COMMUNITY ACTION PARTNERSHIP of Riverside County
Regular Meeting of the
Community Action Commission
Minutes
September 15, 2016
7:00 p.m.

LOCATION
Banning Senior Center
760 N San Gorgonio, Banning, CA 92220

ATTENDANCE:

Low-Income Representatives
Teresa Hunter: District 1
Marvin Powell Jr.: District 2
Ernie Saldana: District 5

Private Sector Representatives
Tiffany Baker: Social Service
Terry Vise: Healthcare

Public Sector Representatives
Hon. Mike Sausen: City of Riverside
Dale Cook: City of Palm Springs Designee
Hon. Tonya Burke: City of Perris

Absent
Mary Morse: LI, District 3
Hon. Betty Sanchez, City of Coachella
Hon. George Moye, City of Banning
Bruce Kulpa: Housing

Staff
Brenda Freeman, Executive Director
Yamina Martin, Department HR Coordinator
Patricia Sanchez, Executive Secretary, CAP Staff
Vince Wredin, Manager, CAP Staff
Alicia Chavez, Fiscal CAP Staff
Raquel Williams, CAP Staff
Alida Plascencia, CAP Staff

Guest
Art Garcia: LI, District 1
Jesse Valenzuela: LI, District 2
Gail Osley: Private Sector, Social Services United Way
Bil Perez: Private Sector, Labor/Employment
Irene Morales: Private Sector, Legal
Carmela Garmisa, Escuela De La Paz Unida (partner)
Lee McFee
Teresa Bui
Connor Vise

I. CALL TO ORDER
Dale Cook, Chair, called the meeting to order at 7:12 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.”

III. PUBLIC COMMENTS
Art Garcia commented in relation to the seat vacated by Helen Barnes and the commission 30 member expansion.

IV. PROGRAM PRESENTATION
COMMUNITY ACTION PARTNERSHIP PRE-APPRENTICESHIP PROGRAM: Alida Plascencia distributed two handouts (Pre-apprenticeship Program and a Youth Programs PowerPoint presentation slide printout):
The presentation is a short overview of the handouts. The Youth Programs have three components:

1. Pre-apprenticeship: a job mentoring program for students attending 11th and 12th grade of high school that began in 1980.
3. Riverside County Mentor Collaborative (RCMC): provides mentorship and school backpack distribution.

The Pre-apprenticeship program requirements (for student & business) and application process are in the handouts. The program is funded by CSBG. The program partners with small businesses, community based nonprofits and faith based organizations annually to provide job mentoring. 2016 year-to-date, the program has 12 business sites and 38 business mentors. 21 low-income youth have been placed in the program, 9 out of the 21 students have completed the workplace training; 7 of those 9 students are attending college and 3 got job offers after completing the program. 8 students are currently enrolled and should complete the program by the end of the year. 4 students dropped from the program because they moved out of the area. 2016 year-to-date the
PROGRAM PRESENTATION (continued)

program has mentored a total of 4,900 hours of job training. The students receive a program orientation with the business and Community Action Partnership.

The Pre-apprenticeship program goals aim to provide high school students with marketable job skills, positive work habits, time management skills, and teach the importance of savings & personal financial management skills. The students receive a stipend for a maximum of 520 hours. Students open a savings account and agree to save a minimum of $100 during the 520 hours of training. The partner/business receives reimbursement for the hours of training provided – it is a win-win partnership. The program builds student self-esteem, promotes higher education (college/university) and produces role models for other youth. It works with the collaboration between the student, the mentor/partner and Community Action Partnership. The student personal & professional growth is very evident in comparison of their interview when entering the program and the exit interview when they complete the program, they are confident and prepared for the work environment. The challenge is finding partners, the handout lists the current partners and where the need exists for partners.

Plascencia introduced Carmela Garnica. Garnica represents Escuela De La Raza Unida, a community based non-profit learning center in Blythe established in 1972. The center has been in partnership with Community Action Partnership since 1988. The center offers students mentorships and teaches work ethic. The ideology that the way you look, dress, present yourself, look at others, sit, talk and work—it all matters. Students are empowered and encouraged to work towards self-sufficiency. To depict the overwhelming need for youth programs, when the center advertised the Summer Work Experience Program over 300 applicants where received. During a recent year-long work project, students made a dance floor; they laid the wood floor, installed wall mirrors and painted the room. That dance floor has been and will be used for Folklorico dance lessons and Mariachi band camp & lessons. Garnica stressed that mentors have to have patience and take time to show the youth step-by-step what they want them to learn including proper work ethics. Garnica stated that it was an honor speaking to the commission.

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

The Request for Quote (RFQ) for Toilet Replacement for Santa Ana Watershed Project Authority (SAWPA) contract (August 1-24, 2016) information was reviewed. The commission concurred that it was an item for informational purposes; an update of contract internal processes and services. No action required.

VI. ACTION ITEMS

1. Minutes - Regular Meeting Minutes July 21, 2016

Cook presented the 7/21/16 minutes for approval.

Baker moved to approve the minutes.

