



**Board of Directors
Meeting Minutes
Wednesday, May 3, 2023
6:00 – 7:30 pm
ROLL CALL**

Marina Owen called the meeting to order at 6:08 pm. A quorum was established.

<u>Members present:</u>	<u>Members not present:</u>	<u>Staff present:</u>	<u>Guests present:</u>
Karin Dominguez	Mike Cordero	Pat Keelean	Jennifer Macdonald
Marina Owen	Oscar Gutierrez	Monica Moreno	
James Kyriaco	Areli Miguel	Grant Carmichael	
Sharon Lutz	Bob Nelson	Libby Martinez	
Jeremy Ball	Phyelene Wiggins		
Sanford Riggs			
Alexander Saunders			
Josephine Torres			

1. WELCOME & CALL TO ORDER

Marina Owen, Chair, called the meeting to order at 6:08 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.

No Public Comment.

3. APPROVAL OF BOARD MINUTES:

January 4, 2023, and March 1, 2023.

M/S/A Jeremy Ball/James Kyriaco

Approved

4. RECITE COMMUNIFY MISSION STATEMENT/MISSION MOMENT – PAT KEELEAN, CEO

“We provide education and supportive services in partnership with the community so Santa Barbara County residents can improve their economic security, become self-sufficient, and retain their dignity.”

5. CEO UPDATE – PAT KEELEAN:

Pat provided the following overview of key highlights discussed:

Agency Highlights



- Leadership/Staffing Updates
 - Children's Services Director
 - South Coast Youth Safety Partnership (SCYSP) - Program Manager
 - Universal Intake System – Implementation Update
 - Low-Income Water Assistance Program
 - Lompoc “One-Stop” Center
 - DEI: Year 1 Summary Report/Presentation
-
- Lorraine Neenan, Children's Services Director, will be retiring at the end of July, and Jennifer Macdonald, Associate Director, will step in as Children's Services Director.
 - Steven DeLira has been hired as the Program Manager for the South Coast Youth Safety Partnership Program.
 - Universal Intake is right on track for deployment on June 1st. Some issues are being resolved with ChildPlus and the creation of an API. The leadership team and Directors have had hands-on training with eLogic/Genesis. Direct staff training is coming up shortly.
 - Alex Saunders asked for more in-depth training or a demonstration of the software.
 - LIWAP Program 1.2 million to spend until the end of September. Kemba is looking for third-party vendors in Santa Barbara, but there are not enough contractors and staff that can participate.
 - Question by James Kyriaco: do we pay the client bills?
 - Pat replied that the state cuts the check, and community services qualify the client.
 - Karin Dominguez asked how many admin hours are needed in the city?
 - Pat replied that it depends on the participating city.
 - Lompoc “One-Stop” Center
 - Conversations are ongoing with the owner of the building on H Street.
 - Karin asked if the building would house all of CommUnify.
 - Pat replied that the programs being housed out of the building would be community services, family & youth services, head start and possibly more programs in the future.
 - Marina asked what services would be offered.
 - Pat replied that FYS staff, TAY, and with the possibility of offering cooking classes for the TAY program. Direct services can only be

provided on the first floor since the building does not have an elevator.

- Dr. Lutz asked what is there now?
 - Pat replied that there is an agricultural engineering company there now.
 - The building would also have an administrative office for Pat.
- Jeremy stated that the building is very visible and popular and that he is very hopeful that it would serve the community well.
- DEI: Year 1 Summary Report/Presentation:
 - DEI Annual Organizational assessment will track programs. The i3 Institute will be providing a report to the Board of Directors. DEI Institute provides training to management in the first year, and then year two will be for managers and supervisors, and year three training will be for line staff.
 - James Kyriaco asked what we should expect? Any tangibles?
 - Pat replied that i3 Institute will be providing a report.

6. CFO Update - Grant Carmichael:

- Montecito Bank & Trust Investment presentation at the next board meeting.
- Vacation payout is coming through.
- Revenue 223 Bonus plan being finalized.
- Hiring a new auditor company at the end of June.
- There are some changes to the 403b Retirement Plan that will need Board approval coming down from the Government. CommUnify will be providing education sessions to staff.
- Building on H Street: The owner accepted the acquisition proposal with an option to purchase.
- Goleta Admin building will be downsized.
 - Dr. Lutz asked if the building is move-in ready.
 - Grant replied that it is.

