

BOARD OF DIRECTORS – APPROVED MINUTES

September 25, 2019 9:00 AM

41550 Eclectic Street Palm Desert, CA 92260

303 Singapore Court Douglas, MI, 49406

900 University Avenue Hinderaker Hall 3144 Riverside, CA 92521

**I. CALL TO ORDER by M. Moran (Chair)- Roll Call at 9:04 AM In attendance: A. Dew, B. Kroonen, R. Gutierrez, B. Gonzalez, C. Galvez, V. Hudson, C. Borba, J. Pye, J. Hayes, T. St. Johns, R. Loretta, E. Romero, V. Tanner, A. Wilson, M. Felix (Sup. Perez's office).
Excused: M. Gialdini, R. Ortega Absent: R. Loretta**

II. CHANGES OR ADDITIONS TO THE AGENDA -None

III. PUBLIC COMMENT / PRESENTATIONS - None

IV. CONSENT CALENDAR – Action Required

- A. MEETINGS MINUTES of June 26, 2019 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 August 31, 2019 (attach. 5).**

Staff Recommendation: Approve June 26, 2019 Minutes. Receive & file: Grant, CNA, CEO Reports and Financials.

Motion: J. Hayes to accept Staff Recommendation. Second: V. Tanner Approved: 16 Opposed: 0 Abstention Name(s): 0

- F. Executive Committee Ratification of Grant Approvals at July 24, 2019 meeting (attach. 6)**
 - a. Galilee Center's Our Lady of Guadalupe Center program – Approved \$4,500
 - b. Family YMCA's Swim Lessons – Approved \$5,000 (Board member J. Hayes abstained due to conflict of interest)
Per Board Policy board members J. Hayes, V. Tanner, will recuse themselves and leave the room during the discussion due to their conflict of interest.
 - c. Flying Doctors (Los Medicos Voladares) Approved \$2,500
Per Board Policy board member C. Galvez will recuse herself and leave the room during the discussion due to conflict of interest.
 - d. Association of Funding Professionals (AFP)- Desert Communities Chapter
National Philanthropy Day (NPD) awards luncheon on November 8, 2019 – Approved \$2,500

Motion: By C. Borba to ratify Grant Approvals, except F.b. and F.c. listed above Second: A. Dew Approved: 16 Opposed: 0 Abstention Name(s): 0

Motion: By C. Borba to approve F.b and F.c Second: A. Dew Approved 13 Opposed: 0 Abstention Names: J. Hayes, V. Tanner and C. Galvez

V. NEW BUSINESS ITEMS – Action Required

- A. Approve the 2018-2019 Audit (attach. 7)**

The Audit Committee met on Sept. 22 to review and address questions with our Auditor, George Holliday with Maryanov, Madsen Gordon & Campbell. Mr. Holliday is available for a presentation and questions.
Audit Committee Recommendation: To review, adopt & send Final Report to the Riv. Co. Exec. Office.

Motion: J. Pye to accept the Audit Committee Recommendation. Second: A. Dew Approved: 16 Opposed: 0 Abstention Name(s): 0

- B. Approve 2017-2018 Annual Report (attach. 8) After adoption, send copy to the Riv. Co. Executive Office.

Motion: J. Hayes to approve the 2017-2018 Annual Report Second: B. Kroonen Approved: 16 Opposed: 0 Abstention Name(s): 0

- C. Accept Resignation from board member Anayeli Zavala (attach. 9).

Motion: V. Tanner to accept Resignation from Anayeli Zavala Second: A. Dew Approved: 16 Opposed: 0 Abstention Name(s): 0

- D. Request to Authorize Staff to submit a Proposal to The James Irvine Foundation (TJIF) to Re-grant funds to Immigrants and to provide Capacity Building services. (attach. #10) In 2018, TJIF allocated \$200,000 for re-granting to support their efforts to reach our Immigrant Population and education them in their Rights. TJIF has once again approached RAP and invited us to apply for \$400,000 to re-grant funds for *Immigrant Rights* education/resources, along with providing CNA services and re-granting funds to address behavioral health issues arising in our immigrant population and the staff of those organizations providing these services. A decision would be expected in December.

Executive Committee Recommendation: To authorize CEO to proceed with submitting the proposal.

Motion: V. Tanner to approve the Executive Committee Recommendation Second: C. Borba Approved: 16 Opposed: 0 Abstention Name(s): 0

- E. Authorization to proceed with change to the 2019-20 Community Block Grant Application initially authorized December 2018 for \$100,000. The exterior ADA improvements (sidewalk, parking lot) cost is estimated at \$250,000. The County of Riverside has increased the allocation to \$250,000 to cover the full cost of improvements.

