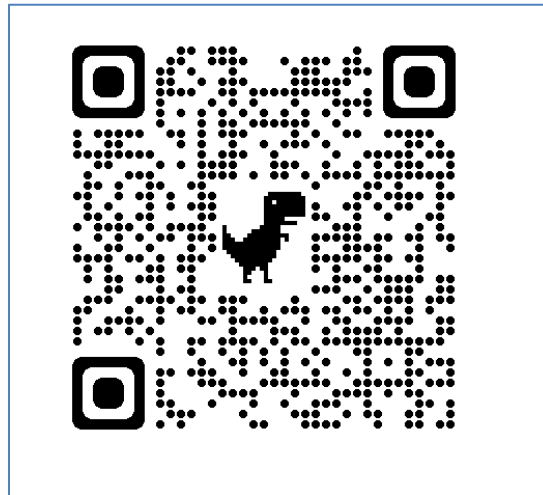


## Community Action Commission Minutes

September 15, 2022 | 5:30 PM – 7:30 PM

Zoom Video Conferencing | [www.capriverside.org](http://www.capriverside.org)  
2038 Iowa Avenue, Suite B-101, Riverside, CA 92507

Meeting was livestreamed via CAP Riverside's Facebook channel/Meeting Recording:  
[https://www.facebook.com/caprivco?\\_cft\\_\\_\[0\]=AZWCbVB4ibp9jn66XvaLhX4\\_CAnsg1Qwyx\\_V88ArAzWk8PXIc-isqvCx1NQEM6csyTXXZgqUZ8yACyY2XCbcvIrkTnZvYChPynUwXBEa0CHoh9txQwgjrKnPyXUpLWfuInc1lv4W5gv9Yv18srockL6tRIB3\\_00IyIQ6MAImIQKvzQhyJDR0UZEKvNvGZJZBaVvC8pnJq9IsYPUkSI2r484Lj6PIbI6Ao\\_0jBmW-sW8MdKQ&\\_tn\\_=-UC%2CP-R](https://www.facebook.com/caprivco?_cft__[0]=AZWCbVB4ibp9jn66XvaLhX4_CAnsg1Qwyx_V88ArAzWk8PXIc-isqvCx1NQEM6csyTXXZgqUZ8yACyY2XCbcvIrkTnZvYChPynUwXBEa0CHoh9txQwgjrKnPyXUpLWfuInc1lv4W5gv9Yv18srockL6tRIB3_00IyIQ6MAImIQKvzQhyJDR0UZEKvNvGZJZBaVvC8pnJq9IsYPUkSI2r484Lj6PIbI6Ao_0jBmW-sW8MdKQ&_tn_=-UC%2CP-R)



