

# RAP FOUNDATION

## BOARD OF DIRECTORS – APPROVED MINUTES

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

73-710 Fred Waring Suite 102    667 N. Lovekin Blvd.    6186 NE Rosebay Dr.    39015 North Shore St.  
Palm Desert, CA 92260    Blythe, CA 92225    Hillsboro, OR 97124    Fawnskin, CA 92333

**I. CALL TO ORDER- Roll Call:** Meeting called to order at 9:02 AM. In attendance: Mark Moran-Chair, Jan Pye-Treasurer, Rosemary Ortega-Secretary, Joe Hayes, Ricardo Loretta, Annica Meza-Dawe, Tricia Gehrlein, Van Tanner, Michelle DeArmond.

**Phone conference:** Craig Borba-Vice Chair joined at approximately 9:07 AM, Bill Kroonen joined at approximately 9:30 AM.

**Arrived late:** Beatrice Gonzalez arrived at approximately 9:15 AM and Rudy Gutierrez arrived at approximately 9:45 AM.

**Excused Absence:** Larry Parrish, Claudia Galvez and Brandy Cox.

## **II. PUBLIC COMMENT / PRESENTATIONS**

**Public Comments:** None

## **III. CONSENT CALENDAR – Action Required**

**Chairman M. Moran asked for consensus from the Board to move the Program Scheduled Payments to the Consent Calendar at this meeting and future meetings. The Board agreed. However, they directed CEO to check with our attorney for legal opinion if it is okay considering the item involves a funding decision.**

**Staff Recommendation:** Approve the June 22, 2016 Minutes. Receive and file the Grant, TAP, CVYL, CEO Reports, Financials and added the Scheduled Program payments on IV. F. 3. with a Staff Recommendation to approve funding by the Grants Manager.

Motion: T. Gehrlein to approve Staff Recommendation    Second: V. Tanner    Approved: 9  
Opposed: 0    Abstention Name(s): 0    Except, M. DeArmond abstained from voting on item V. 3.e.  
Riverside County Office on Aging.

**A. MEETINGS MINUTES of June 22, 2016 Board meeting (attach. #1)-**

**B. GRANT/ PROGRAM OFFICER REPORT (attach. #2)– Receive and File.**

**C. TAP/ PROGRAM OFFICER REPORT (attach. #3)– Receive and File.**

**D. COACHELLA VALLEY YOUTH LEADERSHIP REPORT (attach. #4)**

**E. CEO’s REPORT (attach. #5)– Receive and File.**

**F. FINANCIAL REPORTS-Receive and File Draft June Financials. (attach. #6)**

## **IV. NEW BUSINESS ITEMS – Action Items**

**A. Selection of independent auditor for fiscal year ending June 30, 2016.**  
(proposal attachments 7a, 7b, 7c, 7d)

- a. Approve Rixon & Associates as auditor  
Staff recommendation: Rixon & Associates
- b. Authorize CEO to approve and sign engagement letter with auditor

***Audit Committee Recommendation:*** To approve a. and b. above.

Motion: J. Hayes made motion to approve Audit Committee's Recommendation  
Second: V. Tanner    Approved: 9    Opposed: 0    Abstention Name(s): 0

**B. Approval of Annual Report 2015-2016**

***Staff Recommendation:*** Approve the Annual Report 2015-16 and forward a copy to the Riverside County Executive Office. (attach. #8)

Motion: To approve Staff Recommendation made by V. Tanner    Second: R. Ortega  
Roll Call: Approved: 10 ( C. Borba joined meeting)    Opposed: 0    Abstention Name(s): 0

**C. Adopt a Code of Ethics Policy (attach. #9)- Action Required**

The Bylaws Committee met on July 6, 2016. Revised RAP Handbook and recommended a Code of Ethics Policy to the Executive Committee for consideration.

The Executive Committee met later in the day on July 6 and made additional modifications to the Board Handbook and Code of Ethics Policy. Since the Code of Ethics is new and included in the Board Handbook, the Board is asked to take action on this item first.

***Executive Committee Recommendation:*** To review and adopt the Code of Ethics Policy.

Motion: J. Pye made motion to approve Executive Committee Recommendation    Second: A. Dew  
Roll Call: Approved: 10    Opposed: 0    Abstention Name(s): 0

**D. Approve modifications to the Board Handbook (attach. #10) – Action Required**

The Bylaws Committee met on July 6, 2016. Revised RAP Handbook and recommended a Code of Ethics Policy to the Executive Committee for consideration.

The Executive Committee met later in the day on July 6 and made additional modifications to the Board Handbook and Code of Ethics Policy.

***Executive Committee Recommendation:*** To review and adopt the Board Handbook as presented.

Motion: T. Gehrlein made motion to accept the Executive Committee's Recommendation.    Second: A. Dew  
Roll Call: Approved: 10    Opposed: 0    Abstention Name(s): B. Gonzales, due to late arrival did not participate in discussion and chose to abstain.

