



**Board of Directors**

**Draft Meeting Minutes**

**Wednesday, December 7, 2022**

**Time 5:00 pm**

**ROLL CALL**

Elizabeth Snyder, Vice-Chair, called the meeting to order at 5:25 pm. A quorum was established.

<u>Members present:</u>	<u>Members not present:</u>	<u>Staff present:</u>	<u>Guests present:</u>
Mike Cordero	Areli Miguel	Pat Keelean	
Karin Dominguez	Maico Hernandez	Grant Carmichael	
Oscar Gutierrez	James Kyriaco	Lorraine Neenan	
Sharon Lutz	Bob Nelson	Julie Weiner	
Jeremy Ball	Josephine Torres		
Sanford Riggs			
Alexander Saunders			
Elizabeth Snyder			
Guy Walker			
Phyelene Wiggins			
Marina Owen			

**1. WELCOME & CALL TO ORDER**

Elizabeth Snyder, Vice-Chair, called the meeting to order at 5:25 pm

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

The CommUnify Interim Chair asked if there were any public comments. None

**3. 2023 BOARD OFFICER NOMINATIONS:**

Board Chair nominated: Marina Owen

Vice-Chair nominated: Alexander Saunders


Treasurer nominated: Jeremy Ball

Pat stated that voting would occur at the regular board meeting in January 2023. She requested the Board Members to email her if there were any additional board officer positions. Guy Walker suggested adding an officer to the Finance Committee and Human Resources; Pat stated that the agency would start to look for volunteers in the January Officer

Nominations and look at board structures. Marina, Board Chair, will also take the lead in the Board Governance at the beginning of the year.

#### 4. **PRESENTATION:**

2023 Budget Presentation (Grant Carmichael, CFO)

									
<b>2023 AGENCY BUDGET ANALYSIS</b>									
(In \$1,000s)	<b>2023</b>			<b>2022</b>			<b>Variance</b>		
	<b>Revenue</b>	<b>Expense</b>	<b>Net</b>	<b>Revenue</b>	<b>Expense</b>	<b>Net</b>	<b>Revenue</b>	<b>Expense</b>	<b>Net</b>
<i>Childrens Services</i>	\$20,366	\$20,366	-	\$18,451	\$18,451	-	\$1,915	\$1,915	-
<i>Community Services</i>	\$3,116	\$3,220	(104)	\$3,026	\$3,072	(46)	\$90	\$149	(59)
<i>Family Youth Services</i>	\$3,313	\$3,508	(194)	\$2,058	\$2,261	(203)	\$1,255	\$1,247	8
<i>Admin</i>	\$1,176	\$877	298	\$930	\$681	248	\$246	\$196	50
<b>Totals</b>	<b>\$27,971</b>	<b>\$27,971</b>	<b>-</b>	<b>\$24,464</b>	<b>\$24,464</b>	<b>-</b>	<b>\$3,507</b>	<b>\$3,507</b>	<b>-</b>

The agency's total revenue is 3 million, with 2 million for children's services, significantly more than last year. Currently, the capital is for projects and staff salary increases. Working right now on a bonus policy for staff with the Human Resources Department.

Karin asked if this meant more services or staff increases. Grant replied that this includes staff salary, improving facilities, and increasing salary for our workers. The bonus policy should also be for staff compensations and accessing federal funds. There is a carryover fund for 2023 from children's services. Amounts to be shared with the board.


The Community Services Department's Family Self-Sufficiency needs additional funding and energy assistance programs.

Questions on the red "net" numbered figures by the board. Grant stated they are programmatic deficits driven by FYS not being compensated at a full indirect rate. Will look for ways to plug the gaps.

Phylene -Question on the current indirect rate of 3.3 percent? Grant stated that the indirect rate should be 10.5 % and is working with the development and leadership team to find ways to increase the indirect rate to plug the gap. Pat probation and BeWell cap at 8% state cap.

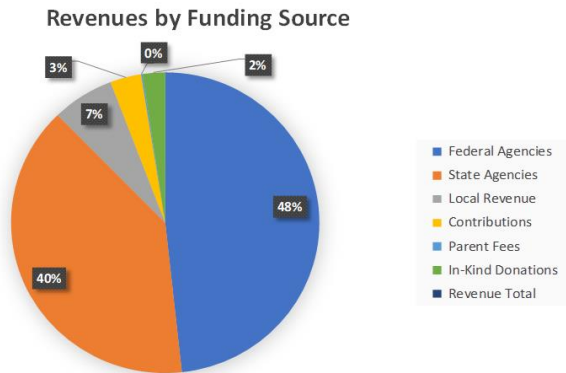
Guy - indirect rate 10% times hours/people, what is that? Grant and Pat replied that admin costs overhead rate overall agency expenses. Calculation on a proposal to renegotiate the rate in the entire agency and admin overhead in total expenses. Guy, are we negotiating with

the feds/locals? Where is the reconciliation between local and state? Pat, we have yet to negotiate in the local/not just CommUnify, every organization contracting with probation. CSD taking a piece of the pie to cover its own expenses. Talking to other agencies to see how they figured it out. More to come. Guy suggested an opportunity for the board to participate. How are we having the conversation, 8 or 10? Doing this planning based on some other rate, indirect rate of 10% to understand it better, work with the consultant that works with the state, board workshop or training to have a clear understanding,

