



BOARD OF DIRECTORS – APPROVED MINUTES

9:00 AM APRIL 26, 2017

41550 Eclectic Street Palm Desert, CA 92260 and 667 N. Lovekin Blvd. Blythe, CA 92225

- I. CALL TO ORDER-** at 9:10 AM. Roll Call **Present: Chairman Mark Moran, Vice-Chair Craig Borba, Secretary Rosemary Ortega, Treasurer Jan Pye, Members: Amber Amaya, Ann Dew, Annica Meza-Dawe, Claudia Galvez, Joe Hayes, Michelle DEArmond, Mike Gialdini, Ricardo Loretta, Tori StJohns.**

Excused Absences: B. Kroonen, Van Tanner, Anayeli Zavala, Tricia Gehrlein, Rudy Gutierrez.

Absences: Brandy Cox, Beatrice Gonzalez, Larry Parrish.

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

- III. PUBLIC COMMENT / PRESENTATIONS - None**

- IV. CONSENT CALENDAR – Action Required**

Staff Recommendation: Approve the March 22, 2017 Minutes. Receive and file the Grant, CNA, CEO Reports and Financials as submitted.

Motion: C. Borba to accept the staff recommendation after the correction is made on the Grant Officer Report: The Jewish Family Services allocation should be \$40,418.00 and the Grand total is \$ 145,818.

Second: J. Hayes Approved: 13 Opposed: 0 Abstention Name(s): 0

- A. MEETINGS MINUTES of March 22, 2017 Board meeting (attach. #1)
- B. GRANT/ PROGRAM OFFICER REPORT (attach. #2) – Receive and File.
- C. CENTER FOR NONPROFIT (CNA) Report (attach. #3) - Receive and File.
- D. CEO’s REPORT (attach. #4) – Receive and File.
- E. FINANCIAL REPORTS-Receive and File Draft Financials up to March 31, 2017 (attach. #5)

- V. NEW BUSINESS ITEMS – Action Required**

- A. Review and Adopt the 2017-2019 Strategic Plan Yearly Update

The RAP Board of Directors met on March 22 from 8 AM to 12 PM for the annual Strategic Planning session. The meeting was facilitated by Debra Williams.

Staff Recommendation: That the Board review the Strategic Plan 2017-2019, provide input, make modifications and adopt the Strategic Plan. (attach. #6)

Motion: A. Dew to direct staff to make specified changes made by the Board and the following:

- **The RAP Board will continue with the 4th year of the 4 year Mental Health Initiative at the same current funding level, NTE 75% of total grant funding.**
- **Include the Short Term and Long Term target dates for accomplishing Goals identified.**
- **Include a goal to create a process for a capital campaign related to the opportunities and challenges of the new building. We will need to determine use of funds, target amount, timeline and naming rights amounts.**

Note: A. Dew & r. Loretta would like to provide an opportunity for beneficiaries of RAP to have be acknowledged in some form.

- **Direct CEO to make revisions to the Strategic Plan and bring it back to the next meeting for Board consideration. Second: C. Borba Approved: 13 Opposed: 0 Abstention Name(s): 0.**

B. Approve new Sponsorship Criteria and Process (attach. # 7)

RAP staff was directed to submit criteria, a process and an application for all future sponsorship requests to the Executive Committee. The application includes the criteria, and explains the process. RAP staff asked one of the applicants, The Blythe Police Activities League to use the application to “test” it for us. Board members can assess it when reviewing this sponsorship request later in the agenda.

Executive Committee Recommendation: The Executive Committee met on April 5. They reviewed and provided input. They are recommending that the Board adopt the Sponsorship Application. Also, to set an annual amount of \$25,000 and an annual maximum monetary amount per organization not to exceed \$5,000 effective the next fiscal year starting 7-1-17.

Per RAP Board Code of Ethics Policy: Disclosure of a potential Conflict of Interest – board member Ricardo Loretta is the Executive Director of the Dr. Carreon Foundation. On the advice of our attorney, there is a conflict with him participating in this discussion.

