COMMUNITY ACTION PARTNERSHIP of Riverside County

SPECIAL Meeting of the
Community Action Commission
Minutes
March 28, 2016
12:00 p.m.

LOCATION
Community Action Partnership
2038 Iowa Avenue, Suite B-102
Riverside, CA 92507

ATTENDANCE:

Low-Income Representatives
Teresa Hunter, District 1, Primary
J. Gene Walker, District 4, Primary
Ernie Saldivar, District 5, Primary
Art Garcia, District 1, Alternate

Private Sector Representatives
Sue McKee, Education, Primary
Bruce Kulpa, Housing, Primary
Tiffany Baker, Social Service, Primary
Terry Vose, Healthcare, Primary
Gail Ousley, Social Service, Alternate

Public Sector Representatives
Tonya Burke, City of Ferris, Primary
George Meyer, City of Banning, Primary
Mike Soubirous, City of Riverside, Primary
Dale Cook, City of Palm Springs Designee

Guest
Maria Bryant, County Counsel
Marilyn Litzinger
Teresa Bui

Absent
Marvin Powell Jr, District 2, Primary
Jessie Valenzuela, District 2, Alternate
Mary Morse, District 3, Alternate
Penelope Engard, District 3, Primary
Carrie Schaudt, District 4, Alternate
Randy Toppett, District 5, Alternate
Helen Barnes, Labor, Primary
William (Bill) Perez, Labor/Employment Alternate
Irene Morales, Legal, Alternate
Ron V. Gamboa, Financial Services, Alternate
Michael Wright, Education, Alternate
Ana Sandeau, City of Banning, Alternate
Robert Moss, City of Palm Springs, Primary
Mark Yarbrough, City of Ferris, Alternate
Betty Sanchez, City of Coachella, Primary
Jacob Alvarez, City of Coachella, Alternate

I. CALL TO ORDER
Dale Cook, Chair, called the meeting to order at 12:00 p.m. A quorum was present.

II. INTRODUCTIONS
Self-introductions were made. The meeting commenced with a reading of “The Promise of Community Action.”

Cook announced that a hand out was provided with information pertaining to the furniture purchase. It is an emergency item that came after the posting of the agenda and needs to be added as receive and file item to today’s meeting. The RFP was received and completed; Freeman explained that the bidding process was completed and the lowest furniture bid came from GM Interiors ($339,532.50). The item does not require BOS approval because it went through the bidding process. The required CSD 558 Form has been completed by both, Fiscal and Procurement. The forms have been submitted to the State for final review and approval. The funding came from: LIHEAP $117,233.00, CSBG $209,300.00 and CSBG Discretionary $13,000. The deadline to cut a Purchase Order for the Fiscal Year 2015 Budget is the 30th of this month. It is being vetted through the Commission for transparency as an emergency receive and file item.

Cook asked for a motion; Commissioner Soubirous made the motion to accept the lowest bid as receive and file of information.

MSC- Soubirous/Baker

Abstentions: (0)

Discussion: Garcia asked if the item is informational. Cook responded that it is informational with a motion to approve/accept the lowest bidder.

All Ayes; no opposed, Motioned Carried
ARTICLE III  COMMISSION SELECTION PROCEDURES
Discussion (continued):
A similar question from the Commission was received by e-mail to Freeman/Bylaws Committee:

*Article III - Section 2 - There is no mention of the Low-Income Sector Commissioner being elected by Supervisiorial District. Can all five be elected from District 4? This paragraph states the alternate (now means replacement)... but could only find only one reference of alternate in Article V, Section 2.*

Bryant recalled that the previous bylaws did not list Low Income Members by Supervisiorial District and explained that “where” representatives come from is or will be part of “Policies”, the bylaws language allows the Commission to determine representation, adds latitude, flexibility and compliance; so that when there is policy change the Commission does not have to keep changing their bylaws and having to go for BOS approval.