Agenda Item	Action																																																																																				
<p><b>I. <u>Call To Order</u></b></p> <p>A. Roll Call / Quorum  Karla Lopez Del Rio, Executive Director, called the meeting to order at 5:30 p.m.; a quorum was established by roll call.  <i>Bylaws/Quorum: 51% of voting membership, not counting vacant seats. Low-Income Sector Alternate members have voting privilege in the absence of the Primary Member.</i>  <i>Brown Act: Roll Call includes every single member and response must be by voice. Chat box is not permitted</i></p>	<p>Quorum Present  Call to Order: 5:30 p.m.</p>																																																																																				
<table border="1"> <thead> <tr> <th>Commission Board Members</th> <th>Name</th> <th>Attendance</th> <th>Note</th> </tr> </thead> <tbody> <tr> <td>Low-Income Sector District 1 (Primary)</td> <td>Heather Flickinger</td> <td>Present</td> <td></td> </tr> <tr> <td>Low-Income Sector District 1 (Alternate)</td> <td>Vacant</td> <td></td> <td></td> </tr> <tr> <td>Low-Income Sector District 2 (Primary)</td> <td>Vacant</td> <td></td> <td></td> </tr> <tr> <td>Low-Income Sector District 2 (Alternate)</td> <td>Vacant</td> <td></td> <td></td> </tr> <tr> <td>Low-Income Sector District 3 (Primary)</td> <td>Annette Jones</td> <td>Present</td> <td></td> </tr> <tr> <td>Low-Income Sector District 3 (Alternate)</td> <td>Lisa Castilone</td> <td></td> <td>Video/Audio Issues</td> </tr> <tr> <td>Low-Income Sector District 4 (Primary)</td> <td>Maurice Playford</td> <td>Present</td> <td></td> </tr> <tr> <td>Low-Income Sector District 4 (Alternate)</td> <td>Maribel Gale</td> <td>Present</td> <td>Departure 18:19:00</td> </tr> <tr> <td>Low-Income Sector District 5 (Primary)</td> <td>Colleen Wallace</td> <td>Present</td> <td></td> </tr> <tr> <td>Low-Income Sector District 5 (Alternate)</td> <td>Vacant</td> <td></td> <td></td> </tr> <tr> <td>Public Sector District 1- City Riverside</td> <td>Clarissa Cervantes</td> <td>Present</td> <td></td> </tr> <tr> <td>Public Sector District 2 - City of Jurupa Valley</td> <td>Leslie Altamirano</td> <td></td> <td>Departure 18:43:45</td> </tr> <tr> <td>Public Sector District 3 - City of Menifee</td> <td>Lesa Sobek</td> <td>Present</td> <td></td> </tr> <tr> <td>Public Sector District 4 - City of Palm Springs</td> <td>Grace Elena Garner</td> <td></td> <td>Arrival 17:39:31 Departure 19:16:10</td> </tr> <tr> <td>Public Sector District 5 - City of Hemet</td> <td>Malcolm Lilienthal</td> <td>Present</td> <td></td> </tr> <tr> <td>Private Sector District 1 – Salvation Army</td> <td>Captain David Cain</td> <td>Present</td> <td></td> </tr> <tr> <td>Private Sector District 2 – United Way</td> <td>Dr. Alia Rodriguez</td> <td>Present</td> <td></td> </tr> <tr> <td>Private Sector District 3 – Rady Children’s Hospital</td> <td>Dr. Keri Carstairs</td> <td>Present</td> <td></td> </tr> <tr> <td>Private Sector District 4 - TODEC</td> <td>Luz Gallegos</td> <td>Present</td> <td></td> </tr> <tr> <td>Private Sector District 5 – My City Youth Center</td> <td>Carl Smith</td> <td></td> <td></td> </tr> </tbody> </table>		Commission Board Members	Name	Attendance	Note	Low-Income Sector District 1 (Primary)	Heather Flickinger	Present		Low-Income Sector District 1 (Alternate)	Vacant			Low-Income Sector District 2 (Primary)	Vacant			Low-Income Sector District 2 (Alternate)	Vacant			Low-Income Sector District 3 (Primary)	Annette Jones	Present		Low-Income Sector District 3 (Alternate)	Lisa Castilone		Video/Audio Issues	Low-Income Sector District 4 (Primary)	Maurice Playford	Present		Low-Income Sector District 4 (Alternate)	Maribel Gale	Present	Departure 18:19:00	Low-Income Sector District 5 (Primary)	Colleen Wallace	Present		Low-Income Sector District 5 (Alternate)	Vacant			Public Sector District 1- City Riverside	Clarissa Cervantes	Present		Public Sector District 2 - City of Jurupa Valley	Leslie Altamirano		Departure 18:43:45	Public Sector District 3 - City of Menifee	Lesa Sobek	Present		Public Sector District 4 - City of Palm Springs	Grace Elena Garner		Arrival 17:39:31 Departure 19:16:10	Public Sector District 5 - City of Hemet	Malcolm Lilienthal	Present		Private Sector District 1 – Salvation Army	Captain David Cain	Present		Private Sector District 2 – United Way	Dr. Alia Rodriguez	Present		Private Sector District 3 – Rady Children’s Hospital	Dr. Keri Carstairs	Present		Private Sector District 4 - TODEC	Luz Gallegos	Present		Private Sector District 5 – My City Youth Center	Carl Smith		
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<p>B. Resolution – Approval of Resolution No. 2022-01, Authorizing Remote Teleconference Meeting.</p>	<p><b>ACTION</b>  Sobek made the motion to approve the Remote Teleconference Meeting Resolution.</p> <p>MSC:  Sobek / Rodriguez</p> <p>All Ayes: Motion Carries</p>																																																																																				