Motion: J. Hayes to accept the Executive Committee recommendation to adopt the Sponsorship criteria, process and application. However, on Quest #9 we will require that each recipient of a sponsorship award must submit a final financial accounting to report on: If it was a fundraiser, how much money was raised, how much was spent?

Also, the annual amount of \$25,000 will be allocated to Sponsorships. An organization can reapply in the same fiscal year. However, the maximum monetary an organization can receive per fiscal year may not exceed \$5,000, effective the next fiscal year starting 7-1-17.

Second:C. Borba Approved: 12 Opposed: 0 Abstention Name(s): 0

Board member R. Loretta exited the room prior to the Chair introducing the item. He did not return until the Board concluded the discussion.

C. New Funding Request- Action Required

Review of Annual Allocations and current budget. – Stuart McClain

1. UCR School of Medicine (Attach. #8) \$66,063

The psychiatry training program at the University of California, Riverside School of Medicine places an emphasis on diverse and eclectic training opportunities in the full breadth of psychiatry, including psychotherapy and pharmacology. Residents are encouraged to grow academically by participating in advocacy, community outreach, and research.

On April 13, the Committee consisting of C. Borba, R. Ortega, A. Dew, V. Tanner and A. Zavala interviewed for the second time Dr. John Luo, Program Director to address questions brought up by the Board at the March 22 meeting.

Grants Committee Recommendation: The applicant addressed five questions (attachment #9) previously asked by the RAP Board. The committee is recommending that the Board approve \$66,063.00 with following conditions:

1) Funding to wait until post grad/level 3rd or 4th year resident has been accepted into program - salary and benefits \$34,622, housing assistance \$3,000 and mileage \$3,473. Also, to wait on the Evaluation component of \$10,065 until needed.

2) The following will be funded now: Program Director \$3,402, Training Project Coordinator \$5,169 salaries and benefits, General Operations \$16,538 and Indirect Costs \$6,332.

- 3) Provide a Letter of Support from RAP as a partner with UCR School of Medicine for East Valley Riverside County Track for future funding opportunities.
- 4) RAP Board members (A. Dew and A. Zavala expressed interest) to be included in the selection process for resident.

Motion: J. Hayes to approve the Grants Committee recommendation as stated above.

Second: R. Ortega Approved: 12 Opposed: 0 Abstention Name(s): C. Galvez

2. Sponsorship Requests – Action Required

- a. Dr. Reynaldo Carreon Foundation \$5,000 requested

The Dr. Carreon Foundation will have their Annual Scholarship Banquet on May 26 at the Doubletree Hilton Resort in Cathedral City. The proceeds will be used for scholarships for high school students throughout the Fourth Supervisorial District (N. Palm Springs to Blythe). (Attachment #10)

Per RAP Board Code of Ethics Policy: Disclosure of a potential Conflict of Interest – board member Ricardo Loretta is the Executive Director of the Dr. Carreon Foundation.

Grants Committee Recommendation: On April 13, the Committee interviewed John Pena, Chairman of the Carreon Foundation who addressed questions about the event and the proceeds. The Committee is recommending approval of \$2,000.

Motion: J. Hayes to approve the Grants Committee recommendation. Second: A. Dew Approved: 11 Opposed: 0 Abstention Name(s): M. Moran

Also, the board agreed with the Grants committee's recommendation that 15 of 20 tickets for the event be donated to CV Youth Leadership, leaving 5 for RAP.

M. DEArmond mentioned that the 4th District also sponsored the event at \$2,000 level and they may also want to donate some tickets to CVYL is CEO contact them with names.

The Board Chair moved this item to precede V.C.1 Board member R. Loretta exited the room prior to the Chair introducing the item. He did not return until the Board concluded the discussion.