7. CONSENT AGENDA:

All matters listed hereunder constitute a consent agenda and will be acted upon by a single roll call vote of the Board. Matters listed on the Agenda will be read-only at the request of a member of the Board or the Public, in which event the matter shall be removed from the consent agenda and considered as a separate item.

7a. Approval of Minutes:

- 7a – 1 Board Minutes – January 4, 2023
- 7a – 2 Board Minutes – March 1, 2023
- 7a – 3 Executive Committee Minutes – February 1, 2023
- 7a – 4 Executive Committee Minutes – March 22, 2023
- 7a – 5 Finance/Audit Committee Minutes (Feb) – February 22, 2023
- 7a – 6 Finance Committee Minutes (March) – April 7, 2023
- 7a – 7 Finance Committee Minutes (April) – April 28, 2023
- 7a – 8 Personnel Committee Minutes – February 23, 2023
- 7a – 9 Planning Committee Minutes – February 1, 2023
- 7a – 10 Planning Committee Minutes – April 7, 2023

M/S/A Jeremy Ball/James Kyriaco

Approved

7b. Approval of Grants \$10,000 and Under/Renewal Contracts:

7b – 1 Accept the proposal to revise CommUnify’s HR Policy Handbook with recommended modifications to Policy 9.02 – Holidays, including the addition of: (1) Cesar Chavez Day in March and Indigenous Peoples Day in October.

7b – 2 Accept the proposal to revise CommUnify’s HR Policy Handbook with the addition of Policy 5.16 – Recruitment Incentives. The provision of incentive pay is contingent on funding availability and allowability. The adoption of this change aligns with our Strategic Plan goal of increasing employee retention.

7b – 3 Approval to enter into a contractual agreement with the County of Santa Barbara in the amount of \$211,333 for the delivery of the County’s 211 information and referral helpline services for the period 7/1/23 – 6/30/24.

M/S/A Alexander Saunders/James Kyriaco

Approved

8. ACTION ITEMS:

8 – A Consistent with Article 4 of the agency’s Bylaws, approval to establish a Governance Committee to oversee all aspects of CommUnify’s functions on behalf of the board.

M/S/A Alexander Saunders/Dr. Sharon Lutz

Approved

- Question by James Kyriaco: how will it work between the CEO/Board members?
 - Pat replied that this will be an extension of the Executive Committee.
- Question by Karin Dominguez: will this approval allow Pat to act on behalf of the board of directors?

- Alex Saunders stated that this approval is in compliance with Grants, and no authority is given to the CEO. This approval is part of the review of the Bylaws that was made last year and its recommendations.

8 – B Approval and authorization to establish a Fundraising Advisory Committee to oversee provide support for fundraising activities and special events.

M/S/A James Kyriaco/Alexander Saunders

Approved

- Jeremy Ball asked if CommUnify is out of compliance?
 - Pat replied that no, the agency is cleaning up.
- Marina Owen asked if the agency is recruiting for this committee?
 - Pat replied that the Executive Committee will make a decision as to recruiting for this committee.

8 – C Approval and authorization to apply to the California Student Aid Commission for the California Student Opportunity and Access Program (CalSOAP) in the amount of \$514,273 to provide financial aid assistance, college enrollment, and tutoring services for the period 7/1/23 – 6/30/24.

M/S/A Alexander Saunders/Josephine Torres

Approved

8 – D Approval to enter into a contractual agreement with the California Department of Community Services and Development (CSD) in the amount of \$1,261,952 for the Emergency Supplemental Low-Income Home Energy Assistance Program (ESLIHEAP) to provide utility payment assistance, emergency appliance repair, and home energy upgrades.

M/S/A Alexander Saunders/Dr. Sharon Lutz

Approved

- Alexander Saunders asked if the agency needs licensed contractors for water heaters/stoves?
 - Pat replied that Community services is recruiting for contractors.

