

**RAP**  
**FOUNDATION**

**BOARD OF DIRECTORS – APPROVED MINUTES**

**9:00 AM December 13, 2017**

41550 Eclectic Street Palm Desert, CA 92260  
6114 Terrace Dr. Johnston, IA, 50323

**I. CALL TO ORDER- Roll Call at 9:02 AM Present: Chair Mark Moran, Vice-Chair Craig Borba, Treasurer Jan Pye, Secretary Rosemary Ortega, Bea Gonzalez, Joe Hayes, Larry Parrish, Mike Gialdini, Ricardo Loretta, Tori StJohns, Tricia Gehrlein, Bill Kroonen, Anayeli Zavala, Pat Cooper representing Supervisor Perez. Arriving at 9:07 was Claudia Galvez and at 9:10 was Ann Dew. Quorum established. Excused absences: Amber Amaya, Annica Dawe, Rudy Gutierrez, Van Tanner.**

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

**III. PUBLIC COMMENT / PRESENTATIONS**

Public Comments: **No public.**

Wells Fargo Capacity Building Grant Check Presentation – Karen Suarez, Community Development Officer, Inland Empire - **Not present.**

Palm Desert Rotary - Jennifer Loretta - Announcement of the 2018 Palm Desert Rotary Club “Educator of the Year” award. - **Ms. Loretta made a brief presentation of the history of the award, previous recipients and the details about the event to take place in March.**

**IV. CONSENT CALENDAR – Action Required**

**Staff Recommendation:** Approve the Oct. 25, 2017 Minutes. Receive and file the Grant, CNA, CEO Reports and Financials as submitted.

**Motion: L. Parrish to accept staff recommendation. Second: B. Kroonen Approved: 14 Opposed: 0 Abstention Name(s): 0**

- A. MEETINGS MINUTES of October 25, 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 Oct. 31, 2017 (attach. #5)**

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

- A. Adopt the 2016-17 Form 990- Action Required**  
The Form 990 was completed the Marynov, Madsen and Gordon. It has been reviewed by RAP Treasurer and Finance Committee for review. Comments have been incorporated. (Attachment #6)

**Staff Recommendation:** To approve the 2016-17 Form 990.

**Motion: C. Borba to accept staff recommendation. Second: J. Hayes Approved: 14 Opposed: 0 Abstention Name(s): 0**

**B. RAP Bylaws to be updated - Action Required**

The Bylaws committee consisting of Rosemary Ortega, Rudy Gutierrez, and Annica Meza-Dawe met on Nov. 13 to review the bylaws. Some board members had previously indicated that there was a need to “clean-up” the bylaws because there were errors in spelling and grammar. The Committee reviewed each page for grammar and inserted changes previously approved by the board. Revised Bylaws (Attachment #7).

*Policies/Procedures/Process/bylaws Committee Recommendation:* To adopt the revised Bylaws.

***Motion: C. Galvez to send the bylaws back to the Governance Committee to review. 1) Review if the latest County-RAP agreement should be referenced/articulated in the bylaws. 2) Review language in Article IV Section 1. 3) Indicate changes to content, and 4) Have the RAP attorney review before having it returned to the RAP Board. Second: T. Gehrlein Approved: 14 Opposed: 0 Abstention Name(s): 0***

**C. Approve the revisions to the following RAP Committees: Executive, Nomination, Mental Health, Grants, Governance (formerly Policies/Procedures/Process and Bylaws), Audit, and Finance and Investment. (Attachment #8) – Action Required**

Attached are formal descriptions of membership, scope, and for each committee. Some of the descriptions previously adopted required revisions to improve efficiency. Also, this ensures that all the Committees are formalized with clear guidelines. The Governance Committee consisting of Rosemary Ortega, Rudy Gutierrez and Annica Meza-Dawe reviewed and made modifications.

*Governance Committee Recommendation:* To approve all Committee Descriptions as submitted.

***Motion: C. Borba to approve the Committees with changes to Nominations, including adding to duties for the Nominations Committee to make a recommendation to the Board for the Board Officers. Second: A. Dew Approved: 14 Opposed: 0 Abstention Name(s): 0***

**D. Request from Lift To Rise (LTR) for RAP to serve as their Fiscal Sponsor – Action Required**

FIND Food Bank is currently acting as the fiscal sponsor to LTR. However, there are some restrictions placed by FIND which has hindered LTR. The leadership of LTR has decided that it is time to take steps to become a 501©3. The transition should take less than 12 months. In an effort to avoid problems with potential new donors, LTR is asking RAP to act as its Fiscal Agent until the IRS grants the nonprofit status. The time period of the agreement is not to exceed (NTE) 18 months. The Executive Committee met on Nov. 8 and gave staff direction to proceed with preparing an MOU between LTR and RAP, ensuring that RAP has legal protection, that LTR employees remain the sole responsibility of LTR and to have our attorney review the MOU for input. MOU reviewed by RAP’s attorney is attached (#9).

*Executive Committee and Staff Recommendation:* To approve the MOU with LTR to act as their fiscal sponsor for a period NTE 18 months.

