

**COMMUNITY ACTION PARTNERSHIP OF SAN BERNARDINO COUNTY**

696 South Tippecanoe Avenue, San Bernardino, CA 92408-2607

Telephone: (909) 723-1514 Fax: (909) 723-1509

Website: [www.capsbc.org](http://www.capsbc.org)

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**REGULAR MEETING  
COMMUNITY ACTION BOARD**

DATE: Tuesday, September 20, 2016  
TIME: 11:30 a.m.  
LOCATION: **CAPSBC Board Conference Room  
696 S. Tippecanoe Ave.  
San Bernardino, CA 92408**

**A G E N D A**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. INTRODUCTIONS
4. PRESENTATIONS
  - CITY OF SAN BERNARDINO CODE ENFORCEMENT
  - BLUE CUT FIRE STAFF SUPPORT
5. COMMUNITY INPUT
6. APPROVAL OF AGENDA
7. BOARD CHAIRPERSON REPORT
8. BOARD MEMBER UPDATES
9. CEO REPORT
10. CONSENT ITEMS: *(Action Requested: Motion to approve, accept or ratify items listed on consent agenda)*
  - A. Administrative Recommendation**
    1. Approve July 19, 2016 Board Meeting Minutes.
    2. Approve CAPSBC Whistle-blower Policy
  - B. Board Development Committee Recommendation**
    1. Approve Double Tree by Hilton Hotel in San Bernardino for the October 7-8, 2016 Board Retreat and authorize the CEO to sign the contract and any amendment to said contract.
11. DEFERRED ITEMS
12. COMMITTEE REPORTS

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***The Promise of Community Action***

*Community Action changes people's lives, embodies the spirit of hope, improve communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.*

## **COMMUNITY ACTION PARTNERSHIP AGENDA**

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Executive Committee – Dr. Margaret Hill, Chairman  
Planning and Evaluation Committee – Eddie Garcia, Chairman  
Board Development Committee – Nancy Ruth White, Chairman  
Joint Fund Development/ Public Relations/Marketing Committee – Dr. Joshua Beckley, Chairman  
Finance Committee – Fred Sagoe, Chairman  
Advocacy Committee – Daniel Enz, Chairman  
Board Work Plan Committees

**13. CORRESPONDENCE**

**14. INFORMATIONAL ITEMS**

**15. OLD BUSINESS**

**16. NEW BUSINESS**

**17. ADJOURNMENT**

The next CAB Meeting will be held on **Tuesday, November 15, 2016 at 11:30 a.m.**, CAPSBC Board Conference Room, 696 S. Tippecanoe Avenue, San Bernardino, CA 92408.

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DATE: Tuesday, July 19, 2016  
TIME: 11:30 a.m.  
LOCATION: CAPSBC Board Room  
696 S. Tippecanoe Avenue  
San Bernardino, CA 92408

**MINUTES**

**MEMBERS PRESENT**

Margaret Hill  
Pastor Joshua Beckley  
Joanne T. Gilbert  
Tyneia Merritt (via conf. call)  
Thomas Rice  
Daniel Enz  
Nancy Ruth White  
Socorro Enriquez

**SECTOR**

Board Chair, Private Representative, SB City Unified School District  
Private Representative, Ecclesia Christian Fellowship  
Private Representative – East Rialto Kiwanis  
Low-Income Representative– District 2  
Private Representative, Best, Best & Krieger  
Public Representative, Assembly member Cheryl Brown  
Low-Income Representative – District 3  
Representative of Public – Congresswoman Norma Torres

**MEMBERS ABSENT:**

Eddie Garcia  
Deborah Robertson  
Bob Lemley  
William Ruh  
Fred Sagoe

**SECTOR**

Public Representative, Central Committee,  
Representative of Public – City of Rialto  
Private Sector Representative, Totally Kids  
Low-Income Representative - District 4  
Private Representative, Sagoe & Associates

**STAFF PRESENT:**

Patricia L. Nickols  
Richard Schmidt  
Marlene Merrill  
Sandra Brown  
Delphine Galba-Bright

**TITLE**

Chief Executive Officer  
Interim Chief Financial Officer  
Public Information Specialist  
Planning & Program Development Specialist  
Recording Secretary

**GUESTS PRESENT:**

**ORGANIZATION**

**1. CALL TO ORDER**

The July 19, 2016 Community Action Board Meeting was called to order at 11:46 am by Margaret Hill, Board Chair.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Dr. Margaret Hill.