 <b>CommUnify</b> <small>A Community Action Agency.</small>			
<b>PROGRAM SNAPSHOT</b>			
<b>(In \$1,000s)</b>			
<b>Childrens Services</b>	<b>Revenue</b>	<b>Expense</b>	<b>Net</b>
Head Start / Blended	\$16,108	\$16,108	-
Early Head Start	4,030	4,030	-
ARP	227	227	-
<b>Childrens Services Total</b>	<b>\$20,366</b>	<b>\$20,366</b>	<b>-</b>
<b>Community Services</b>	<b>Revenue</b>	<b>Expense</b>	<b>Net</b>
LIHEAP Wx	\$500	\$529	(29)
ECIP	774	798	(24)
AAA Home	26	31	(6)
CDBG Home	71	81	(10)
FSS	79	104	(25)
2-1-1 Program	293	300	(7)
Econ Emp	75	79	(4)
ARPA	826	826	-
LIHWAP	292	292	-
HHS FSS	181	181	-
<b>Community Services Total</b>	<b>\$3,116</b>	<b>\$3,221</b>	<b>(104)</b>
<b>(In \$1,000s)</b>			
<b>Family Youth Services</b>	<b>Revenue</b>	<b>Expense</b>	<b>Net</b>
Cal-SOAP	\$519	\$519	-
TAY	499	624	(125)
PROB	224	250	(25)
AFLP	224	226	(2)
AFLP Overlay	200	206	(6)
South Coast Task Force	189	209	(20)
SECURE	832	832	-
Lompoc Unified	5	5	(0)
Carpinteria High	99	100	(1)
B Well	516	516	-
FYS Other	5	21	(16)
<b>Family Youth Services Total</b>	<b>\$3,313</b>	<b>\$3,508</b>	<b>(194)</b>
<b>Agency Support</b>	<b>Revenue</b>	<b>Expense</b>	<b>Net</b>
Agency Fund	\$465	\$215	250
Development	711	662	49
<b>Agency Support Total</b>	<b>\$1,176</b>	<b>\$877</b>	<b>298</b>
<b>Grand Total</b>	<b>\$27,971</b>	<b>\$27,971</b>	<b>0</b>

Additional details on the program by program to see the gaps in funding, community services, and Family & Youth Services are needed. The biggest one is LIHEAP and energy assistance, along with FSS. FYS Transitional Age Youth is the biggest issue right now. The county is willing to work with us with additional referrals and work to be done in-house. The issue is with staffing and performance to provide billing hours. Sanford asked if the problem was continuing. Pat and Grant met with tony Navarro, who helped the agency. Phylene stated that the 211 program is critical across the county, and why is it not fully funded? Pat stated that the county provided additional funding, but the biggest issue is with our contractor, Interface, who needs call representatives.

FYS – working with probation with an increase in wages, we have hired the people. Guy – is there a next page to the revenue and expenses presentation? Grant replied that there were a few funding sources and agency support to help balance the budget. Guy asked if this was a development issue for fundraising. Pat replied that CSBG contract funds are the cornerstone of our agency income. The agency has submitted grants to family foundations to help level the fund gap. Pat continued that CommUnify recently received a grant from MB&T in the amount of 100k and other multiple family foundations, some of which will be addressed by revenue in family foundations. On track to address the gaps to address the champions dinner.



Motion to approve all items on the 2023 Budget.

**M/S/A Phylene Wiggins/Alexander Saunders**

**Approved**

**5. BOARD RECOGNITION:**

Marina Owen, Chair, gave a recognition of service to the CommUnify Board of Directors to Ms. Elizabeth Snyder, vice-chair, for her four years of continuous, faithful service to the agency.

**CLOSED SESSION:**

- a. Personnel Matters:
  - 1. CEO Annual Evaluation
  - 2. CEO Compensation Review
- b. Pending Legal Action: None

**6. UPCOMING MEETINGS/EVENTS**

- a. Board Meeting 1/4/23 @ 6 – 7:30 pm (Location: Zoom)
- b. Executive Committee 2/1/23 @ 12-1 pm (Location: Zoom)
- c. Planning Committee Meeting 2/3/23 @ 8-9 am (Location: Zoom)
- d. Event: “**An Intimate Conversation with Anthony Edwards & Cady Huffman**” 2/4/23 @ 4 – 7:30pm @ Belmont El Encanto Hotel  
(Limited Tickets: “The Conversation” \$250; Private Dinner \$500)

**7. MEETING ADJOURNED AT 6:19PM**