MSC- Baker/Vise Abstentions: (1) Burke All Ayes; no opposed- Motioned Carried

A. Fiscal Report

1. Alicia Chavez presented the fiscal report, period ending 07/31/2016. Updates include: 2015 CSBG is no longer on report, it has been fully expended/closed out. 2016 CSBG (16F-5032) (ends 12/31/16) funds the Pre-Apprenticeship, Delegate Agencies, Veterans Initiative, Project LEAD, and VITA. The Delegate Agencies year-to-date expenses are low because contracts were not executed until late in the year and fiscal is still pending invoices (funding of $175,000.00 shows year-to-date expenses of $57,687 excluding salaries which have not yet been paid). The 2015 DOE-WAP contract ended on 6/30/2016 and closed on August 15th, 100% expended ($249,049). City of Riverside SHARE year-to-date expenses are $51,150 (6%) and 2016 So. Cal Gas year-to-date expenses are $1,471 (2%); the funds are allocated and Community Action Partnership has until next year to expend funds. The 2015 LIHEAP (15B-3029) ends 9/30/2016, 99% expended. The 2016 LIHEAP (16B-4028) contract is fully executed and ends 01/31/2017, the year-to-date expenses are low because fiscal is pending some documents. Dispute Resolution Program (DRPA) ended 6/30/16, $170,000 were expended out of the
**ACTION ITEMS – Fiscal Report continued**

$180,000; 94% expenses incurred. Fiscal has asked the executive office to allocate Community Action Partnership the remaining balance of 10K to the new fiscal year, this request is still pending review/answer and an update will be provided at the next commission meeting. FES – IDA / 100% fully expended. All other items on the fiscal report are on track. The number of people assisted by each program is represented on the report under the "Units of Service" columns and the data is collected from the program managers.

2. CSBG Organizational Standard 8.9/CSBG Budget: the item is information for P E & F of a new organizational standard; PE&F moves that the details go to the Executive Committee for review.

**Baker moved to approve the Fiscal Report as presented.**

**MSC- Baker/Saldana**  
All Ayes; no opposed- Motioned Carried

1. Monthly Expenditure Reports
Fiscal Report discussion included a suggestion by Commissioner Saldana for a comparison report from 2013 to 2016 of funding source and the number of people helped by each program. Freeman shared that Vince Wrzalinski and Mark Berndt are working on implementing new computer software to track performance and create these types of reports. Commissioner Morales added that the reports may want to include factors such as number of program staff, staff expenses, mileage, resources available and all other program cost allocations that impact the units of service.

In closing the discussion, Freeman commented that a recent Desk Audit report showed no findings for Community Action Partnership.

**B. Contracts**

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

Baker presented the contracts as a block item for approval and went over the “Summary of Contracts” page which includes explanation of purpose of each item/contract and the funds breakdown.

**Saldana moved to approve the items listed under contracts**

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

1. 2016 Low-Income Home Energy Assistance Program (LIHEAP) #16B-4028, Amendment #2, $9,432,874.00
2. 2017 Low-Income Home Energy Assistance Program (LIHEAP) #17B-XXXX (*new), *Estimate (based on 2016) $8,402,769.00

**C. Old Business- none**

**D. New Business- none**

**VII. COMMITTEE REPORTS**

A. Planning, Evaluation and Finance (P, E & F) - Baker reported that the committee met today. PE&F will meet again on November 17th at 6:00 p.m.

B. Energy Task Force – Garcia reported the ETF meet on 7/27/16, at Banning City Hall. The next meeting is scheduled for 10/26/16 at Supervisor’s Benoit office in Palm Desert. The minutes from the April 27th meeting are part of the packet. Page three of the minutes, item 4, last sentence, lists: “Yueca” it should list “Mecca”. Morales will not be able to attend the 10/26/16 meeting due to a health leave of absence.

C. Membership – Saldana reported that the committee is calling for elections for the Low Income Sector 4th District. Walker and Schaudt are eligible for candidacy and are encouraged to apply. Two applications were received in relation to vacancy in the Private Sector. The Membership Committee moved to recommend to the Executive Committee that the recruitment remain open for another 30 days for additional applications.
COMMITTEE REPORTS continued

D. Legislative – Perez reported that the committee met on September 15th. Action regarding the CSBG reauthorization will likely not happen before the election or this year. The committee agreed to not continue meeting every-other-month. The committee will meet in January after the County Legislative Platform is released and future meetings will be called as needed.

E. Retreat (ad-hoc) – Cook reported the committee met today prior to the commission meeting. Retreat information:
   Date: Saturday October 29th
   Location: Gilman Historic Ranch Wagon Museum in Banning
   Time: Retreat 9:00 a.m. to 2:00 p.m. / Commission meeting 2:00 p.m. (PE&F will not meet)

VIII. FOUNDATION FOR ECONOMIC STABILITY

Soubirous reported a grant was received for internal management and the group is considering rebranding the foundation and seeking increased participation from area business for increased funding opportunities.