8 – E Approve the distribution of a Cost-of-Living-Adjustment (COLA) for Children’s Services staff utilizing Quality Improvement (QI) funds totaling \$938,735 from the Office of Head Start.

M/S/A Alexander Saunders/Josephine Torres

Approved

- The board of directors asked if this COLA applies to all the agency staff?
 - Monica Moreno replied that this COLA applies only to all Head Start/Early Head Start staff.

9. **PRESENTATIONS/TRAININGS:**

9a. 2022 Community Action Plan and Clinet Satisfaction Report – David Jiménez, Interim COO

Agency Ideology

Vision: People Living Sustainable and Independent Lives.

Mission: We serve Santa Barbara County's vulnerable populations through education and coordinated services so they may achieve economic stability, improve overall well-being and thrive.

Values: TBD

Leadership Team

Chief Executive Officer: Patricia Kaelean

Chief Financial Officer: Grant Carmichael

Chief Operating Officer: David Jimenez, Interim

Chief Development Officer: Julie Weiner

Behavioral Health Services Director: Nuvia Almanza

Children's Services Director: Lorraine Neenan

Community Services Director: Kemba Lawrence

Family & Youth Services Director: Natalia Alarcon

Human Resources Director: Monica Moreno

PARTNERS PROGRESS "3x5x5" FRAMEWORK

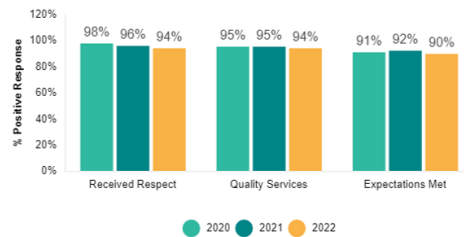


This framework empowers leadership and staff to continue to learn from and work closely with our partners to innovate integrated data driven solutions to help people live sustainable and independent lives.

