

KCAO BOARD OF DIRECTORS' MEETING

Wednesday, June 17, 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 Vice Chairman Gary Pannett @ 4:34 P.M. The flag salute followed and roll call was taken. Those in attendance and constituting a quorum were:

Members Present: Jess Martinez, Elsie Barba, Richard Fagundes, Gary Pannett, Don Wright, Cheryl Silva, Gabriel Venegas, Sal Lopez, Alicia Jacobo, and Melissa Whitten (arrived at 4:36 P.M.)

Members Excused: None

Members Absent: Raymond Lerma, Tim Bowers, Eddie Neal

Staff Present: Jeff Garner, Glenda Stephens, Taylor Clanton, Sara Lorah, Ron Torres, Michelle Dove, Juan Martinez, Saul Leal, and Irene Moreno.

Guests Present: Danny Todd

PUBLIC COMMENTS/UNSCHEDULED APPEARANCES

None.

STAFF COMMENTS

None.

STAFF PRESENTATION

None.

BOARD CHAIRMAN'S COMMENTS

None.

BOARD MEMBER SWEAR-IN

Clarence Cryer, Jr., Private Sector representative for Kings County Latino Roundtable was sworn in by Vice Chairman Gary Pannett.

CONSENT CALENDAR

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

COMMITTEE REPORTS

Executive Committee: No report.

Finance Committee: Board member Cheryl Silva stated the committee met but had no quorum. Reviewed and discussed the financial and credit card statements. Cheryl also reported that adjusted journal entries due to the audit will be coming through. The Federal 990 form has been filed with the IRS, following Board review.

Personnel & Affirmative Action Committee: Board member Elsie Barba stated that the committee met and discussed the Human Resources Report. State Mandated Paid Sick Leave Policy as well as the Personal Illness Policy were discussed, but Ron Torres was still working on the changes.

Strategic Planning & Program Committee: Donald Wright reported that the committee did meet and reviewed several presentations which will be presented today to the Board as they will be asking for approval.

Real Estate & Investment Facility Committee: Sal Lopez reported that the committee met but had no quorum. Discussion was about the new information on the Kettleman and Avenal properties. No offers made on the Avenal property.

Marketing and Resource Development Committee: Board member Jess Martinez indicated that the committee met. The committee discussed the plan to have KCAO work with CCLS to provide immigration services to Kings County. The KCAO 2nd Annual Golf Tournament will be held October 12, 2015. Will need more committee members. Another Golf

Committee meeting will be scheduled soon.

Head Start Policy Council: Sal Lopez reported that two new male Policy Council members attended the Migrant meeting. Hiring of a CD Specialist position in Head Start is still in progress with background clearance. A Leadership/Governance training will be coming up.

PROGRAM ACTIVITY REPORTS

- a) Child Care Assistance Program- Glenda Stephens: As submitted.
- b) Head Start- Michelle Dove: As submitted. Michelle wanted to also thank the Board who participated in the meeting with Linda Cooper from Migrant Seasonal Head Start.
- 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 announced the new member to the Senior Staff team and welcomed Taylor Clanton as the Director of Nutrition Education and Hunger Prevention. Taylor was previously the Interim Director and has been doing a good job with the Summer Food Program and in the direction that she is taking the NEHP program.

Jeff gave an update of the Grant Writer position. An offer was made after interviews were conducted. The offer was later declined as the candidate received a better offer from her current employer. Jeff stated he is thinking about re-advertising again, but has not decided. If grants do need to be written, we have the opportunity to hire and contract with grant writers if needed.

