



## ***Board of Directors***

### ***Meeting Minutes***

***May 5, 2021***

***6pm – 7:30pm***

#### **ROLL CALL**

Bob Freeman called the meeting to order at 6:03 pm. A quorum was established.

<u>Members present:</u>	<u>Members not present:</u>	<u>Staff present:</u>	<u>Guests present:</u>
Bob Freeman	Mike Codero	Patricia Keelean	Chris Reed (Auditor)
Elizabeth Snyder	Gabriella Gonzalez	Dr. Mattison	
Karin Dominguez	Alexander Saunders	Michael Williams	
Phylene Wiggins	Josephine Torres	Lorraine Neenan	
Jeremy Ball		Kemba Lawrence	
Guy Walker		Seth Miller	
Sanford Riggs		Monica Moreno	
James Kyriaco		Libby Martinez	
Oscar Gutierrez			
Sharon Lutz			

1. **WELCOME & CALL TO ORDER:**

Bob Freeman, Chair, called the meeting to order at 6:03 pm. Mr. Freeman welcomed Chris Reed, Auditor with McGowen Guntermann.

2. **PUBLIC COMMENTS– Members of the public may speak up to 5 minutes each:**

The CAC Board Chair asked if there were any public comments. None

3. **CLOSED SESSION:** None

- a. Personnel Issues – None
- b. Pending Legal Matters - None

The Chair modified the agenda, calling for Item 6a. CommUnify's Single Audit (FY 2020) to be presented before other business. He introduced Mr. Chris Reed, Auditor with McGowen Guntermann. Chris began by mentioning that the draft of the audit was reviewed last week by the Audit Committee. In discussing the highlights, Chris indicated that this audit is an unqualified, unmodified opinion for 2020, which is the highest level of assurance that McGowan can provide. He then summarized information in the Statement of Financial Position, Statement of Activities, and Cash Flow. Chris answered general questions regarding the audit and PPP loan.

**M/S/A Elizabeth Snyder/Karin Dominguez      10 Yes      0 No**

**Approved**

Following the presentation of the Single Audit, the Chair returned to the established agenda.



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#### **4. CONSENT AGENDA:**

##### **a. Board Minutes:**

- 4a – 1 Board Minutes – March 3, 2021
- 4a – 2 Executive Committee Minutes – April 7, 2021
- 4a – 3 Finance Committee Minutes – March 24, 2021
- 4a – 4 Finance Committee Minutes – April 28, 2021
- 4a – 5 Audit Committee Minutes – April 28, 2021
- 4a – 6 Planning Committee Minutes – April 2, 2021
- 4a – 7 Personnel Committee Minutes – March 10, 2021
- 4a – 8 Head Start Policy Council Minutes – March 20, 2021

**M/S/A James Kyriaco/Guy Walker      10 Yes      0 No      Approved**

4b. Approval of Grants \$10,000 and Under/Renewal Contracts:    None

#### **5. ACTION ITEMS:**

##### **a. Board Action Items:**

5A – 1 Board authorization and approval to “refresh” CommUnify’s Mission and Vision Statements.

**M/S/A Elizabeth Snyder/James Kyriaco      10 Yes      0 No      Approved**

5A – 2 Board authorization and approval of a Contract Amendment (Contract #21B-5034) to increase the Low-Income Energy Assistance Program (LIHEAP) award by \$532,329, for a total award of \$2,165,846 for FY 2020-21.

**M/S/A Elizabeth Snyder/Sharon Lutz      10 Yes      0 No      Approved**

5A – 3 Approval and authorization to submit an application to the California Department of Financial Protection & Innovation for the CalMoneySmart grant to provide financial literacy training to individuals and families in Santa Barbara County.

**M/S/A Elizabeth Snyder/Sanford Riggs      10 Yes      0 No      Approved**

5A – 4 Approval and authorization to submit an application for \$605,000 in continuation funding to the Area Agency on Aging (AAA) for the Congregate (C1) Program and Home-Delivered (C2) Program for FY 2021-22.