Clients Served

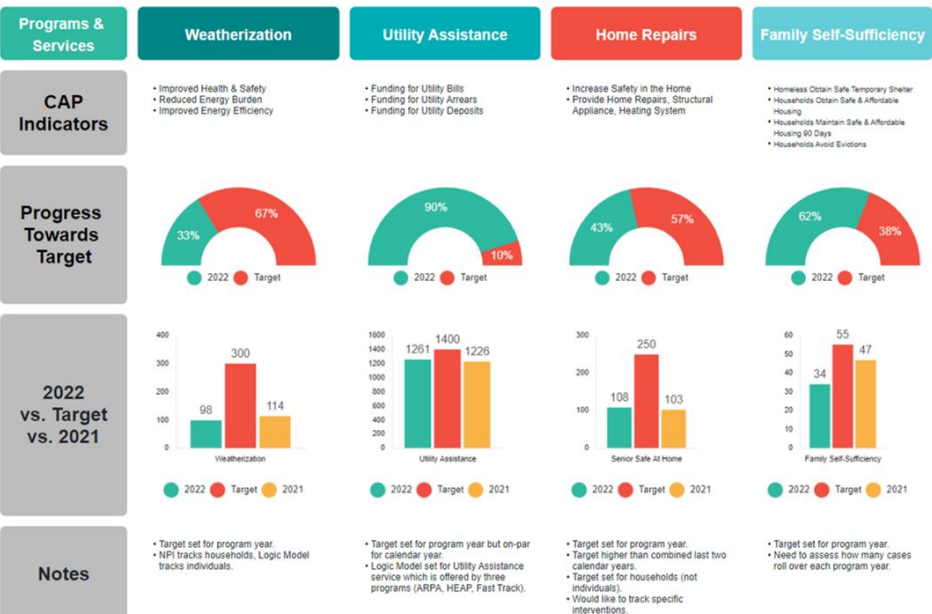


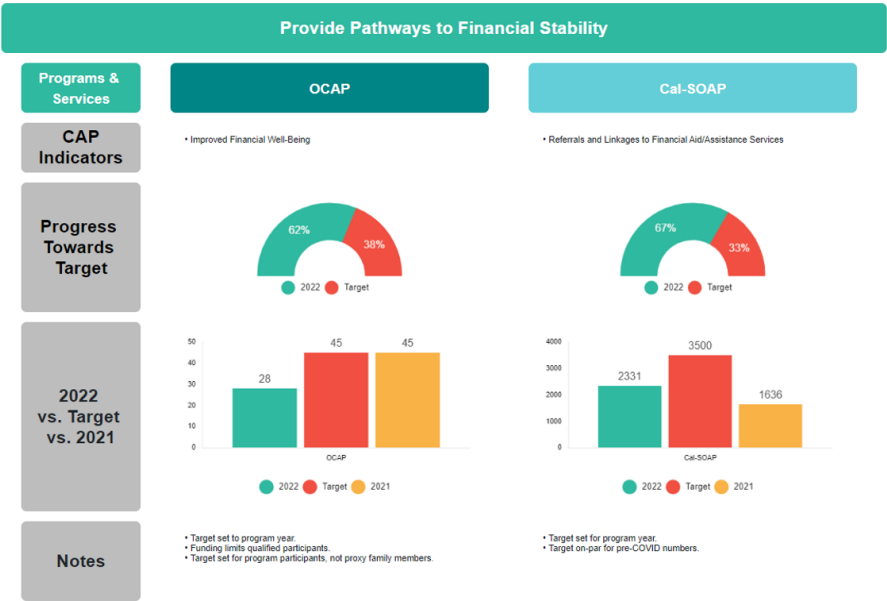
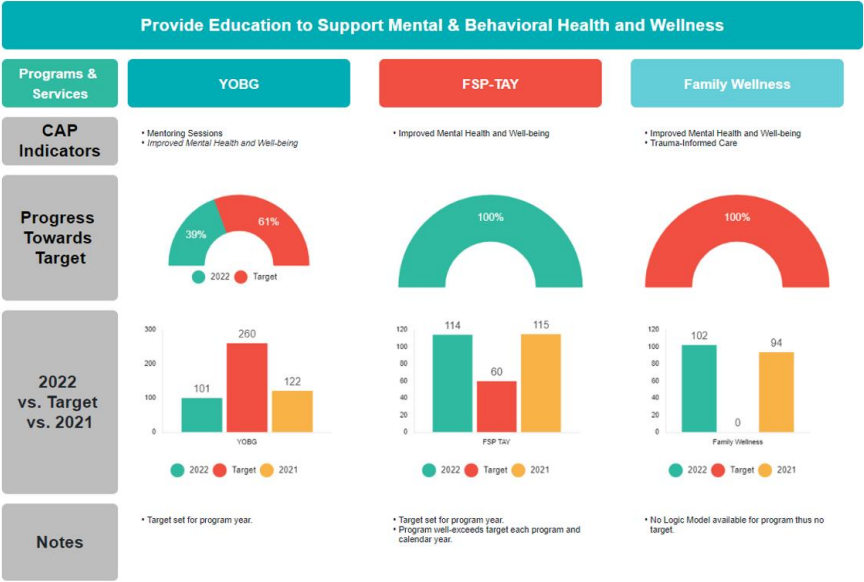
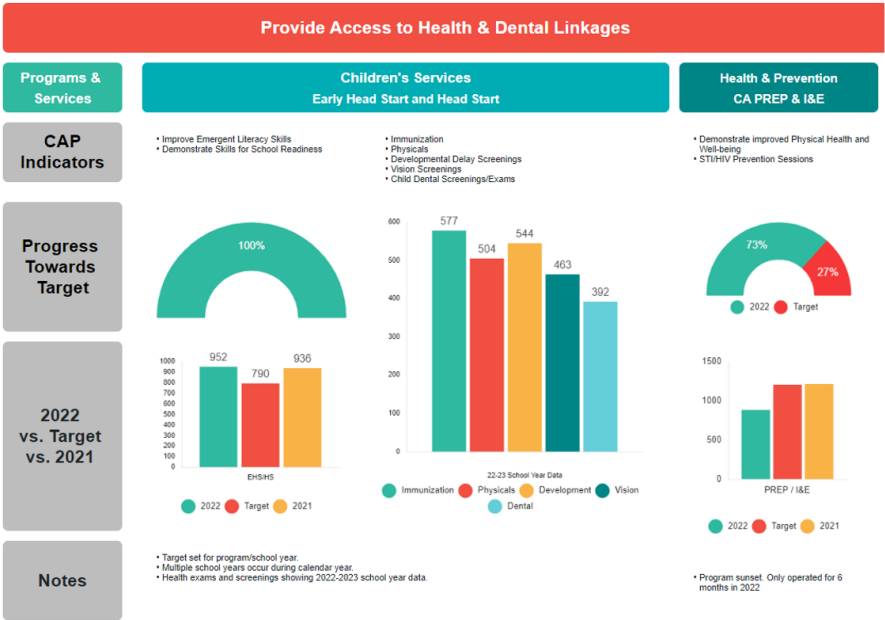
Client Satisfaction

