COMMUNITY ACTION PARTNERSHIP OF RIVERSIDE COUNTY
Community Action Commission Regular Meeting
Minutes
November 17, 2016
7:00 p.m.
LOCATION
Banning Senior Center
769 N San Gorgonio, Banning, CA 92220

ATTENDANCE:

Low-Income Representatives
Terence Hunter: District 1
Marvin Powell Jr: District 2
Mary Morse: LI, District 3

Private Sector Representatives
Tiffany Baker: Social Services
Bruce Kulpa: Housing

Public Sector Representatives
Hon. Mike Soubirous: City of Riverside
Dale Cook: City of Palm Springs Designee
Hon. George Moyer, City of Banning

Absent
Ennie Saldana: District 5
Terry Vise: Healthcare
Hon. Tonya Burke: City of Perris

Staff
Brenda Freeman, Executive Director
Tamara Martin, Department HR Coordinator
Mark Bureau: Admin, Sec, Analyst, CAP Staff
Vince Wremlinski, Manager, CAP Staff
Raquel Williams, OAH, CAP Staff

Guest
Art Garcia: LI, District 1 Alternate
Jesse Valenzuela: LI, District 2
Josh Duran: Private Sector (Education) Candidate
Lee McFee
Teresa Buir
Marshall Saldana

I. CALL TO ORDER
Dale Cook, Chair, called the meeting to order at 7:00 p.m. A quorum was present.

II. INTRODUCTIONS
The sign-in sheet documents attendance. The meeting commenced with a reading of "The Promise of Community Action." Self-introductions included a "Good Thing" report.

III. PUBLIC COMMENTS
No public comments.

IV. PROGRAM PRESENTATION
No program presentation.

V. CONSENT ITEMS
(Submitted for Block Approval. Board Members have the option of excluding discussion items from a motion.)
Baker presented the Riverside County Auditor Controller, Audit Report for informational purposes. Freeman explained that the audit was completed and there were no findings; the report is a receive & file item for the commission.

Moyer moved to accept the report.
MSC- Moyer/Baker Abstentions: (0) All Ayes; no opposed- Motioned Carried

VI. ACTION ITEMS
1. Minutes - Regular Meeting Minutes, Saturday, October 29, 2016
Cook presented the 10/29/16 minutes for approval.
Soubirous moved to approve the minutes.
MSC- Soubirous/Powell Abstentions: (0) All Ayes; no opposed- Motioned Carried
A. Fiscal Report

1. The fiscal report, period ending 10/31/2016, handout was distributed. Updates include: 2016 CSBG term extension granted until 05/31/2017. The funding allocations for each program are included in the fiscal report. The programs will finish the regular term cycle as expected and move into the next term. Any additional funding will be moved into special projects. Special projects include the expansion project and new CSBG vehicles. 100% expenditure projection is expected. 2015 LIWP (15K-6015) is at 78% expended; the ACO provides the report and it runs 30 days behind in the numbers. DOE 16-DC-6026; the grant term end is 12/31/16. An extension from 12/31/16 to 6/30/2017 is pending. Freeman explained that the So Cal Gas contract presents difficulties because it competes (has the same measures) with other Energy contracts. Considering focusing all efforts into LIHEAP in the future and reconsidering the So Cal Gas contract for better outcomes with LIHEAP. Lingafelter: the program does well and Planning is looking into replenishing the funds in the future. DPSS-Gain program is ongoing and based on referrals received. DRPA: several pending items will change the numbers on the report which is through 6/30/2017.

Baker moved to approve the Fiscal Report as presented.

MSC- Baker/Kulpa  Abstentions: (0)  All Ayes; no opposed- Motioned Carried

1. Monthly Expenditure Reports: no discussion/questions.

B. Contracts-

(Presented for Block Approval. Board Members have the option of excluding discussion items from a master motion.)

Baker presented the Lingafelter Non-Profit Development Fund Application and explained that the recommendation is to Table the application due to discrepancies found on the application.

Powell moved to table the Lingafelter application.

MSC- Powell/Kulpa  Abstentions: (0) none  All Ayes; no opposed- Motioned Carried

1. Lingafelter Non-Profit Development Fund Application: no discussion/questions.

C. Old Business-

City of Coachella non-member status: The City of Coachella did not attend the previous commission meeting and did not respond to the removal letter. New Public Sector Commission selection: the commission reviewed Riverside County Poverty Report. The poverty data report was completed based on several criteria. The top cities listed met most of the criteria with high numbers. The Membership Committee recommends the City of Indio based on the report and its proximity to other desert communities including Coachella.

Soubirous moved to approve the City of Indio for Public Sector Commission Membership.

MSC- Soubirous/Moyer  Abstentions: (0) none  All Ayes; no opposed- Motioned Carried

1. Selection of City of Indio: Discussion included factors that support the selection of the City Indio including population poverty demographics that show a high number children living in poverty and large number of families living below poverty lines. The City of Indio is located within an identified high poverty pocket area in the desert which will facilitate services to those communities including Coachella and Mecca (vs. Desert Hot Springs). The City of Indio has expressed an interest in membership.

D. New Business-

Nominations and Elections: An Ad-Hoc Nomination Committee (Mary Morse, George Moyer & Terri Vise) met on 11/14/2016 and recommends a slate comprised of a member from each sector, as follows:

2017 Commission Officers:
Chair: Dale Cook (Public Sector)
Vice Chair: Tiffany Baker (Private Sector)
Secretary: Teresa Hunter (Low-Income Sector)
New Business (continued)
Tamara Martin explained the election process, distributed the ballots and announced the following:

The Office of Chair:
The committee recommends Dale Cook (Public Sector) be re-elected to a second term / no nominations made from the floor.

