



**Community Action Partnership Riverside County
Community Action Commission
Minutes
July 21, 2011**

CALL TO ORDER/PROMISE

Jenice Haskin, Chair called the meeting to order at 7:10 p.m.

INTRODUCTIONS

The Commission and CAP Staff introduced themselves. Commissioner Franklin introduced Heidi Meraz, Director, Community Services. Heidi is the Alternate for Commissioner Franklin, Public Sector representing the City of Banning. A quorum was present.

CONSENT ITEMS –

- I. Gene Walker moved to add a Motion on the July 21, 2011 Agenda to approve the appointment of Ana Pereda, representing The Head Start Policy Council as Alternate at Large, Low-Income Sector.
MSC- (Walker/Claire)

- II. Walker moved to appoint Ana Pereda, Alternate at Large to the Community Action Commission –
MSC(Walker/Franklin)

Gene Walker, Chair: Planning, Evaluation and Finance (P E & F) Committee reported the P E & F, reviewed and recommended block approval of Consent Items #III –VIII - MSC-(Claire/Castorena)

- III. Cool Center Memorandum of Participation
 - A. YMCA of Riverside City and County (Simpson Center) #CAP-MOU-11-024
 - B. Planned Parenthood #CAP-MOU-11-025
 - C. The Well in the Desert – Desert Resource Center #CAP-MOU-11-026
- IV. Public Health – LEAD-Based Paint Hazard Control Program MOU
- V. Center for Employment Training – Facility Use – MOU #CAP-MOU-11-022
- VI. Request for Qualifications – Arbitrators
- VII. 2012 Volunteer Income Tax Assistance (VITA)
Matching Grant (\$201,819) – Proposal Submittal
- VIII. 2011 CSBG Program Progress Report
Semi Annual (1/1/11 – 6/30/11)

ACTION ITEMS –

- I. **Ratify Action Items** – February 17, March 17, and April 21, 2011
Meetings of the Commission – *Committee-of-the-Whole* - Gene Walker moved that the Commission ratify the Action Items from February 17, March 17 and April 21, 2011 meetings of the Commission- MSC-(Walker/ Claire)
Abstentions-(Moore)
- II. **Minutes** – May 19, 2011 -MSC-(Cook/ Garcia)
Abstentions-(Moore)
- III. **Fiscal Report** – Kathryn Snyder, Fiscal Officer reviewed the Fiscal Reports. A June 30, 2011 audit report by Department of Community Services and Development (CSD), reported “No Findings.” – Gene Walker, Chair: P E & F, Committee reported the P E & F, reviewed and recommended approval of the both the Monthly Expenditure Report and the Financial Status Report.- MSC (Claire/Castorena)

IV. Contracts

Gene Walker, Chair: P E & F Committee reported the P E & F reviewed and recommended block approval of contract items #A-J MSC-(Cook/ Walker)

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|-----------|---|-------------|------------------|
| A. | 2010 Community Services Block Grant (CSBG)
Discretionary - Food Security Project | #10F-4109 | Amendment #1 |
| B. | 2011 CSBG Discretionary Targeted Initiative
GREEN TEAMWorks Phase III | #11F-4309 | |
| C. | 2011 CSBG | #11F-4234 | Amendment #2 & 3 |
| | a. 2011 CSBG - YMCA of Riverside City and County
2011-2012 Project LEAD | #CAP-11-030 | |
| D. | 2009 Department of Energy (DOE) | #09C-1778 | Amendment #4 |
| E. | 2009 DOE – American Recovery Reinvestment Act (ARRA) | #09C-1830 | Amendment #7 |
| F. | 2011 Low-Income Home Energy Assistance Program (LIHEAP) | #11B-5731 | Amendment #3 |
| G. | City of Riverside Sharing Households Assist Riverside Energy
(SHARE) Agreement | | Amendment #11 |
| H. | 2011 – 2012 City Foundation Grant – Step-Up Program | #20110428 | |
| I. | The Foundation for California State University San Bernardino | #CAP-11-029 | |
| J. | Regional Access Project Foundation Agreement | | Amendment #4 |
| | a. Coachella Valley Unified School District
Facility Use Agreement | | |

COMMITTEE REPORTS

- I. Energy Task Force** Ameal Moore, Chair reported that the Committee met on July 20, 2011. Highlights from the meeting included: Cool Centers reported serving 840 individuals since opening on June 15, 2011. A scheduled tour of the Wind Farm Systems is being planned for October 2011.

