

## KCAO BOARD OF DIRECTORS' MEETING

Wednesday, May 20, 2015 @ 4:30 P.M.

Kings Community Action Organization

1130 N. 11<sup>th</sup> Ave., Hanford, CA 93230

### MINUTES

#### CALL TO ORDER

The meeting was called to order by Chairman Raymond Lerma @ 4:34 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, Elsie Barba, Richard Fagundes, Gary Pannett, Don Wright, Cheryl Silva, Gabriel Venegas, Melissa Whitten (arrived at 4:31 P.M.), Alicia Jacobo (arrived at 4:34 P.M.), and Eddie Neal (arrived at 4:57 P.M).

**Members Excused:** None

**Members Absent:** Sal Lopez

**Staff Present:** Jeff Garner, Glenda Stephens, Taylor Clanton, Prestina Horn, Sara Lorah, Patsy Douthat, Mark Taylor, Rubisela Sanchez, Laura Logan, Joey Cox, Ron Torres, Juan Martinez, Brenda Tamayo-Pagan, Saul Leal, Nikkie Gerner, Nicole Leal, Janice Augusto, and Irene Moreno.

**Guests Present:** Mario Zamora, Henry Oum, Faustino Hinojosa

#### PUBLIC COMMENTS/UNSCHEDULED APPEARANCES

None.

#### STAFF COMMENTS

None.

#### STAFF PRESENTATION

None.

#### BOARD CHAIRMAN'S COMMENTS

Chairman Raymond Lerma mentioned that the Migrant Review is coming up on Wednesday, and we would like to get responses from 4 to 5 Board members to participate.

Board members are asked to attend the National Conference held in San Francisco, so please let Jeff know.

Also, Board members are asked to assist in the KCAO Self Assessment. If anyone is interested, please see Mr. Garner.

#### ELECTION RESULTS- AVENAL TARGET AREA

Jeff Garner extended the filing deadline another 30 days as no applications were received. We hope to have results by next Board meeting.

#### CONSENT CALENDAR

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

#### COMMITTEE REPORTS

Executive Committee: Chairman Raymond Lerma reported that the committee discussed the Executive Director's evaluation and also met with Legal Counsel to update his contract.

Finance Committee: Board member Cheryl Silva stated the committee reviewed and discussed the financial and credit card statements. Cheryl also reported that the committee discussed the audit report with the changes.

Personnel & Affirmative Action Committee: Board member Elsie Barba stated that the committee met and discussed the Human Resources Report. The changes were reviewed for the State Mandated Paid Sick Leave Policy as well as the changes made to the Personal Illness Policy. The committee asked for information on training on Personnel matters that

Jeff and Ron would go to.

Strategic Planning & Program Committee: No report.

Real Estate & Investment Facility Committee: No meeting.

Marketing and Resource Development Committee: Board member Jess Martinez indicated that the committee met. The VITA program was discussed. Also, recruitment for Head Start enrollment, and the status of the agency Grant Writer.

Head Start Policy Council: No report.

## 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. Joey stated that some exciting things are happening in collaboration with Kings County Behavioral Health. Will help fund two employees and will also provide training for the staff.
- e) Nutrition, Education & Hunger Prevention- Taylor Clanton: As submitted. The Summer Food Program is a program that provides nutritious meals to children and teens up to 18 years of age. This year the program plans to serve approximately 15, 000 meals.
- f) Operations- Saul Leal: As submitted.

## EXECUTIVE DIRECTOR'S REPORT

Executive Director Jeff Garner mentioned that we are working with C-Set and Kings County United Way for another year of the VITA program for 2016. On the proposal KCAO is asking to increase the tax filings from 209 to 350 this coming year to be able to branch out to Avenal, Corcoran, Kettleman City. Hopefully will hear back in a few months of whether we were granted.

Jeff handed out information about the Community Action Conference in San Francisco and mentioned that the workshops were still not posted yet. We have budgeted for 5 Board members to attend. Please let Jeff know if interested.

