

## Community Action Commission Minutes

Regular Quarterly Meeting  
October 19, 2023, | 4:30 PM – 5:30 PM

Parkview Legacy Foundation Bridges Out of Poverty  
Training Part 2.  
October 19, 2023, | 5:30 PM – 8:30 PM

2038 Iowa Ave., Suite B-101, Riverside, CA 92507  
Training & Learning Center

**This meeting will be conducted in-person:**

This meeting is accessible to persons with disabilities. Alternative formats are available upon request. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations please contact **(951) 955-3217 TTY (800) 511-1110** or by e-mail at [info@capriverside.org](mailto:info@capriverside.org). 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.

Agenda Item	Item Type
<p>I. <b>Call to Order</b>  A. <a href="#">Roll Call</a>  <i>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.</i></p>	<p><b>Action</b>  <b>Date: 10/19/2023</b>  Quorum Present  Time: 4:48 PM</p>

Name, Sector and District	Roll Call
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Low-Income Primary Representatives	
Heather Flickinger, Primary Member, District 1 Representative	Absent
Ana P. Calvillo, Primary Member, District 2 Representative	Present
Low-Income Rep Officer: Annette Jones, Primary Member, District 3 Representative	Absent
Ex-Officio: Maurice Playford, Primary Member, District 4 Representative	Present
Chair: Colleen Wallace, Primary Member, District 5 Representative	Present

Name, Sector and District	Roll Call
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Public Representatives	
Clarissa Cervantes, City of Riverside Councilmember – District 1 Representative	Absent
Leslie Altamirano, City of Jurupa Valley Mayor Pro-Tem – District 2 Representative	Absent
Lesa Sobek, City of Menifee Councilmember – District 3 Representative	Absent
District 4 Vacant	Vacant
Secretary: Malcolm Lilienthal, City of Hemet Mayor Pro-Tem – District 5 Representative	Present

Name, Sector and District	Roll Call
Private Representatives	
Captain David Cain, Salvation Army, District 1 Representative	Re-Signed
Vice Chair: Dr. Alia Rodriguez, United Way, District 2 Representative	Present
Dr. Keri Carstairs, Rady Children's Hospital, District 3 Representative	Absent
Luz Gallegos, TODEC, District 4 Representative	Present
Carl Smith, My City Youth Center, District 5 Representative	Absent
Name, Sector and District	Roll Call
Low-Income Alternate Representatives	
Pending District 1	Pending
Pending District 2	Pending
Lisa Castilone - Elect, District 3 Representative	Present
Maribel Gale, Alternate Member District 4 Representative	Absent
Pending District 5	Pending
<p><b>II. 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 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>Send Comments to <a href="mailto:publiccomments@capriverside.org">publiccomments@capriverside.org</a> or Call (951) 955-3563 to leave a message. Visit our website to <a href="#">Submit Public Comments</a>.</p>	<p><b>ACTION</b></p> <p>No public comment received via any communication modality available</p>
<p><b>III. Director's Report</b></p> <p>A. Maximum Average Reimbursement Per Unit (MARU)</p>	<p><b>Action</b></p> <p>A. Karla, E.D. briefly explained the report relating to weatherization services and program expenditures per residence on average. And its vital role in helping build the community.</p> <p>- Lisa Castilone emphasized collaboration and stated CAP can</p>

