

BOARD OF DIRECTORS - MEETING APPROVED MINUTES

December 12, 2018 9:00 AM

41550 Eclectic Street Palm Desert, CA 92260



- I. CALL TO ORDER- at 9:10 AM** Roll Call: *M. Moran, C. Borba, J. Pye, M. Gialdini, A. Dew, B. Kroonen, C. Galvez, J. Hayes, T. St. Johns, R. Ortega, V. Tanner, P. Cooper, A. Wilson.*  
*Excused Absences: A. Ayala, R. Gutierrez, B. Gonzalez, R. Loretta, A. Zavala, V. Hudson.*

**II. CHANGES OR ADDITIONS TO THE AGENDA -None**

**III. PUBLIC COMMENT / PRESENTATIONS – None**

*Wells Fargo Capacity Building Grant Presentation - Karen Suarez with Wells Fargo recognized CNA for good work and their second year of supporting it financially, The contribution amount is \$10,000.*

*Michael Picardi – CFO Advocates for the Desert Hot Springs Library spoke about his experience as a participant in the 2018 Desert Fast Pitch and ideas for how to improve the program.*

**IV. CONSENT CALENDAR – Action Required**

- A.** MEETINGS MINUTES of September 26, 2018 Board meeting (attach. #1)
- B.** GRANT/ PROGRAM OFFICER REPORT (attach. #2) – Receive and File.
- C.** CNA-Director Report (attach. #3) - Receive and File.
- D.** CEO’s REPORT (attach. #4) – Receive and File.
- E.** FINANCIALS-Receive and File Draft Financials up to November 30, 2018 (attach. #5)

Staff Recommendation: Approve September 26, 2018 Minutes. Receive & file: Grant, CNA, CEO Reports and Financials as submitted.

**Motion: V. Tanner to accept Staff Recommendation. Second: C. Borba Approved: 13 Opposed: 0 Abstention: 0**

**V. NEW BUSINESS ITEMS – Action Required**

- A.** Ratification of Executive Committee Actions - Items #1 to #4. Meeting was held on October 30 and attended by: M. Moran, C. Borba, J. Pye, M. Gialdini, J. Hayes, and B. Kroonen.

**Motion: J. Hayes to ratify the Executive Committee action to #1 to #3 below. Second: C. Borba. Approved: 13 Opposed: 0 Abstention Name(s): 0**

**1.** To Appoint Aurora Wilson to the RAP Board.

There were two vacancies on the board. The Nomination Committee interviewed Ms. Wilson after receiving her application during the summer and recommended her appointment. (Application - attach. #6)

Executive Committee Action: Appointed Ms. Wilson to the Board effective Dec. 12, 2018 to Jan. 2023.

**2.** Authorization to submit 2019-20 Community Development Block Grant Application (attach. # 7)  
The exterior ADA improvements (sidewalk, parking lot) in design by Holt Architecture will exceed the \$100,000 budget (2018-19 CDBG Grant) requiring a two phase project. Phase II will be on hold, pending sufficient funding. A \$200,000 request to Riverside County’s 2019-20 CDBG is ready for submittal.

Executive Committee Action: Authorized CEO to submit the County of Riverside CDBG application.

**3.** Desert Recreation District (DRD) Foundation \$5,000 Requested –

Mecca Elementary with 700 students has 120 enrolled in ASES with a waiting list. DRD wants to provide an afterschool program for the students not able to enroll in ASES. They will provide homework assistance, social activities, sports/fitness, and other activities.

Executive Committee: Approved \$5,000.

4. Palm Desert Rotary is lead for event and representing Rotary District 5330 \$2,500 Requested Rotary District 5330's CV-wide "Family Holiday Fiesta" in collaboration with the area's 16 Rotary clubs, YMCA, Boys & Girls Club of CV, Desert Recreation District, City of Palm Desert, CSUSB-PD, and COD. There will be information booths by 40+ nonprofits, Mariachis, piñatas, food trucks, beer garden, Santa, games, giveaways for kids and a concert by Beach Boys Group, Surf City All Stars.