Motion: V. Tanner to enter in agreement with the County for 2019-20 CDBG Grant for Exterior ADA Improvements, \$250,000 Second: J. Pye Approved: 16 Opposed: 0 Abstention Name(s): M. Felix

- F. Grants Funding Requests

Grants Manager will provide an overview of Grants Budget & Summary of Requests (attach. #11 & #12) The Grants Committee met on Sept. 16. In attendance: C. Borba, A. Dew, V. Tanner and A. Wilson.

1. Small Grants- Annual maximum amount per organization is \$5,000.

- a. California Partnership (fiscal sponsor Community Partners) – Request \$5,000
Educate and Enroll 19-25 year olds for MediCal

Review Score: 85%

Interviewed: Maribel Nunez, Executive Director

Grants Committee Recommendation: To approve \$5,000 with the recommendation to work with Youth Leadership Institute.

Motion: A. Dew to approve Grants Committee Recommendation. Second: B. Kroonen Approved: 16 Opposed: 0 Abstention Name(s): 0

2. Performance Grant

- a. Riverside County Office on Aging's Desert Volunteer Connect (DVC)– Request \$37,500
Funding request will sustain the DVC program which provides volunteer resources for 13 to 54 year olds in the Coachella Valley. This program is only available in the 4th District.

Review Score: 79%

Interviewed: Jared Katchmar, RSVP Director

Grants Committee Recommendation: Approve \$37,500. Directed staff to inform RSVP staff to query potential future members/clients of RSVP to determine interest in contributing a fee to offset program costs. Also, explore introducing an evaluation tool to determine feasibility to be self-sustaining and the effectiveness of RSVP.

Motion: J. Hayes to approve Grants Committee Recommendation. Second: V. Tanner
Approved: 15 Opposed: 0 Abstention Name(s): M. Felix

- b. Youth Leadership Institute – Request for \$10,500 for year 2
Que Madre! Media Collective empowers young women, ages 15-25, in the eastern CV to develop storytelling skills to better tell the narratives of their lives as they navigate mental health challenges. Second year funding will expand the program to include up to 25 year olds.

Rating: 85%

Interviewed: Amber Amaya, Program Manager

Grants Committee Recommendation: Approve \$10,500 but allocate in two installments. The first installment is \$5250. Committee directed staff to 1. Request written documentation from authorized person allowing non-school age kids to be on campus. 2. Address measurement/evaluation issues to a satisfactory result. 3. Require that Representative reach out to Ophelia Project to explore potential partnership and 4. To connect youth to mental health professionals should they require supportive services.

Motion: V. Tanner to approve Grants Committee Recommendation Second: B. Kroonen
Approved: 16 Opposed: 0 Abstention Name(s): 0

3. Sponsorship Grants

- a. City of Blythe Police Department – Request \$2,500

The City of Blythe Police Department is requesting funds to purchase car seats to be given away to Palo Verde Valley residents. All parents/guardians will be educated on the proper installation techniques by the Blythe Police/Highway Patrol. A “Car Seat Clinic” on Oct. 26 will be the official kick-off for this service.

Interviewed: Shelly Soto, Community Services Officer

Grants Committee Recommendation: To approve \$2,500

Motion: V. Tanner to approve Grants Committee Recommendation. Second: J. Hayes
Approved: 15 Opposed: 0 Abstention Name(s): V. Hudson

- b. Reynaldo J. Carreon, M.D. Foundation – Request \$2,500

Funding request to cover costs incurred for hosting the Annual Scholarship Event. The annual event recognizes scholarship recipients and their parents. Annually the Foundation recognizes up to 48 students and allocates approx. \$120,000 in college scholarships.

Third year request. 1st year allocated \$1,500; 2nd year allocated; 3rd year allocated \$1,800

Grants Committee Recommendation: To approve \$1,800 and request that RAP be acknowledged on table tents.

**Motion: J. Hayes to approve Grants Committee Recommendation Second: V. Tanner
Approved: 16 Opposed: 0 Abstention Name(s): 0**

- G. Review and adopt the Flow Chart for funding requests. The Board assigned the Governance Committee the responsibility to review the Flow Chart used for funding requests at the June meeting. The Governance Committee met on July 22 and Sept. 16 to modify the Chart (attach. 13)

Governance Committee: Review Flow Chart, f acceptable, adopt it for all future funding requests.