**E. Approve Mental Health Request for Proposal (RFP) 2016-02 (Attach. #11) to focus on-Adults and Older Adults, ages 55+ Estimated at \$150,000 - \$200,000 - Action Required**

The Mental Health Committee met on July 21. They reviewed the Community Priorities and approved the nine funding priorities listed and amount for this RFP. The RFP is scheduled to be released Sept. 1.

***Mental Health Committee Recommendation:*** Approve the MH RFP 2016-02 aimed at adults and older adults 55 years of age.

Motion: J. Hayes to accept the Mental Health Recommendation with addition of NTE \$200,000 amount. Second: C. Borba Roll Call: Approved: 11 Opposed: 0 Abstention Name(s): 0

**F. Funding Requests (Small, Performance, Scheduled Payments, Sponsorships)- Action Required**

**1. Small Grant:**

**Oak Grove Institute Foundation** **\$5,000**

“Oak Grove in the Desert” located in Bermuda Dunes operates the Independent Living Program Thrive Program. Through this program, foster youth participate in life skills training workshops, utilize the computer lab and receive mentoring and guidance services. Students use the computers to complete homework, apply for college programs, prepare resumes, search for employment and access supportive services.

***Grants Committee Recommendation:*** The committee met on July 21. They listened and addressed questions to Tammy Wilson, LMFT, CEO. The Committee is recommending allocating \$5,000 to equipment, including software licensing.

Motion: T. Gehrlein to approve Grants Committee Recommendation Second: J. Hayes  
Roll Call: Approved: 11 Opposed: 0 Abstention Name(s): 0

A. Dew added that staff should explore potential free/reduced software and hardware with Jet Propulsion and Tech Soup in future requests.

**2. Performance Grant Requests**

a. World Affairs Council of the Desert is requesting **\$4,875.**

This would be for the third year to support the Academic World Quest program.

***Grants Committee Recommendation:*** The committee met on July 21. The committee is recommending up to \$4,875 to include teacher/coaches stipends (\$325 per school up to 15 schools). However, they are making it conditional that they do a pre and post assessment/survey. Also, they recommend they receive TAP services in Strategic Planning and possibly evaluation.

Motion: V. Tanner to approve Grants Committee Recommendation Second: A. Dew Roll Call: Approved: 11 Opposed: 0 Abstention Name(s): B. Kroonen joined the meeting during the vote and decided to abstain.

b. Colorado River Senior Center **\$40,000**

This request is to support the senior outreach services and it will be for the 16<sup>th</sup> year.

***Grants Committee Recommendation:*** The committee met on July 21. The Committee recommended approval of the following:

1. Approval of \$40,000 for operational costs.
2. Approval of a match of 50% up to \$8,500 for their ability to purchase and proceed with a plan to start a fueling station revenue generating business. RAP’s match would be provided after the \$8,500 is raised.

Motion: J. Hayes to approve the Grants Committee Recommendation Second: T. Gehrlein  
Roll Call: Approved: 10 Opposed: J. Hayes disagreed with not having an end date and B. Kroonen disagrees with including #2 Abstention Name(s): 0

Staff will connect Colorado River Senior Center with the Office on Aging to explore possibilities.

Motion to amend original motion made by A. Dew and agreed by original motion makers (J. Hayes and T. Gehrlein) to include that the 50% match of up to \$8,500 has a two year expiration. Roll Call:  
Approved: 13 (R. Gutierrez arrived at 9:43) Opposed:0 Abstain: 0

**3. Program Scheduled Payments \$68,750.00 - Action Required Moved to Consent Calendar and approved**

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

- a. **World Affairs Council of the Desert** WorldQuest \$500.00 Final  
2<sup>nd</sup> of 2 payments, Completed 2<sup>nd</sup> year funding  
Each high school has a student team of 4-5 who learn about and world affairs topics, train to compete locally with opportunity to advance to national level
- b. **Colorado River Senior Center** Senior Outreach \$10,000 Final  
4<sup>th</sup> of 4 payments, Completed 15<sup>th</sup> year funding  
Center provides daily hot meal, Monday through Friday, activities, monthly food commodities for qualified/eligible senior, annual health fair and meals on wheels
- c. **Operation SafeHouse** What's Up mobile App. \$10,000  
3<sup>rd</sup> of 5 payments  
Launch of What's Up mobile App for youth as targeted population, text message to licensed LMFT and additional features on mobile device
- d. **Gilda's Club Desert Cities** Better Together for Community \$7,500  
3<sup>rd</sup> of 5 payments Collaboration of 5 cancer service organizations to provide public awareness of mental health services for cancer patients and those affected by cancer as well as residents for Coachella Valley
- e. **Riverside County Office on Aging** Desert Volunteer \$13,750  
5<sup>th</sup> of 12 payments  
Partnership of Office on Aging and RAP to recruit persons starting as early as high school age to adults for volunteer opportunities placed with nonprofit organizations.
- f. **Desert Healthcare District** DHS Boys/Girls Club 2 Yr. Stabilization \$25,000  
2<sup>nd</sup> of 2 payments, Completed 2<sup>nd</sup> year match funding  
Desert Healthcare District approached RAP for a 2-year match commitment to stabilize and provide assistance to Boys/Girls Club to sustain its youth program at the Wellness Center
- g. **Desert Fast Pitch 2015 Christopher's Clubhouse** RAD for Women \$1,000 Final  
3<sup>rd</sup> of 3 payments, Completed funding year.  
Winner for best "pitch". Teach/train personal safety to women and young women.
- h. **Desert Fast Pitch 2015 El Sol Neighborhood Educational Centers**  
Mental Health and Youth Promotores \$1,000 Final  
3<sup>rd</sup> of 3 payments, completed funding year.