***Motion: C. Borba to approve the agreement in concept with the following two changes: 1. Include a 30 day Termination Option. 2. Address why there is reference to another MOU. It is not necessary to have an additional MOU in reference to the Fiscal Agency. Also, sent to our RAP attorney for final approval. Second: T. Gehrlein Approved: 14 Opposed: 0 Abstention Name(s): 0***

E. NEW FUNDING REQUESTS- Action Required

***Board member Bea Gonzalez left at 10:15 AM.***

Review of Annual Allocations and current grants budget – Stuart McClain

a. SPONSORSHIP and SMALL GRANTS REQUESTS – No Action Required

b. GRANT FUNDING REQUESTS - Action Required

In response to Mental Health 2017-1 RFP (Prevention/early Intervention ages 18 and older), seven applications were advanced to Stage 2. All seven applications received the minimum rating from the Reviewers and were advanced to the Grants Committee for consideration. The Grants committee, consisting of Craig Borba, Van Tanner, and Rosemary Ortega met on November 9 to interview the applicants.

***Motion: J. Hayes to approve items 1-5 as recommended by the Grants Committee for a total of \$150,000. Second: B. Kroonen Approved: 13 Opposed: 0 Abstention Name(s): 0***

1. Desert Aids Project (Attach. # 10) \$15,000 Requested

To augment traditional, individually based behavioral health treatment by integrating culturally competent facilitated peer support and counseling services into two programs of the Client Wellness Department (1) Career Building and (2) Horticulture Therapy. Participants will be HIV-positive with mental health diagnosis and/or substance abuse challenges.

The Committee considered the Reviewers comments and rating of 88.89. They interviewed Darrell Tucci (Chief Development Officer), Janine Bell (Substance Abuse Specialist/Horticulture Program) and Laura Nachison (Senior Grant Writer).

*Grants Committee Recommendation:* To approve \$10,000.

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

2. El Sol Neighborhood Education Center (Attach. #11) – Requested \$45,000

The Promotores de Salud Mental Project will provide culturally appropriate mental health education to community members in Coachella Valley to improve knowledge on mental illness, suicide, and drug abuse and reduce stigma. This project provides referrals to local health professionals and connection to community mental health services and resources.

The Committee considered the Reviewers comments and rating of 86.59. They interviewed Alex Fajardo the Executive Director.

*Grants Committee Recommendation:* To approve \$30,000 and to 1) Target Desert Hot Springs and Cathedral City. 2) Require that reports be submitted quarterly 3) Require CNA assistance, and 4) Strongly recommends enrollment in the UCR Management Certification course.

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

3. Cove Communities Senior Association, DBA Joslyn Senior Center (Attach. # 12) - \$30,000

To provide prevention and early identification of depression, dementia, suicide and other mental health issues related to the aging process, trauma, and/or bereavement through supportive groups. Also, to produce cognitive behavior change through the Aging Mastery Program, an evidenced supported program offering support and skills to navigate the challenges of aging.

The Committee considered the Reviewer comments and rating of 86.01. They interviewed Jack Newby (Executive Director), and Judi Olivas (Director of Development and Marketing).

*Grants Committee Recommendation:* To approve \$20,000 and for none of the funds designated to facilities budget line item.

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

4. Path of Life Ministries (Attach. #13) – Requested \$48,209.50

Mobile Connections is a project that will expand the accessibility and effectiveness of mental health services to homeless individuals by literally counseling people where they are. They will integrate housing and other services with partners into one seamless process for clients; helping them to develop mental health and housing stability.

RAP staff reached out to Homelessness programs/services stakeholders, specifically CVAG and Desert HealthCare District to better understand/address the Reviewers concerns. Staff learned this program is using evidenced based wrap-around services model which includes social and mental health services for a target population.

The Committee considered the Reviewers comments and rating of 83.45 and staff research. They interviewed Damien O’Farrell (Executive Director), Michelle Green-Leary (Clinical Director) and Joan Thirkettel (Grant Writer).

*Grants Committee Recommendation:* To approve \$30,000.

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

5. Family Services Association (Attach #14) - Requested \$75,000

To provide mental health treatment to 75 non-offending parents/caregivers of child abuse victims, in collaboration with the Family Justice Center, Services for non-offending family members/caregivers will be incorporated into the child victims’ treatment plan. They will expand mental health therapeutic services by having a satellite office a the Family Justice Center in Indio.

The Committee considered the Reviewers comments and rating of 88.18. They interviewed Darian Ortiz (LMFT Child Abuse Programs), Yvonne Rodriguez (MS, LCSW, CAMF, Clinic Administrator) and Ahlan Jadallah (Specialist).

*Grants Committee Recommendation:* To approve \$60,000.

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

***Board members Tricia Gehrlein and Ricardo Loretta recused themselves from the discussion on item #6 and #7. They both left the room and returned after the vote was taken.***

6. California State University San Bernardino – Palm Desert (Attach. #15)– Requested \$20,000  
This emerging Neurofeedback Center is a part of the package assuring student success and broader community support by the only public university serving the region. Neurofeedback uses cutting-edge technology and counseling practices to challenge the brain to function better, providing clients non-medical interventions to support positive mental health. This funding will expand the

services which are currently available to the students who are Veterans only to the overall general population.