Executive Committee Action: Denied the request for funding.

Per RAP Code of Ethics Policy, disclosure of potential conflict of interest for R. Loretta due to role as District Governor of Rotary District 5330.

***Motion by J. Hayes to ratify # 4 after clarification from the Grants Committee was provided.. Second: V. Tanner. Approved 13 Opposed: 0 Abstention: 0***

**B. Sexual Harassment Policy Extended to Board Members.**

The Governance Committee directed staff to draft a policy to extend our Sexual Harassment Policy (attach. #8) to board members at the June 12 committee meeting. They reviewed the policy on September 26 to discuss changes recommended by RAP's attorney, Eve Fromberg.

Note: As of January 1, 2019 all board members, volunteers and staff are required to attend a Sexual Harassment training. CNA will be offering trainings every other month (Jan. Mar...)

Governance Committee: To adopt the Sexual Harassment Policy Extended to Board Members.

***Motion: C. Borba to accept the "Prevention of Sexual Harrassment Policy Extended to Board Members." Second: V. Tanner Approved: 13 Opposed: 0 Abstention Name(s): 0 All board members will be required to participate in the training by Dec. 31, 2019.***

**C. Supervisor V. Manuel Perez's request for RAP to continue serving as the fiscal agent for the Senior Inspiration Awards (SIA) (attach 9)**

The previous agreement with Supervisor Benoit's office was similar, except there is more detail about process. RAP would provide service as a \$2,500 In-kind contribution to support the SIA.

**Motion: V. Tanned to approve agreement with changes proposed by J. Hayes. Second: A. Dew Approved: 12 Opposed: 0 Abstention Name(s): P. Cooper**

Per RAP Code of Ethics Policy, disclosure of potential conflict of interest for Supervisor V. Manuel Perez.

**D. To Create a Committee for the Energy Efficiency Campaign**

The Executive Committee met on October 15 and discussed the Energy Efficiency Campaign. There was consensus that a committee can assist with creating a strategy and identifying and approaching potential contributors. Board members who are interested in participating, please feel free to do so.

Executive Committee Recommendation: To present to the full board for input and decision.

***Motion: M. Gialdini to create an Energy Efficiency Committee which will report to the Facilities Committee. Second: P. Cooper Approved: 13 Opposed: 0 Abstention Name(s): 0 The following***

*persons volunteered to serve on this committee: M. Moran, P. Cooper/Sup. Perez, M. Gialdini, A. Dew, and A. Wilson.*

- E. Adopt the 2017-18 Form 990 (attach. #10) – Action Required  
Form 990 completed by Marynov, Madsen & Gorden has been reviewed by Treasurer, Jan Pye & CEO.

Staff Recommendation: To adopt and submit.

***Motion: A. Dew to adopt and submit Form 990. Second: A. Wilson Approved: 13 Opposed: 0  
Abstention Name(s): 0***

- F. PERFORMANCE GRANTS, SMALL GRANTS, SPONSORSHIP and Other REQUESTS  
Review of Annual Allocations (attach. #11) and Grants Summary (attach. #12) – Eva Guenther-James

The Grants Committee, C. Borba, A. Zavala, V. Tanner, A. Dew and M. Gialdini met on Dec. 3.

**1. SMALL GRANTS**

- a. HARC, Inc. - Requesting \$5,000 under Health

HARC is preparing for their “2019 Coachella Valley Health Survey” and is requesting RAP to fund one month of the promotores-style outreach to reach immigrant communities educating them about the health survey and encouraging them to take the call and respond to questions.

Score: 95%

Interviewed: Jenna LeComte-Hinely, PhD, CEO & Chris Morin, MS, Research & Eval. Associate

Grants Committee Recommendation: That the Board approve \$3,500 and request that they explore using a Research Partner in California.

