSETS				
Assets				
Cash and Cash Equivalents		\$1,105,112	\$1,519,783	\$649,106
Grants Receivable		\$3,130,024	\$2,348,313	\$2,995,537
Prepaid Expenses & Other		\$387,361	\$398,995	\$224,801
Investments		\$1,445,092	\$1,481,643	\$1,672,844
Fixed Assets		\$264,168	\$265,489	\$274,742
Total		\$6,331,756	\$6,014,223	\$5,817,029
Total		\$6,331,756	\$6,014,223	\$5,817,029
LIABILITIES AND NET ASSETS				
LIABILITIES				
Accounts Payable and Accrued		\$541,941	\$305,755	\$372,752
Accrued Payroll		\$1,362,015	\$508,579	\$622,945
Accrued Vacation		\$727,459	\$731,631	\$686,101
Deferred Revenue		\$606,869	\$1,235,922	\$613,369
PPP Loan		\$765,604	\$789,166	\$953,658
Total Liabilities		\$4,003,888	\$3,571,052	\$3,248,826
Total Net Assets		\$2,327,868	\$2,443,171	\$2,568,203
Total LIABILITIES AND NET ASSETS		\$6,331,756	\$6,014,223	\$5,817,029

Balance was slightly down in august due to a large prepayment in state preschool and as a result of the board approving the bonuses for head start staff, much appreciated.

CommUnify continues to make payments on the PP loan, which looks in good shape and is monitored. Looking at investment portfolio, CommUnify met with MB&T portfolio managers in September.



Accounts Receivable

Aging at August-2022

Cust#	Program	8/31/22	Non Inv/AR	Current	31 - 60 Days	61 - 90 Days	Over 90
70067	Board of State & Community Corrections	32,917	-	-	-	-	-
70068	CA Department of Social Services -OCAP	32,961	6,232	8,307	10,291	8,132	-
70062	CA Dept of Public Health-Cal Prep	56,891	-	-	-	56,891	-
70059	CA State, Dept of Public Health-I&E	25,890	-	-	25,890	-	-
70060	CA State, Dept of Public Health-TAPP	78,380	26,236	-	52,144	-	-
70035	CA State-CSBG Adm	239,194	97,192	73,700	68,302	-	-
70039	County of Santa Barbara- Public Health (211 Covid)	31,276	-	15,734	15,542	-	-
70050	California Student Aid Commission-Cal Soap	346,159	95,656	-	250,503	-	-
70040	County of Santa Barbara-211 ,Rentry	32,038	17,704	14,334	-	-	-
70053	CCHL- Health Insurance 211	1,579	-	-	-	-	1,579
70051	City Of Santa Maria/Special Projects Division	261	261	-	-	-	-
70036	Community Services Department: Energy	394,943	143,887	118,590	129,683	-	2,783
70073	SB County Probation-YOIBG	21,585	7,238	6,990	7,357	-	-
70070	SB County/ADMHS-Head Start mental health	78,632	30,312	43,535	4,786	-	-
70071	SB County/ADMHS-Tay New Heights	85,561	26,829	18,574	40,158	-	-
70069	SB County/South Coast Task Force	97,108	-	-	-	-	97,108
70061	State of CA- CACFP Food Program	81,183	-	25,101	26,310	29,771	-
70037	Lompoc Valley Middle School	4,805	-	-	4,805	-	-
70033	HHS FSS Grant	26,244	14,479	11,765	-	-	-
70019	Family Service Agency	3,733	-	3,733	-	-	-
70034	Interface-PSPS	8,281	-	8,281	-	-	-
70068	State Of California Department of Education- Child	83,444	-	-	83,444	-	-
Total:		1,763,064	498,943	348,644	719,213	94,794	101,470
Misc. Accounts Receivable GL - 14000						> \$15K	> \$10K
Description		8/31/22	Non Inv/AR	Current	31 - 60 Days	61 - 90 Days	Over 90
Accrue Head start/HS Blended 106440-21/116540-21		920,663	-	920,663	-	-	-
Accrue Head start EHS 100540-21		425,597	-	425,597	-	-	-
Covid 19 ARPA HS		20,698	-	20,698	-	-	-
CRRSA Head Start		-	-	-	-	-	-
Total:		1,366,958	-	1,366,958	-	-	-
Total Accounts Receivable:		3,130,022	498,943	1,715,602	719,213	94,794	101,470
		100%	16%	55%	23%	3%	3%

Note: As of 10/24/22, \$193,330 of AR > 60 days has been collected

A little bit higher than normal, but staying on top of it

Continues to work with Children's Services and Community Services to have funding spent, anticipating spending down as services are provided.



Deferred Revenue

Historical Analysis

	Jun-22	Jul-22	Aug-22
Cal Soap Revenue 22-23	1,500	1,500	1,500
CenCal Health Tapp Program Overlay	100,000	84,231	68,504
Northern Trust-Cal Soap College Visits	20,000	20,000	20,000
Bank Of America Holly Thompson(FSS don)	25,000	25,000	25,000
City of Goleta Family Self Suficiency			7,100
CCRSA Stipend alloc Head start	97,020	97,020	
Child Care Stipend State One Bridge Programs	16,800	16,800	193
CCRSA Department of Social Services Stipend	105,000	105,000	
CDSS Child Care Stabilization Stipend		5,000	5,000
State of Calif ARPA Stipend CSPP Bill 131	88,200	88,200	1,130
Child Development Advance - CPKS		625	625
Child Development Advance - CSPP		602,444	301,222
Edison Grant	30,000	30,000	30,000
Head Start Funds			35,097
Interface - COVID	38,879	38,879	38,879
QRIS - SB County for HS/BLD/EHS	104,095	104,095	72,620
CSBG Regular Advance	34,129	17,000	
Total	660,622	1,235,793	606,869



Income Statement

Current Year vs Prior Year Audit (PY), and Prior Month (PM)

	Budget YTD 08/31/2022	Current YTD 08/31/2022	VS YTD Budget Variance	VS Budget % Variance
REVENUE				
Special Events, Net	-	(28,387)	(28,387)	N/A
Federal Agencies	9,285,457	8,481,888	(803,569)	-8.7%
State Agencies	5,211,577	5,792,237	580,660	11.1%
Local Government	1,116,337	1,162,128	45,791	4.1%
Contributions	333,344	380,787	47,443	14.2%
Parent Fees	29,160	-	(29,160)	-100.0%
Other/PPP	-	78,135	78,135	N/A
In-Kind Donations	513,333	436,922	(76,411)	-14.9%
Revenue Subtotal	16,489,209	16,303,709	(185,500)	
Investment Income	-	(226,904)	(226,904)	N/A
Total Revenue	16,489,209	16,076,805	(412,404)	-2.5%
EXPENSES				
Personnel	10,162,255	9,946,319	215,936	2.1%
Direct Expenses	4,854,259	4,528,877	325,381	6.7%
Administrative Overhead	1,508,331	1,639,598	(131,267)	-8.7%
Total Expenses	16,524,845	16,114,794	410,050	2.5%
CHANGE IN NET ASSETS	(35,636)	(37,989)	(2,354)	

Year To Date performance, improvement reason part of Head Start bonuses, as well as billings as well as catching up of close out of the summertime/August, right on plan, bottom line.



Income Statement

Detailed expense variance analysis

	Budget YTD 08/31/2022	Current YTD 08/31/2022	VS YTD Budget Variance	VS Budget % Variance	Comment
EXPENSES					
Personnel	10,162,255	9,946,319	215,936	2.1%	
Consultants/Contractual	1,231,284	1,653,407	(422,123)	-34.3%	Outside strategic consulting above plan
Supplies	494,244	351,497	142,746	28.9%	Lower classroom and supplies costs
Food	400,827	216,725	184,102	45.9%	HS/EHS lower than plan
Equipment	65,203	105,923	(40,720)	-62.5%	Increased funds for HS computers
Space Rent	333,030	386,227	(53,198)	-16.0%	Increased rent for new locations & escalations
Insurance	79,473	73,201	6,272	7.9%	
Utilities, Telephone	200,338	188,922	11,416	5.7%	
Repairs & Maintenance	580,447	344,332	236,115	40.7%	Facilities repairs using ARPA funds in Q4
Printing & Postage	38,973	20,187	18,786	48.2%	Annual report costs pending
Travel	167,924	86,668	81,256	48.4%	Planned trips not taken
Vehicle lease expense	92,147	75,797	16,349	17.7%	Fleet retirements costs savings
Training	58,450	134,310	(75,860)	-129.8%	Add'l funds for HS above plan
Recruitment/Marketing	131,378	81,380	49,998	38.1%	Unfilled positions
Other Expenses	467,208	373,378	93,830	20.1%	
In-kind	513,333	436,922	76,411	14.9%	
Administrative Overhead	1,508,331	1,639,598	(131,267)	-8.7%	
TOTAL EXPENSES	16,524,845	16,114,794	410,050	2.5%	

Little bit underspent, pointing out that we spent a number of dollars in strategic development training, emergency preparedness, and using consulting resources to offset in Head Start children's programs. The good news is that expense and revenue ARPA funds and covid 19 funds provided staff development, and org development allowed us to make some of the offsets.



