

**RAP**  
**FOUNDATION**

**BOARD OF DIRECTORS - MEETING AGENDA**

**9:00 September 26, 2018**

41550 Eclectic Street Palm Desert, CA 92260 303 Singapore Court Douglas, MI 92234  
375 Central Ave, Riverside, CA 92507 or 6114 Terrace Drive Johnston, Iowa 50131

- I. CALL TO ORDER- Roll Call at 9:01 M. Moran, C. Borba, A. Amaya, A. Dew, R. Gutierrez, B. Gonzalez arrived at 9:34, B. Kroonen left at 9:37 and R. Ortega left at 10:00 before action taken on item V.B., C. Galvez, J. Hayes, t. St. Johns, R. Loretta, A. Zavala, E. Romero, V. Hudson, Supervisor Perez and P. Cooper.**

***Excused: M. Gialdini, V. Tanner, J. Pye***

- II. CHANGES OR ADDITIONS TO THE AGENDA; *Motion to move Item III to follow item V.D. C. Borba and seconded by A.Dew. Approved unanimously.***

- III. PUBLIC COMMENT / PRESENTATIONS**

***Coachella Valley Horse Rescue representatives gave a 3 minute presentation to introduce themselves and share a video of the impact the program has had on participants.***

***Presentation: RAP Website - John Epps made presentation and received input from board members which will be incorporated in design process.***

- IV. CONSENT CALENDAR – Action Required**

- A. MEETINGS MINUTES of July 25, 2018 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. FINANCIAL REPORTS-Receive and File Draft Financials up to August 31, 2018 (attach. #5)**

***Staff Recommendation:*** Approve the July 25, 2018 Minutes and receive and file the Grant, CNA, CEO Reports and Financials as submitted.

***Motion: C. Borba Second: A. Dew Approved: Unanimously Opposed: 0 Abstention Name(s): 0***

- V. NEW BUSINESS ITEMS – Action Required**

- A. Request from Fourth District Supervisor’s office to act as Fiscal Agent for the County’s bilateral agreement with the Mexican state of Oaxaca to host a delegation of artisans and government officials. Funds raised from donations will be used for future events including: cultural events, education immigration, economic development and health care as well as setting up a scholarship for a Dreamer (attach. # 6). The request is that RAP provide Fiscal Agent responsibilities as an in-kind donation.**

***Supervisor Perez announced that he would like to postpone this item for a future date to allow him more time to get more information.***

- B. APPROVE THE 2017-18 Audit (attach. #7)**

The Audit Committee met on Sept. 20 to review and address questions with our auditor, George Holliday with Maryanov Madsen Gordon & Campbell. Due to a lack of quorum, no action was taken. M. Moran and A. Zavala attended, reviewed the entire report and asked questions. They both agreed

that the report was acceptable and should be forwarded to the full board for consideration. Mr. Holliday will attend board meeting to make a presentation and address questions.

*Staff Recommendation:* Approve the 2017-18 Audit and forward a copy of the Audited Financial Statements to the Riverside County Executive Office.

***George Holliday, Auditor made a detailed presentation of Financials, and Letters included in the board packet.***

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

- C. Approve the 25<sup>th</sup> Anniversary 2017- 18 Annual Report  
Review the Annual Report (attach. #8) and provide any input for modifications.

*Staff Recommendation:* To approve the 2017-18 Annual Report and send copy of final to the Riverside County Executive Office.

***Motion: J. Hayes to accept Staff Recommendation but asked for clarification from the Auditor about whether we should include the Notes if the Financials are indicated as “Audited Financials”. The answer was “yes”. Staff will address this issue before proceeding with printing.***

***Second: C. Borba Approved: 14 Opposed: 0 Abstention Name(s): 0***

- D. Approve the Contract for Computer Technical Support with Acorn  
RAP staff received two bids, Acorn and Egghead (Attach. #9A and #9B). Although the cost is higher with Acorn, staff has determined that their customer service and accessibility is superior. Equipment replacement (\$8,583.83) and monthly service costs (\$957.50) are included in current year’s budget.

*Staff Recommendation:* To approve a one year technical assistance contract with Acorn at \$11,490.00.

***Motion: C. Borba to approve a one year contract with Acorn for a monthly service contract of \$957.5 and equipment replacement \$11,033.83 for a total of \$20,073.83. Second: J. Hayes Approved: 14 Opposed: 0 Abstention Name(s): 0***

- E. Accept the CDBG Grant from the City of Palm Desert in the amount of \$2,500 for the Center for Nonprofit Advancement Program (attach. # 10).  
Earlier this year, RAP applied to the City of Palm Desert for “Nonprofit solution clinics for nonprofits based in Palm Desert.” The grant amount is \$2,500.

*Staff Recommendation:* To accept the CDBG grant from City of Palm Desert and comply with funding requirements.