- b. The Blythe Police Activities League (PAL) \$2,500 requested

The request is for the Blythe Summer Safety event scheduled June 10. The event will target children ages 5 to 14 and their families promoting child safety, child abuse prevention, heat and water safety. Multiple agencies, organizations and other entities will provide information and activities to educate children and families. (attach. #11)

Grants Committee Recommendation: On April 13, the Committee interviewed Cristine Castro who is coordinating the event for PAL by phone conference. Ms. Castro talked about the partners hosting the event, anticipated attendees and PR for the event. The Committee is recommending that the Board approve the \$2500 to support this event.

Motion: J. Hayes to approve \$2,500 to support the event. Second: C. Borba Approved: 13 Opposed: 0 Abstention Name(s): 0

- c. The Rotary Math Field Day - \$500 requested

The Rotary Math Day will be hosted by all the CV Rotaries for all middle school children on May 13. (attach. #12)

Grants Committee/Staff Recommendation: The applicant contacted RAP staff on April 10. Martha Mendez completed the application but was not able to submit it in time to be included on the Grants Committee agenda. Therefore, it is being forwarded to the full Board for consideration.

Motion: J. Hayes to approve \$500 Second: M. DEArmond Approved: 13
Opposed: 0 Abstention Name(s): 0

D. CENTER FOR NONPROFIT ADVANCEMENT (CNA) NEW BUSINESS ITEMS FOR BOARD APPROVAL– Action Items

1. Update the Center for Nonprofit Advancement Policy – Action Required

On June 22, 2016, the RAP Board approved the policy creating a Technical Assistance Committee (TAP). TAP no longer exists. The CNA Program replaced TAP. Therefore, changes are needed. This new policy describes the Objective, Process, Membership, and Structure of the CNA Committee. A major change which has been made is that RAP staff will be eligible members to vote. This will address the past issue of not being able to meet due to a lack of quorum. (attach. #13)

Motion: C. Borba to approve the revisions to update the CNA Policy regarding Objective, Process, Membership and Structure Second: R. Ortega Approved: 13 Opposed: 0 Abstention Name(s): 0

2. Review and Discuss Project Proposals from Organizations requesting CNA services – Action Required
CNA services can be provided:

- If Board directed as a component/requirement of a Grant Request.
- An organization can apply to CNA for free or a reduced amount for services. The CNA Committee will consider these requests and make a recommendation to the RAP Board.
- An organization can request CNA services and not seek any reduced amounts. No RAP Board action is necessary.
- If an organization is a member of CNA, it is entitled to benefits, including reductions in costs of consultants, trainings, fees for mixers, conferences and meeting rooms. No RAP Board action is necessary.

The following two requests require RAP Board action.

a. HARC Proposal (Board attachment #14)

Review proposal submitted by HARC to conduct research on nonprofit community in eastern Riverside County

Committee Recommendation: The Board approve the proposal and authorize projected expenses of approximately \$3,200

Motion: C. Borba to approve the CNA Committee recommendation. Second: M. DEArmond
Approved: 13 Opposed: 0 Abstention Name(s): 0

b. Ratification of Dr. Carreon Foundation Request – Ratification Action Required

The Dr. Carreon Foundation requested CNA services Jan. 17, 2017. Due to a lack of quorum at two meetings, the CNA committee was unable to act on the request. The Organization was trying to hold their strategic planning session and could not do so until a decision was made on their pending request. Finally, they decided to schedule their session April 15, with the expectation that a decision would be made by the RAP Board on March 29 without a recommendation by the CNA Committee. However, due to lack of oversight by RAP Team, the item was not included on the March 29 Board agenda and the

reason did not meet the criteria to qualify as an emergency item. The CEO made the determination, that the request for services met the RAP criteria and the value amount of staff services for J. Epps to act as Facilitator for the session \$1250 was reasonable and within the CEO's discretion to approve.

Per RAP Board Code of Ethics Policy: Disclosure of a potential Conflict of Interest – board member Ricardo Loretta is the Executive Director of the Dr. Carreon Foundation.