The Office of Vice Chair:
The committee recommends Tiffany Baker (Private Sector) be re-elected to a second term / no nominations made from the floor.

The Office of Secretary:
The committee recommends Teresa Hunter (Low-Income Sector) / no nominations made from the floor.

No nominations were made from the floor. The slate was approved unanimously by verbal vote.

Soubirous moved to approve the slate as recommended.
MSC- Soubirous/Morse All Ayes; no opposed- Motioned Carried

VII. COMMITTEE REPORTS
A. Planning, Evaluation and Finance (P, E & F) - Baker reported that the committee did not meet today. PE&F will meet again at a later date.

B. Energy Task Force – Garcia reported the ETF will meet in January. Freeman commented that Edison expressed an interest in supporting the Energy Task Force and Cool/Warm Centers.

C. Membership – The committee reviewed applicable applications and recommends filling the existing vacancies with the following:
   Public Sector: City of Indio
   Private Sector: Social Services/United Way of the Inland Valleys, Gail Ousley
   Private Sector: Education/California Baptist University, Josh Dunaj (Dunaj was in attendance and shared personal and professional background information.)

   All were in favor with no objections.

D. Legislative – The committee will meet in January after the County Legislative Platform is released and future meetings will be called as needed.

E. Community Action Commission Structure Work Group (ad-hoc committee) – A committee recommendation in the form of a hand out was distributed. Cook read the report (handout). In conclusion, the ad-hoc committee (Burke, Powell, and Vise) recommended the commission stay with a 15 Member Board and Low Income Sector Alternates, per the Bylaws, in order to sustain maximum feasibility at all times.

Morse moved to accept/adopt the recommendation to stay with a 15 member board.
MSC- Morse/Moyer All Ayes; no opposed- Motioned Carried

VIII. FOUNDATION FOR ECONOMIC STABILITY
Newly elected Officers:
   Chairman: Mike Soubirous
   Vice Chair: Art Garcia
   Treasurer: Claudia Stocker
   Secretary: Teresa Bui

New member, Lou Monville, (formerly with O'Reilly Public Relations) with Rain Cross Hospitality, has already provided the group with some suggestions to move forward in 2017 from the public relations perspective. The focus is to rebrand, reorganize, recruit and bring in big funding. The group will meet in January.

Moving forward, the Foundation for Economic Stability will be removed from the Commission Agenda.
IX. DIRECTOR'S/MEDIA REPORT

Highlights:
The packet includes a copy of the full Organizational Standards. Volunteer Recognition event was a success; over 165 volunteers/partners attended. VITA Program is underway with recruitment, training and site coordination.
Asset Building: Ideas to restructure the program and use CSBG funds are being looked at. More details will be reported once the state approves the new ideas for Asset Building.
H.R.: New TAP employees are being hired to prep for the busy season.
Planning: Berndt continues to work on fund development and contract monitoring.
Youth/Apprenticeship program: positive outcomes are ongoing; some graduates are able to secure county jobs.
Survey: Please fill out the Retreat survey (handout).
Pictures: Current event pictures are included.

X. CHAIRMAN'S REPORT

Cook reported that PE&F will be reviewing the budget and strengthening Organizational Standards compliance. Cook congratulated Community Action Partnership staff on a well-organized Volunteer Recognition event.

XI. ANNOUNCEMENTS

Freeman announced events in January:
- City of Riverside, State of the City Address is happening on January 19th; Community Action Partnership will sponsor a table, please sign-up if you are interested.
- January 11th & 12th is 2017 Management & Leadership Training Conference in Long Beach; please sign-up if you are interested in attending.
- Staff Holiday Party is at Morongo Casino on 12/10/16, adults only encouraged, $25 per person, all you can eat brunch (2 pm -5 pm); everyone is invited.

Teresa Hunter announced VITA training available and provided program details. Training dates: 11/19 & 12/3.

XII. ADJOURN – After a reading of the Community Action Partnership Riverside Mission, the meeting was adjourned at 8:13 p.m.

MISSION:
The Community Action Partnership of Riverside County, with the community, strives to eliminate poverty by facilitating opportunities towards self-sufficiency through education, wealth building, advocacy, and community organizing.

Next Regular Meeting:
January 19, 2017
11:30 a.m.
Community Action Partnership
2038 Iowa Ave., Suite B-12
Riverside, CA 92507

Submitted by: Tiffany Baker, Vice Chair

Prepared by: Patricia V. Sanchez, COMMUNITY ACTION PARTNERSHIP: Recording Secretary
### 2016 ATTENDANCE RECORD

**ROSTER**: COMMUNITY ACTION COMMISSION  
**Report Date**: 12/19/2016  
*P = Present; V = Vacant; A = Absent*

**Note**: August & December are Dark

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*Attendance timeline changes justification: 3/28/16 the Commission approved new Bylaws - 4/05/16 the Bylaws are approved by Ros (attendance record removes "excused" status)

**BYLAWS, ARTICLE VIII, Section 4.**  
Removal Based on Absenteeism: The process for removal based on absenteeism shall be as follows:

1. Notice of this provision will be provided to any Commissioner absent from two consecutive meetings.
2. Upon the occurrence of three consecutive absences, the Executive Committee will determine whether to proceed with the removal process.
3. This section will not apply if the Commissioner is absent due to the granting of a Leave of Absence.