## NEW BUSINESS

- a) **Presentation of the 2014 Audit**: Sara Lorah and the auditors- Henry Oum and Faustino Hinojosa presented the 2014 Audit to the Board.
- b) **Presentation of the Head Start Self Assessment Announcement**: Laura Logan presented the Head Start Self Assessment Announcement. It will be held May 26 through June 5 in the KCAO Auditorium at 9:00am.
- c) **Presentation and Possible Approval of the Family and Community Service Area Plan**: Mark Taylor presented the Family and Community Service Area Plan. Item was **M/S/C (Bowers/Barba)**. **Approving**: Lerma, Martinez, Whitten, Bowers, Barba, Fagundes, Pannett, Wright, Silva, Jacobo, Venegas and Neal. **Dissenting**: None. **Abstaining**: None. **Absent**: Lopez. Item passed.
- d) **Presentation and Possible Approval of the Health Service Area Plan**: Nicole Leal presented the Health Service Area Plan to the Board. Item was **M/S/C (Barba/Bowers)**. **Approving**: Lerma, Martinez, Whitten, Bowers, Barba, Fagundes, Pannett, Wright, Silva, Jacobo, Venegas and Neal. **Dissenting**: None. **Abstaining**: None. **Absent**: Lopez. Item passed.
- e) **Presentation and Possible Approval of the Nutrition Service Area Plan**: Prestina Horn presented the Nutrition Service Area Plan. Item was **M/S/C (Barba/Martinez)**. **Approving**: Lerma, Martinez, Whitten, Bowers, Barba, Fagundes, Pannett, Wright, Silva, Jacobo, Venegas and Neal. **Dissenting**: None. **Abstaining**: None. **Absent**: Lopez. Item passed.
- f) **Presentation and Possible Approval of the CCAP/Head Start Program Self Assessment**: Patsy Douthat and Brenda Tamayo-Pagan presented the CCAP/Head Start Program Self Assessment. Item was **M/S/C (Fagundes/Barba)**. **Approving**: Lerma, Martinez, Whitten, Bowers, Barba, Fagundes, Pannett, Wright, Silva, Jacobo, Venegas and Neal. **Dissenting**: None. **Abstaining**: None. **Absent**: Lopez. Item passed.
- g) **Presentation and Possible Approval of the California Office of Emergency Services (Cal OES) Domestic Violence Assistance Program Grant**: Joey Cox presented the California Office of Emergency Services (Cal OES) Domestic Violence Assistance Program Grant. Item was **M/S/C (Silva/Martinez)**. **Approving**: Lerma, Martinez, Whitten, Bowers, Barba, Fagundes, Pannett, Wright, Silva, Jacobo, Venegas and Neal. **Dissenting**: None. **Abstaining**: None. **Absent**: Lopez. Item passed.
- h) **Presentation and Possible Approval of the State Mandated Paid Sick Leave (PSL) Administrative Policy**: Item was tabled to the next Board meeting.
- i) **Presentation and Possible Approval of the Revisions to Administrative Policy 3210- Personal Illness**: Item was tabled to the next Board meeting.
- j) **Presentation and Possible Approval of the Board Resolution for the Signing Authority of CA Department of Education Contracts and Amendments**: Jeff Garner presented the Board Resolution for the Signing

Authority of CA Department of Education Contracts and Amendments. Item was **M/S/C (Bowers/Silva)**. **Approving:** Lerma, Martinez, Whitten, Bowers, Barba, Fagundes, Pannett, Wright, Silva, Jacobo, Venegas and Neal. **Dissenting:** None. **Abstaining:** None. **Absent:** Lopez. Item passed.

k) **Presentation and Possible Approval of the Private Sector Representative to Serve on the Board of Directors:** Jeff Garner presented the Private Sector Representative to Serve on the Board of Directors- Clarence Cryer. Item was **M/S/C (Lerma/Barba)**. **Approving:** Lerma, Martinez, Whitten, Bowers, Barba, Fagundes, Pannett, Wright, Silva, Jacobo, Venegas and Neal. **Dissenting:** None. **Abstaining:** None. **Absent:** Lopez. Item passed.

## **CLOSED SESSION**

Adjourned to closed session at approximately 5:17 P.M.

## **RECONVENE IN OPEN SESSION**

Reconvened to open session at approximately 6:20 P.M.

## **REPORT ACTION TAKEN IN CLOSED SESSION**

None.

## **BOARD MEMBERS' COMMENTS**

Melissa Whitten wanted to thank Jeff and the Fiscal staff for a clean audit. She asked that we let Finance know.

## **ADJOURNMENT**

Chairman Raymond Lerma adjourned the meeting at approximately 6:22 P.M.

Respectfully submitted,

*Irene Moreno*

Irene Moreno  
Board Recorder