



# Community Action Commission Minutes

Regular Monthly Meeting  
July 21, 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 posted on  
YouTube:

<https://www.youtube.com/watch?v=gvyZDS0CcUg&t=89s>

Agenda Item	Action
<p><b>I.. Call To Order</b></p> <p><b>Roll Call / Quorum</b>  <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. Brown Act: Roll Call includes every single member and response must be by voice. Chat box is not permitted</i></p> <p><b>ATTENDANCE</b>  <u><b>LOW-INCOME SECTOR REPRESENTATIVES</b></u>            Vacant, LI, District 1 (Primary)            Vacant, LI District 1 (Alternate)            Vacant, LI District 2 (Primary)            Vacant, LI District 2 (Alternate)            Vacant, LI District 3 (Primary), Annette Jones, elected/pending BOS Appointment            Vacant, LI District 3 (Alternate), Lisa Castilone elected/Pending BOS Appointment            Vacant, LI District 4 (Primary) Maurice Playford, elected/Pending BOS Appointment            Vacant, LI District 4 (Alternate)            Vacant, LI District 5 (Primary),            Vacant, LI District 5 (Alternate)</p> <p><u><b>PUBLIC SECTOR REPRESENTATIVES</b></u>            Vacant, District 1, Clarissa Cervantes, City of Riverside, Selected/Pending BOS Appointment  <b>PRESENT</b> Leslie Altamirano, City of Jurupa Valley, District 2  <b>PRESENT</b> Lesa Sobek, City of Menifee, District 3  <b>ABSENT</b>, Grace Elena Garner, City of Palm Springs, District 4  <b>PRESENT</b> Malcolm Lilienthal, City of Hemet, District 5</p> <p><u><b>PRIVATE SECTOR REPRESENTATIVES</b></u>  <b>PRESENT</b> Captain David Cain, Salvation Army, District 1            Vacant, District 2, Dr. Alia Rodriguez, United Way, Selected/Pending BOS Appointment  <b>ABSENT</b>, Dr. Keri Carstairs, Rady Children’s Hospital, District 3  <b>ABSENT</b>, Luz Gallegos, TODEC, District 4            Vacant, District 5, Carl Smith, My City Youth Center, Selected/Pending BOS Appointment</p>	<p><b>ACTION</b>            No quorum            Meeting adjourned.</p>
<p><b>II.. Approval of Agenda</b></p>	
<p><b>III. Public Comment</b>  <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 take action 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>IV. Welcome</b></p>	

<p><b>V. Consent Agenda</b>  <i>All Consent Agenda item(s) listed below are considered to be 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  1. n/a – inaugural meeting</p> <p>B. Financials  1. Approval of Fiscal Year 2022/23 Budget  2. Approval of Bank Signatories</p> <p>C. Agreements  1. Receive and File - agreements approved by the Board of Supervisors September 2021 through June 07, 2022  2. Receive and File - CSBG 2021 Annual Report and Supplemental Report for Use of CSBG CARES Act Funding</p> <p>D. Resolutions  1. Approval of Resolution No. 22-01, Authorizing Remote Teleconference Meeting.</p>	
<p><b>VI. Commission Reconstitution</b></p> <p>A. Approval of Bylaws and Amended Delineation of Powers Agreement  B. Approval of Low-Income Election Policy  C. Election of Officers  1. Chair  2. Vice Chair  3. Secretary</p> <p>D. Establishment of Committees  1. Executive  2. Finance  3. Planning &amp; Evaluation  4. Legislative</p> <p>E. Commission Development  1. Orientation  a. Form 700  b. Board Policy C-33  c. Board Policy A-21  2. Strategic Plan  3. Annual Commission Retreat  4. Support for LI Sector Representatives</p>	
<p><b>VII. Director’s Report</b></p> <p>A. Introduction of Management Team  B. Energy  C. Community Services  D. National/State Updates</p>	
<p><b>VIII. Announcements</b></p> <ul style="list-style-type: none"> <li>• NCAP National Convention, August/Sept 2022</li> <li>• NCAP Management &amp; Leadership Training, January 2023</li> <li>• NCAF Legislative Conference, March 2023, DC</li> </ul>	

<ul style="list-style-type: none"> <li>• Cal CAPA Annual Meeting, May 2023, Sacramento CA</li> <li>• CAPLAW National Training Conference, June 2023</li> </ul>	
<p><b>IX. Adjourn</b>  August – Dark  Next Meeting: September 15, 2020 / 5:30 p.m.</p>	

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.