

KCAO BOARD OF DIRECTORS' MEETING

Wednesday, April 15, 2015 @ 4:30 P.M.

Kings Community Action Organization

1130 N. 11th Ave., Hanford, CA 93230

MINUTES

CALL TO ORDER

The meeting was called to order by Chairman Raymond Lerma @ 4:33 P.M. The flag salute followed and roll call was taken. Those in attendance and constituting a quorum were:

Members Present: Raymond Lerma, Jess Martinez, Tim Bowers, Gary Pannett, Don Wright, Cheryl Silva, Sal Lopez, Alicia Jacobo Gabriel Venegas, Melissa Whitten (arrived at 4:37 P.M.), and Eddie Neal (arrived at 5:00 P.M).

Members Excused: None

Members Absent: Richard Fagundes, Elsie Barba,

Staff Present: Jeff Garner, Glenda Stephens, Michelle Dove, Sara Lorah, Rubisela Sanchez, Jen Cortum, Bibiana Garcia, Savino Perico, Saul Leal and Irene Moreno.

Guests Present: Esperanza Barocio- Migrant Policy Council Secretary, Xeola Brinker- RHS Policy Council Chair

PUBLIC COMMENTS/UNSCHEDULED APPEARANCES

None.

STAFF COMMENTS

Juan Martinez introduced Esperanza Barocio- Migrant Policy Council representative.

Jeff Garner introduced Dana Kassymbayeva, a foreign exchange student representing the Global Youth Program. Dana hosted a Bunco event for the exchange program at KCAO and raised \$1,020.00 for the Barbara Saville Women's Shelter.

STAFF PRESENTATION

Savino Perico and Bibiana Garcia presented the VITA program to the Board and gave information regarding the grant and training for the volunteers to do taxes for customers. The Tax Kick- Off Day started on January 31, 2015, and just recently held another Tax Day on April 11, 2015 with State Controller- Betty Yee, and State Senator- Andy Vidak and Assemblyman- Rudy Salas. The VITA program this year was in collaboration with C-Set, Kings United Way and KCAO.

BOARD CHAIRMAN'S COMMENTS

Chairman Raymond Lerma thanked Savino and Bibiana for their great work.

CONSENT CALENDAR

Chairman Raymond Lerma called for a motion to approve the consent calendar item. Item was **M/S/C (Martinez/Bowers)**. **Approving:** Lerma, Martinez, Whitten, Bowers, Pannett, Wright, Silva, Jacobo, Lopez, and Venegas. **Dissenting:** None. **Abstaining:** None. **Absent:** Fagundes, Barba, Neal. Item passed.

COMMITTEE REPORTS

Executive Committee: Chairman Raymond Lerma reported that the committee discussed the upcoming LIHEAP and DOE review.

Finance Committee: Board Member Tim Bowers stated the committee reviewed and discussed the financial and credit card statements that were also presented to the Head Start Policy Council. He reported that the committee discussed the 2014 Annual Single Audit which Sara Lorah will be presenting additional information to the Board.

Personnel & Affirmative Action Committee: Board Member Jess Martinez stated that the committee met and discussed the Human Resources Report. Also mentioned was Mr. Clarence Cryer was asked to submit a letter from a local group which he represented. Information is needed for the Board Private Sector vacancy selection. Jess mentioned to the committee that he applied to be on the Board for the Kings County Office of Education.

Strategic Planning & Program Committee: Board Member Gary Pannett indicated the committee met on 4/13/15. There

was no quorum. The committee members were presented with action items that are to be presented today to the Board for possible approval.

Real Estate & Investment Facility Committee: Board Member Sal Lopez reported that the committee met. There was no quorum. There is still no movement on the property at Kettleman City. The money from the sale of the property would be given back to Head Start to use for the program. Appraised value of the property is \$30,000.

Marketing and Resource Development Committee: Board Member Jess Martinez indicated that the committee met. There was no quorum. Don Wright and Jess Martinez attended the Tax Day held at KCAO and met State Controller- Betty Yee. Don felt that we received good feedback regarding how the program was running. Also discussed was the 2015 Golf Tournament is scheduled to meet tomorrow, April 16, 2015 at 5:00 P.M. Any Board member wanting to assist with the tournament may attend. Ideas were also talked about for other possible fundraisers throughout the year.

Head Start Policy Council: Board Member Sal Lopez provided an update on attending the Head Start Policy Council meeting in March. An update of vacancies and new hires for Head Start was also given.

PROGRAM ACTIVITY REPORTS

- a) Child Care Assistance Program- Glenda Stephens: As submitted.
- b) Head Start- Michelle Dove: As submitted.
- c) Human Resources- Ron Torres: As submitted.
- d) Intervention, Prevention & Support Services- Joey Cox: As submitted.
- e) Nutrition, Education & Hunger Prevention- Taylor Clanton: As submitted.
- f) Operations- Saul Leal: As submitted.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Jeff Garner mentioned that he would like to inform the Board of the data collected from the KCAO Client Survey Cards. This is the first group of the cards gathered. There will be another survey done in a few months which we will then collect and enter the data again to compare the results.

Jeff stated that there is a Board of Director's Special Meeting directly after this Board meeting tonight scheduled for 5:15 P.M. He indicated that there was one item on the agenda.

NEW BUSINESS

- a) Presentation of the MHS School Readiness Update: Rubisela Sanchez and Michelle Dove presented the MHS School Readiness Update to the Board.
- b) Presentation and Possible Approval of the 2014 Annual Single Audit Resolution: Sara Lorah presented the 2014 Annual Single Audit Resolution authorizing the Finance Committee to accept the audit. Item was **M/S/C (Pannett/Martinez)**. **Approving:** Lerma, Martinez, Whitten, Bowers, Pannett, Wright, Silva, Jacobo, Lopez, Venegas and Neal. **Dissenting:** None. **Abstaining:** None. **Absent:** Fagundes, Barba. Item passed.
- c) Presentation and Possible Approval of the Contractor's License Renewal: Saul Leal presented the Contractor's License Renewal. Item was **M/S/C (Silva/Wright)**. **Approving:** Lerma, Martinez, Whitten, Bowers, Pannett, Wright, Silva, Jacobo, Lopez, Venegas and Neal. **Dissenting:** None. **Abstaining:** None. **Absent:** Fagundes, Barba. Item passed.
- d) Presentation and Possible Approval of the Health Area Service Plan: Tabled to next meeting.
- e) Presentation and Possible Approval of the Private Sector Representative to Serve on the Board of Director's: Tabled to next meeting.

CLOSED SESSION

Adjourned to closed session at approximately 5:23 P.M.

RECONVENE IN OPEN SESSION

Reconvened to open session at approximately 5:34 P.M.

REPORT ACTION TAKEN IN CLOSED SESSION

None

BOARD MEMBERS' COMMENTS

- Eddie Neal reported that he had a great time in Washington, DC attending the National Head Start Association Conference. He enjoyed the experience.

ADJOURNMENT

Chairman Raymond Lerma adjourned the meeting at approximately 5:36 P.M.

Respectfully submitted,

Irene Moreno

Irene Moreno
Board Recorder