CEO Report by Project

Aug-22 YTD Actual vs Budget 1 of 2

Dept.	Description	Actual Rev	Actual Exp	Actual Net	Bud Rev	Bud Exp	Bud Net	Var
ADMIN	Admin Services Other	10,000	2,400	7,600	0	0	0	7,600
ADMIN	Hutton Parker Foundation	0	2,882	(2,882)	0	0	0	(2,882)
ADMIN	Santa Barbara Foundation	0	1,667	(1,667)	0	0	0	(1,667)
ADMIN	Development	157,816	286,877	(129,061)	333,344	371,585	(38,241)	(90,820)
ADMIN	Agency / CSBG 2022	155,656	96,530	59,126	286,336	85,662	200,674	(141,548)
ADMIN Totals:		323,472	390,357	(66,885)	619,680	457,247	162,433	(229,318)
CS	Early Head Start 21	2,141,276	2,140,390	886	2,263,278	2,263,278	0	886
CS	Children's Services Other	0	252	(252)	0	0	0	(252)
CS	ARPA Bwell Mental Health	0	3,222	(3,222)	0	0	0	(3,222)
CS	Head Start/Blended 21	9,496,181	9,498,383	(2,202)	9,512,250	9,512,250	0	(2,202)
CS	American Recovery Plan	721,408	717,497	3,911	568,373	568,373	0	3,911
CS Totals:		12,358,865	12,359,743	(878)	12,343,901	12,343,901	0	(878)
FYS	Cal-Soap 21	323,570	325,558	(1,988)	420,380	426,782	(6,402)	4,414
FYS	BW TAY 21	396,630	321,110	75,519	310,408	364,048	(53,640)	129,159
FYS	Probation 21	82,076	113,043	(30,966)	141,594	143,024	(1,430)	(29,536)
FYS	TAPP 21	162,801	165,647	(2,846)	150,497	152,018	(1,521)	(1,325)
FYS	Cencal Health APLP Overlay	100,000	1,512	98,488	0	0	0	98,488
FYS	South Coast Task Force 21	71,671	76,344	(4,673)	71,670	119,337	(47,667)	42,994
FYS	Secure Families CAL-VIP	32,917	32,917	0	0	0	0	0
FYS	Cal Prep 21	96,638	98,039	(1,401)	132,228	132,228	0	(1,401)
FYS	I & E 21	66,056	67,824	(1,768)	128,111	128,111	0	(1,768)
FYS	FYS Services Other	1,195	1,760	(565)	0	49,689	(49,689)	49,124
FYS Totals:		1,333,554	1,203,755	129,799	1,354,888	1,515,237	(160,349)	290,148



CEO Report by Project

Aug-22 YTD Actual vs Budget 2 of 2

Dept.	Description	Actual Rev	Actual Exp	Actual Net	Bud Rev	Bud Exp	Bud Net	Var
COMM	CSBG FSS 2022	39,145	37,434	1,711	58,694	59,287	(593)	2,304
COMM	CSBG-FSS Discretionary 2021	23,473	24,213	(740)	0	0	0	(740)
COMM	CSBG-CARES ACT 2020	347,814	347,367	447	325,451	325,451	0	447
COMM	CSBG-CARES ACT Discr 2020	5,827	7,353	(1,526)	0	0	0	(1,326)
COMM	CDBG-Minor Home Repair	17,097	17,115	(18)	33,749	34,438	(689)	671
COMM	Economic Empowerment 21-2	53,193	54,003	(810)	52,345	52,854	(509)	(301)
COMM	Dignity Health Utility Assist	9,750	6,591	3,159	0	0	0	3,159
COMM	211 Program 21	290,602	301,315	(10,712)	168,820	177,126	(8,306)	(2,406)
COMM	EITC 21	0	0	0	97,272	97,053	219	(219)
COMM	Energy Inventory Sales 22	(3)	109	(113)	0	0	0	(113)
COMM	AAA Home Repair 21	34,105	34,882	(777)	17,165	18,069	(904)	127
COMM	Senior Safe at Home 21	6,038	55,202	(49,164)	0	0	0	(49,164)
COMM	LIHEAP WX 21	367,550	385,689	(18,139)	422,954	436,035	(13,081)	(5,058)
COMM	LIHEAP ECIP 21	561,435	583,027	(21,591)	510,561	520,981	(10,420)	(11,171)
COMM	CARES ACT ECIP 20	(43)	0	(43)	0	0	0	(43)
COMM	DAP ECIP	(71)	0	(71)	0	0	0	(71)
COMM	ARPA	215,361	215,361	0	340,424	343,863	(3,439)	3,439
COMM	HHS FSSDD Grant	99,886	101,090	(1,204)	143,303	143,303	0	(1,204)
COMM	Community Services Other	0	(0)	0	0	0	0	0
COMM Totals:		2,071,159	2,170,750	(99,591)	2,170,738	2,208,460	(37,722)	(61,869)
AGENCY Totals:		16,087,050	16,125,040	(37,989)	16,489,207	16,524,845	(35,638)	(2,351)

A little bit behind, but not much of a deficit. Improve in FYS close out billings done and taking advantage of the CenCal funds, attention next to comm serv.

Able to raise 85k in 2021 and to be spent down, work with funders to be able to capture



Aug-22 Head Start

Head Start	Full Year Budget	Aug - Fiscal YTD	Aug - Fiscal Budget	F / (U) Variance	Aug - PROJ YTD	Aug - PROJ Budget YTD	F / (U) Variance
Federal Revenue	9,294,089	5,711,984	5,929,096	(217,112)	6,303,964	6,768,896	(464,932)
Federal Revenue - T & TA	94,897	227,300	61,421	165,879	227,300	65,005	162,294
USDA Reimbursements	598,463	243,689	398,976	(155,287)	269,304	448,848	(179,544)
State Revenue	2,898,859	2,524,518	1,932,576	591,942	2,845,895	2,174,148	671,747
Santa Barbara County	478,545	277,676	286,016	(8,340)	323,586	321,768	1,818
Parent Fees	40,630	-	27,168	(27,168)	-	28,215	(28,215)
Other Revenue	135,000	34,712	117,433	(82,721)	34,712	118,933	(84,221)
In-kind Revenue	700,000	388,412	438,349	(49,937)	434,499	489,014	(54,515)
Total Revenue	14,240,483	9,408,291	9,191,035	217,256	10,439,258	10,414,827	24,431
Total Employee Expenses:	9,498,800	6,338,461	6,090,595	(247,866)	7,096,490	6,953,297	(143,193)
Total Contracts:	480,000	488,904	311,160	(177,744)	525,865	350,428	(175,437)
Total Meal Expense	660,000	181,368	429,101	247,733	193,004	481,079	288,076
Total Supplies:	276,500	128,369	192,116	63,747	132,975	203,229	70,254
Total Facility Expenses:	1,059,250	677,702	719,010	41,308	746,669	795,397	48,728
Total Misc Expenses	260,458	244,204	171,838	(72,365)	258,956	191,085	(67,871)
Indirect Costs	1,305,475	957,771	838,865	(118,906)	1,050,801	951,299	(99,503)
Total Cost W/O In-Kind	13,540,483	9,016,779	8,752,686	(264,094)	10,004,759	9,925,813	(78,946)
In-Kind Expenses	700,000	388,412	438,349	49,937	434,499	489,014	54,515
Total Expenses	14,240,483	9,405,192	9,191,035	(214,157)	10,439,258	10,414,827	(24,431)
Net Income	-	3,099	-	3,099	0	-	0

On plan in August, working with Lorraine, to spend dollars appropriately.