***Motion: J. Hayes to approve the Grants Committee Recommendation. Second: V. Tanner  
Approve: 7 Oppose: 0 Abstention Name(s): 2***

- b. Coachella Valley Horse Rescue -Requesting \$5,000 under Mental Health

Veterans Horsinalities Boot Camp is a 4 week program which offers a safe haven for Veterans to relax and support each other and learn to focus on the positive. Boot camp structure helps them deal with mental and emotional challenges while they learn to work with and care for horses.

Score: 78%

Interviewed: Annette Garcia, Board Vice-President and Rescue Director

Grants Committee Recommendation: That the Board approve \$5,000 and require that the organization become a CNA member and utilize evaluator services.

***Motion: J. Hayes to accept Grants Committee Recommendation. Second: A. Dew  
Approve: 13 Oppose: 0 Abstention Name(s): 0***

- c. Boys & Girls Club of Coachella Valley - Requesting \$5,000 under Juvenile Intervention

The Keystone Community Service Club is designed as a preventative measure for the risk factors affecting low-income youth. Club provides mentoring, character-building activities and community service. High schools achieving requirements will attend the annual national Keystone conference.

Score: 72%

Interviewed: Carolina Vasquez, Development Director and Siah Nix, La Quinta Unit Director

Grants Committee Recommendation: That the Board approve \$2,500.

**Motion: J. Hayes to accept Grants Committee Recommendation. Second: V. Tanner Approve: 13 Oppose: Abstention Name(s): 0**

**2. SPONSORSHIP REQUESTS**

a. Palm Springs Black History Committee - Requesting \$2,500

The Palm Springs Black History Committee is hosting Black History Month Activities 2019 during January and February. On Martin Luther King Day, events will include art showings, parade, etc.

Interviewed: Jarvis Crawford, Committee Board Chairman

Grants Committee Recommendation: That the Board approve \$2,500 for event and for RAP to provide a banner and utilize other promotional opportunities provided.

**Motion: B. Kroonen to accept the Grants Committee Recommendation. Second: A. Wilson Approve: 13 Oppose: 0 Abstention Name(s): 0**

b. Desert Sands Educational Fund's Children's Art and Music Festival (CAMFEST) – Requesting \$2,500

CAMFEST, a community event & fundraiser, showcases art, music, drama and theatre instructional programs for pre-K through grade twelve. Student and professional artists and musicians' performances will be on multiple stage sets at the Indian Wells Tennis Garden on Dec. 12.

Interviewed: Kristie Beasley, Board Vice-President and Event Coordinator

Grants Committee Recommendation: That the Board approve \$1,000 and follow-up with DSUSD Foundation to set up a review process similar to PSUSD Foundation.

**Motion: V. Tanner to approve the Grants Committee Recommendation. Second: B. Kroonen Approved: 12 Opposed: 0 Abstention Name(s): T. St. Johns**

c. California CareForce - Requesting \$2,500

The 3-day clinic will be held March 22-24, 2019 at the Riv. Co. Fairgrounds in Indio, providing vision, dental and medical services as well as health education for underserved population.

Interviewed: Carol Fisher, Development Director

Grants Committee Recommendation: That the Board approve \$2,500.

**Motion: B. Kroonen Second: P. Cooper Approve: 13 Oppose: 0 Abstention Name(s): 0**

d. United Way of the Desert - Requesting \$2,500

"United in Health Walks" are free 5K's held each week between January 5 and January 26, 2019. Walk locations include Indio, Desert Hot Springs, La Quinta and Palm Springs.

Grants Committee Recommendation: That the Board approve \$1,500. Also, to ask applicant to address coordination/cooperation with 4 cities in addition to seek their financial support.

**Motion: J. Hayes to accept Grants Committee Recommendation. Second: A. Wilson Approve: 13 Oppose: 0 Abstention Name(s): 0**

**3. Prevent Child Abuse Coachella Valley Restricted Funds - Request of \$2,000**

- a. Proposal from Chris Barajas, Master Investigator, Riverside County Sheriff's Department, for sexual assault from the victim's perspective training. He will provide two 4-hour training sessions tentative in Spring 2019 to law enforcement. The Mental Health Initiative Committee recommended approval.