Baker suggests that it be noted what are policy questions and what are bylaws questions for future Commission action. Cook concurs with Bryant on the language for this article and concurs with Baker regarding future policy housekeeping items. Soubirous concurs with Bryant that the bylaws are general guidelines facilitating compliance.

Garcia explained the intent of the Bylaws Committee for the language of Article III Section 2 ("neighborhood served" & “Reside in the supervisiorial district where the vacancy exists”) is to give preference to a candidate that is low income. Bryant said that CAP Bylaws Tool Kit was used to select the language.

Walker questioned why the City of Riverside is given a permanent seat. Bryant explained that the City of Riverside is the County Seat and it has the largest population concentration and poverty level served.

Baker questioned why FES (Foundation For Economic Stability) is not mentioned in the bylaws. FES reports to the Commission and is listed on the meeting agendas under Committees. Kulpa/Garcia explained that there has to be an arm’s length (conflict of interest law) between CAP and FES. Bryant reminded the Commission that the bylaws are a guideline to follow and policy is how to follow. FES does not belong in the bylaws because the Commission does not have authority over FES whereas FES operates only to raise funds for CAP as a nonprofit.

No further discussion / questions; proceed to next article.

ARTICLE IV  TERMS
Discussion:
Saldana explained that the key change in this article is that it went from a six (6) year to a four (4) year term pursuant to County Board Policy.

A similar question from the Commission was received by e-mail to Freeman/Bylaws Committee:

*Article IV, Section 6 - Why is that permitted. This means someone could serve 16 years.*

Saldana shared that the discussion by the Bylaws Committee was the scenario of a person from the Low Income Sector, if that person completes their term limit (section 6) and qualifies to represent a different sector, the opportunity exists. The answer is yes.

Kulpa questioned if the term limits are set by law and why the Commission needs to specify the term. Bryant answered that a term limit is necessary in order for a person to accept the commitment. Ousley clarified that the current term of six (6) years is still applicable to current members - everyone is entitled to continue to serve out the six year commitment that was originally accepted and future/next term(s) are four (4) years.

No further discussion / questions; proceed to next article.

ARTICLE V  VACANCIES AND RESIGNATION
Discussion: no questions; proceed to next article.

ARTICLE VI  POWERS OF THE COMMISSION
Discussion: no questions; proceed to next article.

ARTICLE VII  OFFICERS AND ELECTIONS
Discussion:
Bryant clarified that ex-officio is the past chair. County Board Policy was referenced to add language such as “the Chairperson shall be familiar with the CAC Bylaws rules and policies” as a measure to add “checks and balances” not necessarily listing main functions.
ARTICLE XIII  PUBLIC ACCESS TO RECORDS:
Discussion: no questions; proceed to next article.

Definitions page was removed.

EXHIBIT A DELINEATION OF POWERS
Discussion: A question from the Commission was received by e-mail (to Freeman) regarding the Delineation of Powers:

-Exhibit A – Delineation of Powers
  Il. D. was eliminated. Why? The Commission should have some input in selecting its future Executive Directors.
  (Delineation of powers is for a future assignment of full commission)

Bryant explained this is a BOS document. Commission does not have authority to make changes. The Commission needs to work with BOS for changes.
No further discussion / questions; proceed to agenda IV Action Item for vote.

ACTION ITEMS
Cook requested a motion to approve the bylaws.

Soubirous moved to approve the amendment of the Community Action Commission Bylaws and place on 4/5/16 BOS agenda for approval.

MSC- Soubirous/Baker          Abstentions: (0)
Discussion: no discussion       All Ayes; no opposed, Motioned Carried

IV. PUBLIC COMMENTS

V. ADJOURN – After a reading of the Community Action Partnership Riverside Mission, the meeting was adjourned at 1:09 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:
April 21, 2016
7:00 p.m.
Banning Senior Center, 769 N. San Gorgonio, Banning, CA 92220

Submitted by: Ernie Saldana, Secretary
Prepared by: Patricia V. Sanchez, COMMUNITY ACTION PARTNERSHIP: Recording Secretary  Signature  Date
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