CEO Recommendation: To ratify the action taken by CEO to approve the request for CNA services valued at \$1250 for J. Epps' time to act as facilitator for the Dr. Carreon Foundation Strategic Planning Session on March 29.

Motion: J. Hayes to ratify the action taken by CEO to approve the “In-Kind” services of J. Epps valued at \$1250 to act as facilitator for the Carreon Foundation Strategic Planning Session on March 29. Second: C. Borba Approved: 11 Opposed: 0 Abstention Name(s): M. Moran.

Board member R. Loretta exited the room prior to the Chair introducing the item. He did not return until the board concluded the discussion.

3. Review and Recommend Logo for Center for Nonprofit Advancement – Action Required

The Facilities the CNA Committees reviewed several logos. The CNA Committee has recommended two logos submitted to be considered by the RAP Board. (attachment #15).

CNA Committee Recommendation: The Board select the logo which best expresses the brand for CNA.

Motion: C. Borba to select the “tree” logo which had the highest number of votes in its favor. However, staff was directed to incorporate a mention of RAP in the logo and bring it back for final adoption.

Second: A. Meza- Dawe Approved: 13 Opposed: 0 Abstention Name(s): 0

The Board Chair moved this item to follow agenda item V.D. 2. a to allow board member R. Loretta to participate in this discussion. Prior to exiting the room, when the Chair was about to introduce item V.D.2 R. Loretta announced that he would not be returning for the remainder of the meeting because of particular items later in the agenda.

E. Update on Building Improvements – Action needed

The Facilities Committee will provide a brief update.

Per RAP Board Code of Ethics Policy: Disclosure of a potential Conflict of Interest – board members Ricardo Loretta is expected to be a tenant and Anayeli Zavala may be a tenant. According to our attorney, both have conflicts of interest.

1. RAP Building Room Usage Policy (attach. #16)

Motion: C. Borba to approve the Room Usage Policy submitted with the addition that it be reviewed annually starting in Jan. 2018 and be effective July 1. Second: M. Gialdini Approved: 12 Opposed: 0 Abstention Name(s): 0

2. RAP Building Signage Policy (attach. #17)

Motion: B. Borba to continue the Signage Policy until next month to allow for an exhibit to be shared with board members. Second: M. DEArmond Approved: 12 Opposed: 0 Abstention Name(s): 0

VI. INFORMATIONAL ITEMS– No Action

VII. COMMITTEES - No Action

- A. EXECUTIVE COMMITTEE – Met April 5. Next meeting TBD.
- B. NOMINATION COMMITTEE- Will meet in the Fall 2017.
- C. MENTAL HEALTH COMMITTEE- Met on April 6 in Blythe. Next meeting May 15. **Error should be May 25.**
- D. GRANTS COMMITTEE- Met on April 13. Next meeting TBD.
- E. AUDIT COMMITTEE – TBD.
- F. FINANCE - INVESTMENT COMMITTEE – TBD.
- G. POLICIES PROCEDURES/PROCESS & BYLAWS COMMITTEE – Will to review Bylaws and make a recommendation for the May Board meeting.
- H. CENTER FOR NONPROFIT ADVANCEMENT (CNA) – Will meet monthly.

VIII. BOARD MEMBER / STAFF COMMENTS

The CNA mixer on April 18 at the Agua Caliente Casino was attended by over 100 people. The next mixer will take place June 21 at our new building and the speaker will be County CEO Jay Orr. Thank you Mark and Rosemary for attending.

M. DEArmond announced that due to the expected appointment of the next 4th District Supervisor by Governor Brown, this would likely be her last meeting representing the Supervisor's office.

M. Moran and R. Ortega congratulated RAP, especially J. Epps, for the great turnout for the April 18 mixer.

IX. ADJOURNMENT:

Motion to adjourn by M. Moran, Second C. Borba Approved 12 Opposed: 0 Abstentions: 0

The next regularly scheduled Board meeting will be held at 9:00 A.M. on May 24, 2017 at 41550 Eclectic St. Palm Desert.

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.