<p><b>B. <a href="#">Single Audit Report</a></b></p> <p><b>C. <a href="#">F-11 Solar Grant</a></b></p> <p><b>D. <a href="#">CAP of Riverside Program Status Report Period Ending: 08/31/2023</a></b></p>	<p>be the community's central hub for support and assistance.</p> <p><b>B.</b> Karla, E.D. Informed the commissioners where to access the FY Ending June 30, 2022.</p> <p><b>C.</b> E.O outlined the Free Solar Panel Program to assist low-income single-family houses with utility needs.</p> <ul style="list-style-type: none"> <li>- Lisa Castilone identified solar energy's cost savings for fixed-income households.</li> <li>- Malcolm Lilienthal inquired if batteries are included, to which Lisa Castilone responded that the present financing does not cover batteries. She expressed that the California Public Utility Commission is working on a SGIP program that will provide battery funding support income-qualified households in the future.</li> </ul> <p><b>D.</b> Reported by Brandon Trahan, Fiscal Manager, and answered questions and inquiries of the commissioners in collaboration with Claudia Shedd, Supervisor Accountant.</p> <ul style="list-style-type: none"> <li>- Chair and Vice Chair engaged in budgetary spreadsheet pointing out S-LIHEAP and Fast Track inquiries this explanation was delivered by the Fiscal Sup.</li> <li>-E.D. added how funding shifts and how they are deploying to the community. Vice-Chairman commented that grant requirements in unincorporated areas and collaborative community efforts will be win-win.</li> </ul>
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<p><b>IV. 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><b>A. Meeting Minutes – Approve:</b>  1. CAC Executive Committee Agenda August 17, 2023</p> <table border="1" data-bbox="105 674 993 1245"> <tr> <td colspan="2">Name</td> </tr> <tr> <td colspan="2">Motion to Approve</td> </tr> <tr> <td>Ex-Officio: Maurice Playford, Primary Member, District 4 Representative</td> <td>Motion</td> </tr> <tr> <td colspan="2">Second Motion</td> </tr> <tr> <td>Lisa Castilone, Alternate Member, District 3 Representative</td> <td>Second</td> </tr> <tr> <td colspan="2">Vote</td> </tr> <tr> <td>All Ayes</td> <td>5</td> </tr> </table>	Name		Motion to Approve		Ex-Officio: Maurice Playford, Primary Member, District 4 Representative	Motion	Second Motion		Lisa Castilone, Alternate Member, District 3 Representative	Second	Vote		All Ayes	5	<p><b>Action</b></p>
Name															
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Vote															
All Ayes	5														
<p><b>V. Commission Tasks</b></p> <p><b>A. <u>Riverside County Board of Supervisory Policy</u></b></p> <p>1) <a href="#">Policy A-21 Advisory Boards</a> - A-21 uniform rules and procedures for committees, boards, and commissions of the county of riverside.</p> <p>2) <a href="#">Policy C-17 Participation of Members of Advisory Bodies in Department Head Selection</a></p> <p>a. C-17, Board participation in assessing qualification of</p>	<p><b>Action</b></p> <p><b>Subsection A.1- A.3:</b> Overview by: Mark Berndt, Admin. Analyst  - Highlighted key points for each subsection policies, including CSBG Act and commissioners’ integral participation in its assessment, planning implementation and program evaluations.  - Board Members active participation in upholding integrity, county policies, practices, protocol, procedures, and responsibilities. And conduct</p>														

candidates for head positions.

3) [Policy A-60 Ethics Training for Local Officials](#) - A-60, Govt. Code 53235, Ethical Code of Conduct in public service.

- a. Print out with helpful links to locate training.
- b. Print out of the Article 2.4 Ethics Training

4) [Print out of ARTICLE 2.4. Ethics Training \[53234 - 53235.2\]](#)

- a. For informational purposes, and in early preparation for next year's filing. And acknowledgement to file.

5) [C-33 Background Check Policy](#)

- a. It is a Board of Supervisors policy to undertake pre-appointment and pre-selection background checks on possible volunteers, interns, and contractors for risk-sensitive tasks, internships, and contracts.
- b. FPPC Ethics Training Informational print out outlining AB 1234

6) [A-27 Legislation Coordination](#)

County's process of supporting legislation which benefits the County, its residents. And County's process of supporting or opposing legislation.

**B. Form-700**

1. [Annual Statement of Economic Interests Form 700](#)

meetings in accordance with Brown Act and mention of Bylaws.  
- Committee/ board including advisory need at least 2 hours of ethics training relevant to their public service.

**Subsection A.4 – A.6** Overview by: Madeline Rullan, Admin. Analyst  
-Shared this informational article's purpose is to provide in depth details for the required ethics training in support with the Policy A-60.  
- Highlighted Background Check policy requirement for non-employees, including volunteers, in addition to employees -As part of the efforts to remain in compliance, requests may have been sent to commissioners to complete a background check. These requests are valid for seven days and must be completed; if they have expired, the staff should be notified so that it can be re-ordered.  
-E.D. reiterated that if they have not received an email requesting a livescan for a background check, it indicates they have successfully completed the process.  
-E. D emphasizes as a commissioner, you become an ambassador for our mission everywhere. and Advocate activating resources.