***Motion: A. Dew to accept Staff Recommendation. Second: A. Zavala Approved: 14 Opposed: 0 Abstention Name(s): 0***

- F. PERFORMANCE GRANTS, SMALL GRANTS, THE JAMES IRVINE FOUNDATION REGRANTING AND SPONSORSHIP REQUESTS – Action Required  
Review of Annual Allocations (attach. #11) and Grants Summary (attach. #12) – Eva Guenther-James

The Grants Committee met on Sept. 11, attended by: C. Borba, A. Zavala, R. Ortega, and Ann Dew.

1. PERFORMANCE GRANTS

- a. Colorado River Senior Center \$38,400 Requested  
To continue the Meals on Wheels program and Health Fair, Commodities. Funds for Meals on Wheels are used for cook’s salary, food and distribution costs.

This is for 17th year funding.  
Reviewer's Rating: 74%.  
Interviewed: John Ewing, Executive Director

*Grants Committee Recommendation:* To approve \$38,550 which includes ½ the CNA Membership Cost.

***Motion: M. Moran to accept the Grants Committee Recommendation. Second: A. Zavala  
Approved: 14 Opposed: 0 Abstention Name(s): 0***

- b. Operation SafeHouse – Requested \$25,000  
Funding for the continuation of the on-line texting application. Funding will assist in providing clinical and contractual staff.

This is the 3<sup>rd</sup> year funding is requested.  
Rating: 94%  
Interviewed: Danielle Gross, LMFT

***Motion: M. Moran to accept the Grants Committee Recommendation. Second: A. Zavala  
Approved: 14 Opposed: 0 Abstention Name(s): 0***

- c. Lift To Rise (LTR) - Request to reallocate previously approved grant of \$75,000.  
Due to unanticipated circumstances, LTR would like to split the funding to two positions instead of only one. The two positions are as follows: Research and Development Director \$20,000 (cost split with James Irvine Foundation) and Operations Manager (\$55,000). Heather Vaikona, Executive Director of LTR addressed questions from Committee.

*Grants Committee:* To approve the reallocation of funding.

***Motion: M. Moran to accept the Grants Committee recommendation. Second: C. Galvez  
Approved: 14 Opposed: 0 Abstention Name(s): 0***

## 2. THE JAMES IRVINE FOUNDATION (TJIF) REGRANTING

Three Funding Goals for this funding include: Communications, Know Your Rights and Deportation Support. \$150,000 originally available for re-granting, remaining amount is \$70,000.

- a. TODEC Legal Center – Requested \$ 10,000  
The board approved \$10,000 in June 2018 and directed staff to check back with applicant in Sept. to determine if funds were depleted to consider allocating an additional \$10,000. Staff provided information to demonstrate that the applicant has used funding and is in need of additional funds.

*Grants Committee Recommendation:* For the board to approve \$10,000.

***Motion: M. Moran to accept the Grants Committee Recommendation and added a suggestion from C. Borba that people who attend the public meeting sign in. Second: T. St. Johns  
Approved: 14 Opposed: 0 Abstention Name(s): 0***

## VI. INFORMATIONAL ITEMS– Committees and Community Events - No Action

- A. EXECUTIVE–Met on July 9. Approved June 11 Minutes. Next meeting tentatively set for Oct 8.
- B. MENTAL HEALTH – Met on April 26. Next meeting Oct. 18 at 3:30 PM.
- C. GRANTS - Met on Sept. 11. Approved June 9 Minutes, attach. #13. Next meeting set for Oct. 15.
- D. CNA– Please refer to CNA Director's Report, Attach. #3.

- E. FACILITIES- Met on July 25. Approved May 23 Minutes, attach. #14. Set to meet Sept. 26 after the board meeting.
- F. NOMINATION - To meet October 8, 2018 at 10 AM for consideration of one candidate for the board.
- G. GOVERNANCE – Met on June 12 and plan to meet Sept. 26 at 8:30 AM.
- H. FINANCE AND INVESTMENT – Met on July 12 and July 17.

VI. BOARD MEMBER / STAFF COMMENTS

Reminder “Give or Get” Board letter sent in early September.

***CEO announced that pictures will be taken of board members at next month’s meeting.***

***Claudia Galvez announced/invited board members to the Flying Doctor’s dinner for volunteers and honoring Dr. Moore on Friday Sept. 28.***

VIII. CLOSED SESSION:

Personnel: CEO, Grants Manager, CNA Director, Facilities/Executive Assistant, CNA Services Manager.

***Report out: Information provided on employee salaries and benefits.***

IX. ADJOURNMENT: Next meeting is October 24 2018 at 9:00 AM at 41550 Eclectic St. Palm Desert.

Agenda Posting: Agendas will be posted on the Foundation website – [www.rapfoundation.org](http://www.rapfoundation.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, 41550 Eclectic St. 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.