Aug-22 Early Head Start

Early Head Start	Full Year Budget	Aug - Fiscal YTD	Aug - Fiscal Budget	F / (U) Variance	Aug - PROJ YTD	Aug - PROJ Budget YTD	F / (U) Variance
Federal Revenue	2,681,251	1,456,255	1,783,301	(327,047)	1,621,029	2,009,260	(388,231)
Federal Revenue - T & TA	59,792	37,834	36,461	1,373	37,834	37,945	(111)
USDA Reimbursements	64,038	44,999	42,696	2,303	54,374	48,033	6,341
State Revenue	506,146	535,006	328,223	206,782	590,433	369,524	220,909
Santa Barbara County	-	-	-	-	-	-	-
Parent Fees	3,195	-	2,474	(2,474)	-	2,724	(2,724)
Other Revenue	5,000	3,340	3,731	(391)	3,340	4,231	(891)
In-kind Revenue	70,000	26,454	49,006	(22,552)	30,565	55,174	(24,609)
Total Revenue	3,389,422	2,103,887	2,245,892	(142,006)	2,337,576	2,526,891	(189,315)
Total Employee Expenses:	2,476,321	1,575,307	1,633,569	58,262	1,763,764	1,838,426	74,661
Total Contracts:	138,000	65,093	80,749	15,656	68,170	98,923	30,753
Total Meal Expense	64,000	39,295	42,664	3,369	42,327	47,997	5,670
Total Supplies:	101,500	31,005	81,209	50,204	32,204	84,576	52,372
Total Facility Expenses:	178,350	126,154	120,261	(5,892)	139,204	133,672	(5,532)
Total Misc Expenses	41,216	24,486	27,883	3,397	24,675	31,232	6,557
Indirect Costs	320,035	215,703	210,552	(5,151)	236,666	236,892	225
Total Cost W/O In-Kind	3,319,422	2,077,042	2,196,887	119,845	2,307,011	2,471,717	164,707
In-Kind Expenses	70,000	26,454	49,006	22,552	30,565	55,174	24,609
Total Expenses	3,389,422	2,103,496	2,245,892	142,397	2,337,576	2,526,891	189,315
Net Income	-	391	-	391	(0)	-	(0)

Under-enrolled in this program, we are trying to keep close to the budget as possible.

Agency Credit Card Statements



Aug-22 MB&T Cards

PATRICIA KEELEAN			Credit Limit \$5,000.00
Description	Amount	Activity	
DNR-GODADDY.COM	\$ 51.17	Membership and Subs	
CITY OF SB REC CNP	\$ 250.00	Meeting Expenses	
OFFICE DEPOT 4931	\$ 76.48	Office Supplies	
ZOOM.US 888-799-5555	\$ 50.00	Communications	
ESP-Software, Inc.	\$ 111.82	Software	
HELLOSON YEARLY	\$ 180.00	Software	
ZOOM.US 888-799-5555	\$ 307.66	Communications	
DNR-GODADDY.COM	\$ 155.36	Membership and Subs	
DNR-GODADDY.COM	\$ 155.36	Membership and Subs	
DNR-GODADDY.COM	\$ 30.30	Meeting Expenses	
THE PANTRY ON PARK INC	\$ 31.21	Meeting Expenses	
CAFFE LUXE - MONTECITO	\$ 372.00	Conference & Registration	
SMK-SURVEYMONKEY.COM	\$ 314.69	Out of Town Travel	
HAMPTON INN AND SUITES	\$ 579.00	Client Expenses	
AMZN MKTP US-CY8AE7N13	\$ 1,757.00	Catered Meals	
VALENTINO'S TAKE N BAKE PI	\$ 215.25	Meeting Expenses	
JANF AT THE MARKETPLACE	\$ 79.27	Meeting Expenses	
DAILY GRIND COFFEE & TEA	\$ 24.10	Meeting Expenses	
UCHOOSE CASH BACK	\$ (146.15)	Interest Charges/Bank Fees	
Interest Charge on Purchases	\$ 125.51	Other Expenses	
Total	\$ 4,909.66		
GRANT CARMICHAEL			Credit Limit \$5,000.00
Description	Amount	Activity	
RUSTY'S PIZZA PARLOR CA	\$ 133.57	Other Expenses	
AMZN MKTP US-KX3FA7U13	\$ 579.00	Client Expenses	
AMZN MKTP US-3180R9D03	\$ 579.00	Client Expenses	
AMZN MKTP US-N797L60X3	\$ 579.00	Client Expenses	
AMZN MKTP US-J8RG15Z0	\$ 1,158.00	Client Expenses	
AMZN MKTP US-T881F4C65	\$ 1,158.00	Client Expenses	
AMZN MKTP US-F76R6YK3	\$ 579.00	Client Expenses	
AMZN MKTP US-X9DOW0KJ3	\$ 1,158.00	Client Expenses	
AMZN MKTP US-JM9SLCJ3	\$ 1,158.00	Client Expenses	
AMZN MKTP US-JH4CX9313	\$ 579.00	Client Expenses	
AMZN MKTP US-MD369J3	\$ 1,158.00	Client Expenses	
AMZN MKTP US-KL2MX5CZ3	\$ 579.00	Client Expenses	
Total	\$ 9,393.57		
SETH MILLER			Credit Limit \$5,000.00
Description	Amount	Activity	
GOOGLE -BVCScalacappb	\$ 53.35	Communications	
CALIFORNIA STATE UNIVERSITY	\$ 105.50	Conference & Registration	
CALIFORNIA STATE UNIVERSITY	\$ 410.00	Conference & Registration	
ZOOM.US 888-799-5555	\$ 54.39	Communications	
AVENTRELEVENT REG	\$ 315.00	Conference & Registration	
VZWRL 888-APCC-VISW	\$ 60.00	Communications	
VZWRL 888-APCC-VISW	\$ 350.75	Communications	
LINKEDIN-734-4356806	\$ 512.65	Staff Recruitment	
LINKEDIN-734-4356806	\$ 27.00	Staff Recruitment	
AYRES HOTEL MORENO VALLEY	\$ 1,145.34	Out of Town Travel	
Total	\$ 2,784.65		



Aug-22 MB&T Cards

LORRAINE R. NEENAN		
Description	Amount	Activity
WWW COSTCO.COM	\$ 166.28	Program Supplies
WWW COSTCO.COM	\$ 97.66	Program Supplies
GOOGLE*GSUITE CACSB.CO	\$ 8.00	Membership and Subs
WWW COSTCO.COM	\$ 56.69	Program Supplies
WWW COSTCO.COM	\$ 33.29	Program Supplies
TRADER JOE'S #239 GPS	\$ 58.61	Meeting Expenses
TRADER JOE'S #239 GPS	\$ 58.61	Meeting Expenses
TRADER JOE'S #239 GPS	\$ 13.02	Meeting Expenses
WWW COSTCO.COM	\$ 12.67	Program Supplies
WWW COSTCO.COM	\$ 7.44	Program Supplies
CITY OF SB PARKING	\$ 2.50	Local Travel - Parking
EVERYCHILD CALIFORNIA	\$ 447.00	Conference & Registration
LIED CONFERENCE CENTER L	\$ 1,003.76	Out of Town Travel
WWW COSTCO.COM	\$ 14.88	Program Supplies
WWW COSTCO.COM	\$ 25.34	Program Supplies
MARRIOTT SANTA YNEZ VA	\$ 500.00	Out of Town Travel
MARRIOTT SANTA YNEZ VA	\$ 4,437.92	Out of Town Travel
WWW COSTCO.COM	\$ 49.94	Program Supplies
WWW COSTCO.COM	\$ 85.03	Program Supplies
WWW COSTCO.COM	\$ 41.99	Program Supplies
WWW COSTCO.COM	\$ 20.11	Program Supplies
\$ 7,140.74		