Name	I.B.	Note
Heather Flickinger	Aye	
Annette Jones	Aye	
Lisa Castilone		Video/Audio Issues
Maurice Playford		17:37:27 by chat
Maribel Gale	Aye	Primary unable to voice vote
Colleen Wallace	Aye	
Clarissa Cervantes	Aye	
Leslie Altamirano	Aye	
Les Sobek	Motion	
Grace Elena Garner	Aye	17:39:3 Arrival
Malcolm Lilienthal	Aye	
Captain David Cain	Aye	
Dr. Alia Rodriguez	Second	
Dr. Keri Carstairs	Aye	
Luz Gallegos	Aye	
Carl Smith		

## II. Approval of Agenda

Karla Lopez Del Rio, Executive Director, presented the agenda for commission approval.

Name	II.	Note
Heather Flickinger	Aye	
Annette Jones	Aye	
Lisa Castilone		Video/Audio Issues
Maurice Playford		17:40:00 by chat
Maribel Gale	Aye	Primary unable to voice vote
Colleen Wallace	Aye	
Clarissa Cervantes	Aye	
Leslie Altamirano	Aye	
Les Sobek	Motion	
Grace Elena Garner	Aye	
Malcolm Lilienthal	Second	
Captain David Cain	Aye	
Dr. Alia Rodriguez	Aye	
Dr. Keri Carstairs	Aye	
Luz Gallegos	Aye	
Carl Smith		

## Action

Sobek made the motion to approve the 9/15/22 commission agenda.

MSC:

Sobek / Lilienthal

All Ayes: Motion Carries

<p><b>III. Public Comment</b></p> <p><i>At this time, comments from the audience may be made on items not listed on the agenda that are of public interest and within the subject-matter jurisdiction of the Commission. The Board has a policy of limiting speakers to no more than two minutes. The Board cannot act on items not listed on the agenda. Public input may be offered on agenda items when they come up for discussion and/or action.</i></p>	<p><b>Action</b></p> <p>Karla Lopez del Rio opened the floor for public comments; No Public Comments</p>
<p><b>IV. Consent Agenda</b></p> <p><i>All Consent Agenda item(s) listed below are routine by the Commission and will be enacted by one motion. There will be no separate discussion of items unless a commissioner so requests, in which event the item(s) will be considered following approval of the Consent Agenda.</i></p> <p>A. Meeting Minutes</p> <ol style="list-style-type: none"> <li>1. n/a – inaugural meeting (meeting adjourned for no quorum)</li> </ol> <p>B. Financials</p> <ol style="list-style-type: none"> <li>1. <b>Accept</b> the Fiscal Year 2022/23 Budget</li> <li>2. <b>Accept</b> Bank Signatories</li> </ol> <p>C. Agreements</p> <ol style="list-style-type: none"> <li>1. Receive and File - agreements approved by the Board of Supervisors from September 1, 2021, through June 07, 2022 <ol style="list-style-type: none"> <li>a. <b>SLIHEAP</b> 2022 Grant Award</li> <li>b. 2022 CSBG Contract</li> <li>c. Project LEAD Program</li> <li>d. ServTraQ Service Agreement</li> <li>e. Pre-Apprenticeship Program</li> <li>f. 3<sup>rd</sup> Amendment to Weatherization Contract</li> <li>g. 4<sup>th</sup> Amendment to Weatherization Contract</li> <li>h. LIHWAP 2022 Grant Award</li> </ol> </li> <li>2. CSBG Reports Receive and File <ol style="list-style-type: none"> <li>a. 2021 Annual CSBG Annual Report</li> <li>b. 2021 CSBG CARES Supplemental Report</li> </ol> </li> <li>3. Bylaws and Amended Delineation of Powers Agreement – Receive and File</li> </ol>	<p><b>Action</b></p> <p>Karla Lopez del Rio presented consent items for block approval. No items pulled for individual review/consent.</p> <p>Stephanie Nelson, Deputy County Counsel, confirmed continued quorum</p> <p>Consent items presented including the following-</p> <p>Subsection B. Financials, the word “Approval” was revised/replaced with the word “Accept”</p> <p>Subsection C. Agreements, “1. a. LIHEAP 2022 Grant Award” was revised adding an “S”; “1. a. <b>SLIHEAP</b> 2022 Grant Award”</p> <p>Furthermore, Subsection C. 3. Bylaws, are posted/accessible at <a href="https://www.capriverside.org">https://www.capriverside.org</a></p> <p>Sobek made the motion to approve consent items.</p> <p>MSC: Sobek / Wallace</p> <p>All Ayes: Motioned Carried</p>

