

**KCAO BOARD OF DIRECTORS' MEETING**

Wednesday, November 18, 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 @ 4:33 P.M. The flag salute followed and roll call was taken. Those in attendance and constituting a quorum were:

**Members Present:** Raymond Lerma, Elsie Barba, Richard Fagundes, Don Wright, Cheryl Silva, Tim Bowers, Gary Pannett, Alicia Jacobo, Melissa Whitten, Gabriel Venegas, Sal Lopez, Eddie Neal (arrived at 4:36pm), Clarence Cryer, Jr. (arrived at 4:40pm).

**Members Excused:** None

**Members Absent:** Jess Martinez

**Staff Present:** Jeff Garner, Glenda Stephens, Taylor Clanton, Sara Lorah, Brenda Tamayo-Pagan, Juan Martinez, Ruth Rodriguez, Joey Cox, Ron Torres, Michelle Dove and Irene Moreno.

**Guests Present:** None

**PUBLIC COMMENTS/UNSCHEDULED APPEARANCES**

None.

**STAFF COMMENTS**

None.

**STAFF PRESENTATION**

None.

**BOARD CHAIRMAN'S COMMENTS**

Chairman Raymond Lerma reported that he participated in Operation Gobble which was a success. Approximately 600 turkeys were secured and they will begin distributing to locations next week.

**CONSENT CALENDAR**

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

**COMMITTEE REPORTS**

Executive Committee: Board Chairman Raymond Lerma stated the Executive Committee did meet and discussed the Board vacancy in the Avenal Target Area, the selection of the 2016 Board officers, and the upcoming Strategic Planning sessions.

Finance Committee: Board member Tim Bowers stated the committee met, had quorum, and approved the minutes. The committee reviewed and discussed the financial and credit card statements. They also reviewed 2 policies and gave suggestions. One policy discussed, item 12d, is an action item that will be presented to the Board. The committee will recommend for Board approval.

Personnel & Affirmative Action Committee: Board member Elsie Barba stated that the committee met and discussed the Human Resources Report presented by Ron Torres. Elsie wanted to note that the Human Resources report indicated that Glenda Stephens has been working for KCAO for 34 years, and Elsie thinks this is just wonderful. Also discussed was the Board of Director's vacancy and gave solutions as to what to try next to fill the position.

Strategic Planning & Program Committee: Vice Chairman Gary Pannett reported that the committee did meet on November 16, 2015. The information that will be discussed today in the Board meeting was discussed at the committee meeting on Monday.

Real Estate & Investment Facility Committee: No meeting.

Marketing and Resource Development Committee: Chairman Raymond Lerma indicated that the committee met and discussed some items on the Board agenda. Also discussed was the KCAO Golf Tournament scheduled for March 2016.

Head Start Policy Council: Board member Sal Lopez attended the Head Start Policy Council meeting and reported that there were 6 newly hired positions.

## PROGRAM ACTIVITY REPORTS

- a) Child Care Assistance Program- Ruth Rodriguez: As submitted.
- b) Head Start- Michelle Dove: As submitted.
- c) Human Resources- Jeff Garner for 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 shared with the Board that together with State Senator Andy Vidak, yesterday, there was a Mobile Eye Clinic held at Coe Park. 100 individuals were given eye exams as well as had eye glasses made there or vouchers were given to be able to get eye glasses made at Sears, Walmart, etc. Mr. Vidak presented a certificate to KCAO for helping co-host the event.

## NEW BUSINESS

**a) Presentation and Possible Approval of the 2016-2017 Regional and Early Head Start Grant:** Michelle Dove presented the 2016-2017 Regional and Early Head Start Grant. Michelle reviewed the changes and goals. Item was **M/S/C (Whitten/Barba)**. **Approving:** Lerma, Barba, Fagundes, Wright, Silva, Cryer, Bowers, Pannett, Jacobo, Whitten, Neal, Venegas, and Lopez. **Dissenting:** None. **Abstaining:** None. **Absent:** Martinez. Item passed.

**b) Presentation and Possible Approval of the Head Start Policy Council By-Laws:** Juan Martinez presented the Head Start Policy Council By-Laws. Juan pointed out the small change to add the EHS-CCP program to the By-Laws, in order to include the parents of this program as Policy Council representatives. Item was **M/S/C (Bowers/Fagundes)**. **Approving:** Lerma, Barba, Fagundes, Wright, Silva, Cryer, Bowers, Pannett, Jacobo, Whitten, Neal, Venegas, and Lopez. **Dissenting:** None. **Abstaining:** None. **Absent:** Martinez. Item passed.

**c) Presentation and Possible Approval of the Changes to the ERSEA Service Area Plan:** Brenda Tamayo-Pagan presented the Changes to the ERSEA Service Area Plan. Brenda explained the changes in the Performance Standards that included the change in language and the types of documentation needed to verify income. This item was reviewed and approved by the Head Start Policy Council. Item was **M/S/C (Lopez/Barba)**. **Approving:** Lerma, Barba, Fagundes, Wright, Silva, Cryer, Bowers, Pannett, Jacobo, Whitten, Neal, Venegas, and Lopez. **Dissenting:** None. **Abstaining:** None. **Absent:** Martinez. Item passed.

**d) Presentation and Possible Approval of the Record Retention Policy:** Sara Lorah presented the Record Retention Policy. The current list the agency has is not a true policy and does not explain as thoroughly as the presented draft policy. Sara is asking the Board to approve the new policy. Item was **M/S/C (Fagundes/Bowers)**. **Approving:** Lerma, Barba, Fagundes, Wright, Silva, Cryer, Bowers, Pannett, Jacobo, Whitten, Neal, Venegas, and Lopez. **Dissenting:** None. **Abstaining:** None. **Absent:** Martinez. Item passed.

**e) Presentation and Possible Approval of the Selection of the Nominating Committee for the Election of 2016 Officers:** Jeff Garner presented the Selection of the Nominating Committee for the Election of 2016 Officers. The three Board Members nominated for the committee were: Cheryl Silva, Tim Bowers, and Don Wright. Item was **M/S/C (Whitten/Jacobo)**. **Approving:** Lerma, Barba, Fagundes, Wright, Silva, Cryer, Bowers, Pannett, Jacobo, Whitten, Neal, Venegas, and Lopez. **Dissenting:** None. **Abstaining:** None. **Absent:** Martinez. Item passed.

**f) Presentation of the Review of the Community Services Block Grant Organizational Performance Standards:** Jeff Garner presented the Community Services Block Grant Organizational Performance Standards. Jeff wanted the Board to be aware of what Performance Standards we are still working on and says we are making progress.

## MEDIA

As submitted.

## BOARD MEMBERS' COMMENTS

None.

## **ADJOURNMENT**

Chairman Raymond Lerma called for a motion to adjourn the meeting at approximately 4:57 P.M.

Respectfully submitted,

*Irene Moreno*

Irene Moreno  
Board Recorder