In response to an invitation for utility company representatives to join the Energy Task Force, three new members accepted the invitation representing: City of Banning, Anza Electric and Southern California Gas.

A planned utility outage in Menifee ran smoothly as County Agencies and residents were notified in advance.

- II. Membership** Gene Walker, Chair reported that Mary Morse and Al Landers resigned effective July 2011. Maria Juarez presented an analysis of Membership and Bylaw compliance. A total of 31 names of individuals have been submitted as potential candidates to fill vacant seats on the Commission. Private Sector Agencies should include industries focused on Employment, Education and Social Services as a result of the 2011-2012 CAP Riverside Plan data. Andy Melendrez suggested looking at school districts for Commissioners. Art Garcia confirmed that a Joint Meeting of the Bylaws and Membership Committee is scheduled for August 4, 2011.

Dale Cook voiced a concern regarding the requirement of both the Primary and Alternate Commissioner to attend meetings. This matter will be addressed by the Bylaw Committee.

- III. Retreat** Susan McKee, Chair, requested Agenda Items for the September 17, 2011 Commission Retreat. Topics suggested include: Federal Budget Update, Organizational & Bylaw revisions. Debbie Franklin suggested that an overview of the “History of Community Action” would be beneficial to new Commissioners.

- IV. Transportation** Andy Melendrez reported that the Greater Riverside Chapter of Transportation Now (T-Now) has a newly appointed Chair; Richard Lemire. Andy shared that the Riverside Transportation Authority (RTA) reports over 700,000 riders per month; 100,000 are students.

Some issues riders are faced with are that buses do not run late enough or past 10:00 p.m. Richard added that the CAP Riverside Community Survey identified transportation as an issue for County residents. The only transportation service from Riverside to Palm Springs is Greyhound. Debbie Franklin commented that there is a need to share information with other County chapters of Transportation Now.

- V. Legislative** Susan McKee shared highlights from the June 15, 2011 CAPLAW Convention held in Minneapolis, Minnesota. David Bradley; Executive Director: National Community Action Foundation (NCAF) voiced that there is a base support of over 120 Congressional votes in D.C., for Community Action Agency Programs. The Administration believes that 50% of CAPs are not being run effectively.

- VI. Foundation for Economic Stability (FES)**, Gene Walker, Chair reported that the Board met on July 13, 2011 and approved submission of 3 proposals for funding including, Bank of America- \$5,000 - *Neighborhood Builder Local Heroes*; Channel 7 - \$7,000 *Pay it Forward Award* to benefit Project BLISS and Tax Credit for the Elderly - \$20,000.

Chair Walker thanked the Commissioners for supporting the recent *Capitol Steps* fundraiser. Shelagh Camak, Bill Claire, Debbie Franklin and Rusty Bailey were acknowledged for high tickets sales.

BLISS COUNTY

- I. Project BLISS** Lanita Tadem, shared highlights from the Project B.L.I.S.S., *July 2011, Status Report*. 200 families attended a recent Desert Resource Fair in La Quinta. A *Circle Leader* and his *Ally* started a GED class in Spanish where over 25 families were in attendance. Lanita presented the "*Bridges out of Poverty*" training to Operation Safe House in Riverside.

DIRECTOR'S REPORT Maria Juarez congratulated the newly Certified Community Action Professionals (CCAP): Godwin Aimua, Richard Lemire and Kathryn Snyder.

The Joint Meeting of the Riverside County Board of Supervisors and the Commission will be held in the County Administrative Center, Board Chambers on October 17, 2011 at 9:00am.

- I. Skype / Conference Call** -Tamara Martin provided an overview on alternate methods of Board communication, including: SKYPE, Teleconferencing and Video to enable members to participate in meetings when transportation or travel time is a barrier due to schedules or other factors.

CHAIRMAN'S REPORT Jenice Haskin joined in congratulating the CCAP's.

ANNOUNCEMENTS Ana Pereda presented a marketing program that focuses on "*Green*" personal and household products. The program provides income for participants and a percentage of the sales can benefit non-profits or charities of choice.

ADJOURNED – Chair Haskin adjourned the meeting at 8:45 p.m.

Next Meeting:

September 17, 2011 - Retreat

Location - TBD

Prepared by: Tamara L. Martin, CAP Staff

Submitted by: Ameal Moore, Secretary