



EXECUTIVE COMMITTEE AGENDA

December 4, 2023 at 9:00 AM

41550 Eclectic, Palm Desert, CA 92260

Board members must attend in person. The public may participate in person or by way of Zoom/Teleconference:

Join Zoom Meeting

<https://us02web.zoom.us/j/86009176264>

Call In: 669-444-9171 / Meeting ID: 860 0917 6264

This meeting will be conducted in-person and is consistent with Governor Newsom's Assembly Bill 2449, preserving AB 361 and adding two more options for hybrid meetings: "just cause" and "emergency circumstances."

Committee members: Chair: J. Pye, Vice-Chair M. Gialdini, Treasurer: M. Gonda, Secretary: A. Wilson, Members: C. Borba, B. Kroonen, J. Hayes, Maria Meyer.

I. CALL TO ORDER and ROLL CALL

II. APPROVAL OF THE AGENDA

In order to meet Brown Act requirements, items may be added to the agenda only upon decision by a majority of the Board of Directors to add the item because of a need for immediate action.

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

III. PUBLIC COMMENT / PRESENTATIONS

Public Comments: All persons wishing to speak may contact RAP (Mreyes@RAPFoundation.org) for instructions on how to participate and be recognized at the appropriate time. General comments regarding non- agenda items will be called for at this time. Specific comments regarding agenda items will be called for during discussion of each item. Please be prepared to limit your remarks to 3 minutes.

IV. Approval of Draft Minutes November 6, 2023 ([Attach. #1](#))

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

V. New Business – Action May Be Required

A. Request from Vison to Learn Request to apply for a Small Grant in excess of \$10,000 limit- ([Attach. #2](#))

Vision to Learn would like to apply for \$50,000-\$60,000. The alternative is for them to have submitted a Letter of Intent for the Juvenile Intervention Grant due December 4th at noon. They were notified of the opportunity to apply for an amount up to \$300,000. - Nora Maclellan

B. Request from Supervisor V. Manuel Perez to acknowledge Dr. Conrado Barzaga's leadership and efforts to improve access to healthcare throughout the Coachella Valley while serving as the CEO of the Desert Healthcare District & Foundation – Pat Cooper to present.



- C. **Future Plan – 401(K) Profit Sharing Plan- New Retirement Plan Service Agreement.** ([Attach. #3](#)) Future Plan has completed their evaluation of the plan and have adjusted the fees of the plan. The period will begin 1/1/2025-12/31/2025 to be included in the October 2025 statement.

Annual Base Fee will decrease from \$2169 (1/1/2024) to \$1950 (1/1/2025)
Per Participant Fee will decrease from \$45 to \$36

Staff Recommendation: To recommend to the Board to authorize the CEO to ratify the Agreement.

- D. **RAP partnered with the Desert Healthcare District and Foundation** (DHCD & F) to each provide \$500,000 plus funding for Technical Assistance in the 2023 Mental Health Initiative grant. The RAP Board approved in the FY 2023-2024 budget a “Performance Grant” for a Year 2 of the organizations funded in 2023. This MOU is for DHCD & F to contribute \$500,000 as a grant to RAP to make \$1M available for Year 2 of funding for the 2024 Mental Health Initiative grant. ([Attach. #4](#))

Staff Recommendation: To recommend to the Board to enter into an MOU with the DHCD & F for a collaborative funding for the 2024 Mental Health Initiative Year 2 Grant. The Board previously approved \$500,000 and this amount is budgeted in current year.

- E. **College of the Desert Work Experience Education-Employer Intern Request.** ([Attach. #5](#)) The program is for the Spring Semester (Jan. 29- May 24). The student meeting all the eligibility requirements will receive a scholarship and credit for 2 units for 150 hours of working at RAP. The intern would be assigned to our Grants Manager.

Staff Recommendation: To recommend to the Board to authorize CEO to proceed with applying to host an intern for the Spring Semester.

- F. **Hire Grant Readers as Temporary Part-time Employees** ([Attach. #6](#))

RAP does not have sufficient Grant Readers to provide input on grant applications for Request For Proposals and Small Grants. The limited number of volunteers we currently have sometimes are not able to provide input timely. The CEO recommendation is to hire up to four Temporary Part-time employees to serve as readers. The job description is attached. In terms of benefits: Group Health benefits are based on plan carrier eligibility which requires a minimum of 30 hours per week. As such, Temporary Part-time employees would not be eligible for said benefits. However, to be compliant with California Law regarding Sick Leave, a minimum number of hours will be accrued as PTO. Details will be discussed with HR attorney to make sure RAP is legally compliant.

