



BOARD OF DIRECTORS - MEETING APPROVED MINUTES

9:00 A.M. Wednesday, July 22, 2015

73-710 Fred Waring Dr., # 115

Palm Desert, CA 92260

I. CALL TO ORDER- Roll Call

Present: Ann Dew, Annica Meza-Dawe, Joe Hayes, Mark Moran, Craig Borba, Claudia Galvez, Michelle DeArmond, Brand Cox, Jean Benson, and Rudy Gutierrez.

Excused Absence: Bill Kroonen, Ricardo Loretta, Rosemary Ortega and Larry Parrish.

II. CHANGES OR ADDITIONS TO THE AGENDA

None

III. PUBLIC COMMENT / PRESENTATIONS

Public Comments: None

The Collaborating for Clients presentation was postponed for a later date.

Presentation: Ophelia Project video was shown.

IV. CONSENT CALENDAR

A. MINUTES OF THE MEETINGS of the June 24, 2015 Board meeting. Action Required
Staff Recommendation: Approve attached (#1) draft minutes as submitted.

Motion: M. Moran to approve staff recommendation Second: C. Galvez Approved: 9
Opposed: 0 Abstention Name(s): J. Hayes due to absence.

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

V. NEW BUSINESS ITEMS

A. FINANCIAL REPORTS- Information Only. Stuart McCain is available for questions.

Attachment #4: Draft financials provided, pending the completion of the audit.

B. Program Payments – Approve Program Payment Schedule, \$50,250- Action Required

Colorado River Senior Center - Senior Outreach	\$10,750
Community Action Partnership – Cool Centers	\$10,000
FIND Food Band - Food Distribution Capacity Building	\$8,000
Galilee Center – Emergency Food Distribution/Services	\$8,000
Joslyn Senior Center – Healthy Food – Meals on Wheels	\$5,000
Palo Verde Senior Center Citizens, Inc.	\$8,500
<u>Riverside County Office on Aging – Desert Volunteer Connect</u>	<u>Hold</u>
Total	\$50,250

Staff Recommendation: Approve the \$50,250 previously approved quarterly payments.

Motion: M.Moran to approve staff recommendation Second: C. Borba Approved: 10
Opposed: 0 Abstention Name(s): 0

C. New Funding Requests- Action Required

The Grants Review Committee, including Board Members C. Borba, R. Ortega, A. Meza-Dawe, S. McClain and L. De Lara met on July 8, 2015. Draft minutes attached #5.

1. Small Grant Request – World Affairs Council of the Desert \$5,000 Action Required
Application and reviewer’s comments attached #6.

Grants Review Committee Recommendation: To approve \$3,850 to cover the cost of stipends to teachers, increase the amount to \$275 each for up to 14 schools. Also, to offer TAP services.

Motion: A.Dew to approve \$3,850 to cover the cost of the operations, coaching costs, increase the amount to \$275 each for up to 14 schools. Also, to offer TAP services to encourage and support financial sustainability.

Second: M. Moran Approved: 10 Opposed: 0 Abstention Name(s): 0

2. Renewal – Colorado River Senior Center \$ 42,000 - Action Required
Application and reviewer’s comments attached #7.

Grants Review Committee Recommendation: Approve \$40,000 and require their continued efforts to achieve financial sustainability. They will be required to pursue the purchase of fueling station that can potentially net \$10,000/year; catering services and explore solar impact fees with the County.

Motion: M. Moran to approve the Grants Review Committee’s Recommendation
Second: J. Benson Approved: 10 Opposed: 0 Abstention: 0

- a. **Mental Health Initiative – Coachella Valley Youth Leadership (CVYL)-**
\$130,000 Action Required Application and reviewer’s comments attached #8

Grants Review Committee Recommendation: To approve one year’s funding of \$130,000 from the Mental Health Initiative allocation. \$65,000 would be allocated to RAP for six months “incubation” and \$65,000 would be allocated to the Ophelia Project.

RAP staff will work closely with the Ophelia Project (OP) to explore their interest in taking over CVYL. According to the letter from Susan Francis, CEO of the OP, they are prepared to take the lead in six months. The conditions are outlined in the letter. An update presentation/report to the Board will be expected at the Oct/Nov. meeting.

Motion: M. Moran to approve one year’s funding of \$130,000 from the Mental Health Initiative allocation. \$65,000 would be allocated to RAP for six months “incubation” and \$65,000 would be allocated to the Ophelia Project. Create an MOU with the Ophelia Project and present it to the Executive Committee for action as soon as possible, preferably within 3 months. In addition create a formal agency agreement in the next 6 months. Ensure that the boys program is inclusive of all boys.

Second: C. Galvez Approved: 8 Opposed: 0 Abstention Name(s): Prior to the vote, A. Meza-Dawe and R. Gutierrez left the Board meeting to avoid the perception of a conflict of interest.

- 3. Flying Doctors sponsorship request \$5,000 (attachment #9) - Action Required**
Annual event to take place on **Sept. 12, 2015**. The request is for food for the volunteers and patients waiting for medical treatment and also medical supplies including: glucometer and strips for diabetes screening and disposable speculums for pap smears.