JENNIFER MCDONALD		
Description	Amount	Activity
COSTCO WHSE#1275	\$ 100.20	Meeting Expenses
COSTCO WHSE#1275	\$ 50.10	Meeting Expenses
COSTCO WHSE#1275	\$ 35.26	Meeting Expenses
COSTCO WHSE#1275	\$ 99.59	Meeting Expenses
COSTCO WHSE#1275	\$ 49.80	Meeting Expenses
COSTCO WHSE#1275	\$ 35.04	Meeting Expenses
COSTCO WHSE#1275	\$ 280.02	Meeting Expenses
COSTCO WHSE#1275	\$ 140.01	Meeting Expenses
COSTCO WHSE#1275	\$ 99.53	Meeting Expenses
ALBERTSONS #1348	\$ 127.23	Staff Activities
ALBERTSONS #1348	\$ 43.68	Staff Activities
ALBERTSONS #1348	\$ 18.99	Staff Activities
PANERA BREAD #202772 O	\$ 1,780.25	Catered Meals
PANERA BREAD #202772 O	\$ 890.13	Catered Meals
PANERA BREAD #202772 O	\$ 626.38	Catered Meals
PODS #103	\$ 335.17	Equipment Rental
PODS #103	\$ 95.79	Equipment Rental
WWW COSTCO.COM	\$ 134.97	Program Supplies
WWW COSTCO.COM	\$ 50.00	Program Supplies
\$ 4,992.14		

Fiscal Department Update:



Fiscal Department Update

- 1st draft of annual budget to be completed November
- Indirect Rate proposal work pending audit results
- 403b and Form 5500 complete; 990 mid-November
- National Org Standards require auditor rebidding
- Next committee meeting: November 30th

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 at 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 – October 5, 2022 (Pages 23 - 31)
- 7a – 2 Finance Committee Minutes – September 28, 2022 (Pages 32 - 49)
- 7a – 3 Finance Committee Minutes – October 26, 2022 (Pages 50 - 67)
- 7a – 4 Audit Committee Minutes – October 26, 2022 (Pages 68 - 99)

M/S/A Phylene Wiggins/Guy Walker

Approved

7b. Approval of Grants \$10,000 and Under/Renewal Contracts: (Pages 19 - 22)

7b – 1 Approve the introduction of HR Policy 2.24 - Location Allowance to CommUnify's HR Policy Handbook, effective upon approval.

7b – 2 Approve the updated Policy 9.03 Personal Leave in CommUnify's HR Policy Handbook, effective January 1, 2023.

M/S/A Phylene Wiggins/Guy Walker

Approved

8. ACTION ITEMS:

8 – A Approval of and authorization to submit a grant application to the Santa Barbara Foundation's Senior Programs Committee - Advised Fund Program for \$12,000 in support of the Seniors Safe at Home program.

M/S/A Sharon Lutz/Alexander Saunders

Approved

8 – B Approval of and authorization to submit a grant application to the Mark and Dorothy Smith Foundation for \$20,000 in support of the Seniors Safe at Home Program.

M/S/A Sharon Lutz/Phylene Wiggins

Approved

8 – C Approval and authorization to submit a grant application to the Santa Barbara City Community Development Block Grant (CDBG – Public Service) program in the amount of \$30,000 in support of the 2-1-1 Helpline.

M/S/A Sharon Lutz/Alexander Saunders

Approved

8 – D Approval of and authorization to submit a grant application to the Santa Barbara City Community Development Block Grant (Capital) program for a request of up to \$450,000 for capital improvements to the Coronel Street property for the Head Start/Early Head Start program.

M/S/A Karin Dominguez/Jeremy Ball

Approved

8 – E Approval to enter into a contract with the CA Department of Community Services & Development (CSD) for the Low-Income Home Energy Assistance Program (LIHEAP) - Contract 23B-5034 in the amount of \$1,645,412 for the period of November 1, 2022, to June 30, 2024.

M/S/A Jeremy Ball/Karin Dominguez

Approved

8 – F Accept the proposal to revise CommUnify HR Policy Handbook, Policy 9.09 Bereavement Leave, with the extension of two additional paid leave days, effective January 1, 2023.

M/S/A Sharon Lutz/Sanford Riggs

Approved

8 – G Accept the proposal to revise CommUnify HR Policy Handbook, Policy 9.01 Vacation Leave, with the revised accrual table and removal of the probationary period.

M/S/A Phylene Wiggins/Sharon Lutz

Approved

9. PRESENTATIONS/TRAININGS:

9a. 2021 Single Audit (Chris Reed, McGowan Guntermann)

A single audit report presented by Chris Reed from McGowan Guntermann will work with a proposal with the federal government and hire a consultant to submit this. Focusing now on form 990 will be filed in mid-November. National Organization standards will put the audit up for bid to get this process underway.

- Question by Sanford – wondering if we have heard about the ERTC fund by CARES Act for 2 to 500 employees for non-profits and wondered if Grant has heard about that and asked that we see if we qualify for that credit, employee retain credit by covid-19, Sanford will send Grant more information.

Chris Reed – presented this report with the highest level of assurance performed under gov standards



CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

200 E. Carrillo Street, Suite 300, Santa Barbara, CA 93101, (805) 962-9175, www.mcgowan.com

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
Community Action Commission of Santa Barbara County, Inc.
dba CommUnify
Santa Barbara, California

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Community Action Commission of Santa Barbara County, Inc. dba CommUnify (a nonprofit organization), which comprise the statement of financial position as of December 31, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of Community Action Commission of Santa Barbara County, Inc. dba CommUnify as of December 31, 2021, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Community Action Commission of Santa Barbara County, Inc. dba CommUnify and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

COMMUNITY
STATEMENT OF FINANCIAL POSITION
For the Year Ended December 31, 2021
(With Comparative Totals for the Year Ended December 31, 2020)

	2021	2020
ASSETS		
Current Assets:		
Cash and cash equivalents	\$ 645,370	\$ 3,306,132
Investments	1,672,844	1,540,648
Grants and contracts receivable	2,967,194	2,402,352
Prepaid expenses and other current assets	224,800	276,822
Total Current Assets	5,510,208	7,525,954
Non-current Assets:		
Fixed assets, net of accumulated depreciation	274,742	290,603
Total Non-Current Assets	274,742	290,603
Total Assets	\$ 5,784,950	\$ 7,816,557
LIABILITIES AND NET ASSETS		
Current Liabilities:		
Accounts payable and accrued expenses	\$ 542,752	\$ 649,735
Accrued payroll	623,044	641,692
Accrued vacation	686,102	727,711
PPP loan	953,658	3,168,272
Deferred revenue	613,370	580,970
Total Liabilities	3,418,926	5,768,380
Net assets:		
Without donor restrictions	2,091,282	1,757,574
Invested in fixed assets	274,742	290,603
Total Net Assets	2,366,024	2,048,177
Total Liabilities and Net Assets	\$ 5,784,950	\$ 7,816,557

The accompanying notes are an integral part of these financial statements.
+

Decrease due to repayment of the PP loan in 2020

COMMUNITY
STATEMENT OF ACTIVITIES
For the Year Ended December 31, 2021
(With Comparative Totals for the Year Ended December 31, 2020)

	2021	2020
Public Support:		
Special events, gross	\$ 2,733	\$ 14,031
Less: direct costs benefiting donors	-	(27,652)
Special events, net	2,733	(13,621)
PPP forgiven SBA loan	-	437,046
Contributions and grants	362,746	506,489
Total Public Support	365,479	929,914
Revenue:		
Grants and contracts	\$ 22,857,398	21,440,616
Program income	30,678	46,512
In-kind	730,823	836,552
Other investment earnings	158,217	94,849
Total Revenue	23,777,116	22,418,529
Total Public Support and Revenue	24,142,595	23,348,443
Expenses:		
Program services:		
Children's services	15,834,605	15,395,325
Nutritional services	1,293,376	2,187,411
Family and youth services	1,921,929	1,843,692
Community services	2,414,471	2,031,528
Total program service expenses	21,464,381	21,457,956
Administration services:		
Management and general	2,123,560	1,955,170
Endorsing	238,897	253,763
Total expenses	23,824,748	23,666,889
Change in net assets	317,847	(318,146)
Net assets, beginning of period	2,048,177	2,366,323
Net assets, end of period	\$ 2,366,024	\$ 2,048,177

The accompanying notes are an integral part of these financial statements.
-5-

COMMUNITY
STATEMENT OF FUNCTIONAL EXPENSES
For the Year Ended December 31, 2021
(With Comparative Totals for the Year Ended December 31, 2020)