Consent Agenda continued

Name	IV.	Note
Heather Flickinger		
Annette Jones	Aye	
Lisa Castilone		Video/Audio Issues
Maurice Playford	Aye	
Maribel Gale		
Colleen Wallace	Second	
Clarissa Cervantes	Aye	
Leslie Altamirano		
Lesa Sobek	Motion	
Grace Elena Garner	Aye	
Malcolm Lilienthal	Aye	
Captain David Cain	Aye	
Dr. Alia Rodriguez	Aye	
Dr. Keri Carstairs	Aye	
Luz Gallegos	Aye	
Carl Smith		

**V. Commission Reconstitution**

- A. Move to Quarterly Meetings
- B. Support for LI Sector Representatives' Election
- C. Election of Officers
  - 1. Chair
  - 2. Vice Chair
  - 3. Secretary
- D. Establishment of Committees
  - 1. Executive
  - 2. Finance
  - 3. Planning & Evaluation
  - 4. Legislative
- E. Commissioner Onboarding
  - 1. Orientation Dates
  - 2. Commissioner Forms
    - a. Form 700
    - b. Board Policy C-33
    - c. Board Policy A-21

**Action**

**Action**

Cervantes made the motion to approve commission quarterly meetings starting in October.

MSC:

Cervantes / Rodriguez

All Ayes: Motion Carries

Support for LI Sector Representatives' Election

**ACTION:** Informational.  
*Commission board members share the election flyer within their networks.*

Election of Officers

**ACTION:** Informational.  
*CAP Staff will provide an electronic ballot for Officer elections, including job description, time commitment and expectations.*

Committees

**ACTION:** Informational.  
*The Executive Committee will meet quarterly starting in November.*

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<ul style="list-style-type: none"> <li>• <b>Director’s Report</b> <ul style="list-style-type: none"> <li>○ NCAP Commissioners’ Debrief</li> <li>○ CAP Quarterly Report</li> <li>○ Strategic Plan</li> </ul> </li> </ul>	<p>Informational</p> <p>F. NCAP Commissioners’ Debrief: National Community Action Partnership (NCAP) Annual Convention 2022, NY, NY, “Leadership for Today’s Challenges and Tomorrow’s Solutions” - The convention was attended by commissioners Annette Jones, Maribel Gale, and Clarissa Cervantes. Jones and Cervantes provided a debrief.</p> <p>G. CAP Quarterly Report CAP Programs local impact information from 4/1/22 to 6/30/22 was provided.</p> <p>H. Strategic Plan Mark Berndt, provided a short summary overview of the strategic plan and commission board involvement.</p>																																																			
<p><b>VI. Announcements</b></p> <ul style="list-style-type: none"> <li>A. NASCSP Annual Conference, 10/22, Minneapolis, MN</li> <li>B. CalCAPA Annual Convening, 11/22, San Diego, CA</li> </ul>	<p>Informational</p>																																																			