Staff Recommendation: Approve a small grant of up to \$5,000 of which \$1200 will be designated for food for the volunteers and patients. Staff will continue to work with applicant to ensure that potential donations from pharmaceutical businesses are pursued.

Motion: M. Moran to approve staff recommendation and to make clear that supplies need to be pursued from potential donors or use available supplies. Also to notify the applicant that future year’s requests are required to be in earlier in the year or it will be denied.

Second: C. Borba Approved: 9 Opposed: A. Dew Abstention Name(s): 0

D. Request from John F. Kennedy to act as a Fiscal agent – Action Required.

The JFK Memorial Hospital Board of Directors raises approximately \$30,000 from board members and other sources to be awarded to JFK employees who are interested in continuing their education. The full amount is regularly allocated as scholarships each year.

The JFK Board approached RAP with a request to administer the funds for them. They would continue to raise the funds and select the recipients. RAP’s role would be to issue the checks to appropriate party, maintain a separate bank account and do the financial reporting.

The work associated with this request would be minimal. RAP’s staff’s has been calculated and we propose the following fees: \$250.00 for initial set-up and \$100.00- \$150.00 per year for accounting functions.

Staff Recommendation: After discussing the matter with RAP’s legal counsel and auditor (see **attachment #10** for their comments), staff recommends approving the request from the JFK Memorial Hospital Board of Directors to serve as their fiscal agent for their scholarship program.

The agreement would indicate RAP’s support of improving health care access by investing in the professional development of health care workers in our region. It would stipulate that the costs would be reviewed after the first year and a possible renegotiation may be necessary to recoup actual costs. The agreement would be sent to Eve Fromberg for her review.

Motion: J. Benson Second: C. Borba Approved: 10 Opposed: 0 Abstention: 0

E. Rescheduling of Sept. 23, 2015 & Oct. 28, 2015 Board meeting Action Required

L. De Lara has been invited to participate in the Bank of America Neighborhood Builders Local Market Selection Committee (LMSC) meeting on September 23. The LMSC is a group of leaders from B of A and the community who select Neighborhood Builders from among the invited applicants. The grant focuses on community development, workforce development /education & basic human needs—three areas critical to stable, healthy communities across the country in addition to providing leadership training to awarded organizations.

The Southern California Grantmakers Annual Conference will take place on Oct. 28. Staff attended last year’s conference and found the information and networking opportunities to be worthwhile. It would be a great opportunity for RAP staff to attend a “national” conference locally.

Staff Recommendation:

1. Change the Sept. 23 meeting to the week before, Weds. Sept. 16 or week after, Weds. Sept. 30 (preferred).
2. Change the Oct. 28 meeting to the following Weds., Nov. 4.
3. The Dec. meeting would not change. It is set for Weds. Dec. 9.

Motion: M. Moran to have the next two board meetings on the following dates: Sept. 30 and Nov. 4 Second: A. Dew Approved: 10 Opposed:0 Abstention: 0

VI. COMMITTEES -

A. AUDIT COMMITTEE– Action Required

Attached is letter from Backstrom, Gandhi and Soni. (attachment # 11)

Audit Committee Recommendation:

1. To accept the proposal for the fiscal year ending June 30, 2015 audit. Price range is \$12,800 to \$14,800.
2. To accept the proposal to complete the 990s for fiscal year ending June 30, 2015. Price range is \$1900 to \$2300.

Motion: M. Moran to approve the Audit Committee’s Recommendation. Second: C. Borba
Approved: 10 Opposed: 0 Abstention: 0

B. FOUNDATION POLICIES & PROCEDURES/PROCESS COMMITTEE– No Action

C. BYLAWS COMMITTEE – No Action

D. NOMINATIONS COMMITTEE – No Action – REPORT DUE

Committee will have met on July 22, 2015 at 8:30 AM to discuss qualifications for prospective board members. Committee will share suggestions with the full Board.

The Nominations Committee provided a brief summary of the earlier meeting. They invited Board members to submit ideas for potential future board members to Stuart/Lety.

E. EXECUTIVE COMMITTEE– Funding request pending

Due to the Board being Dark in August, the Grants Committee will meet immediately after the Board meeting on July 22 to consider two applications. The CEO will convene an Executive Committee meeting as soon as it can be arranged to present the Grants Committee’s recommendation. The decision will be ratified at the following Board meeting.

VII. BOARD MEMBER / STAFF COMMENTS

Introduce Crystal Salcido, Health Career Connection intern. Crystal will provide a brief biography and status of MHI project.

Crystal provided a brief presentation.

VIII. CLOSED SESSION –Action Required

a. Update on CEO Annual Evaluation

The Chair, J. Hayes announced that he and the Vice-Chair, C. Borba, would meet to discuss the annual evaluation.

IX. ADJOURNMENT: The next regularly scheduled Board meeting will be held at **9:00 A.M.** on **Sept. 30, 2015.**

Agenda Posting: Agendas will be posted on the Foundation website – 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.