

# RAP FOUNDATION

## Annual Board Meeting BOARD OF DIRECTORS – APPROVED MINUTES

**9:00 A.M. Wednesday, January 27, 2016**

73-710 Fred Waring Dr., # 115 and 667 N. Lovekin Blvd.  
Palm Desert, CA 92260 Blythe, CA 92225

**I. CALL TO ORDER- Roll Call Present: Joe Hayes, Bill Kroonen, Larry Parrish, Mark Moran, Rosemary Ortega, Jean Benson, Rudy Gutierrez, Annica Meza Dawe, Ricardo Loretta, Ann Dew, Michelle DeArmond, Craig Borba, Brandy Cox by video conference.  
Excused absence: Claudia Galvez.**

### **II. CHANGES OR ADDITIONS TO THE AGENDA**

In order to meet Brown Act requirements, items may be added to the agenda only upon a decision by a majority of the Board of Directors to add the item because of a need for immediate action. None

### **III. PUBLIC COMMENT / PRESENTATIONS**

**Public Comments:** All persons wishing to speak are requested to fill out a comment card so they may be recognized at the appropriate time. General comments regarding non- agenda items will be called for at this time. Specific comments regarding agenda items will be called for during discussion of each item. Please be prepared to limit your remarks to three (3) minutes.

**Critical Conversations: *The Mental Unhealth of Violence* - Health Academy & CV High School Health Occupation Students of America (HOSA) - Simon Moore, Health Academy & HOSA Advisor was accompanied by students from CVHS. They introduced themselves and gave a brief presentation about the program and the State Leadership Conference they would like to attend in April.**

**Collaborating 4 Clients Update – Heather Vaikona – A power point presentation was made by Ms. Vaikona. She also briefly talked about the community forum planned for March 3 at the Westin.**

### **CONSENT CALENDAR**

#### **A. MEETINGS MINUTES of the Dec. 9, 2015 Board meeting. Action Required**

**Staff Recommendation:** Approve attached (#1) draft minutes as submitted.

Motion: M. Moran to accept staff recommendation. Second: C. Borba Approved: 13

Opposed: 0 Abstention Name(s): 0

#### **B. GRANT/ PROGRAM OFFICER REPORT – No action.**

**Staff Recommendation:** Receive report (attachment #2) as information only

#### **C. CEO’s REPORT – No action.**

**Staff Recommendation:** Receive report (attachment #3) as information only

### **IV. NEW BUSINESS ITEMS**

**A. Nomination of Officers - Action Required**

**Chair Person**

**Vice-Chair**

**Secretary**

**Treasurer**

R. Loretta nominated Mark Moran for Chair

M. Moran nominated C. Borba for Vice-Chair

M. Moran nominated R. Ortega for Secretary

No other nominations

Motion: B. Kroonen to approve the nominations of M. Moran for Chair, C. Borba for Vice-Chair and R. Ortega for Secretary and to wait until the next board meeting to address the Treasurer position. Also, to direct the Bylaws Committee to add an Ex Officio Position to serve on the Executive Committee.

Second: A. Dew      Approved: 13    Opposed: 0    Abstention Name(s): 0

The Board expressed an interest in changing the nomination process in the next cycle. The full Board expressed to have the Nominations Committee recommend a slate to include the four positions.

**B. Reappointment of Board Members - Action Required**

Term expirations for Bill Kroonen, Ann Dew, and Jean Benson. Bill and Ann have expressed an interest in continuing to serve. Attachment (#4) of board terms.

Motion:                      Second:                      Approved:                      Opposed:                      Abstention Name(s):

**C. Nomination of new Board Members – The Nomination Committee – Action Required**

The Committee consisting of Joe Hayes, Claudia Galvez, Jean Benson and Rosemary Ortega interviewed several prospective candidates. The following persons are recommended for appointment:

Tricia Gehrlein, Morongo Valley resident

Van Tanner, Palm Desert resident

Beatriz Gonzales, Indio resident

Jan Pye, Desert Hot Springs resident

***Nominations Committee Recommendation:*** To approve the recommended list of prospective board members and to direct CEO to notify the Riverside County Clerk of the Board of changes of membership.

Motion: M. Moran to approve the Nominations Committee Recommendation    Second: C. Borba

Approved: 13                      Opposed: 13    Abstention Name(s): 0

**B. Resolution No. 2016-01 Renewal of Existing Policies and Procedures– Action Required**

Attachment #5

***Staff Recommendation:*** The Board Approve the renewal of Policies and Procedures on listed Resolutions. Board Members are asked to review and sign the Conflict of Interest Policy.

Motion: M.Moran to approve Staff Recommendation    Second: C. Borba    Approved: 13    Opposed: 0

Abstention Name(s): 0

**C. Update of “2016 Employee Handbook” – Action Required**

Revisions have been made, indicated in red in attachment #6 throughout the year to reflect changes in State laws, corrections in language and for clarification.

Employees were informed timely and confirmed acknowledgement appropriately.

*Staff Recommendation:* Adopt the updated 2016 Employee Handbook.

Motion: A. Dew to accept Staff Recommendation with the modification on the dress policy to add the color white or remove reference to color. Second: R. Ortega Approved: 13 Opposed: 0

Abstention Name(s): 0

**D. FINANCIAL REPORTS- Action Required**

Attachment #7 Statement of Revenues and Expenditures, Balance Sheet, Schedule of approved grants for current fiscal year. Stuart McClain is available to address questions.

*Staff Recommendation:* Accept the Financial reports.

