



# Community Action Commission Executive Committee Agenda

Regular Quarterly Meeting

May 16, 2024, | 5:30 PM – 6:30 PM

2038 Iowa Avenue, Suite B-102, Riverside, CA 92507  
Lois Carson Conference Room

**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	Lead
<p><b>Date: 5/16/2024</b></p>	<p><b>Quorum:</b></p> <p><b>Time:</b></p>
<p><b>I) Call To Order</b></p> <p>1) <a href="#">Roll Call</a></p> <p>(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>Chair:</b> Colleen Wallace</p>
<p><b>II) Public Comment</b></p> <p>1) <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>(i) <i>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>.</i></p>	<p>Karla Lopez Del Rio</p>
<p><b>III) Action Items, Agenda, Old Business, and New Business</b></p> <p><b>1) Commission</b></p> <p>A) Approval of <a href="#">Executive Committee Minutes February 15,2024</a></p> <p>B) <a href="#">Review Community Action Commission Agenda July 18, 2024.</a></p> <p>C) Planning, Evaluation, and Finance Committee update</p> <p>D) Commission Elections and Vacancy Updates</p> <p>(i) Commission Announcements Commissioner Leslie Altamirano, City of Jurupa Valley Mayor Pro-Tem – District 2 Representative designated Delia Zapien</p> <p>(ii) Mr. Roger Nunez-Public Sector Representative of District 4</p> <p>(iii) Cyndi Lemke-Elected by low-income residents of District 5</p> <p>(iv) Ida Barrios- Elected by low-income residents of District 1</p> <p><b>2) Executive</b></p> <p>A) National Announcements</p> <p>(i) <a href="#">NCAP 60<sup>th</sup> Anniversary</a></p> <p>(ii) <a href="#">2024 Annual Convention</a></p> <p>B) State Announcements</p> <p>(i) <a href="#">2024 Annual Conference “Sailing to Sixty!”</a></p> <p>C) <a href="#">HWS Board of Supervisor Agenda Items</a></p> <p>(i) <a href="#">Item 3.31</a></p> <p>(ii) <a href="#">Item 3.32</a></p>	<p><b>Chair:</b> Colleen Wallace</p> <p><b>Vice Chair:</b> Dr. Alia Rodriguez</p> <p>Karla López del Río</p>

<ul style="list-style-type: none"> <li>(iii) <a href="#">Item 3.33</a></li> <li>(iv) <a href="#">Item 3.34</a></li> <li>D) CAP Riverside <ul style="list-style-type: none"> <li>(i) Strategic Planning Update</li> <li>(ii) Financial Wellness Network</li> <li>(iii) CAP’s 45<sup>th</sup> Anniversary</li> <li>(iv) Community Action Month</li> </ul> </li> </ul>	
<p><b>3) Fiscal</b></p> <p><a href="#">CAP Commission Fiscal Report as of 11-30-2023</a></p> <ul style="list-style-type: none"> <li>A) <a href="#">CAP Commission Fiscal Report as of 02-29-2024</a></li> <li>B) Community Action Partnership-County Budget</li> </ul>	Brandon Trahan
<p><b>4) Admin and Compliance</b></p> <ul style="list-style-type: none"> <li>A) <a href="#">2024 Commission Meeting Schedule</a> (Action)</li> <li>B) <a href="#">2024 Executive Meeting Schedule</a> (Action)</li> <li>C) <a href="#">2024 PE&amp;F Committee Meeting Schedule</a>(Action)</li> <li>D) <a href="#">Notice of Absenteeism</a></li> <li>E) Mandatory <a href="#">AB 1234 Local Ethics</a> Training <ul style="list-style-type: none"> <li>(i) <a href="#">Self-study materials</a></li> </ul> </li> <li>F) <a href="#">County of Riverside, California Board of Supervisor Policies</a> (Action)</li> <li>G) <a href="#">CSBG 2024 Contract – Department of Community Services and Development</a></li> <li>H) <a href="#">Single Audit Report</a> (informational)</li> <li>I) <a href="#">2023 Monitoring Site Visit-CSD</a></li> <li>J) <a href="#">Community Action Plan 2024-2025 Strategies</a></li> <li>K) <a href="#">CAP Program Services</a></li> </ul>	Lupe Camacho
<p><b>5) Partnerships and Customer Service</b></p> <ul style="list-style-type: none"> <li>A) CAP Quarterly Report <ul style="list-style-type: none"> <li>(i) <a href="#">CAP Riverside 4<sup>th</sup> Quarterly Report: April 1, 2023 – June 30, 2023</a></li> <li>(ii) <a href="#">CAP Riverside 1<sup>st</sup> Quarterly Report: July 1, 2023 – September 30, 2023</a></li> <li>(iii) <a href="#">CAP Riverside 2<sup>nd</sup> Quarterly Report: October 1, 2023-December 31,2023</a></li> <li>(iv) <a href="#">CAP Riverside 3<sup>rd</sup> Quarterly Report: January 1, 2024-March 31, 2024</a></li> </ul> </li> <li>B) County/HWS Announcements <ul style="list-style-type: none"> <li>(i) <a href="#">HWS Executive Team</a> and <a href="#">CAP Management Team</a></li> <li>(ii) Open House + Press Conference to celebrate 45 years of partnerships.</li> <li>(iii) Cool Center Season- June 01, 2024.</li> </ul> </li> </ul>	Monica Santana

<p><b>IV) Adjourn</b></p> <p>A) Scheduled Meeting's:</p> <ul style="list-style-type: none"><li>(i) <b>PE&amp;F Committee Meeting</b> Thursday, June 20<sup>th</sup>, 2024, Time 5:30-6:30 p.m.</li><li>(ii) <b>Commission Action Commission Meeting</b> Thursday July 18<sup>th</sup>, 2024, Time: 5:30-7:30 p.m.</li><li>(iii) <b>Executive Committee Meeting</b> Thursday, August 15<sup>th</sup>, 2024, Time: 5:30-6:30 p.m.</li></ul> <p><b>Location:</b> <a href="#">CAP Riverside, 2038 Iowa Ave., Suite B-102, Riverside</a></p>	<p><b>Chair:</b> Colleen Wallace</p>
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**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.