



BOARD OF DIRECTORS MEETING

MEETING MINUTES

November 3, 2021

6:00 pm Zoom Meeting

ROLL CALL

<u>Members present:</u>	<u>Members not present:</u>	<u>Staff present:</u>	<u>Guests present:</u>
Mike Cordero	Josephine Torres	Pat Keelean	
Karin Dominguez	Bob Nelson	Kemba Lawrence	
Maico Hernandez		Seth Miller	
Oscar Gutierrez		Monica Moreno	
James Kyriaco		Lorraine Neenan	
Sharon Lutz		Leonie Mattison	
Jeremy Ball		Michael Williams	
Sanford Riggs		Julie Weiner	
Alexander Saunders		Libby Martinez	
Elizabeth Snyder		David Jimenez	
Guy Walker			
Phylene Wiggins			

1. WELCOME AND CALL TO ORDER

Elizabeth Snyder, Interim Chair, called the meeting to order at 6:05 pm. A quorum was established.

2. PUBLIC COMMENT: - MEMBERS OF THE PUBLIC MAY SPEAK UP TO 5 MINUTES EACH.

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

3. CLOSED SESSION: None

- a. Personnel Issues – CEO Annual Evaluation – Tabled Until January 5th, 2022
- b. Pending Legal Matters – None

4. CONSENT AGENDA:

- a. Board Minutes – August 18, 2021
- b. Executive Committee Minutes – October 6, 2021
- c. Finance Committee Minutes – October 25, 2021 and September 22, 2021
- d. Planning Committee Minutes – October 4, 2021
- e. Personnel Committee Minutes – October 12, 2021

4b- Approval of Grants \$10,000 and Under/Renewal Contracts:

4b-1 Approval to update published Medi-Cal Rates for all Santa Barbara County Behavioral Wellness Services.

4b-2 Approval to submit a grant application to the Crawford Idema Family Foundation seeking \$10,000 for the Senior Home Repair Program.

4b-3 Approval to submit a grant application to the Latkin Charitable Foundation in the amount of \$10,000 in support of the Senior Helping Hand (Home Repair) program.
 4b-4 Approval to submit a grant application to the Hutton Parker Foundation for a Media Grant with an in-kind value of up to \$4,000 in support of general operations.
 4b-5 Approval of the 2022 Board of Directors Calendar.

M/S/A Phylene Wiggins/Guy Walker

11 YES 0 NO Approved

5. ACTION ITEMS:

5A – 1 Approval of Marina Owen, CEO for CenCal Health to CommUnify’s Board of Directors
M/S/A Mike Cordero/Jeremy Ball

11 Yes 0 NO Approved

5A-2 – Approve Personnel Committee’s recommendation to approve new Mandatory Covid-19 Vaccination Policy, effective January 1, 2022. (See Personnel Committee Minutes – October 12, 2021).

Mike Codero requested a Roll-Call Vote. Votes casted were as follows:

Name	Vote Yes	Vote No	Abstain
Mike Cordero		X	
Mico Hernandez	(Not present for vote)		
Karin Dominguez	X		
Oscar Gutierrez	X		
James Kyriaco	X		
Sharon Lutz	X		
Jeremy Ball	X		
Sanford Riggs	X		
Alexander Saunders	X		
Elizabeth Snyder	X		
Josephine Torres	ABSENT		
Guy Walker	X		
Phylene Wiggins	X		
Bob Nelson	ABSENT		

M/S/A Guy Walker/James Kyriaco

10 YES 1 NO Approved

5A-3 – Approval to submit a grant application to the City of Santa Maria’s Community Development Block Grant (CDBG) program (Capital request category) for up to \$75,000 for the Home Repair program serving seniors and the disabled.

M/S/A Phylene Wiggins/Alexander Saunders

12 YES 0 NO Approved

5A-4 Approval to submit a grant application to the Southern California Edison Foundation in the amount of \$30,000 for PSPS outreach and education to at risk community members. Funds will be used for social media, print and web-based marketing campaigns.

M/S/A Mike Cordero/Sharon Lutz

12 YES 0 NO Approved

5A – 5 Approval to submit a grant application to the Mark and Dorothy Smith Foundation for \$20,000 in support of the Senior Safe at Home program.