<p>C. NCAP Management &amp; Leadership Training, 02/2023, Location TBD  D. NCAF Legislative Conference, 03/2023, DC  E. Cal CAPA Annual Meeting, 05/23, Sacramento CA  F. CAPLAW National Training Conference, 06/23</p>																																																				
<p><b>VII. Adjourn</b>  <b>Next Meeting: <u>October 20, 2022</u></b></p> <table border="1" data-bbox="272 443 846 951"> <thead> <tr> <th>Name</th> <th>VIII.</th> <th>Note</th> </tr> </thead> <tbody> <tr><td>Heather Flickinger</td><td></td><td></td></tr> <tr><td>Annette Jones</td><td>Aye</td><td></td></tr> <tr><td>Lisa Castilone</td><td></td><td>Departure 19:22:47</td></tr> <tr><td>Maurice Playford</td><td>Aye</td><td></td></tr> <tr><td>Maribel Gale</td><td></td><td>Departure 18:19:00</td></tr> <tr><td>Colleen Wallace</td><td>Motion</td><td></td></tr> <tr><td>Clarissa Cervantes</td><td>Aye</td><td></td></tr> <tr><td>Leslie Altamirano</td><td></td><td>Departure 18:43:45</td></tr> <tr><td>Lesia Sobek</td><td>Second</td><td></td></tr> <tr><td>Grace Elena Garner</td><td></td><td>Departure 19:16:10</td></tr> <tr><td>Malcolm Lilienthal</td><td>Aye</td><td></td></tr> <tr><td>Captain David Cain</td><td>Aye</td><td></td></tr> <tr><td>Dr. Alia Rodriguez</td><td>Aye</td><td></td></tr> <tr><td>Dr. Keri Carstairs</td><td>Aye</td><td></td></tr> <tr><td>Luz Gallegos</td><td>Aye</td><td></td></tr> <tr><td>Carl Smith</td><td></td><td></td></tr> </tbody> </table>	Name	VIII.	Note	Heather Flickinger			Annette Jones	Aye		Lisa Castilone		Departure 19:22:47	Maurice Playford	Aye		Maribel Gale		Departure 18:19:00	Colleen Wallace	Motion		Clarissa Cervantes	Aye		Leslie Altamirano		Departure 18:43:45	Lesia Sobek	Second		Grace Elena Garner		Departure 19:16:10	Malcolm Lilienthal	Aye		Captain David Cain	Aye		Dr. Alia Rodriguez	Aye		Dr. Keri Carstairs	Aye		Luz Gallegos	Aye		Carl Smith			<p><b>Action</b>  Wallace made the motion to adjourn</p> <p>MSC:  Wallace / Sobek</p> <p>All Ayes:  Motioned Carried</p> <p><b>Adjourn: 7:23 p.m.</b></p>
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Submitted by: Karla Lopez del Rio, Executive Director: \_\_\_\_\_  
Signature Date

\*Commission Officer Secretary position pending election.

**CONFLICT OF INTEREST ADVISEMENT** Board members please be advised: If an Agenda item relates to the provision of services by you, your immediate family, the entity you represent, or any person who has made \$250.00 in campaign contributions to you during the last twelve months, or if approval or disapproval of an Agenda item would have a foreseeable material effect on an economic interest of you, your immediate family, or the entity you represent, then please follow these procedures: *“When the Agenda item is first introduced, please immediately announce that you are recusing yourself from participating in the agenda item and then refrain from discussing, voting on, or otherwise influencing the Board’s consideration of the Agenda item.”*

**ACCESSIBILITY** Accommodations under the Americans with Disabilities Act are available upon request. Requests must be made at least 72 hours prior to meeting, Monday through Friday, from 8 a.m. to 5 p.m. Later requests will be accommodated to the extent feasible. There are two ways of requesting reasonable accommodations:

- 2) By phone, please call (951) 955-3217 and/or (951) 955-3893, TTY (800) 511-1110
- 3) E-mail [INFO@capriverside.org](mailto:INFO@capriverside.org)

**PUBLIC NOTICE** While commission meetings are open to the public, time constraints limit the commission’s ability to permit open discussions with members of the audience. Persons requesting to address the commission on matters not on the agenda but within the jurisdiction of the commission should do so under the agenda item Public Comments. Persons requesting to address the commission on an agenda item should register with staff prior to the meeting via e-mail to [INFO@capriverside.org](mailto:INFO@capriverside.org) or phone (951) 955-3217 and/or (951) 955-3893. The Commission will impose a 2-minute time limit on all speakers addressing the Board.

**NON-EXEMPT MATERIALS** Non-exempt materials related to an item on this agenda submitted to the Commission after distribution of the agenda packet are available for public inspection on the Community Action Partnership website at [www.capriverside.org](http://www.capriverside.org)

**POSTED MATERIALS** In accordance with the Ralph M. Brown Act, this meeting agenda is posted at least 72 hours prior to the regularly scheduled meeting on the Community Action Partnership website ([www.capriverside.org](http://www.capriverside.org)). The agenda, supporting documents, and all writing received by the commission are public records and can be viewed online, but may not include all available or the most current documentation. All documentation along with the most updated versions can be requested via e-mail to [INFO@capriverside.org](mailto:INFO@capriverside.org), and/or by calling (951) 955-3217.