NEW BUSINESS

- a) **Presentation and Possible Approval of the 2015-2016 Worker's Compensation Renewal:** Sara Lorah and Bacome Insurance representative, Danny Todd presented the 2015-2016 Worker's Compensation Renewal to the Board. Item was **M/S/C (Martinez/Fagundes)**. **Approving:** Martinez, Whitten, Barba, Fagundes, Pannett, Wright, Silva, Jacobo, Lopez and Venegas. **Dissenting:** None. **Abstaining:** None. **Absent:** Lerma, Bowers, Neal. Item passed.
- b) **Presentation and Possible Approval of the Revised Governance PDM Work Plan:** Michelle Dove presented the Revised Governance PDM Work Plan. Item was **M/S/C (Silva/Barba)**. **Approving:** Martinez, Whitten, Barba, Fagundes, Pannett, Wright, Silva, Jacobo, Lopez and Venegas. **Dissenting:** None. **Abstaining:** None. **Absent:** Lerma, Bowers, Neal. Item passed.
- c) **Presentation and Possible Approval of the 2015-2016 Head Start Child Development Parent Handbook:** Juan Martinez presented the 2015-2016 Head Start Child Development Parent Handbook. Item was **M/S/C (Barba/Wright)**. **Approving:** Martinez, Whitten, Barba, Fagundes, Pannett, Wright, Silva, Jacobo, Lopez and Venegas. **Dissenting:** None. **Abstaining:** None. **Absent:** Lerma, Bowers, Neal. Item passed.
- d) **Presentation and Possible Approval of the California Office of Emergency Services (Cal OES) Rape Crisis Program:** Jeff Garner presented the California Office of Emergency Services (Cal OES) Rape Crisis Program to the Board. Item was **M/S/C (Whitten/Barba)**. **Approving:** Martinez, Whitten, Barba, Fagundes, Pannett, Wright, Silva, Jacobo, Lopez and Venegas. **Dissenting:** None. **Abstaining:** None. **Absent:** Lerma, Bowers, Neal. Item passed.
- e) **Presentation and Possible Approval of the Proposed Policy- California Sick Leave:** Ron Torres presented the Proposed Policy- California Sick Leave. Item was **M/S/C (Martinez/Venegas)**. **Approving:** Martinez, Whitten, Barba, Fagundes, Pannett, Wright, Silva, Jacobo, Lopez and Venegas. **Dissenting:** None. **Abstaining:** None. **Absent:** Lerma, Bowers, Neal. Item passed.
- f) **Presentation and Possible Approval of the Proposed Revision- AP 3210 Personal Illness to AP 3210 KCAO Sick Leave:** Ron Torres presented the Proposed Revision- AP 3210 Personal Illness to AP 3210 KCAO Sick Leave. Item was **M/S/C (Martinez/Wright)**. **Approving:** Martinez, Whitten, Barba, Fagundes, Pannett, Wright, Silva, Jacobo, Lopez and Venegas. **Dissenting:** None. **Abstaining:** None. **Absent:** Lerma, Bowers, Neal. Item passed.
- g) **Presentation and Possible Approval of Certification of CSBG Organizational Standards:** Jeff Garner presented the Certification of CSBG Organizational Standards. Item was **M/S/C (Fagundes/Lopez)**. **Approving:** Martinez, Whitten, Barba, Fagundes, Pannett, Wright, Silva, Jacobo, Lopez and Venegas. **Dissenting:** None. **Abstaining:** None. **Absent:** Lerma, Bowers, Neal. Item passed.
- h) **Presentation and Possible Approval of the KCAO 2016-2017 Community Action Plan:** Jeff Garner presented the KCAO 2016-2017 Community Action Plan. Item was **M/S/C (Silva/Lopez)**. **Approving:** Martinez, Whitten, Barba, Fagundes, Pannett, Wright, Silva, Jacobo, Lopez and Venegas. **Dissenting:** None. **Abstaining:** None. **Absent:** Lerma, Bowers, Neal. Item passed.

MEDIA

As submitted.

CLOSED SESSION

Adjourned to closed session at approximately 5:54 P.M.

RECONVENE IN OPEN SESSION

Reconvened to open session at approximately 6:04 P.M.

REPORT ACTION TAKEN IN CLOSED SESSION

None.

BOARD MEMBERS' COMMENTS

Jess Martinez and Gary Pannett welcomed Clarence Cryer, Jr. again to the KCAO Board of Director's.

ADJOURNMENT

Vice Chairman Gary Pannett adjourned the meeting at approximately 6:05 P.M.

Respectfully submitted,

Irene Moreno

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Board Recorder