**3. INTRODUCTIONS**

Self-introduction of those individuals present.

**4. INSTALLATION OF OFFICERS**

Dr. Joshua Beckley administered the Oath of Office to the officers who will serve a term of July 1, 2016 through June 30, 2017. The officers as follows were sworn in to fulfill their duties for the Community Action Board of Directors: Margaret Hill, Board Chair, Joanne Gilbert, Vice Chair and Nancy Ruth White, Secretary.

## **COMMUNITY ACTION PARTNERSHIP MINUTES**

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### **5. COMMUNITY INPUT**

Joshua Beckley reported Ecclesia Christian Fellowship will have a Law Enforcement Appreciation service on Sunday, July 24<sup>th</sup> at their 10:30 am service. Organizations to be recognized are the San Bernardino County Probation Department, San Bernardino County Sheriff's Department, San Bernardino City Police Department, Department of Corrections and the San Bernardino City Schools. Board members were invited to attend. The San Bernardino Police Department will have a police car on hand for the Children's Church.

Nancy Ruth White reported she has been working with the Assistance League and the Christian Counseling Service in Redlands.

Socorro Enriquez reported Congresswoman Norma Torres will be hosting a military academy to recognize all military branches.

Daniel Enz reported that Assembly member Brown will host the 4<sup>th</sup> Annual Tools for Success/Resource Fair on Saturday, August 6, 2016 at the Inland Empire Job Corps. Mr. Enz thanked CAPSBC for providing support to this event. He also reported that on July 30, 2016, the City of Rialto and Young Visionaries will sponsor a backpack giveaway at Rialto Middle School.

Tyneia Merritt reported she is working with the Los Angeles County Public Defender Office's their Duty Day at the Compton Courthouse with individuals who have felonies to have their records expunged. Margaret Hill suggested to send information to CAPSBC on the expungement program. Ms. Merritt requested the board members to refer any low-income individuals that are in need of legal services to the Public Defender's office for assistance so they do not go unrepresented.

Joanne Gilbert stated Young Visionaries in conjunction with the San Bernardino Valley Links are working together with the Mayor of Rialto on a backpack giveaway program on July 30, 2016 at 10:00 am at Rialto Middle School.

Margaret Hill reported on Sunday August 14, 2016, Tzu Chi Foundation will be hosting a medical and dental clinic at Indian Springs High School, 650 N. Del Rosa Drive in San Bernardino. Ms. Nickols-Butler stated Tzu Chi Foundation was one of the organizations recognized at the Nonprofit of the Year event in Sacramento.

Joshua Beckley reported starting in August 2016 in partnership with Water of Life Church, every fourth Saturday Ecclesia Christian Fellowship will host a mobile medical unit from 9:00 am to 3:00 pm and provide immunizations and prescriptions.

### **6. APPROVAL OF AGENDA**

MSC – Beckley/Gilbert – Approve the July 19, 2016 Community Action Board Agenda as presented.

### **7. CHAIRPERSON'S REPORT**

The CEO and Board Chair acknowledged Dr. Tomas Morales and CSUSB by presenting him an award for his support of the Poverty Symposium held March 11, 2016 at one of his executive level staff meetings. The university donated \$5,000 in support of the symposium.

On June 22, 2016, the CEO and Board Chair received the Nonprofit of the Year award for the 47th Assembly District. The recognition event was held in Sacramento and over 70 nonprofits recognized. CAPSBC was selected by Assembly member Cheryl Brown.

On June 29, 2016, the CEO and Board Chair attended the retirement reception for Dr. Matthew Isaac who retired from the San Bernardino Valley College Professional Development Center. The reception was held at the Castaways Restaurant and was well attended. An award was presented Dr. Isaac for his support of CAPSBC.