M/S/A Karin Dominguez/Mike Cordero

12 YES 0 NO Approved

5A – 6 Approval to submit a grant application to the Santa Barbara Foundation for the Senior Programs of Santa Barbara Committee Advised Fund Program for up to \$12,000 in support of the Seniors Safe at Home program.

M/S/A Sharon Lutz/Karin Dominguez

12 YES 0 NO Approved

5A – 7 Approval to enter into an agreement with the California Department of Community Services & Development (CSD) for Supplemental Low-Income Energy Assistance Program (LIHEAP) funding under the American Rescue Plan Act (ARPA) in the amount of \$2,296,886 through June 2023.

M/S/A Sharon Lutz/Phylene Wiggins

12 YES 0 NO Approved

5A – 8 CommUnify’s Board of Directors authorizes Montecito Bank & Trust to update the list of individuals authorized to act as agents on behalf of the agency.

M/S/A Guy Walker/Sharon Lutz

12 YES 0 NO Approved

5A – 9 Approval of a Board Resolution authorizing the CEO, Patricia Keelean, to sign on behalf of the Board of Directors regarding daily operational activities and, in her absence, the Chief Financial Officer or the Chief Operations Officer for the period January 1, 2022 through December 31, 2022.

M/S/A Mike Cordero/Karin Dominguez

12 YES 0 NO Approved

5A – 10 Board Resolution approving CommUnify’s Annual Budget for the period January 1, 2022, through December 31, 2022.

M/S/A Karin Dominguez/Guy Walker

12 YES 0 NO Approved

5A – 11 The Board of Directors authorizes CommUnify’s officers to execute any documents necessary to obtain a line of credit from Montecito Bank & Trust.

M/S/A Karin Dominguez/Jeremy Ball

12 YES 0 NO Approved

2022 EXECUTIVE OFFICER NOMINATIONS:

Tabled for January 5th, 2022

6. PRESENTATIONS/TRAININGS:

6a. Presentation/Training: Head Start Performance Standards (Part 1301 – Program Governance)

Lorraine Neenan, Director of Children’s Services

Lorraine shared with the Board members the Head Start Program Governance Performance Standards (Part 1301) and why, as an agency, we must establish and maintain a formal structure for program governance that includes a governing body, a policy council at the agency level and policy committee at the delegate level, and a parent committee. Governing bodies have a legal and fiscal responsibility to administer and oversee the agency’s Head Start and Early Head Start programs. Policy councils are responsible for the direction of the agency’s Head Start and Early Head Start programs.

6b. Presentation/Training: Community Services Department Programs & Services

Natalia Alarcon, Assistant Director of Community Services

- The Community Services Department provides stoves and heaters to qualified participants, as well as providing them training and mentoring to help them improve their economic situation and achieve self-sufficiency. Utility assistance and weatherization services are provided county-wide (30% to Lompoc, 28% in Santa Barbara, and 28% in Santa Maria).
- The Family Self-Sufficiency Program utilizes a strength-based approach. Participants receive case management and wrap-around services that are tailored to their unique needs. Each participant receives education on setting a Specific, Measurable, Attainable, Relevant and Time-based (S.M.A.R.T) goals to promote successful, measurable outcomes.

Eligibility Requirements:

- Resident of Santa Barbara County
- Income-eligible (within 200% of the Federal Poverty Level)
- Commitment to setting and working on SMART goals

6c. Operations/Strategic Plan Update

Dr. Leonie Mattison, Chief Operations Officer and David Jimenez (Presenter)

Recent Highlights:

- 9 Children's Services sites and Goleta Admin Offices participated in the **Emergency Security Assessment**
- 186/270 completed a **Staff Training Needs Assessment**
- 270 Staff are scheduled to participate in a Series of **Clifton StrengthsFinder Workshops**
- 78 Staff and Board Members Completed the "**Intro to ROMA Training**"
- Secured \$5K for and Completed LEAD CommUnify **Leadership Development Program**
- Migrated the Strategic Plan, Contracts, and the CSBG Data into the **SmartSheet Platform**
- Awarded \$199K Two-Year Grant for the formal **evaluation of our Family Self Sufficiency Program**
- Completed **Community Action Virtual Onboarding or "CAVO" Pilot Program** and Logo
- Hired a UCSB Intern Student to Support CAVO project
- Met with SBCC Foundation & SBCC School of Extended Learning for Exploration of Partnership

7. Finance Committee Update

Michael Williams – September/October 2021 Financial Reports

Michael reviewed the recent October 2021 Financial Statement which indicates CommUnify is on track to end the year with a small positive variance. This is largely the result of the closure of the Senior Nutrition Program in June.