**Subsection B.1-B.2** Overview by: Madeline Rullan, Admin. Analyst.  
- Commissioners who have not yet filed their form-700 were reminded to

2. [Form 700 Disclosure FAQs](#)

**C. Planning, Evaluation, and Finance Committee**

**Assignments**

1. **Updates to the PE&F Structure**

**D. Commission Election Officers**

do so as soon as possible. The deadline for submitting Form 700 this year was April 3rd. The next Form 700 will be for January 2024, and you will be notified via email around December.  
 -E. D inserted that there is a fee of \$100 for late fillers.

**Subsection C.1** Overviewed by Vice Chair Dr. Alia Rodriguez.  
 - Vice Chair acknowledges the duties of leading the committee and the need for assistance in understanding the role and team.  
 - Recalling the collected group Rodriguez, Calvillo, Calvillo, and Flickinger were assembled in July. Rodriguez stated that there is no movement planning, evaluation, or financing committee. She underlined the importance of establishing time and momentum in order to consolidate and develop an organized infrastructure. They believe that greater time should be devoted to this effort. Rodriguez, on the other hand, is optimistic that they will ultimately achieve progress and go forward.

**Subsection D**  
 Karla, E.D. thank and applaud the commissioners for dedication and service, encompassing growth development and building a strong team relationship.  
 -E. D highlighted that every year in the month of October elections is held for the positions of (5) officers for a period of 1 year.  
 -Dept. County Counsel Stephanie Nelson

**Commission Officer Annual Election**

<b>Chairperson</b>	<p><b>Colleen Wallace</b></p> <ul style="list-style-type: none"> <li>• <b>First – Maurice Playford</b></li> <li>• <b>Second- Luz Gallegos</b></li> </ul> <p><b>None opposed.</b></p>
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<b>Vice Chairperson</b>	<p><b>Alia Rodriguez</b></p> <ul style="list-style-type: none"> <li>• <b>First-Maurice Playford</b></li> <li>• <b>Second- Lisa Castilone</b></li> </ul> <p><b>None opposed.</b></p>
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<b>Secretary</b>	<b>Malcolm Lilienthal</b> <ul style="list-style-type: none"> <li>• <b>First- Collen Wallace</b></li> <li>• <b>Second- Alia Rodriguez</b></li> </ul> <b>None opposed.</b>	
<b>Low-Income Rep. Officer</b>	<b>Anna Calvillo</b> <ul style="list-style-type: none"> <li>• <b>First- Alia Rodriguez</b></li> <li>• <b>Second- Colleen Wallace</b></li> </ul> <b>None opposed.</b>	
<b>Ex-Officio Member</b>	<b>Maurice Playford</b> <ul style="list-style-type: none"> <li>• <b>First- Colleen Wallace</b></li> <li>• <b>Second- Alia Rodriguez</b></li> </ul> <b>None opposed.</b>	
<b>VI. Announcements</b> <ul style="list-style-type: none"> <li>A. <a href="#">NCAP Annual Convention</a> – Convention Recap</li> <li>B. Weatherization Month October 202</li> </ul>		<p>Informational</p> <p>- Karla, E.D. leads a discussion with Chair Wallace and Secretary Lilienthal, highlighting their experiences from the conference in which they both participated. Inspiring success stories and collaborative initiatives are highlighted.</p>

VI. <b>Adjourn</b>		<b>Action</b>
<b>Motion to Adjourn</b>		
Name		
Motion to Approve		
Secretary: Malcolm Lilienthal, City of Hemet Mayor Pro-Tem – District 5 Representative	Motion	
Second Motion		
Ex-Officio: Maurice Playford, Primary Member, District 4 Representative	Second	
Vote		
Number of Votes		
All Ayes	5	
<p>Next Meeting: January 2024 (Date to be determined)  <a href="#">Location: CAP Riverside, 2038 Iowa Ave., Suite B-101, Riverside</a></p>		<b>Adjourn: 6:10 PM</b>

Submitted  
Secretary:

Signature:   
Malcolm Lilienthal (Nov 7, 2023 10:43 PST)  
 Email: mlilienthal@hemetca.gov

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:

1. By phone, please call (951) 955-3217 and/or (951) 955-3893, TTY (800) 511-1110
2. 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.