### **7. BOARD MEMBER UPDATES - covered under Community Input.**

## COMMUNITY ACTION PARTNERSHIP MINUTES

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### 8. CEO REPORT

Ms. Nickols-Butler highlighted the following items from her CEO Report.

Ms. Nickols-Butler distributed the Single Agency Audit for the period ending December 31, 2015 to all the Board members. The Single Agency Audit was approved by the Executive Committee in June. The report had zero questioned costs and no findings. The report has been distributed to CAPSBC's funding sources. Ms. Nickols-Butler acknowledged Richard Schmidt and the Finance Committee for two years of audits with zero findings.

CAPSBC received a Letter of Agreement from Kaiser Foundation for \$20,000 to support the Congregate Feeding Sites. Kaiser has been a great partner of CAPSBC. CAPSBC cosponsored A High Desert Food Summit with Kaiser on May 23, 2016 at the Victorville City Hall. Over 30 agencies attended the summit. A close-out meeting is being scheduled.

The Food Bank Freezer Project is complete. A short video clip of the freezer was shown to the board members. This project was funded by a grant from San Manuel Band of Mission Indians. A recognition event is being planned. The new freezer will allow CAPSBC to receive more frozen food items and reduce costs for outside cold storage.

CAPSBC received a donation of 17,000 pounds of granny smith apples from Stater Bros. The shipment was received and distributed to the Boys and Girls Club and other food distribution agencies throughout San Bernardino County. The Executive Team of Stater Bros attended the Boys and Girls Club of San Bernardino distribution event. Stater Bros has donated over 31 million pounds of food to support the Food Bank. Ms. Nickols-Butler asked the board how we can acknowledge Stater Bros for all their support.

Ms. Nickols-Butler thanked Daniel Enz and Assembly member Cheryl Brown for selecting CAPSBC to receive the Nonprofit of the Year Award for District 47. It was honor to be recognized. She also acknowledged the California Association for Nonprofits for hosting this event. There were four community action agencies that were also recognized.

CAPSBC sent 40 kids to summer camp at Camp Nawakwa in the San Bernardino Mountains the week of July 18-22, 2016. CAPSBC has been sending kids to camp for 25 years. Each child is provided with all the supplies needed while at camp. This year the program curriculum has changed and will now offer the STEM program.

CAPSBC is required to document that the National Performance Indicators (NPIs) are being met. This is a process for evaluating Community Action Agencies (CAAs) and the state agencies that fund those CAAs. There are some areas that will need to be focused on for the Board of Directors. There are 56 standards in total and CAPSBC has met all but 7 of which 3 standards directly involve the Board of Directors. A listing of the standards that involve the board will be sent out. A report on the standards must be sent to the State Department of Community Services and Development by July 22, 2016.

### 10. CONSENT ITEMS

#### A. *Administrative Recommendation*

1. Approve May 17, 2016 Board Meeting Minutes.

#### B. *Board Development Committee*

1. Approve the appointment of Ammie Hines for District 1 and Anna Ulibarri for District 5 to serve on the Community Action Board.

#### C. *Planning and Evaluation Committee*

1. Approve CAPSBC's 2016 Semi-Annual Community Services Block Grant (CSBG) Report covering agency activities accomplished from January 1, 2016 through June 30, 2016 for submission to the Department of Community Services and Development (DCSD).

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Mr. Rice raised a question about Consent Item B.1. The Board discussed the applicants on the Consent Calendar. Ms. Nickols-Butler stated the Board Development Committee (BDC) is responsible for filling vacancies on the board. A recruitment to fill vacancies for the low-income sector for Districts 1 and 5 was conducted. Seven applications were received in response to the vacancies. The BDC conducted interviews of each candidate that submitted an application. After the interviews, the BDC recommended Ammie Hines to fill the vacancy for District 1 and Ana Ulibarri to fill the vacancy for District 5.

MSC – Rice/Beckley – Approve all items on the Consent calendar as presented and the additional grant application.