Motion: C. Borba to accept Staff Recommendation Second: M. Moran Approved:13 Opposed: 0

Abstention Name(s): 0

**E. New Funding Requests American Red Cross \$5,000 - Action Required**

The Red Cross serving the Coachella Valley and Morongo Basin is requesting \$5,000 to support efforts to assist client through its Disaster Cycle Services campaign. This contribution would be restricted to the Coachella Valley. Attachment #8

*Grant Committee Recommendation:* The committee consisting of C. Borba, R. Ortega, A.Meza-Dawe, S. McClain and L. De Lara met on Jan. 21 and interviewed the applicant. The committee is recommending a \$5,000 contribution for the calendar year 2016.

Motion: M. Moran to accept Grant Committee Recommendation Second: C. Borba Approved: 13

Opposed: 0 Abstention Name(s): 0

**F. Program Payments - \$22,000 – Action Required**

Scheduled reports have been received. Amounts are in line with previously amounts authorized by the Board.

<b>Galilee Center (2<sup>nd</sup> of five payments)</b>	<b>\$12,000</b>
<b>Colorado River Senior Center (2<sup>nd</sup> of three payments)</b>	<b>\$10,000</b>
<b>Office on Aging (3<sup>rd</sup> of 12 payments)</b>	<b>\$13,750</b>

*Staff Recommendation:* The Grants Manager is recommending the payments to be issued.

Motion: L. Parris to accept Staff Recommendation Second: A. Dew Approved:13 Opposed:

Abstention Name(s): 0

**G. Senior Inspiration Awards Sponsorship \$5,000 - Action Required**

Supervisor John J. Benoit's office submitted a request for sponsorship of the annual event to take place on Friday March 25, 2016 at the JW Marriott Desert Springs in Palm Desert. The contribution requested is \$2,500 cash and \$2,500 in-kind for accounting activities. Attachment #9

**Staff Recommendation:** To approve the \$5,000 contribution (including the in-kind contribution) to support this valley-wide event recognizing senior's volunteer contributions to the community.

Motion: C. Borba to accept Staff Recommendation Second: J. Benson Approved: 12 Opposed: 0  
Abstention Name(s): M. DeArmond

**H. Critical Conversations: The Mental Unhealth of Violence event sponsorship request \$1,000 – Ratification Action Required**

The event will take place on February 18, 2016 at 4:30 -6:30 PM at CSUSB-PD Campus include a panel discussion consisting of education, government, public safety, and mental health representatives. High school students will participate in an interactive question and answer program. In addition, HOSA will recognize local Fire, Police, Medical and Hospital Clinical professionals who have gone “above and beyond” the call of duty. CEO has approved a \$1,000 contribution to support this fundraising event to assist the students in their effort to attend the April 2016 State Leadership Conference. Attachment #10

Motion: C. Borba to ratify the \$1000 contribution. Second: R. Ortega Approved: 13 Opposed: 0  
Abstention Name(s): 0

**I. CVEP 2016 FASF Campaign sponsorship request \$2,500 - Action Required**

The February 17, 2016 event from 5:30 PM to 7:30 PM at the Toscana Country Club in Indian Wells is intended to raise awareness about the importance of completing the Free Application for the Federal Student Aid (FASFA) application to determine eligibility for most financial aid programs. Attachment #11

**Staff Recommendation:** To approve the \$2,500 contribution to support this effort.

Motion: C. Borba to approve Staff Recommendation and to mention to organizers about the hardship immigrants have in completing the application because of limited categories and maybe the school districts can help address this problem. Second: A. Dew Approved: 13 Opposed: 0 Abstention Name(s): 0

**V. COMMITTEES -**

**A. AUDIT COMMITTEE– No Required**

**B. FOUNDATION POLICIES & PROCEDURES/PROCESS COMMITTEE- No Action**

**C. BYLAWS COMMITTEE –** Committee members Rosemary Ortega, Rudy Gutierrez and Annica Meza-Dawe reviewed and made changes to the Bylaws regarding board member's continued membership and the rules and roles of Committees and committee participation. Revisions are attached #12

**Bylaws Committee Recommendation:** To accept and adopt changes to the bylaws to reflect the Board's decision to have the Nomination Committee provide a recommendation for renewal of terms. In addition, to change the language regarding the role of Committees in order to reflect the Board's direction to utilize Board members valuable input in making formal recommendations to the full Board. The Board's preference to change the process was identified in the 2015-2019 Strategic Plan.

Motion: To approve the Bylaws Recommendation with the modification to the language regarding member's ability to vote, "...one less than a number constituting a quorum." Second: R. Ortega  
Approved: 13 Opposed: 0 Abstention Name(s): 0

**F. INVESTMENT COMMITTEE-** Meeting scheduled for Jan. 27, 2016 immediately after the Board meeting

**E. EXECUTIVE COMMITTEE-** Meeting scheduled for January 27 at 8:30 AM. Chairman will provide a summary of any reportable items

**VI. BOARD MEMBER / STAFF COMMENTS**

- C4C Community Leaders Meeting March 2 from 7:30 AM -8:00 AM (Breakfast) and 8:00 AM – 11 AM at the Westin Mission Hills
- Please complete the Form 700s
- The Annual Board “Give or Get” Contribution

**VII. ADJOURNMENT:** The next regularly scheduled Board meeting will be held at **9:00 A.M. on February 24, 2016. Agenda Posting:** Agendas will be posted on the Foundation website – [www.regionalaccessproject.org](http://www.regionalaccessproject.org) - a minimum of 72 hours prior to the meeting date. All public record documents for matters on the open session of the Agenda are available for inspection at the meeting listed in this Agenda, and at the following location three (3) days prior to the meeting date: Regional Access Project Foundation, 73-710 Fred Waring Dr., Palm Desert, CA 92260. If a public record document that relates to a matter on the open session of the Agenda is distributed less than 72 hours prior to the meeting date, the public record document shall be available for inspection, at the same time it is distributed, at the address listed above. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990.