



**Community Action Partnership Riverside County  
Community Action Commission  
Minutes  
January 20, 2011**

**CALL TO ORDER/PROMISE**

Jenice Haskin called the meeting to order at 7:15pm.

**INTRODUCTIONS**

The Commission, CAP Staff and Guests introduced themselves. Meghan Hahn, Administrative Service Analyst II was recently promoted and is a member of the Planning Department at CAP.

**PUBLIC COMMENTS**

None

**CONSENT ITEMS**

None

**ACTION ITEMS**

- I. Minutes** November 18, 2010- MSC (Franklin/Coleman)-Approved as presented.

Abstentions: (2) Claire, Cook

**II. Community Services Block Grant (CSBG) Delegate Agency Presentations**

Community Investment Corporation, Executive Director, Cesar Rosas provided an overview of the micro lending services available to Riverside County businesses. CIC has a particular focus on borrowers who have traditionally had more difficulty in obtaining financing. Mr. Rosas stated that Community Action Partnership provided an award of \$40,000 to CIC which amounts to an average loan of \$1500. Technical assistance and/or financial planning are also available. The secured loans are provided with an 18month term and a 7% to 11% interest rate. Loans can be used for start-up and/or working capital.

Family Services Association, FSA – Judy Wood and Dom Betro presented services that they provide to community residents. Featured programs included “Healthy Eating Classes,” a food and nutrition program offered at seven FSA sites. Dom Betro, President/CEO also shared that every Thursday, at the Moreno Valley location, “Karaoke for a Cause,” supports the FSA, Senior Nutrition Program. FSA provides meals to 3500 seniors in two counties daily. FSA received \$100,000 in funding from Community Action Partnership for the 2011 calendar year.

**III. Fiscal Report**

Monthly Expenditure Report and Quarterly Financial Report –MSC (Claire/Camak) Approved as presented.

**IV. Contracts**-MSC – (Cook/Claire) Block Approval as presented.

1. 2011 CSBG – Contract #11F-4234

A. Subcontracts

- Habitat for Humanity – Agreement #CAP-11-002 (Helping Hands)
- Family Service Association – Agreement #CAP-11-003
- Community Health Systems, Inc. – Agreement #CAP-11-004

B. Pre-Apprenticeship

- Esperanza Youth and Family, Inc. - Agreement #CAP-11-005
- Steve Nichols Insurance - Agreement #CAP-11-006
- PC Care – Agreement #CAP-11-007
- Ben Clymer’s The Body Shop - Agreement #CAP-11-008
- Coachella Valley Housing Coalition - Agreement #CAP-11-009

2. 2010 CSBG – Program Progress Reports – Year End: The P, E & F Committee recommended approval of the Progress Reports- MSC (Garcia/Castorena) Approved as presented.
3. Department of Energy American Recovery and Reinvestment Act (DOE-ARRA)  
Contract #09C-1830, Amendment #5
4. 2009 DOE - Contract #09C-1778, Amendment #1
5. 2009 Low-Income Home Energy Assistance Program (LIHEAP)  
Contract #09B-5531, Amendment #3
6. 2010 LIHEAP - Contract #10B-5631, Amendment #2
7. 2011 ServTraq Database Application Agreement
8. 2011 Southern California Gas Contract – Release Order #5660020388
9. CSBG Discretionary Contract #11F-4282 – Disaster Relief
10. Riverside County Child Care Consortium  
2010 Pre-Apprenticeship Agreement #CAP-10-038 (Term Extension)

**IV. Contracts- Continued**

11. 2011 Internal Revenue Service – Volunteer Income Tax Assistance (IRS – VITA)
12. Las Vegas Urban League/Nevada Community Action Agency  
Independent Board Assessment & Training Agreement
13. Memorandum of Understanding (MOU) with Cal/Neva – CASH Campaign
14. MOU with Redwood Community Action Agency  
Contract #07VSPCA034 – AmeriCorp VISTA
15. Smith Marion & Company – 2011 Supplemental Statement Agreement #CAP-10-041
16. The Foundation for California State University San Bernardino  
2011 Mediation Training Agreement #CAP-11-001
17. Form 11 – Proclamation – January 2011 – Mentor Recognition Month

**COMMITTEE REPORTS**

- I. Racial Equity & Economic Security – Maria Juarez reported that Tulare County will meet with CAP Riverside on January 27, 2011 to explore the REES program. Two UCR Interns began working with CAP Riverside on January 23, 2011.
- II. Foundation for Economic Stability- Gene Walker reported that the Foundation met on December 2, 2010 and that the Board is in need of three additional members: one each from the Legal, Financial and Community sectors. The Foundation received a \$2600 grant from the IRS for Tax Care for the Elderly, (TCE). The grant will support the filing of 150 tax returns at the Cathedral Senior Center. The Annual “Capitol Steps” Foundation Fundraiser is planned for June 25, 2011 at Landis Auditorium, located at Riverside Community College. Sponsorships are encouraged.
- III. Planning, Evaluation, & Finance- As previously reported the P,E & F Committee recommended the approval of the 2010 Program Progress Report (PPR). The Community Assessment Survey draft will be available for Commission review at the February 2011 meeting. Commissioners can assist by participating and publicizing the survey. The CAP Plan will be made available to the Commission in April 2011 prior to a public hearing that will be set for a regularly scheduled Board of Supervisors Agenda.

**BLISS COUNTY**

- I. Project BLISS - Lanita Tademy shared photos of the “Holiday Bash” hosted by East Guiding Coalition. Community partners and CAP staff provided trees, decorations and gifts to the families. Lanita will recruit allies from Dispute Resolution and Individual Tax Assistance (VITA) program volunteers. She will also work with Richard to create an ally recruitment flyer.
- II. Guiding Coalition –Damien O’Farrell, a member of “Today’s Urban Renewal Network,” (TURN) organization will chair the West Guiding Coalition in 2011.

**DIRECTORS REPORT** (No Report)**CHAIRMAN’S REPORT**

**2011 Commission Work Plan / Committee Assignments** – Commissioners reviewed the Work Plan and elected to serve on various committees for the 2011 calendar year. District #2

**ANNOUNCEMENTS**

Richard Lemire announced that the 2011 “EITC Awareness Day” will take place on January 28, at 10:00am in Perris at the Southwest Veteran’s Business Center. Supervisor Marion Ashley will address media and community members. The 2011 EITC “Media Campaign” includes a Penny Saver add that reaches over 600,000 households and a movie theater preview advertisement scheduled for selected Riverside County locations. Additional EITC posters are available.

Dale Cook requested that a Commission attendance record be maintained and made available for review at the February meeting.

District #2 is in need of a Primary and Alternate representative. Submit any nominations to the Executive Committee for consideration.

On January 22, 2011 from 10:00am -2:00pm, Banning will hold a free Veteran’s and Family Expo.

**ADJOURNED** 8:54pm

**-Next Meeting February 17, 2011 –7:00pm**

Banning Senior Center  
789 N. San Geronio Ave  
Banning, CA 92220

Prepared by: Tamara L. Martin, CAP Staff

Submitted by: Ameal Moore, Secretary