	Children's Services	Senior Program	Family Resource	Community Services	Total Program Services	Supporting Services Management and General	Foodbank	Total 2021	Total 2020
Compensation and Related Benefits									
Salaries	\$ 8,449,445	\$ 379,666	\$ 1,370,660	\$ 855,854	\$ 11,146,624	\$ 933,673	\$ 143,297	\$ 12,343,595	\$ 12,252,091
Payroll taxes and fringe benefits	2,369,308	87,378	336,130	259,180	3,272,065	283,801	30,079	3,605,946	3,816,142
Total compensation and related benefits	11,209,833	467,044	1,626,779	1,115,032	14,418,690	1,217,474	215,277	15,948,540	16,068,233
Other Expenses									
Professional services	348,450	1,000	3,017	5,254	358,650	63,897	-	422,547	267,236
Taxes	38,062	24,733	28,894	5,158	104,840	(553)	482	104,776	119,695
Subcontractor	618,530	46,303	19,889	771,445	1,450,168	239,009	5,750	1,703,007	1,620,053
Space and equipment rental	420,219	15,192	45,759	71,912	553,083	182,996	-	718,078	683,966
Equipment and building maintenance	399,817	230	9	12,376	412,420	14,210	-	426,730	325,645
Equipment purchases	33,133	945	-	35,868	69,866	86,159	250	156,295	177,307
Vehicle	102,817	11,514	55	6,095	150,521	30,501	-	174,502	169,762
Depreciation	10,184	-	-	-	10,184	5,678	-	15,861	20,707
Food and meals	190,862	604,371	-	-	795,233	3,523	-	798,756	1,142,424
Supplies	1,069,873	6,515	74,330	24,988	1,175,719	9,954	3,522	1,189,195	1,129,897
Communications	144,564	4,202	26,059	16,766	191,591	25,090	-	216,680	229,769
Utilities	108,044	-	-	1,407	109,451	597	-	110,048	122,120
Insurance	89,909	12,079	1,957	6,714	110,659	56,248	-	167,007	152,764
Staff training	140,013	-	9,840	9,365	159,218	13,865	5,010	178,092	116,420
In-kind space rental center	651,713	78,110	-	-	730,823	-	-	730,823	836,552
Other	230,581	7,256	85,342	332,050	655,230	201,154	9,417	865,800	476,298
Total other expenses	4,824,772	826,332	295,150	1,289,437	7,045,691	906,086	24,431	7,975,208	7,580,656
Total Functional Expense - 2021	\$ 15,634,605	\$ 1,293,376	\$ 1,921,929	\$ 2,414,471	\$ 21,444,381	\$ 2,123,560	\$ 236,807	\$ 23,824,748	
Total Functional Expense - 2020	\$ 15,295,325	\$ 2,197,411	\$ 1,843,692	\$ 2,001,528	\$ 21,457,956	\$ 1,935,170	\$ 253,763		\$ 23,666,889

The accompanying notes are an integral part of these financial statements.
-6-

COMMUNITY
STATEMENT OF CASH FLOWS
For the Year Ended December 31, 2021
(With Comparative Totals for the Year Ended December 31, 2020)

	2021	2020
Cash Flows from Operating Activities:		
Change in net assets	\$ 347,847	\$ (318,146)
Adjustments to reconcile changes in net assets to net cash provided by operating activities:		
Depreciation	15,861	20,707
Net realized and unrealized gains on investments	(124,527)	(91,037)
Changes in certain assets and liabilities:		
Grants and contracts receivable	(564,842)	(696,997)
Prepaid expenses and other current assets	52,022	(17,838)
Accounts payable and accrued expenses	(106,963)	119,925
Accrued payroll	(18,648)	23,678
Accrued vacation	(41,609)	104,353
Deferred revenue	32,400	131,493
Net Cash Used by Operating Activities	(438,479)	(723,862)
Cash Flows from Investing Activities:		
Purchase of investments	(153,479)	(282,343)
Sale of investments	145,810	279,548
Net Cash Used by Investing Activities	(7,669)	(2,795)
Cash Flows from Financing Activities:		
Proceeds from PPP loan	-	3,168,272
Payments on PPP loan	(2,214,614)	-
Net Cash Provided (Used) by Financing Activities	(2,214,614)	3,168,272
Net Change in Cash and Equivalents	(2,660,762)	2,441,615
Cash and Equivalents at the Beginning of Year	3,306,132	864,517
Cash and Equivalents at the End of Year	\$ 645,370	\$ 3,306,132
Supplemental Information:		
Cash Paid for Interest	\$ 49,685	\$ -

The accompanying notes are an integral part of these financial statements.
-7-

COMMUNIFY
Notes to Financial Statements

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

SUBSEQUENT EVENTS

In preparing these financial statements, CommUnify has evaluated events and transactions for potential recognition or disclosure through October 26, 2022, the date the financial statements were available to be issued.

NOTE 3 - INCOME TAXES

CommUnify is exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code. CommUnify is also exempt from California franchise taxes under Section 23701(d) of the Revenue and Taxation Code. CommUnify has been determined by the Internal Revenue Service not to be a "private foundation" within the meaning of Section 509(a) of the Code.

CommUnify adopted the recognition requirements for uncertain income tax positions as required by generally accepted accounting principles, with no cumulative effect adjustment required. Income tax benefits are recognized for income tax positions taken or expected to be taken in a tax return, only when it is determined that the income tax positions will more-likely-than-not be sustained upon examination by taxing authorities. CommUnify has analyzed tax positions taken for filing with the Internal Revenue Service and all state jurisdictions where it operates. CommUnify believes that income tax filing positions will be sustained upon examination and does not anticipate any adjustments that would result in a material adverse effect on CommUnify's financial condition, results of operations or cash flows. Accordingly, CommUnify has not recorded any reserves, or related accruals for interest and penalties for uncertain income tax positions at December 31, 2021. CommUnify is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress.

NOTE 4 - SUMMARY OF FAIR VALUE EXPOSURE

FASB ASC 820-10 and subsections, *Fair Value Measurements and Disclosures* clarifies the definition of fair value for financial reporting, establishes a framework for measuring fair value, and requires additional disclosure about the use of fair value measurements in an effort to make the measurement of fair value more consistent and comparable. CommUnify has adopted FASB ASC 820-10 for its financial assets and liabilities measured on a recurring and nonrecurring basis. FASB ASC 820-10 defines fair value as the amount that would be received from the sale of an asset or paid for the transfer of a liability in an orderly transaction between market participants, i.e. an exit price.

- 13 -

COMMUNIFY
Notes to Financial Statements

NOTE 4 - SUMMARY OF FAIR VALUE EXPOSURE (continued)

To estimate an exit price, a three-tier hierarchy is used to prioritize the inputs:

- Level 1: Quoted prices in active markets for identical securities.
- Level 2: Other significant observable inputs (including quoted prices for similar securities, interest rates, prepayment spreads, credit risk, etc.)
- Level 3: Significant unobservable inputs (including CommUnify's own assumptions in determining the fair value of its investments).

The inputs and methodology used for valuing CommUnify's financial assets and liabilities are not indicators of the risks associated with those investments. As of December 31, 2021, \$1,672,844 were invested at Montecito Bank & Trust and were classified as Level 1.

NOTE 5 - INVESTMENTS

Activity for 2021 is as follows:

Account balance as of January 1, 2021	\$ 1,540,648
Fees	(89,388)
Dividends and interest	27,057
Net realized and unrealized gains	124,527
Account balance as of December 31, 2021	<u>\$ 1,672,844</u>

NOTE 6 - FIXED ASSETS

Fixed assets as of December 31 are as follows:

	Years	
Land & Building	25-30	\$407,214
Building Improvements	15-20	649,474
Equipment, Furniture & Fixtures	5	167,452
Vehicles	5	<u>157,045</u>
Total		1,381,185
Less Accumulated Depreciation		<u>(1,106,443)</u>
Fixed Assets, Net		<u>\$ 274,742</u>

Depreciation expense was \$15,861 for 2021.

- 14 -

COMMUNIFY
Notes to Financial Statements

NOTE 7 - ACCRUED VACATION

CommUnify's employees earn vacation leave depending on their length of service. The maximum amount of vacation hours an employee can accumulate is 360 hours. Accumulated unpaid employee vacation benefits are recognized as liabilities of CommUnify. The amount of accumulated vacation was \$686,102 as of December 31, 2021.

NOTE 8 - LINE OF CREDIT

In April 2020 CommUnify opened a new unsecured line of credit at Montecito Bank & Trust in the amount of \$500,000, which expired on May 5, 2021.

NOTE 9 - IN-KIND

Values assigned to in-kind contributions and the related expenses are based on federal guidelines. In accordance with those guidelines, values are based upon estimated area-wide averages for purchased services, facilities, or supplies of a similar type. In-kind contributions and expenses are recorded when used in programs and are not carried forward. In-kind contributions were \$730,823 for 2021.