The Committee considered the Reviewers comments and rating of 80.07. They interviewed Dr. Connie McReynolds (Therapist), Shawn Shepherd (Director of Development), and Michelle Newman (Development Associate).

*Grants Committee Recommendation:* To approve \$20,000.

***Motion:***A . ***Dew to approve #6 and #7 per the Grants Committee’s recommendation for a total of \$43,383. **Second:** R. **Approved:** 11 **Opposed:** 0 **Abstention Name(s):** 0***

7. University of California, Riverside School of Medicine (Attach. # 16) – Requested \$23, 383 Utilizing telemedicine technology, the psychiatry department of the UCR School of Medicine will extend the reach of its faculty and resident psychiatrists to evaluate, diagnose and treat underserved and homeless patients in the Coachella Valley and the far eastern areas of Riverside County needing mental and behavioral health services.

The Committee considered the Reviewers comments and rating of 79.59 (including the 10 bonus points given to agencies providing services in Blythe). They interviewed Dr. John Luo (Program Director of Psychiatry Residency Training).

*Grants Committee Recommendation:* To approve \$23,383.

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

- c. EDUCATIONAL FUNDS REQUEST – Action Required

***Vice-Chair C. Borba recused himself for this item. He left the room and returned after the vote was taken.***

At the request of RAP, The Palm Springs Unified School District Foundation reviewed many applications received from schools throughout their district. These four (Attach. #17) met RAP criteria for education trips. They are requesting a total of \$2,691.

1. Science Camp for Every 5<sup>th</sup> Grader at Julius Corsini. The will be three different field trips to observe different biomes.
2. Wind turbine supplies and field trips for students in local schools.
3. Field trip to the Los Angeles Times for journalism students
4. “Sharp International State Championship” – to cover partial cost of transportation for local students to travel to the State Championship.

The Committee interviewed Ellen Goodman, Executive Director. Chairman Craig Borba recused himself from discussion and vote and left the room. PSUSD Foundation has not submitted any requests in the last two years of funding availability.

*Grants Committee Recommendation:* To approve \$2,691, making an exception to exceeding this year’s allocation of \$1500 to PSUSD schools.

***Motion:*** T. Gehrlein to approve the Grants Committee recommendation for a total of \$2691.00    ***Second:*** A. Dew    ***Approved:*** 12 ***Opposed:*** 0 ***Abstention Name(s):*** 0

- F. CENTER FOR NONPROFIT ADVANCEMENT (CNA) NEW BUSINESS ITEMS FOR BOARD APPROVAL - No Action

**G. Approve revisions to Capital Campaign – Action Required**

On May 24, 2017, the RAP Board approved the Capital Campaign to improve energy efficiency in the facility and pass on the savings to our clients. For the board’s consideration, the naming opportunities and requested amounts have been changed- (brochure, board contribution and room plaque designs). (Attach. #18)

*Staff Recommendation:* To adopt the revised changes to our capital campaign.

***Motion:*** C. Borba to accept the staff recommendation and approved the brochure, with a better picture of the donor wall. ***Second:*** T. Gehrlein ***Approved:*** 13 ***Opposed:*** 0 ***Abstention Name(s):***0

***Note:*** B. Kroonen suggested that Judee Cox be recognized appropriately. The Board was in consensus that staff bring back an idea on how to best to this.

**H. APPROVE THE MEETING DATES FOR 2018. Unless otherwise stated, meetings start at 9 AM:**

Jan. 24  
Feb. 28  
March 28--  
April 25 Proposed Annual Strategic Planning Meeting ( 8:30 – 1:00?)  
May 23  
June 27  
July 25  
DARK in August  
Sept. 26  
October 24  
Dec. 12 (Nov. and Dec. meeting)

***Motion:*** B. Kroonen to approve the dates listed ***Second:*** L. Parrish ***Approved:*** 13  
***Opposed:*** 0 ***Abstention Name(s):*** 0

**VI. INFORMATIONAL ITEMS– No Action**

- A. EXECUTIVE COMMITTEE – Met on Nov. 8. Next meeting TBD.
- B. NOMINATION COMMITTEE- Met on Dec. 13 at 8 AM. Recommendations to board due Jan. 24.
- C. MENTAL HEALTH COMMITTEE - Met on Nov. 16 and will meet next on Dec. 14.
- D. GRANTS COMMITTEE- Met on Next. Nov. 9. Will meet next in January.
- E. POLICIES PROCEDURES/PROCESS & BYLAWS COMMITTEE – Met on Nov. 13.
- F. FINANCE AND INVESTMENT COMMITTEE – plan to meet in January 2018
- G. AUDIT COMMITTEE – will meet late spring 2018 – TBD to review auditors
- H. FACILITIES COMMITTEE- will meet at approximately 10:30AM Dec. 13, following board meeting
- I. BOARD MEMBER / STAFF COMMENTS ***Tamales for board members as a “thank you” for your service.***

**V. ADJOURNMENT:** The next regularly scheduled Board meeting will be held at 9:00 A.M. January 24, 2018 at 41550 Eclectic St. Palm Desert.