Motion: C. Borba to approve the Governance Committee recommendation after making one change, adding a dotted line. Second: V. Tanner Approved: 16 Opposed: 0 Abstention Name(s): 0

- H. Re-designate the Mental Health Initiative Committee to Health-Mental Health Committee. The Governance Committee met on July 22 and is recommending revising this Committee to reflect the Board's desire to join two of our three focus areas into one committee. Will issue Request for Proposals recommended by this committee. (attach.14)

Motion: J. Hayes Second: A. Dew Approved: 16 Opposed: 0 Abstention Name(s): 0

- I. Authorize allocation of funding for Request for Proposals with a focus on Health-Mental Health, Small Grants, and Sponsorships. Per July 24 Executive Committee direction to Staff to proceed with first RFP, but seek the board's direction for 2019-2020 Allocations. Grants Committee will be drawing down funds in more than one category.

Proposed Budget Breakdowns:

- Health-Mental Health \$490,000
- Juvenile (Small Grants) \$80,000
- Desert Fast Pitch \$60,000
- Sponsorships \$25,000
- Education \$5,000

Motion: J. Hayes to approve the "Proposed Budget Breakdown" but will revisit the Sponsorship levels and Staff will provide a list of organizations which have applied for a Sponsorship, along requested and funded amounts. Second: V. Tanner Approved: 16 Opposed: 0 Abstention Name(s): 0

- J. Resolution 2019-02 Authorize Persons as Signatories for Two Checking Accounts at Rabo Bank/Mechanics Bank. (attach. 15) The list of authorized persons to sign checks is out of date. *Executive Committee Recommendation:* To approve Resolution and name the following persons as authorized to sign checks: Leticia De Lara, Joe Hayes, Matt Gonda and Craig Borba.

**Motion: A. Dew to approve the Executive Committee Recommendation. Second: V. Tanner
Approved: 16 Opposed: 0 Abstention Name(s): 0**

- K. Resolution 2019- 03 Authorized Persons as Signatories for Three Accounts at First Foundation Bank. (attach. 16) The list of authorized persons is out of date.

Executive Committee Recommendation: To approve Resolution identifying the following persons as authorized check signers: Leticia De Lara, Joe Hayes, Matt Gonda, Craig Borba and Mireya Reyes.

**Motion: B. Kroonen to approve the Executive Committee Recommendation. Second: R. Gutierrez
Approved: 16 Opposed: 0 Abstention Name(s): 0**

L. Desert Legal Foundation (DLF) Change in Designation of Funds, \$39,875 donated on May 24, 2017. DLF has decided to dissolve their nonprofit and due to the lack of use of funds would like to expand the scope of services that would be eligible for this funding. Authorized use of funds include, but not limited to, the following legal services: Formulate bylaws, address nepotism, conflicts of interest, creating MOUs to merge nonprofits, Human Resource issues, Board Development, and State mandated trainings. Previous two other conditions still apply. Condition 2: Notify two DLF members Aurora Wilson, Michael O'Connor or Richard Cromwell of funding requests. Condition 3: Publicize funding availability on RAP's website, Newsletter and E-Blasts.

Executive Committee Recommendation: To approve the expanded scope proposed by DLF.

Motion: J. Hayes to approve the Executive Committee Recommendation. Second: J. Pye

Approved: 16 Opposed: 0 Abstention Name(s): 0

VI. INFORMATIONAL ITEMS- No Action

- A. EXECUTIVE–Met on Sept 16. June 10, July 24 Minutes attached #17 Next meeting set for Oct. 14.
- B. MENTAL HEALTH** – Met on Sept. 19. Minutes for May meeting attached, attach. #18.
- C. GRANTS - Met on Sept. 19. Approved June July 8 Minutes Attach. 19. Next meeting in Sept. 9.
- D. CNA– Next meeting Sept. 25, immediately after the RAP Board meeting.
- E. FACILITIES- Met on June 19. Approved May 22 Minutes, attach. # 20. Next meeting Sept. 25.
- F. NOMINATION – Met on March 12. Next meeting TBD
- G. GOVERNANCE – Met Sept. 16. Approved July 22 Minutes Attach #21. Next meeting TBD
- H. FINANCE AND INVESTMENT – Met on Sept. 16. Approved Minutes for June 10 meeting. (attach. #22) Next meeting will take place Oct. 14

VII. BOARD MEMBER / STAFF COMMENTS

Guidestar Platinum Status

Board Member Annual contribution reminder.

National Philanthropy Day Luncheon November 8

B. Kroonen brought up that he would like to explore the idea brought up by E. Romero about assisting college students with other expenses such as medical, food, housing. There was consensus

that this topic could be explored by the Executive Committee.

J.Pye brought up that we should review the Website at next meeting.

VIII. ADJOURNMENT: Adjourned at 10:15.

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