NOTE 10 - LIQUIDITY

Financial assets available to meet cash needs for general expenditure for the following year are comprised of current assets and investments, adjusted for amounts unavailable due to illiquidity, endowments and other funds spending policy appropriations beyond one year, and current liabilities payable to vendors, financial institutions, and nonprofit organizations.

Financial assets available to meet cash needs for general expenditures within one year as of December 31, 2021:

Cash and Cash Equivalents available within one year	\$ 445,370
Grants and Contracts Receivable	2,967,194
Investments available for general expenditure within one year	1,672,844
Current Liabilities	<u>(2,747,811)</u>
Financial assets available to meet cash needs for general expenditures within one year	<u>\$ 2,537,597</u>

- 15 -

COMMUNIFY
Notes to Financial Statements

NOTE 11 - PENSION PLAN

CommUnify maintains a pension plan under Section 403(b) of the Internal Revenue Code. All employees are eligible to participate in the plan in which participation is voluntary and contributions are limited to 20% of annual salary. However, employees over the age of 50 are allowed to contribute more than 20% to catch up for prior years. Employees who work more than 20 hours per week and have completed one year and 1,000 hours of service are eligible to participate in the employer contribution portion of the plan. CommUnify matches the employee contributions dollar for dollar up to 5% of the employee's annual salary. Employees are fully vested in their own contributions and in those made by CommUnify. The maximum amount allowed to be contributed to the plan by the employees and CommUnify's match is \$19,500. The amount contributed to the plan by CommUnify was \$363,248 for 2021.

NOTE 12 - LEASE COMMITMENT

CommUnify leases office space for program services and administrative facilities under operating leases. The total expense for rent was \$661,557 for 2021. Minimum future rental payments under non-cancelable operating leases for each of the next several years as of December 31, 2021:

2022	\$ 173,587
2023	140,301
2024	129,214
2025	123,481
2026	50,463
Total	<u>\$ 617,046</u>

NOTE 13 - UNCERTAINTY

On March 11, 2020, the World Health Organization declared the novel strain of coronavirus (COVID-19) a global pandemic and recommended containment and mitigation measures worldwide. As of October XX, 2022, CommUnify offices remain open, subject to regulations. CommUnify cannot reasonably estimate the length or severity of this pandemic, or the extent to which the disruption may materially impact CommUnify's financial position, changes in net assets, and cash flows in 2022.

- 16 -

COMMUNITY
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Year Ended December 31, 2021

<u>Grantor/Pass Through Grantor/Program Title</u>	<u>Federal CFDA Number</u>	<u>Pass Through Grantor's Number</u>	<u>Federal Expenditures</u>
<u>U.S. Department of Agriculture:</u>			
Pass through the California State Department of Education: Child Care Food Program	10.558	42-1682-CJ	\$ 333,352
Total U.S. Department of Agriculture			333,352
<u>U.S. Department of Housing and Urban Development:</u>			
Pass through the City of Lompoc: Community Development Block Grant	14.218	CDBG 20/21	7,500
Pass through the City of Santa Barbara: Community Development Block Grant	14.218	CDBG 20/21	5,938
Pass through the City of Santa Maria: Community Development Block Grant	14.218	CDBG 20/21	47,855
Total U.S. Department of Housing and Urban Development			61,293
<u>U.S. Department of Health and Human Services:</u>			
Direct awards:			
Head Start	93.600	09CH010272-05	973,248
Head Start	93.600	09CH011864-01	8,310,920
Head Start	93.600	09CH011864-02	615,143
Early Head Start	93.600	09CH010272-05	120,961
Early Head Start	93.600	09CH011864-01	1,863,302
Early Head Start	93.600	09CH011864-02	169,690
Total direct awards:			12,053,263
<u>Pass through the California Department of Social Services:</u>			
Economic Empowerment (OCAF)	93.669 & 93.590	EE-CACSB-18-21	85,004
Economic Empowerment (OCAF)	93.590	EE-CACSB-21-24	23,846
			\$ 108,850

See notes to the schedule of federal awards:
- 18 -

COMMUNITY
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Year Ended December 31, 2021

<u>Grantor/Pass Through Grantor/Program Title</u>	<u>Federal CFDA Number</u>	<u>Pass Through Grantor's Number</u>	<u>Federal Expenditures</u>
Community Services Block Grant - Discretionary	93.589	20F-3041	\$ 26,855
Community Services Block Grant	93.589	20F-3041	24,097
Community Services Block Grant	93.589	21F-4041	550,017
Community Services Block Grant - Discretionary	93.589	21F-4442	7,603
Community Services Block Grant - CARES	93.589	20F-3680	353,000
Community Services Block Grant - CARES Discretionary	93.589	20F-3680	2,404
Subtotal Community Services Block Grant			963,976
Total pass through the California State Department of Community Services and Development			2,373,207
<u>Pass through the California State Department of Education (Child Care Programs Class):</u>			
General Child Care and Development	93.575 & 93.596	CCTR-0254	64,945
General Child Care and Development	93.575 & 93.596	CCTR-4263	62,930
Total pass through the California State Department of Education (Child Care Programs Class)			127,875
Total U.S. Department of Health and Human Services			16,151,392
Total federal and state expenditures			\$ 16,654,886

See notes to the schedule of federal awards:
- 20 -



CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

200 E. Carrillo Street, Suite 300, Santa Barbara, CA 93101, (805) 962-9175, www.mcgowan.com

**Independent Auditor's Report on Internal Control
over Financial Reporting and on Compliance and
Other Matters Based on an Audit of Financial
Statements Performed in Accordance with
Government Auditing Standards**

Board of Directors
Community Action Commission of Santa Barbara County, Inc.
dba CommUnity

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Community Action Commission of Santa Barbara County, Inc. dba CommUnity (CommUnity), a nonprofit organization, which comprise the statement of financial position as of December 31, 2021, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 26, 2022.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered CommUnity's internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of CommUnity's internal control. Accordingly, we do not express an opinion on the effectiveness of CommUnity's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

- 22 -



CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

200 E. Carrillo Street, Suite 300, Santa Barbara, CA 93101, (805) 962-9175, www.mcgowan.com

**Independent Auditor's Report on Compliance for
Each Major Program and on Internal Control over
Compliance Required by the Uniform Guidance**

Board of Directors
Community Action Commission of Santa Barbara County, Inc.
dba CommUnity
of Santa Barbara County, Inc.

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Community Action Commission of Santa Barbara County, Inc. dba CommUnity (CommUnity) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of CommUnity's major federal programs for the year ended December 31, 2021. CommUnity's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, CommUnity complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2021.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of CommUnity and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of CommUnity's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to CommUnity's federal programs.

- 24 -

Community Action Commission of Santa Barbara County, Inc.
dba CommUnify
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year Ended December 31, 2021

Section I—Summary of Auditor's Results

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

Material weakness identified? No

Significant deficiencies identified that are not considered to be material weaknesses? No

No instances of noncompliance material to financial statements were disclosed by the audit.

Federal Awards

Internal control over major programs:

Material weakness identified? No

Significant deficiencies identified that are not considered to be material weaknesses? No

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with Uniform Guidance? No

Identification of major programs:

CFDA Number	Program Name	Expenditures
93.600	Head Start and Early Head Start	\$12,053,263
93.568	Low Income Home Energy Assistance Program	1,409,231
93.045 & 93.053	Aging Cluster (CFDA #'s 93.044, 93.045, 93.053)	
93.044	Special Programs for the Aging	1,063,614
93.569	Community Services Block	963,976

