The Promise
Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

COMMUNITY ACTION COMMISSION
Executive Committee
MEETING MINUTES

Meeting Location/Time
Monday October 03, 2016
11:00 a.m.

Community Action Partnership
2038 Iowa Avenue, Suite #B102
Riverside, CA 92507

Palm Springs City Hall
3200 E Taquitz Canyon Way
Palm Springs, CA

The Empowerment Center
27262 Via Industria
Temecula CA 92590

Community & Economic Development Dept.

EXECUTIVE COMMITTEE Members
Dale Cook, Chair
Tiffany Baker, Vice-Chair
Ernie Saldana, Secretary

STAFF
Vince Wrzalinski
Patricia Sanchez
Tamara Martin

GUEST
Teresa Bui

I. CALL TO ORDER
Dale Cook, Chair, called the meeting to order at 11:04 a.m.

II. INTRODUCTIONS
Dale Cook (Palm Springs, CA) and Tiffany Baker (Temecula, CA) announced their attendance by teleconference. Ernie Saldana, Patricia Sanchez, Tamara Martin, Vince Wrzalinski, and Teresa Bui were in attendance at the Community Action Partnership, Riverside office.

III. PUBLIC COMMENTS
Cook opened the floor for public comments; no public comments.

IV. ACTION ITEMS

The Executive Committee took action on the following items:

A. Review/Approve – Executive Committee Minutes for August 29, 2016. Cook presented the minutes for review and approval. Baker indicated that the minutes need to included additional information; Baker recommends some formal action to be taken when there are accusations and when action is taken under County Counsel recommendation. The committee concurs to Table the minutes. Cook instructed the committee to further review the minutes and make notations as appropriate. The committee will seek clear guidance as to what should be reflected on the minutes and review the information under Old Business on the next meeting agenda.

_Baker moved to Table 08/29/16 minutes. MSC- Baker/Saldana
All Ayes; no opposed- Motioned Carried_
B. Review/Approve – Commission Agenda, October 29, 2016. Cook presented the agenda for review and approval. Baker recommends striking the Program Presentation if it will be covered under the Retreat.

*Announcements may include additional events (other than those currently listed) to reflect the most current updated list of events.

C. Old Business:

1. 2016 Work Plan

   a. Recognition Event – 2nd Annual Volunteer Recognition Event update: Vince Wrzalinski informed that the event is scheduled for Thursday, November 3rd, from 11:30 a.m. to 1:30 p.m. at the Moreno Valley Conference Center. An upward of 300 volunteers and partners are expected to attend the event. The invite will be sent this week by email. The reservations will be managed by Eventbrite.com, the catering, entertainment, and recognition awards/certificates have been finalized. Community Action Partnership hopes all commissioners are able to attend.

   Event: 2nd Annual Volunteer Recognition
   Date: Thursday, November 3, 2016
   Time: 11:30 am to 1:30 pm
   Location: Moreno Valley Conference Center, 14075 Frederick Street

   Tamara Martin informed the committee that new for this year’s event is “Volunteer of the Year” and “Partner of the Year” recognitions and asked if the committee would like to nominate a “Commissioner of the Year”. Wrzalinski explained some of the criteria for volunteer of the year and partner of the year. Cook rendered that the agenda item for review is an update and not a nomination; therefore not appropriate. The committee clarified that there is no opposition with Community Action Partnership independently selecting a Commissioner of the Year, as it did the previous year.

   b. P, E & F – CAP / County Budget (2017): Cook cited that as part of the annual work plan, the commission, through P, E & F Committee has involvement with the budget.

Baker moved that the commission, through PE&F Committee, be involved and participate in CAP 2017 budget. MSC- Baker/Saldana All Ayes; no opposed- Motioned Carried

   c. Membership:

      • 4th District Elections Update: Saldana reported no update other than the committee called for elections for the Low Income Sector, 4th District Representation. Sanchez recapped on the timeline: The Membership Committee reported to the commission, as recommended by the Executive Committee, that an election would be held. A Press Release (the press release was read) was publicized with the Desert Sun the weekend of September 24th, regarding the election. The publication instructed candidates to complete and return an application to the Community Action Partnership Riverside office by September 30, 2016. No applications have been received. The committee reviewed the candidate criteria listed on the press release:

      “The candidates should be members of the low-income community and will represent low-income residents on the Commission.”

      Baker recommends the criteria information clarify that the candidates do not necessarily have to be low-income themselves. The Executive Committee concurs to refer the election back to the Membership Committee (meets next on Nov 10th) for reopening and clarification as to the selection procedure for eligible candidates to be identified per policy/bylaws.

Baker moved to refer the election back to the Membership Committee as aforementioned
MSC- Baker/Saldana All Ayes; no opposed- Motioned Carried
Coachella Vacancy: City of Coachella Commissioner was not present at the September Commission meeting. Per the letter sent to the Commissioner in August, if she failed to attend the next scheduled meeting (September 15, 2016) the Commission would consider that to be a resignation.

Commission Structure Work Group: Cook reported at the September Commission meeting that an ad-hoc committee would be formed. The three commissioners that were approached and agreed to form the work group that will study the feasibility of the expansion are Terri Vise, Tonya Burke and Marvin Powell. Cook requested that Community Action Partnership staff contact the three commissioners and provide meeting guidance and structure with the goal to bring back a recommendation to the Commission at the next regular meeting at the end of October (10/29/16).

Baker moved to approve the ad-hoc committee as aforementioned  
MSC- Baker/Saldana      All Ayes; no opposed- Motioned Carried

2. Poverty Data prioritized by city: no discussion

3. Retreat update: no discussion

D. New Business
1. CSBG Organizational Standards: Vince Wrzalinski reported that the state completed review of Community Action Partnership Organizational Standards report and determined the agency is at 100% compliance. Everything the agency does is consistent with ROMA. Cook asked if the state review also covers the new standard reviewed by the commission on the September 15th meeting (CSBG Organizational standard 8.9/CSBG). Martin explained that it did. To maintain compliance and be strong at audit, Commissioners should receive training and provide feedback. It is the responsibility of Commissioners to know all the standards and their roles.

IV. ADJOURN
The committee adjourned at 11:58 a.m.

Next Meeting
October 31, 2016
Community Action Partnership
2038 Iowa Ave Suite B102, Riverside, CA 92507
**Teleconference access must be coordinated at least 72 hours in advance.