



**Community Action Partnership Riverside County  
Community Action Commission  
Minutes  
September 17, 2011**

**ATTENDANCE:**

**Low-Income Representatives**

Ameal Moore, District 1, Alternate  
J. Gene Walker, District 4, Primary  
Ana Isabel Pereda, Alternate at Large

**Private Sector**

Shelagh Camak, District 1, Primary  
Susan McKee, District 1, Alternate  
Art Garcia, District 1, Primary  
William Claire, District 4, Alternate  
Jenice Haskin, District 5, Primary

**Public Sector Representatives**

Andy Melendrez, District 1, Primary  
Dale Cook, District 4, Alternate  
Debbie Franklin, District 5, Primary

**Staff**

Maria Y. Juarez, CCAP, Executive Director  
Debra Jackson, CCAP, Planning  
Meghan Hahn, Planning  
Richard Lemire, CCAP, Senior Public Information Specialist  
Tamara Martin, Executive Assistant  
Isabel Angulo, Administration

**CALL TO ORDER**

Jenice Haskin, Chair called the meeting to order at 2:10 p.m.

**PUBLIC COMMENTS**

None

**CONSENT ITEMS** –Deborah Franklin moved to block approve the Consent Items as submitted. MSC-(Franklin/Claire)

**I. Cool Centers - Memorandums of Participation**

- A. Boys and Girls Club of Desert Hot Springs, Mecca #CAP-MOU-11-027
- B. The Well in the Desert #CAP-MOU-11-026

**ACTION ITEMS** –William Claire moved to block approve the Action Items as submitted. MSC (Claire/Cook)

**I. Minutes** –July 21, 2011

**II. Fiscal Report**-Maria Juarez shared that the Audit conducted by Brown and Armstrong recommended changes with the *Servtraq* software system; however *Servtraq* software is administered by the Department of Community Services and Development. “No findings,” were verbally reported regarding Davis Bacon wages. CAP has not received the final report.

- A. Monthly Expenditure Reports
- B. Audits

**III. Contracts**

**A. 2011 Community Services Block Grant (CSBG)**

- 1. #11F-4234 Amendment #4
- 2. CSBG - Budget Modification- Increase Allocations
  - a. Habitat for Humanity- Riverside -Increase by \$40,000
  - b. Community Health Systems, Inc.- Increase by \$40,000
- 3. Pre-Apprenticeship -Ace & Sons Constructions #CAP-11-012  
Amendment #1

- B. Department of Health and Human Services**  
Individual Development Account – Round 4 #90E10414/01  
Amendment #1

**C. Memorandum of Understanding with Economic Development Agency – Public Hearing Officer**

- D.** Department of Public Social Services and Economic Development Agency- Public Hearing Officer  
-Agreements
- |                     |             |
|---------------------|-------------|
| 1. Warren Divelbiss | #CAP-11-031 |
| 2. Robert Barrett   | #CAP-11-032 |
| 3. Larry Edmundson  | #CAP-11-033 |
| 4. Jerry Trussell   | #CAP-11-034 |
| 5. Bonnitta Garba   | #CAP-11-035 |
- E.** Approve Community Action Commission Bylaws Amendments
- F.** Approve Selection Process for Commission Low-Income Representatives

**COMMITTEE REPORTS** –William Claire moved to receive and file the Committee reports as presented.  
(MSC- Claire/Moore)

- I.** Planning, Evaluation and Finance –No report.
- II.** Energy Task Force
- III.** Bylaws
- IV.** Membership – Chair, Walker moved to approve the appointment of Ameal Moore, Low Income Sector, District 1, as the Primary representative (MSC-Walker/Franklin) Abstention (1): Art Garcia
- V.** Transportation
- VI.** Legislative
- VII.** Foundation for Economic Stability- No report.

**DIRECTOR’S REPORT** (Written Report)

**CHAIRMAN’S REPORT** – Chair Haskin, requested that the Commission remain to continue the Strategic Plan Discussion.

**ANNOUNCEMENTS** - Franklin reported that the RTA San Gorgonio Pass to Riverside Route 210 Commuter Link is free for the month of September 2011.

**ADJOURN**–4:00 p.m.

**Next Meeting:**

**Joint Board of Supervisors and Community Action Commission, 2011**

Monday October 17, 2011

9:00am

Riverside County Administrative Center

Board Chambers

4080 Lemon St.

Riverside, CA

**Regular Meeting of the Commission immediately following at CAP Riverside- Lunch Provided**

CAP Riverside

2038 Iowa Ave Suite B102

Riverside, CA 92507