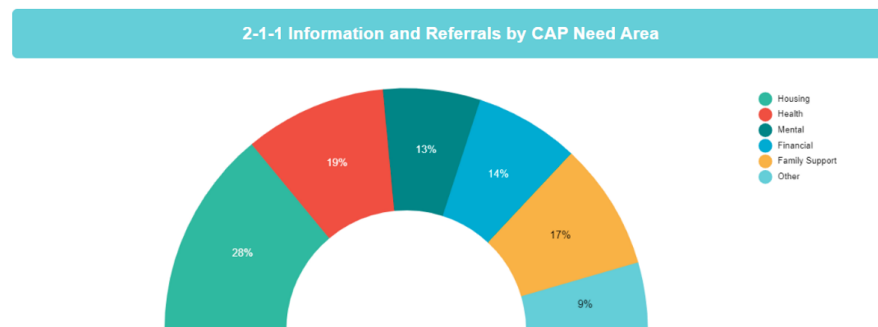
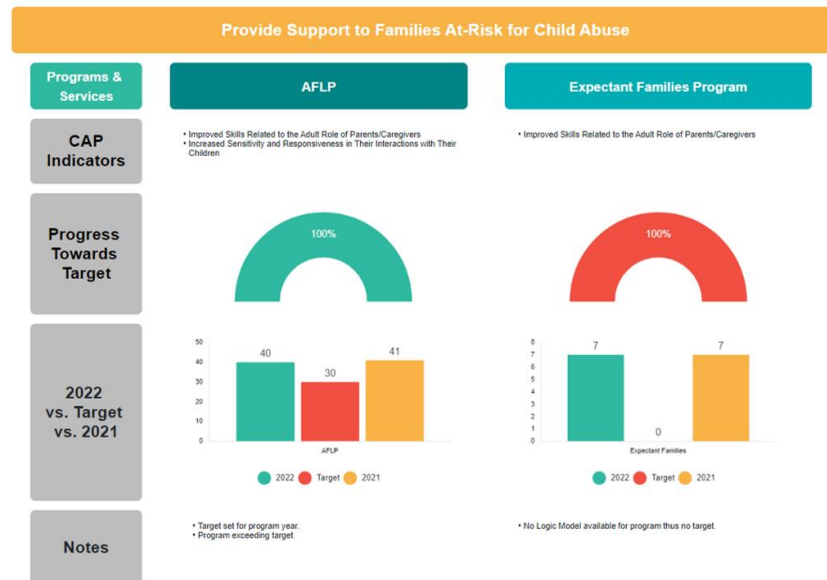


COMMUNITY ACTION PLAN PRIORITY AREAS

Provide Linkages to Safe and Affordable Housing







9b. 2022 Employee Satisfaction Report – Monica Moreno, HR Director



Staff Satisfaction Survey Results

May 5, 2023

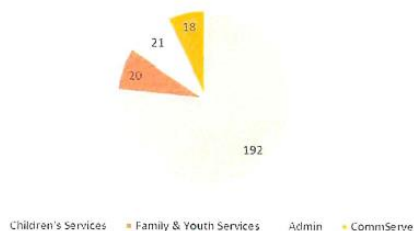
Agency Snapshot

- 78% are direct service staff.
- 43 job openings in December, an annual average of 37.
- 50% of staff earn under \$20 an hour.