Grants Committee Recommendation: That the board approves \$2,000.

**Motion: V. Tanner to approve the Grants Committee Recommendation. Second: A. Dew**  
**Approve: 13 Oppose: 0 Abstention Name(s): 0 T. St. Johns acknowledged the extra effort E. Guenther went to in the last year to make this training a reality.**

G. Consider approving contract with Toni Cook, T. Cooke and Associates for Results Based Accountability (RBA) Training \$8,800 (Attach. 13)– Action Required  
RBA is a tool to build a culture of accountability by using data to inform goals and measure the impact of our grantmaking. It has been adopted by Lift to Rise and the United Way of the Desert. The Weingart Foundation provided a \$10,000 grant to assist in our effort to assess and improve our systems.

Grants Committee Recommendation: That the Board approve contract for \$8,800 plus mileage costs.

**Motion: J. Pye to approve the Grants Committee recommendation. A Special Meeting in January will be necessary to include the board in training. Second: C. Borba Approve: 13 Oppose: 0 Abstention Name(s): 0**

H. Review the Center for Nonprofit Advancement (CNA) plan to expand services throughout Riverside County - The Board requested that Staff provide a plan to expand CNA services by Dec. 2018. CNA Director will provide a plan for the Board to consider adopting (10 minutes) – Action Required

**Motion: C. Galvez to continue this item so the board can have more discussion. Directed staff to allocate sufficient time for discussion. Second: B. Kroonen Approve: 13 Oppose: 0 Abstention Name(s): 0**

- I. Approve the Meeting Dates for 2019. Unless otherwise stated, meetings start at 9 AM.
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|----------|-----------------------|
| Jan. 23  | July 24               |
| Feb. 27  | August – No Meeting   |
| March 27 | September 25          |
| April 24 | October 23            |
| May 22   | November - No Meeting |
| June 26  | December 11           |

**Motion: C. Borba to approve the Regular Meeting Schedule. Second: C. Galvez Approved: 13 Opposed: 0 Abstention Name(s): 0**

#### VI. INFORMATIONAL ITEMS– Committees and Community Events - No Action

- A. EXECUTIVE–Met on Oct. 30. Approved Oct. 15 Minutes. Attach #14 Next meeting tentatively set for Jan. 14 at 11 AM.
- B. MENTAL HEALTH – Scheduled to meet on Dec. 13 at 2:30 PM.
- C. GRANTS - Met on Dec. 3. Approved Minutes Attach. #15 for Oct. 18. Next meeting Jan. 14.
- D. CNA– Please refer to CNA Director's Report, Attach. #3.
- E. FACILITIES- Met on Sept. 26. Approved July 25 Minutes, attach. #16. Set to meet December 12 after the board meeting.
- F. NOMINATION – Next meeting TBD
- G. GOVERNANCE – Met Sept. 26 at 8:30 AM. Next meeting TBD
- H. FINANCE AND INVESTMENT – Set to meet Oct. 24 immediately after the board meeting.

I. JAMES IRVINE FOUNDATION REGRANTING – Grantees met on Nov. 30. Meeting notes, attach #17. Next meeting is Jan. 25.

VII. BOARD MEMBER / STAFF COMMENTS

Desert Fast Pitch Comments

Contributions Received for CNA and Capital Campaign

Reminder “Give or Get” Board letter sent in early September.

Appreciation Gift from RAP for your service.

***RAP CEO mentioned receipt of \$10,000 Grant from Union Bank. Of this amount, \$1,000 is for Energy Efficiency and remaining amount is for CNA.***

RAP office closed From Dec. 24 to Jan. 1.

VIII. ADJOURNMENT: Next meeting is January 23, 2019 at 9:00 AM at 41550 Eclectic St. Palm Desert.