Pat Keelean explained that the Finance Committee met and reviewed historical financial data related to the Senior Nutrition Program dating back to 2010 prepared by CFO, Michael Williams. The data documented that CommUnify/CAC has absorbed nearly \$4 million dollars in Senior Nutrition Program expenses over the past 10 years and that the trend is not only continuing, but now growing due to minimum wages increases in the past 3 years, a 30% increase in the meal rate in the past 12 months and increasing transportation costs. Despite efforts to reverse this trend by integrating volunteers into the program to deliver meals, the 110%+ increase in demand for



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meals created by the pandemic has resulted in a funding shortfall of \$600,000 - \$700,000 projected for 2021 and now potentially threatens the long-term financial health of the organization. After discussing this data with the Executive Committee, it was recommended that CommUnify not renew the current Title IIIC1 and C2 contracts for FY 2021-22. Pat offered three potential options for the Board's consideration:

**OPTION #1:**

Approve Submission of FY 2021-22 Continuation Application  
Seek Permanent Funding  
Projected Deficit Through 12/31/21: \$975k

**OPTION #2:**

Submit 30-Day Notice to Terminate (Effective 6/30/21)  
No Transition Plan  
Projected Loss as of 6/30/21: \$479k

**OPTION #3:**

Submit 90-Day Notice to Terminate (Effective 9/30/21)  
Work Collaboratively with AAA on 90-Day Transition Plan  
Projected Loss as of 9/30/21: \$722k

Phylene Wiggins inquired about CommUnify's efforts to discuss funding shortfalls with the Area Agency on Aging (AAA). Pat replied that she had explained the hardship to Joyce Ellen Lippmon, Executive Director for AAA, on multiple occasions over the past two years. Ms. Lippmon acknowledged that more federal funding was needed, but offered no suggestions outside of additional fundraising or reducing CommUnify expenses. Pat explained that all of CommUnify's fundraising efforts in recent years have focused almost exclusively on the Senior Nutrition Program and that even with CenCal Health's generous contribution of \$200,000 annually, the increasing operational costs were exceeding the agency's capacity to cover losses. She cited a 2019 study by the AARP's Policy Institute that noted federal funding for the Older American's Act (OAA), which funds the Title III-C1 and C2 senior meal programs, had been outpaced over the last decade by cost of living increases and "the Silver Tsunami," which is increasing the need for services.

When asked which of the three options she recommended, Pat responded Option #3, as it would provide more time for the Area Agency on Aging to identify a new provider. After some discussion regarding the need to minimize financial losses this year, James Kyriaco made a motion to accept Option #2, ensuring services would continue through 6/30/21.

**M/S/A James Kyriaco/Karin Dominguez      10 Yes      0 No      Approved**

**6.      PRESENTATIONS/TRAINING**

- 6b. Head Start Update/Training: Head Start Parent, Family and Community Engagement (PFCE) Framework – Lorraine Neenan, Children's Services Director



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#### Key Highlights:

- The PFCE Framework has been updated to reflect experiences from the field.
- Have added Access & Continuity, a new program impact area
- Emphasizes equity, inclusiveness, and cultural and linguistic responsiveness, as well as positive goal-oriented relationships as drivers for child and family outcomes

#### **7. PLANNING COMMITTEE UPDATE**

Dr. Mattison reviewed the Operation Team's recent activities:

- Planning Committee: Has published a draft of the Community Action Plan (CAP) for public comment and will be finalizing the plan for Board approval in late May. Subcommittee is also meeting next week to discuss next steps in implementing the Strategic Plan.  
Staff Development: CommUnify has submitted a grant to the Hutton Parker Foundation which would help support implementation of the new Learning Academy. She is also partnering with CalCAPA on a \$70k award to purchase a Learning Management System (LMS), which is Goal #7 on the Strategic Plan.
- Staff Safety: Emergency Preparedness Plan – Issuing a RFP to engage a consultant to assist the agency in developing a new Emergency Preparedness Plan.

#### **7. CEO Update**

Pat referenced her CEO update in the Board packet, highlighting the following:

- Exploring possible partnership with the Endowment for Youth to develop a Teen Resource Center in Lompoc.
- Ongoing interview process for the Chief Development Officer position.
- Special Board meeting scheduled for 5/26/21 to review the Community Action Plan (CAP).

#### **8. FINANCE UPDATE**

Michael Williams provided a brief update on CommUnify's financial statements and balance sheet. He referenced the financial report provided in the Board packet and noted that the PPP loan currently comprises the majority of CommUnify's reserves. Michael also noted that the Finance Department continues to focus on the transition to the Blackbaud Accounting System. He is also stated that he is working with Montecito Bank & Trust to submit the PPP Loan Forgiveness application.

#### **10. DATES AND TIMES OF UPCOMING MEETINGS:**



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Upcoming dates of interest were reviewed, including next Board of Directors meetings on 5/26/2021 and 7/7/21. Other key committee schedules are referenced on the agenda.

10. **ADJOURNMENT:** The meeting adjourned at 7:29 p.m.