### 11. DEFERRED ITEMS - None

### 12. COMMITTEE REPORTS

#### **Executive Committee – Margaret Hill, Chairman**

The Executive Committee meeting met on June 20, 2016 and approved the following: CAPSBC's Single Agency Audit Report for the period ending December 31, 2015; CAPSBC's Subcontract Agreements with various subcontractors to perform Low-Income Weatherization Program (LIWP) services through December 31, 2016; Memorandum of Understanding between Community Action Partnership of San Bernardino County and the Workforce Development Department for the Workforce Innovation and Opportunity Act One-Stop Partners for San Bernardino County America's Job Center of California System.

The Committee also approved the Binding of the CAPSBC's 2016/2017 Insurance Renewal for Worker's Compensation, General Liability, Directors & Officers and Automobile Insurance effective July 1, 2016; approved the 2015 Low-Income Weatherization Program Contract No. 15K-6032 between Community Action Partnership of San Bernardino County and the Department of Community Services and Development in the amount of \$173,689 for the term June 30, 2016 through December 31, 2016; approved the CSBG Targeted Initiative Contract No. 16F-5521 between Community Action Partnership of San Bernardino County and the Department of Community Services and Development in the amount of \$17,000 for the term of June 16, 2016 through December 31, 2016.

#### **Planning and Evaluation Committee – Eddie Garcia, Chairman**

Mr. Enz reported that the Planning and Evaluation Committee met on Wednesday, July 13, 2016. An overview of the 2016 Community Services Block Grant (CSBG) Semi-Annual Report was provided to the committee. The Report covers programmatic progress from the period of January 1, 2016 through June 30, 2016. The report is due to the State Department of Community Services & Development on July 20, 2016. The final report was on the Consent Calendar for approval. The committee reviewed Program Evaluations Reports from 2011 through 2014 and agreed to conduct a program evaluation on the Energy, Education and Evaluation Services (EEES) program during the month of September. The committee also reviewed the Customer Satisfaction Surveys from January through June 2016 for the EEES and FDP programs.

#### **Board Development Committee – Nancy Ruth White, Chairman**

The Committee met on Tuesday June 14, 2016 and interviewed five candidates to fill the vacancies in District 1 and District 5. For District 1, the committee interviewed 3 candidates, Ammie Hines, Earl Dearing and Matthew Coughlin. For District 5, the committee interviewed two candidates; Anna Ulibarri and Melinda Maganzo. The committee's recommendations are on the Consent Calendar for Board approval.

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The Committee also met on Tuesday July 12, 2016 and discussed the Board Retreat/Training, Board Orientation and Board Member Terms. A Board Retreat is being planned for October 7-8, 2016. Tom Iselin has submitted a proposal to facilitate CAPSBC' Retreat. Mr. Iselin's cost is \$5,000 for seven hours. Mr. Iselin has written two books, First Things First and Cloudburst. Mr. Iselin will customize his training for CAPSBC. Ms. Nickols-Butler stated a survey was sent to all board members on their availability for October 7-8, 2016. She stated the survey will be resent to those board members that have not completed the survey.

The committee discussed conducting a board orientation for the new board members during the latter part of August or September. The orientation could also be held the same day as the Board Retreat on the Friday afternoon of October 7th from 4:00-6:00 pm. The committee also discussed board terms that will be expiring this year. Mr. Garcia's term expired and as a Public Representative, he is eligible to serve another two-year term. Mr. Garcia is interested in serving another term on the Board and will submit the required paperwork.

### **Joint Fund Development/Public Relations/Marketing Committee – Joshua Beckley, Chairman**

Joshua Beckley reported that the Joint Fund Development Committee met on Tuesday, July 12, 2016 and their discussion focused on the KCAL Kegger event and the virtual fundraiser. CAPSBC participated as the nonprofit beneficiary of KCAL radio's summer concert kegger event. CAPSBC received a large amount of free radio publicity for 2 weeks. An on-air interview was conducted with Brandon Romano, Food Bank Program Manager and KCAL announced several event day mentions as well as CAPSBC's booth at the event. There were 400 people in attendance and CAPSBC may receive a cash donation after KCAL reviews their net event revenues. Future opportunities to partner for food drives are being discussed with KCAL. Committee members suggested pursuing more media partnership opportunities. The agency's new website projects is still under construction and review. A revised target launch date has been set for August 2016. The virtual fundraiser/"Imaginary Dinner" was discussed along with the idea for a second major fundraiser Gala in the fall. It was determined that two events are not feasible this year. The committee will expand the virtual fundraiser project as the major fundraiser for this year. A new goal of \$55,000 is being set with an end date of November 2016 after the Thanksgiving holiday. CAPSBC is also participating in "Macy's Shop for A Cause" event. The shopping event will be August 26-28, 2016 at all Macy's stores and shopping passes are \$5.00 each.