Winner of Coaches Most Improved and Audience Choice award. Establish youth promotores program - trained youth promotores to outreach/educate youth about mental/behavioral health resources available.

**Staff Recommendation:** The Grants Manager has verified reporting compliance and is seeking Board approval of the eight program payments listed above for the total amount of \$68,750.00.

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

Acted on Consent Calendar. Clarification M. DeArmond abstained from voting on item e. Riverside County Office on Aging.

**4. The Riverside County Community Action Partnership (CAP)– Action Required**

The RAP Board approved \$20,000 at the June 22 Board meeting. CAP is requesting a change to line item which include the following:

- a. Reduce the allocation to Thermal Rummond’s Senior Center previously \$1750 to \$400.
- b. Add the Cathedral Center as the fifth site and reallocate \$1,350 from the Thermal site.
- c. Reduce overall supplies for games, reading material by \$3,000 and emergency transportation by \$1,000. Reallocating this \$4,000 amount to the North Shore Community Center.

**Grants Review Committee Recommendation:** Approve the above revisions (a., b. and c) as requested by CAP. No new funding is being requested.

Motion: To approve the Grants Review Committee Recommendation by T. Gehrlein with one change to the amount NTE \$4,000 because the full amount may not be needed. Second: A. Dew  
Roll Call: Approved: 12 Opposed: 0 Abstention Name(s): M. DeArmond

Staff will bring forth a Policy to address changes in line item budgets for Board Consideration.

**5. Senior Inspiration Award Sponsorship (attach. #12) \$7,500- Action Required**

Supervisor John Benoit’s office submitted a request for sponsorship of the annual event to take place on March 24, 2017 at the JW Marriott Desert Springs in Palm Desert. The contribution requested is \$2,500 In-kind for accounting services and \$5,000 cash to be used as a donation to nonprofits selected by 10 recipients (\$500 x10).

**Staff Recommendation:** To approve the \$5,000 cash contribution and \$2500 in-kind request. The contribution supports this valley-wide event recognizing senior’s volunteer contributions and nonprofits serving our community.

Motion: C. Borba made motion to approve Staff Recommendation Second: B. Kroonen Roll Call: Approved: 12 Opposed: 0 Abstention Name(s): M. DeArmond

**V. INFORMATIONAL ITEMS–No Action Required**

**Future RAP Board meetings to remain the same.**

RAP staff conducted a poll and determined there is no alternative date that would work for a majority of the Board. Staff is recommending that meeting dates remain the same, the fourth Wednesday of each month at 9 AM, unless otherwise dictated by Board.

**VII. COMMITTEES**

- A. **EXECUTIVE COMMITTEE – Met on July 11. Reviewed and modified Board Handbook, recommending adoption to the full Board. Will meet as needed.**
- B. **NOMINATION COMMITTEE – will meet in early Fall.**
- C. **MENTAL HEALTH COMMITTEE- met on July 21 and meets monthly.**
- D. **GRANTS COMMITTEE- met on July 21.**
- E. **AUDIT COMMITTEE – met on July 15.**
- F. **FINANCE - INVESTMENT COMMITTEE – next meeting TBD**
- G. **POLICIES PROCEDURES/PROCESS & BYLAWS COMMITTEE – Met on July 6. Revised RAP Handbook and recommended a Code of Ethics Policy to the Executive Committee for consideration.**

#### **VIII. BOARD MEMBER / STAFF COMMENTS**

**Nonprofit Management Certificate Program Graduation to take place on Friday Aug. 12 from 3 PM – 5 PM. Mark Moran will be the featured speaker. RSVP with Mireya if you want to attend.**

**Trini Arredondo’s last day at RAP is July 29<sup>th</sup>. We wish Trini the best in taking over the CVYL at CVUSD.**

#### **IX. CLOSED SESSION**

**Pursuant to Government Code Section 54956.8  
Property APN 624-290-001**

**No reportable action**

- X. **ADJOURNMENT: The Board will not meet in the month of August. The next regularly scheduled Board meeting will be held at 9:00 A.M. on September 28, 2016 at 73-710 Fred Waring Suite 115 Palm Desert.**

Motion to Adjourn: J. Hayes Second: A. Dew Roll Call: 12 in favor Opposed: 0 Abstained: R. Loretta.

**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.