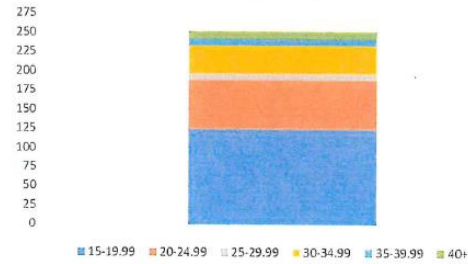
Staff by Region



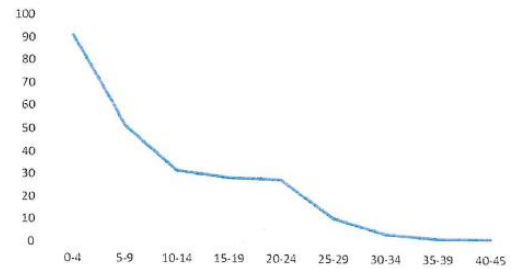
Staff by Department



Staffing by Hourly Rate



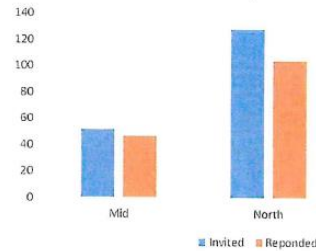
Years of Service



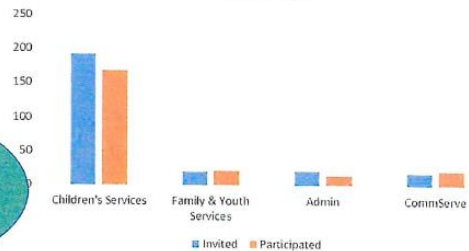
2022 Participation

- 244 responses
- 75% of staff commented on what they love about their work.
- Pay and inflation were very notable with pay as the number one issue.
- Turnover affected overall morale.
- Higher manager dissatisfaction.

Region



Department



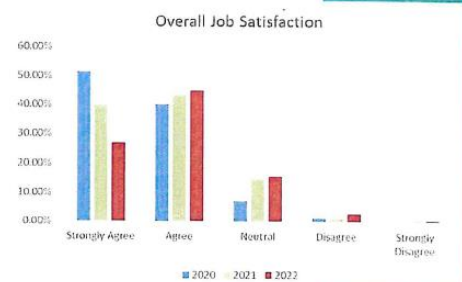
"Community is family oriented and respects the multiple roles that teachers have outside of the workplace."

"I like the positive impact we have on the community."

"I love my job; I would like to get better pay."

Staff Needs & Next Steps

- “Better pay for teachers and finding staff for all the open positions.”
- “Communication across departments. More information is better than none.”
- “Staff retention and staff appreciation.”