IX. DIRECTOR'S / MEDIA REPORT

Save-a-date: Weatherization Day Open House at Community Action Partnership on October 13th from 11 a.m. to 1:00 p.m.
Save-a-date: 2nd Annual Volunteer Recognition event will be November 3rd from 11:30 a.m. to 1:30 p.m. at the Moreno Valley Conference Center.

Vince Wrzalinski created a new look for the Directors Report. September 2016 Executive Report highlights:
The report includes updates for VITA, Dispute Resolution & Cool Centers.
Asset Building: Staff has been directed to not start a new round until matched funds have been secured. Due to the staff turnover in IDA, some of the unrestricted funds have been used for matched funds. Those funds need to remain in case of an emergency and they have been drawn down. IDA will hold the line and wait for FES to raise funds before we move on to the next round.
Youth:
The program continues to work to get the youth ready for the new school year.
H.R:
Four TAP CSA candidates have been offered full time employment with Community Action Partnership.

Please read the updates for Planning, Utility Assistance and Weatherization on the report.
The National conference in Texas was very informative. The group found themselves attending the same workshops. It was very positive; there was discussion with Lois Carson, past Riverside Community Action Partnership Director.
The Director's Report tab includes an e-mail (8/22/16) from a client regarding efficient service & new look, "thank you" notes from clients, Employees of the Month (July, August, September), NCAP National Conference pictures, Notary Public update/staff picture, Child Safety event report & pictures.
Included in the packet is an email regarding Community Action Partnership customer services. Recently all staff completed a series of training in customer service and lately the office has been receiving these types of emails thanking the staff for a job well done. Improved customer service is definitely being noticed.
The Community Action Partnership IT Appointment Scheduler was rolled out. The office found some glitches. The easy access to scheduling an appointment caused a high number of appointments that were not manageable by staff. To work through the glitches, the office rolled back to IT Scheduler for the desert only. Currently all applications are screened and prioritized for shut-offs and disconnects. In the future, with the space expansion, the office will be able to manage increased service.

MEDIA
Media tab includes a press release from National CAP regarding "Community Action Partnership Joins Coalition on Truth, Racial Healing & Transformation supported by the W.K. Kellogg Foundation"
X. **CHAIRMAN'S REPORT**

Cook reported a very productive conference; often, all three commissioner and staff were in the same workshops. Cook circulated a handout (Handout: BOARD SOURCE, Building Effective Nonprofit Boards: “What are the Legal Responsibilities of Nonprofit Boards?” / Duty of Care, Duty of Loyalty, Duty of Obedience) and explained the content. At times things are taken personal and it's not personal. Cook expressed his appreciation for Garcia's guidance, experience and vital leadership to Community Action Partnership. Things are not forgotten and the committee is trying to move forward on tasks. Upon the recommendation of County Counsel an ad-hoc committee will be appointed to work through the implications of an expanded board. The ad-hoc committee will include one member from each of the three sectors and will look at the governance of 30 vs. 15 members. Cook encouraged the commission to read the Executive Committee minutes.

XI. **ANNOUNCEMENTS**

Saldana announced the workshops he attended and the things learned, including the “Dynamic Duo” and “Enhancing the Board”.

Baker reported that it was especially nice that the Executive Board attended together because all three received the same information and can move forward in unity. It was an opportunity to bond. Riverside was the only California Community Action Partnership that received CCAP certification. There were many proud moments including that Mrs. Carson and Freeman both attended and interacted and Community Action Partnership was well represented. Community Action Partnership Riverside was the envy of all others because of the matching shirts, thanks Tamara Martin.

Freeman reported that when others found-out that they were Community Action Partnership Riverside- they were immediately embraced and recognized.

Vince Wzralinski announced that a sign-up sheet was being circulated for delegate agency monitoring site visits with Mark Berndt and encouraged commissioners to sign-up next to the date and time of their availability. There is an opportunity for seven commissioners to participate.

The Announcement tab includes information about:
- Weatherization Day Open House at Community Action Partnership on October 13th from 11 a.m. to 1 p.m.
- Project L.E.A.D. Open House on 9/22/16 from 5 p.m. to 6 p.m.
- September 2016 Energy Workshops
- 2017 conferences

XII. **ADJOURN** – After a reading of the Community Action Partnership Riverside Mission, the meeting was adjourned at 8:42 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:**
October 29, 2016
Gilman Historic Ranch Wagon Museum
1901 W. Wilson Street, Banning CA 92220

Submitted by: Tiffany Baker, Vice Chair

Signature
Date

Prepared by: Patricia V. Sanchez, COMMUNITY ACTION PARTNERSHIP: Recording Secretary
# 2016 Attendance Record

**ROSTER:** Community Action Commission  
**Report Date:** 11/8/2016

*P = Present; V = Vacant; A = Absent. Note: August & December are Dark*

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<th>No</th>
<th>Commissioner Name</th>
<th>Appt Date</th>
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*Attendance timeline changes justification: 3/28/16 the Commission approved new Bylaws. 4/05/16 the Bylaws are approved by BOS (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.