Staff Recommendation: To recommend to the Board to authorize funding for up to 4 positions for this current FY 2023-2024.

- G. **New Permanent Full-time Programmatic Position-** The CEO would like to hire for a Full-time Permanent position ([Attach. #7](#)). Funding has not been allocated in the current budget. However, I would like to hire as soon as possible to have a person take over the Results Based Accountability (RBA) duties and provide much needed support to coordinate the RBA and NPO Centric grants.

Staff Recommendation: To recommend to the Board to authorize funding for this position for this current FY 2023-2024.

- H. **2024 Desert Fast Pitch Event** – The CEO is working on planning the 2024 event. We have a tentative date of October 3, 2024 at UCR Palm Desert Campus and the Inspirational Speaker will be Elizabeth Smart. The event brings great attention to RAP and NPO Centric resources. We would like to have this event next year and would like to get the Board approval to proceed with the planning. but would like to hire consultants to assist with the event.

Consultant Proposal- It was extremely helpful having an expert (Brittney Sowell) in marketing take charge and increased awareness and attendance at the event. Also, the coordinating of pre-event activities was handled by another expert in event planning (Stephanie Minor) which increased the positive experience by all of the participants and people in attendance. The proposal submitted by Success for Nonprofits and BCreative LLC is they will raise their “consultancy fee with additional sponsorship dollars so that RAP isn’t taking on the expense.” ([Attach. #8](#))

The CEO is seeking a recommendation to the Board for the following:

1. **Proceed with the planning of the 2024 Desert Fast Pitch and include funding for the cash grants in the FY 2024-2025 Budget.**
 2. **Enter into agreement with UCR Palm Desert, and the talent agency representing Elizabeth Smart, and other vendors as needed.**
 3. **Enter into an agreement with Stephanie Minor and Brittney Sowell to assist with Event Planning and Marketing.**
- I. **United States Department of Agriculture (USDA) grant** – RAP is considering applying for grant, approximately \$50K to build a community garden at Westside Elementary School. The amount would be used to cover the cost of supplies and labor. There is a requirement of In-Kind match or cash contribution of at least 25% and RAP is considering \$50,000. The application is due January 12, 2024. RAP staff is working on preparing the application. Public Health will donate a drip system, a volunteer with UC Master Gardener will donate his design work, UC Master Gardener is donating approximately \$600, local nurseries will be donating decorating items to enhance garden and the Native Plants Society will be donating plants. - [A video will be shown HERE. Most current enduring HERE](#)

Staff is seeking direction on the following:

1. Is there support to proceed with the application?
2. Is there support to pledge contributing \$50,000 towards the project?
3. A Special Executive Committee would be needed in early January for authorization to submit.



I. Integral Advantage-

CEO is working with a consultant, Robert Radi, Ph.D., MBA and President of Integral Advantage to assess the current organizational culture.

Dr. Radi is providing a free assessment to board members and a separate free assessment to RAP staff as well as a free day workshop in mid-December. I anticipate receiving and sharing a proposal of services to follow and will share with the Executive Committee and the Board hopefully at the December meeting.

Staff Recommendation: For the CEO to proceed with obtaining information of services and provide Proposal for consideration at the next meeting.

J. Revised NPO Centric Consultant Agreement ([Attach. #9A and #9B](#))– The original agreement was approved by the RAP Board on May 24, 2023. After using it, RAP staff determined that it was inefficient to use it as written. RAP staff invited Matt Gonda, our Board Treasurer who was involved in the process before to join our meeting with our attorneys Eve Fromberg and Mark Edelstein to make revisions.

Staff Recommendation: For the Board to approve this updated Consultant Agreement.

K. Update on the 2024 Employee Handbook and Human Resources (HR) update on benefits.

The CEO has been meeting with our HR Consultant to update our 2024 Employee Handbook which will be presented at the January Executive Committee in advance of the January Board meeting. The CEO will provide update on proposed changes.

L. Senior Inspiration Awards March 28, 2024 at Agua Caliente Resort Spa in Rancho Mirage – RAP to sponsor the event and contribute \$11,000 ([Attach. #10](#)). - **Information only**

VI. Board Member/Staff Comments:

VII. Future Topics:

VIII. ADJOURNMENT: Agenda Posting: Agendas will be posted on the Foundation website – www.RAPFoundation.org – a minimum of 72 hours prior to the meeting date. All public record documents or matters on the open session of the Agenda are available for inspection three days prior to the meeting date on the website. 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 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.