



# Community Action Commission Executive Committee Minutes

Regular Quarterly Meeting  
February 16, 2023 | 5:30 PM – 6:30 PM

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

Agenda Item	Action																																																						
<p>A. Call To Order</p> <p>A. Roll Call / Quorum <i>Quorum: 51% of voting membership.</i></p> <table border="1" data-bbox="180 331 1112 663"> <thead> <tr> <th>Name</th> <th>District</th> <th>Roll Call</th> </tr> </thead> <tbody> <tr> <td colspan="3">Low-Income Primary Representatives</td> </tr> <tr> <td>Annette Jones, Low-Income Rep</td> <td>3</td> <td>Present: 5:34 p.m.</td> </tr> <tr> <td>Maurice Playford, Ex-Officio</td> <td>4</td> <td>Present</td> </tr> <tr> <td>Colleen Wallace, Chairwoman</td> <td>5</td> <td>Present</td> </tr> <tr> <td colspan="3">Public Representatives</td> </tr> <tr> <td>Malcom Lilienthal, Secretary</td> <td>5</td> <td>Present</td> </tr> <tr> <td colspan="3">Private Representatives</td> </tr> <tr> <td>Dr. Alia Rodriguez, Vice-Chair</td> <td>2</td> <td>Present</td> </tr> </tbody> </table> <p>B. Resolution – Approval of Resolution No. 2022-07, Authorizing Remote Teleconference Meeting</p> <p><i>All Ayes; no oppose</i></p> <table border="1" data-bbox="180 848 1112 1180"> <thead> <tr> <th>Name</th> <th>District</th> <th>Roll Call</th> </tr> </thead> <tbody> <tr> <td colspan="3">Low-Income Primary Representatives</td> </tr> <tr> <td>Annette Jones, Low-Income Rep</td> <td>3</td> <td>Aye</td> </tr> <tr> <td>Maurice Playford, Ex-Officio</td> <td>4</td> <td>Aye</td> </tr> <tr> <td>Colleen Wallace, Chairwoman</td> <td>5</td> <td>Motion</td> </tr> <tr> <td colspan="3">Public Representatives</td> </tr> <tr> <td>Malcom Lilienthal, Secretary</td> <td>5</td> <td>Aye</td> </tr> <tr> <td colspan="3">Private Representatives</td> </tr> <tr> <td>Dr. Alia Rodriguez, Vice-Chair</td> <td>2</td> <td>Second</td> </tr> </tbody> </table>	Name	District	Roll Call	Low-Income Primary Representatives			Annette Jones, Low-Income Rep	3	Present: 5:34 p.m.	Maurice Playford, Ex-Officio	4	Present	Colleen Wallace, Chairwoman	5	Present	Public Representatives			Malcom Lilienthal, Secretary	5	Present	Private Representatives			Dr. Alia Rodriguez, Vice-Chair	2	Present	Name	District	Roll Call	Low-Income Primary Representatives			Annette Jones, Low-Income Rep	3	Aye	Maurice Playford, Ex-Officio	4	Aye	Colleen Wallace, Chairwoman	5	Motion	Public Representatives			Malcom Lilienthal, Secretary	5	Aye	Private Representatives			Dr. Alia Rodriguez, Vice-Chair	2	Second	<p>ACTION</p> <p>Quorum Present Call to Order: 5:32 p.m.</p> <p>ACTION</p> <p>- Motion Carries</p>
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<p>B. Introductions</p>	<p>INFORMATIONAL</p>																																																						
<p>C. Public Comment</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 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>ACTION</p> <p>- None</p>																																																						
<p>D. Action Items</p> <p>A. Approval of Committee Minutes – n/a</p>	<p>ACTION</p> <p>- None</p>																																																						
<p>E. Commission Agenda</p> <p>A. Review and Approval of Commission 4/20/23 Agenda <i>Wallace made the Motion to approve the draft agenda with the final format approved by the Executive Director.</i></p>	<p>ACTION</p> <p>- Motion Carries</p>																																																						

All Ayes; no oppose

Name	District	Roll Call
Low-Income Primary Representatives		
Annette Jones, Low-Income Rep	3	Aye
Maurice Playford, Ex-Officio	4	Aye
Colleen Wallace, Chairwoman	5	Motion
Public Representatives		
Malcom Lilienthal, Secretary	5	Second
Private Representatives		
Dr. Alia Rodriguez, Vice-Chair	2	Aye

F. Old Business  
A. None

ACTION

G. New Business

A. 2023 Executive Committee Meeting Schedule

a. Decide in-person location:

- *Executive Committee, May 18, 2023, meeting will be held in Indio- Workforce Development from 1:30 to 3:30 p.m. 24 hr. Notice on Quorum Confirmation required. Amend bylaws as appropriate for 24 hr. Notice on Quorum requirement.*
- *Executive Committee, August 17, 2023, meeting location TBD.*
- *Executive Committee, November 16, 2023, meeting location TBD*

B. Commission Agenda workflow discussion

C. Bank Signatories – discuss options:

*The Executive Committee concurred with a Motion to delegate the CAP Executive Director handle Bank Signatories updates/matters outside the meeting on their behalf:*

*1. Approve the addition of Claudia Shedd as approved signer for the following bank accounts:*

- a. Bank of America – Revolving Fund Account XXXXX-X6225*
- b. Citibank – IDA Checking Account XXXXX-X4388*
- c. Citibank – IDA Savings Account XXXXX-X0653*
  - *Claudia Shedd, HWS Community Action Partnership Supervising Accountant*

*2. Remove Jonathan Gutierrez as approved signer from the following bank accounts:*

- a. Bank of America – Revolving Fund Account XXXXX-X6225*
- b. Citibank – IDA Checking Account XXXXX-X4388*
- c. Citibank – IDA Savings Account XXXXX-X0653*

D. Commission – Orientation Update-

a. Orientation Date/Time/Location by District

ACTION

- Motion Carries

Various dates (including a Saturday) will be proposed to the commission using the Google Doodle Scheduling Tool to determine/select the three most popular dates to hold the Orientation.

- b. Annual Commission Retreat / Strategic Plan (In-Person)  
April 20, 2023

Committee consensus on all aforementioned items discussed.

All Ayes; no oppose

Name	District	Roll Call
Low-Income Primary Representatives		
Annette Jones, Low-Income Rep	3	Aye
Maurice Playford, Ex-Officio	4	Aye
Colleen Wallace, Chairwoman	5	Aye
Public Representatives		
Malcom Lilienthal, Secretary	5	Second
Private Representatives		
Dr. Alia Rodriguez, Vice-Chair	2	Motion

- H. Announcements
  - A. None

INFORMATIONAL

- I. Adjourn

All Ayes; no oppose

Name	District	Roll Call
Low-Income Primary Representatives		
Annette Jones, Low-Income Rep	3	Aye
Maurice Playford, Ex-Officio	4	Motion
Colleen Wallace, Chairwoman	5	Aye
Public Representatives		
Malcom Lilienthal, Secretary	5	Aye
Private Representatives		
Dr. Alia Rodriguez, Vice-Chair	2	Second

Next Regular Quarterly Meeting: May 18, 2023, at 1:30 p.m.  
Location: Indio

ACTION  
Adjourn 6:10 p.m.  
- Motion Carries

Submitted by:

Malcolm Lilienthal, Commission Officer Secretary:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**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.