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as low-risk auditee? Yes

Section II—Financial Statement Findings

None

Section III—Federal Award Findings and Questioned Costs

None

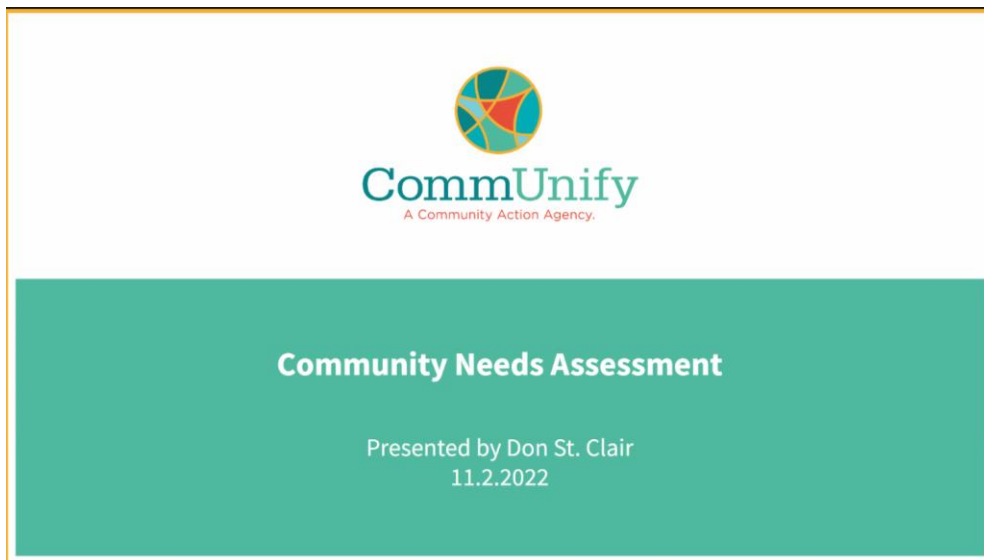
- 27 -

Questions – Elizabeth Snyder asked if the audit is usually done at the end of the year? Mr. Reed replied that he had an accident in April and surgery unexpectedly, along with the Agency's Fiscal Department's staffing issues.

M/S/A Sharon Lutz/Alexander Saunders

Approved

9b. 2022 Community Needs Assessment – Summary/Overview (Don St. Clair – Consultant, California Community Economic Development Association (CCEDA)).



Background

Organizational Standard 3.1: The organization conducted a community assessment and issued a report within the past 3 years.

Purpose – To reassess the most acute needs of the residents of Santa Barbara County, especially in the wake of the COVID-19 pandemic.

The most recent Community Needs Assessment was conducted in March 2019, one year before the pandemic struck, changing the lives of millions, particularly our most vulnerable.



Methodology

The study was conducted utilizing the following methods:

- Executive Team Interviews
- Staff Input Survey – 112 Responses
- Managers & Supervisors Workshop
- Open Community Survey – 708 Responses
- Open Community Focus Group – 13 Participants
- Partners Focus Group – 9 Participants

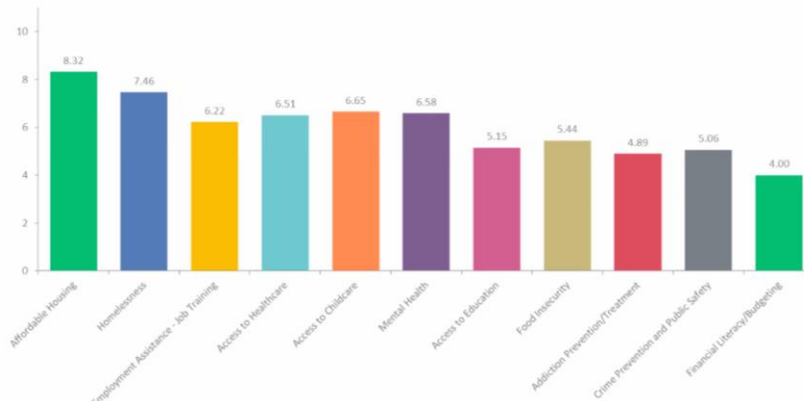
Emergent Questions

- What are the communities most pressing needs?
- What challenges have you or your family encountered?
- How effective is CommUnify in addressing community needs?
- How familiar are you with CommUnify services?

Survey Results

Q1: What areas of community need do you think are most pressing at this time? Overall Santa Barbara County Results:

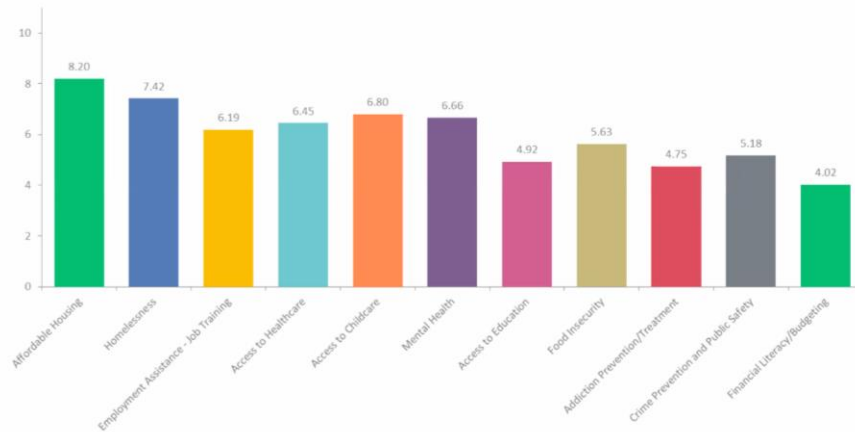
• Answered: 670 Skipped: 3



Powered by SurveyMonkey

North County

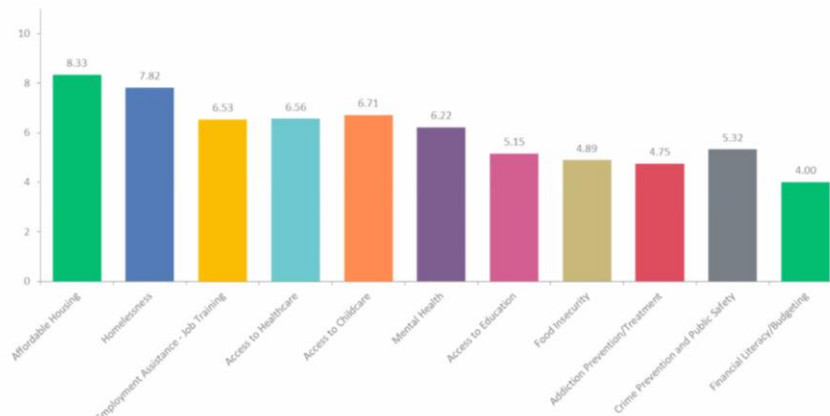
• Answered: 184 Skipped: 2



Powered by SurveyMonkey

Mid-County

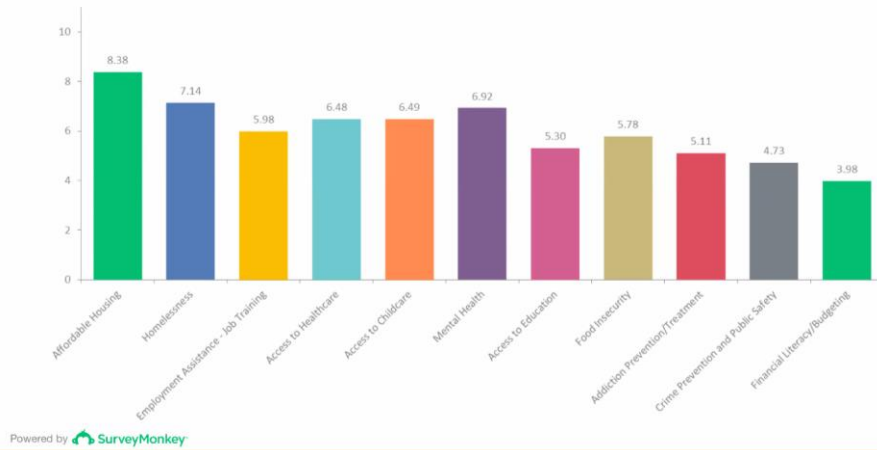
• Answered: 227 Skipped: 0



Powered by SurveyMonkey

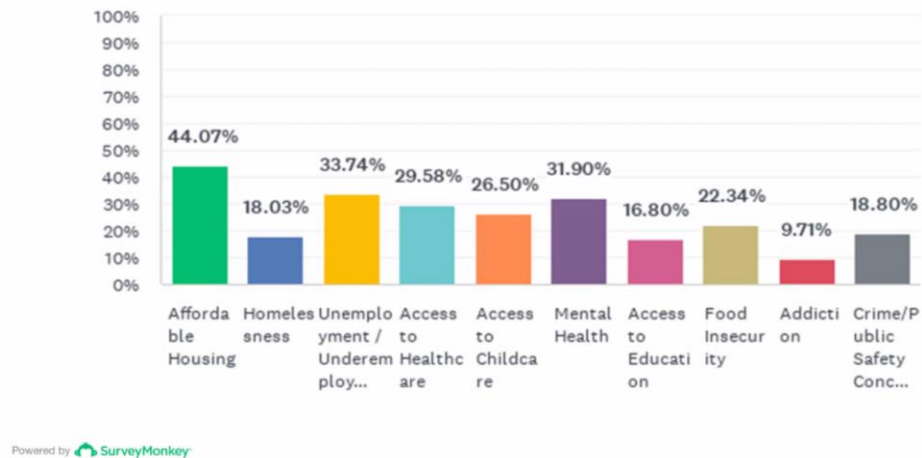
South County

• Answered: 251 Skipped: 1



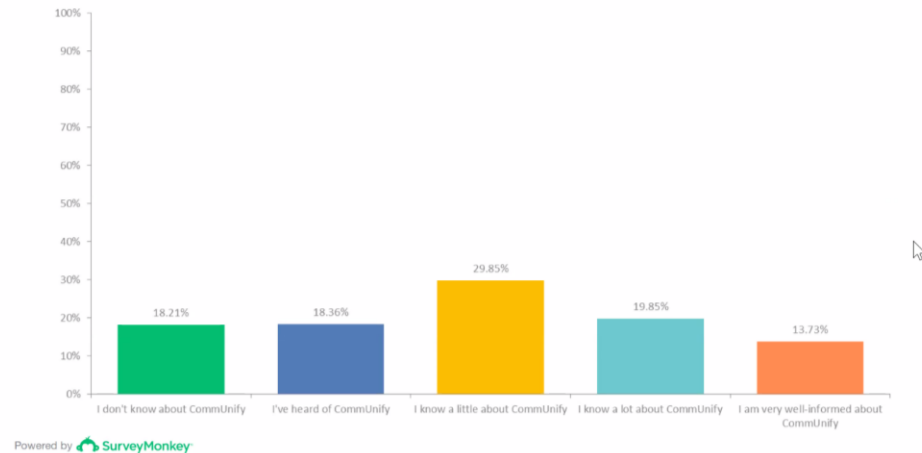
Q2: Which of the following challenges have you or your family encountered?

• Answered: 649 Skipped: 24



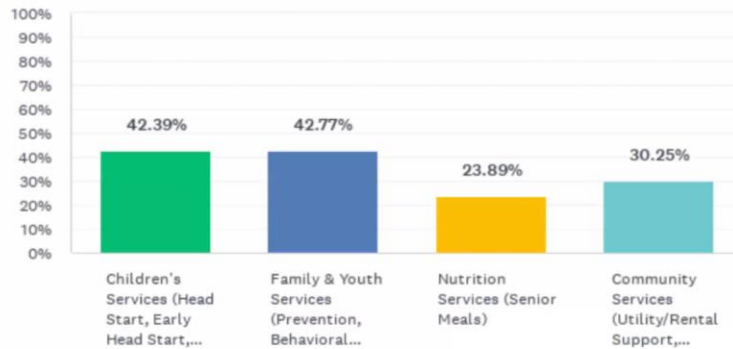
Q3: How familiar are you with CommUnify services?

• Answered: 670 Skipped: 3



Q4: What services from CommUnify have you utilized?

• Answered: 519 Skipped: 154



Powered by SurveyMonkey

Findings

Most Pressing Needs:

- Affordable Housing/Homelessness
- Access to Childcare
- Access to Healthcare/Mental Health
- Employment Assistance/Job Training

Most Encountered Challenge:

- Affordable Housing
- Unemployment/Underemployment
- Mental Health
- Access to Healthcare
- Access to Childcare

Public Awareness of CommUnify:

- 63% of respondents acknowledge some awareness of CommUnify
- A weighted average of 2.93/5.00 indicates an acceptable level of public awareness
- There is an expressed desire to have more collaboration between social service non-profits

Preliminary Recommendations

- Take strategic steps to strengthen the most utilized CommUnify services in youth and family programming.
- Explore ways, through services or partnerships, to address the gap in mental health access.
- Explore ways, through services or partnerships, to address unemployment/underemployment issue.
- Refine CommUnify communication and outreach in context that focuses on reaching the most important stakeholders.

Next Steps and Questions

1. Refinement of findings subsequent to this meeting.
2. Execute and recommended final outreach including Board comments.
3. Deliver final assessment (target date 11/30/2022).
4. Strategize alignment with the assessment and future strategic planning.

- The final assessment showed some variability in the regions but not so much
- Results: Affordable housing and underemployment had the highest number of responses. It showed that people know a little bit about CommUnify. You want influencers and visibility of CommUnify.

Don suggested it would be worth taking a look at the 2019 assessment to see the specific pandemic results and see the profound impact of CommUnify not specific but more profound to measure the impact of CommUnify.

- Questions:
 - Elizabeth Snyder – Excellent presentation.
 - Josephine Torres: Presenter mentioned data from the Spanish-speaking community. Do you anticipate carving that out around clarity regarding cultural differences?
 - Don replied that there were 39 Spanish-speaking responses, not a large enough quantity to skew. He stated he would go back and stratify by ethnic background and see if those people who identify as Latino correlate with English speaking. Still, he wants to look at it ethnically and see if there are any differences.
 - Sharon: will resonate with the workforce childcare and housing.

M/S/A Karin Dominguez/Alexander Saunders

Approved


9c. Head Start Performance Standards (Lorraine Neenan, Program Director)

Head Start Program Performance Standards

- The code of Federal regulations- [45 CFR PART 1304](#) — contains the program performance standards for the operation of Head Start programs by grantee and delegate agencies.
- The program performance standards are the mandatory regulations that grantees and delegate agencies must implement in order to operate a Early Head Start and/or Head Start program.

Eligibility

Head Start is a child development program for preschoolers from low income families



- Birth to 3 (EHS)
- Ages 3-5
- Meet family income guidelines
- Slightly higher income if space available
- Children in foster care regardless of income
- Children who are homeless

- Families receiving public assistance (CalFresh, TANF, or SSI) regardless of income
- At least 10% of enrollment opportunities offered to children with disabilities

Head Start

Program Performance Standards

Provide Head Start grantee regulations for...

- early childhood education
- health and safety
- nutrition
- transition
- social and emotional development
- disabilities
- parent involvement
- family partnerships
- community partnerships
- administrative and financial management, and facilities



CommUnify Children's Services Program has several Options:

Serving a total of 802 children and their families countywide

- ❑ Center-based with
 - Full-day/Full-year options,
 - Part-day (3.5hrs/day)/Part-year options, and
 - Extended day (6hrs/day)/Part-year options
- ❑ 22 Children Centers Countywide serving
 - ❑ 622 Head Start preschoolers,
 - ❑ 95 Early Head Start children 3 months to 3 years-old
 - ❑ 12 infants 3 months to 18 months-old
 - ❑ 93 toddlers 18 months to 36 months-old
 - ❑ One Contracted Children Center, Storyteller in SB, serving 20 Preschoolers
- ❑ Home-based with weekly home visits and semi-monthly Socialization meetings, serving
 - ❑ 54 Early Head Start children 3 months to 3 years-old
 - ❑ 6 Expecting mothers
- ❑ 5 Family Child Care Providers (contractors) serving
 - ❑ 14 Head Start preschoolers
 - ❑ 11 Early Head Start infants and toddlers

Employing about 230 Teachers, Family Service Advocates, Cooks, Supervisors, Clerks, Specialists, Coordinators,

M/S/A Josephine Torres/Alexander Saunders

Approved

10. CLOSED SESSION:

Personnel Matter: None

Pending Legal Action: None

11. INFORMATIONAL ITEMS: Upcoming Meetings/Events

- a. Team CommUnify Meeting: 11/7/22 @ 3pm (Zoom)
- b. DEI Leadership Team Meeting – 11/17/22 @9am (Zoom)
- c. Thanksgiving Holiday/Offices Closed – 11/24 and 11/25
- d. Small Gathering/Friend-Raiser Event: South County: 12/4/22 @ 11am
- e. Special Board Meeting: 12/7/22 @ 5pm – 6pm (Location: Trattoria Grappolo, Santa Ynez)
- f. Board Holiday Party: 12/7/22 @ 6pm – 8pm (Location: Trattoria Grappolo, Santa Ynez)
- g. January Board Meeting (1/4/2023) @ 6pm – 7:30pm (ZOOM)

12. ADJOURN: 7:35 PM