8. Chief Executive Officer Updates:

Pat highlighted the agency's financial sustainability, the agency's focus on staff wellness and better communication, brand visibility and agency use of technology. She also briefed the Board on the agency's progress in developing a universal intake process.

a. Director Highlights:

○ Julie Weiner – Development Department Update:

- Year End Appeal -- Will go out to 1500 people (donors and prospects) in our database.
- Annual Report – Was mailed out to 500 donors and hit mailboxes at the end of September.
- Events – Small awareness/friend-raiser gatherings have been scheduled so far:
 - October 22nd in Santa Barbara, hosted by former County Supervisor, Susan Rose. 25 people attended the event. Elisa Pardo, our 2-1-1 program manager spoke.

- November 9th, in Santa Maria, hosted by Jennifer Murray. The Murray family are longstanding members of the Santa Maria community.
- November 17th, in the Santa Ynez Valley, hosted by Steve Golis, founder of Radius Investments, and Lena Berch, commercial realtor.
- Guy and Molly Walker have agreed to host another gathering in the SY Valley in Q1 '22.
- The Champion's Dinner is scheduled for June 9th, 2022, at the River Grill Restaurant patio at Alisal Ranch.
- New agency collateral is in being developed and will be ready by early February.
- Development has hired Rita Boss to be our new Donor Relations Associate.

8b) Monica Moreno – Human Resources

- Wellness Survey:
 - A Wellness Survey was sent to all regular staff (262) (Opened from 10/11-10/22).
 - We received 171 total responses (65%) (North 78, Mid 32, South 56, Countywide 5) with 25 questions.
 - Respondents by Role: Supervisory 21%, Direct Service 53%, Administrative 26%
 - Respondents by Program: FYS 8%, Children's Services 77%, Community Services 8%, Admin 7%
- Staff Summit:
 - We are getting ready to hold our annual staff event on Friday, we will hold a virtual event this year on Zoom.
 - We have 180 participants out of 262 regular staff. (69% participation)
 - Staff also had the option to take the day off in lieu of participating.
- Staff Satisfaction Survey:
 - Survey will be sent out later this month.

8c) Seth Miller – Family & Youth Services

- Our Behavioral Health staff are observing an increased intensity of Psychosis, depression and anxiety among youth.
- Some staff are completing additional trainings in Trauma Informed Care and Alcohol and Other Drug Certifications
- New group supports are being offered by the Transitional Age Youth (TAY) program including Wellness and Fitness and Expressive Art
- CalSOAP is offering Financial Aid Workshops to college-bound seniors

8d) Kemba Lawrence – Community Services

- Energy Front System Enhancement Client Portal and reports - *develop Person Center Data Driven reports*
- Established Universal call center screening form - *establish consistent protocols for data gathering and referrals*
- Economic Cohort with FYS AFLP Waitlist clients - Hit 100th participant served!

9. Upcoming Meetings/Events

- Team CommUnify All-Staff Meeting – November 4th @ 3pm (ZOOM)
- Staff Summit – November 5th @ 9am – 1pm (ZOOM)
- Santa Maria "Friend-Raiser" Gathering – Nov. 9th @ 3:30-5pm (SB Foundation)

- Leadership Team Meeting – November 10th @ 9am – 10:30am (TEAMS)
- Quarterly Manager/Supervisory Meeting – November 17th @ 9:30-12pm (ZOOM)
- Santa Ynez “Friend-Raiser” Gathering – Nov. 17th @ 4:30-6pm (Leonardo’s)
- Head Start Policy Council Meeting – November 20th @ 9am (ZOOM)
- Finance Committee – December 1st @ 11:30am (ZOOM)
- Executive Committee – December 1st @ 12pm-1pm (ZOOM)
- Planning Committee – December 3rd @ 8am (ZOOM)
- **Board Meeting – January 5th @ 6pm (Location: ZOOM)**

10. Meeting Adjourned at 8:06 pm.