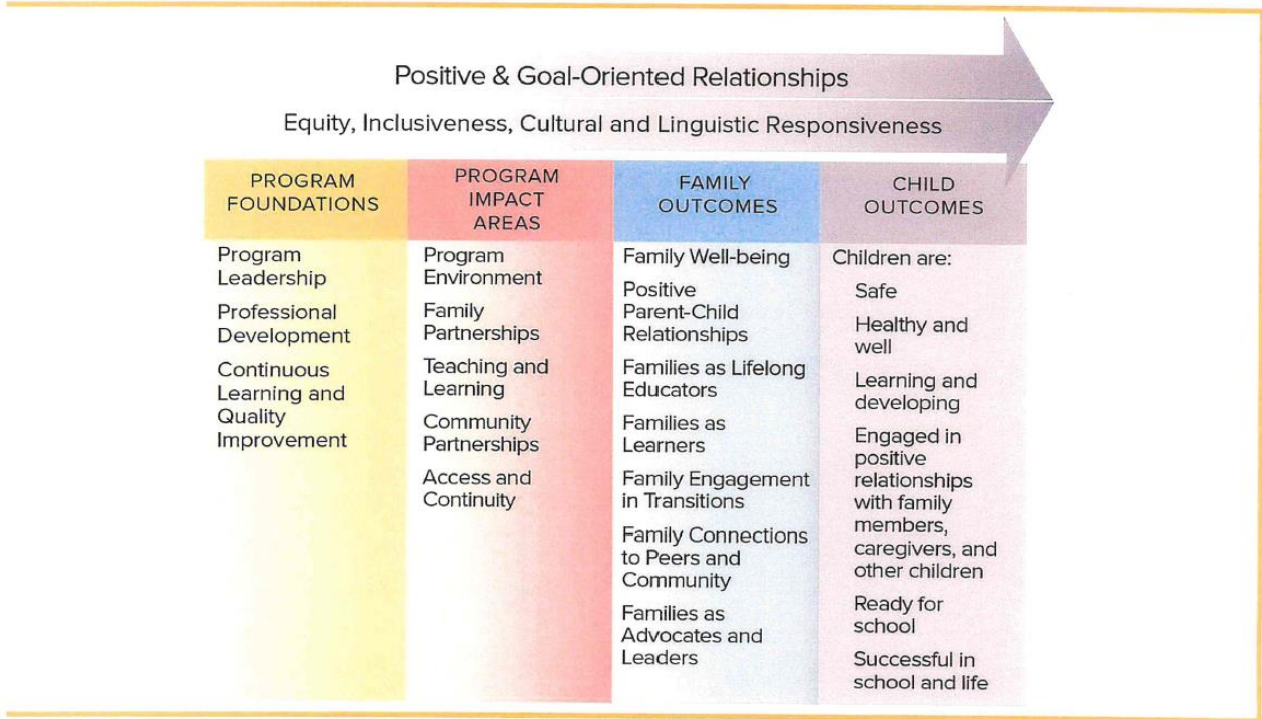
- Dr. Lutz asked what does this survey mean for the agency.
 - Monica Moreno replied that there will be another follow-up staff satisfaction survey.
- Alex Saunders asked if the targets in the survey reflect the logic model?
 - Monica responded that the agency is falling behind because of staffing.

9c. Head Start Training: Health and Disabilities Program Services – Lorraine Neenan, Children’s Services Director – Presentation made by Jennifer Macdonald, Associate Director:



Head Start

Family and Community Engagement
Program Services



Defining Family Engagement

- Family engagement is an interactive process through which program staff and families, family members, and their children build positive and goal-oriented relationships.
- It is a shared responsibility of families and professionals that requires mutual respect for the roles and strengths each has to offer.
- Family engagement means doing with—not doing to or for—families.
- At the program level, family engagement involves parents' engagement with their children and with staff as they work together toward the goals that families choose for themselves and their children.
- Head Start and Early Head Start staff work together with families, other professionals, and community partners in ways that promote equity, inclusiveness, and cultural and linguistic responsiveness.

Community Engagement

- Community engagement refers to the mutually respectful, strengths-based interactions of Head Start and Early Head Start staff and families with community members and agencies at all levels.
- These partnerships support parents' roles as valued community members and their progress toward their goals for themselves and their children.
- Community partners provide tangible child development supports and resources that families and staff want and need.
- Head Start and Early Head Start staff actively seek out and respond to community voices, strengths, and needs.

10. **CLOSED SESSION:**

- a. Personnel Matter: None
- b. Update on Legal Action: None

11. **INFORMATIONAL ITEMS:**

- a. Team CommUnify Meeting 5/8/23 @ 3pm (Zoom)
- b. DEI Leadership Team Meeting – 5/25/23 @9:30am (Zoom)
- c. Annual All-Staff Summit – 5/25/23 @ 10am (Santa Maria)
- d. Finance Committee Meeting – 5/31/23 @ 12pm (Zoom)
- e. Planning Committee: 6/2/23 @ 8-9 am (Zoom)
- f. Executive Committee Meeting – 6/7/23 @ 12pm (Zoom)
- g. Champions Dinner: 6/8/23 @ 5 pm (Location: Alisal River Grill)
- h. Quarterly Manager/Supervisor Meeting 6/23/23 @ 9 am – 3 pm (Location: Dick DeWees Community Center, Lompoc)
- i. DEI Leadership Team Meeting – 6/29/23 @ 9 am – 1 pm (In-Person) Location: 236 E. Cabrillo Blvd.
- j. Board Meeting: 7/12/23 @ 6pm (In-Person) Buellton Rec Center

12. **ADJOURN:**

Meeting Adjourned at 7:43 pm.