### **Advocacy Committee – Daniel Enz, Chairman**

Mr. Enz reported that the Advocacy Committee met on Wednesday, July 13, 2016 and discussed the Poverty Symposium Next Steps and how the Advocacy Committee could provide support by making recommendations on workshop leaders in the low-income community. The committee also discussed legislative bills affecting the low-income and an update was provided on the Advocacy Committee Work Plan.

The Poverty Symposium Steering Committee met on July 13, 2016 and discussed the feasibility and development of a countywide Policy Advisory Council on Poverty. Terry Boykins provided an update on the Youth Poverty Symposium for Economic Security. Discussion focused on the logistics being coordinated by Terry Boykins and Pastor Joshua Beckley. The symposium is being planned for March or April in 2017. CAPSBC's roles is to provide support in the planning of the event. There are recommendations to conduct two youth symposiums; one in the high desert and one in San Bernardino area.

### **Finance Committee – Fred Sagoe, Chairman**

Dr. Beckley reported that the Finance Committee met prior to the Board meeting. Richard Schmidt reviewed the Financial Statements for the period ending May 31, 2016 and June 30, 2016. He reported the June activities resulted in revenues of \$869,840 with expenses of \$848,580 for an excess of \$21,260. The year-to-date excess is \$47,000 and is the result of donations received to include: \$20,000 received from Stater Brothers; \$10,000 from Union Bank and \$13,000 from Gary Lyons & Associates. The Current Ratio was at 1.2 to 1 and the Quick Acid Test Ratio was at 1.03 to 1 for this reporting period. Accounts payable was reported at \$251,868 and accounts receivable was reported at \$402,535. The Finance Committee accepted the financial statements as presented.

An update on meetings held with banks was provided by Patricia Nickols-Butler. She reported that she and CFO Richard Schmidt have met with Bank of America, Chase, Wells Fargo and BBVA in regards financial

## COMMUNITY ACTION PARTNERSHIP MINUTES

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services available to CAPSBC. Wells Fargo and Bank of America are the two banks that have expressed the most interest. A follow-up meeting with Bank of America and Wells Fargo will be scheduled. An update will be provided by the next Finance Committee meeting.

CAPSBC's term loan with Citizens Business Bank has a balance of \$80,000 and the last payment is scheduled for January 3, 2017.

An update was provided on the purchase of the buildings. The Executive Committee authorized the appraisal for both buildings but this is on hold due to the Federal Statutes regarding the purchasing of Real Property. Richard Schmidt stated the feedback received thus far from different agencies has not been very positive. Ms. Nickols-Butler stated CAPSBC will put an inquiry to the Department of Community Services and Development for direction regarding this.

### 12. CORRESPONDENCE

Ms. Nickols-Butler stated the complete list of correspondence items was included in the meeting packet for Board members to review. She reviewed correspondence received from the California State Assembly District 47<sup>th</sup> on their 4<sup>th</sup> Annual Tools for Success; Department of Community Services and Development on their CSBG desk review conducted; and two thank you letters from the City of San Bernardino for submitting a grant application for CDBG funding and Arrowhead United Way for CAPSBC supporting their 125<sup>th</sup> Anniversary.

13. **INFORMATIONAL ITEMS** – The media packet was circulated among the board members and will be mailed to all board members.

14. **OLD BUSINESS - None**

15. **NEW BUSINESS - None**

16. **ADJOURNMENT**

There being no further business, the meeting adjourned at 1:23 p.m. The next Board meeting will be September 20, 2016 at 11:30 am.

Respectfully submitted,

Nancy Ruth White  
Secretary

Delphine Galba-Bright  
Recording Secretary