

Community Action Commission Agenda

Regular Quarterly Meeting
July 18, 2024, | 5:30 PM – 7:30 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. 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>Date: 7/18/2024</p>	<p>Quorum:</p> <p>Time:</p>
<p>Call to Order (Action)</p> <p>A. Roll Call</p> <p><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>Chair: Colleen Wallace</p>
<p>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><i>Send Comments to publiccomments@capriverside.org or Call (951) 955-3563 to leave a message. Visit our website to Submit Public Comments.</i></p>	<p>Chair: Colleen Wallace</p>
<p>Consent Agenda (Action)</p> <p><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>1. Meeting Minutes – Approve:</p> <p>a. Meeting Minutes - October 19, 2023 Action Required</p> <p>b. Meeting Minutes – January 18, 2024 – No Quorum Action Required</p> <p>c. Meeting Minutes- April 18, 2024-No Quorum Action Required</p> <p>2. Reports – Acknowledge:</p> <p>a. CSBG 2024 Contract – Department of Community Services and Development Action Required</p> <p>b. Single Audit Report for the Year Ended June 30, 2023 Action Required For your records/ Reference Informational</p> <p>c. CAP Customer Satisfaction Survey Report- January 01,203-December 21,2023 and collection methodology</p>	<p>Chair: Colleen Wallace</p>

Meeting Topics and Items	
Commission	Chair Wallace
<ol style="list-style-type: none"> 1. Commission Elections and Vacancy Updates <ol style="list-style-type: none"> a. Roster Overview b. Welcome to New Commissioners <ol style="list-style-type: none"> i) Delia Zapien – Public Sector District 2 (1) Designated representative by Commissioner Leslie Altamirano ii) Roger Nunez - Public Sector District 4 iii) Cyndi Lemke - Low-income Sector District 5 2. Commission Community Involvement <ol style="list-style-type: none"> a. Blythe Food Pantry Update 	Maurice Playford
Executive	Karla Lopez del Rio
<ol style="list-style-type: none"> 1. National <ol style="list-style-type: none"> a. 2024 Annual Convention <i>Informational</i> 2. State <ol style="list-style-type: none"> a. 2024 Annual Conference “Sailing to Sixty!” <i>Informational</i> 3. Riverside County and CAP <ol style="list-style-type: none"> a. Strategic Planning Update <i>Action Required</i> b. HWS Executive Team and CAP Management Team <i>Informational</i> 	
Partnerships and Customer Service	Monica Santana
<ol style="list-style-type: none"> 1. CAP Quarterly Report <ol style="list-style-type: none"> a. CAP Riverside 3rd Quarterly Report: January 1, 2024-March 31, 2024 <i>Informational</i> 	
Fiscal	Brandon Trahan
<ol style="list-style-type: none"> 1. Budget <ol style="list-style-type: none"> a. FY 2024-2025 Proposed Budget Presentation <i>Informational</i> 2. Reports <ol style="list-style-type: none"> a. Grant Performance Report as of April 30, 2024 <i>Informational</i> 3. Informational <ol style="list-style-type: none"> a. Rethinking Financial Reporting <i>Informational</i> 	
Admin and Compliance	Lupe Camacho
Administration	
<ol style="list-style-type: none"> 1. CAC and Committees Yearly Meeting Schedules <ol style="list-style-type: none"> a. 2024 Commission Meeting Schedule <i>Informational</i> b. 2024 Executive Meeting Schedule <i>Informational</i> c. 2024 PE&F Committee Meeting Schedule <i>Informational</i> 	

Compliance for Commission

2. National/State - Community Action Partnership

a. Documents

- i) [Community Action Plan 2024-2025 Strategies](#) **Informational**
- ii) Results Oriented Management and Accountability (ROMA)

b. Reports

- i) [2023 Monitoring Site Visit-CSD](#) **Informational**

3. County/CAP Riverside

a. Documents

- i) [CAP Program Services](#) **Informational**
- ii) [Community Action Commission Bylaws 11-17-2022](#) –
(Printed Copies provided to Commissioners) **Informational**
- iii) [County of Riverside, California Board of Supervisor Policies](#)
Informational
- iv) [Comprehensive Risk Assessment](#) **Informational**

Compliance for Commissioners

4. Forms & Filing

a. Form 700 – Filing Reminder were Due on April 1, 2024.

- i) [Filing Official/Officers Duties Fact Sheet](#) **Informational**
- ii) [Annual Statement of Economic Interests Acknowledgement Form 700](#)

5. Trainings

a. Commissioner Onboarding and Ongoing Training (in development) **Informational**

b. Onboarding Training and Process

- i) [Better Impact Refresher - MyImpactPage.com - Password Reset - Log in Volunteer Hours](#) **Activity**
- ii) [Board Member Responsibilities Related to the Organizational Standards for Public CSBG Eligible Entities](#)
Informational
- iii) Mandatory [AB 1234 Local Ethics](#) Training **Informational**
(1) [Self-study materials](#)
- iv) [Robert's Rules of Order](#) **Informational**
- v) [The Brown Act](#) **Informational**

6. Elections – CAC Officers Term Expiration next October 2024 **Informational**

Commission Discussion Topics	CAP Team
<p>Topics</p> <ol style="list-style-type: none"> 1. Financial Wellness Network <i>Interactive</i> 2. Mapping Your District’s Healthy Places Index <i>Interactive</i> <ol style="list-style-type: none"> a. What is HPI? (Video – Dr. Leung– HPI website) b. What is the ranking? c. What Policy Recommendations – CAP Programming d. Observations of HPI and your community 	
<p>Adjourn.</p> <p>Scheduled Meeting’s</p> <ol style="list-style-type: none"> 1. <i>Executive Committee Meeting</i> Thursday, August 15th, 2024, Time: 5:30-6:30 p.m. 2. <i>PE&F Committee Meeting</i> Thursday, September 19th, 2024, Time 5:30-6:30 p.m. 3. <i>Commission Action Commission Meeting</i> Thursday October 17th, 2024, Time: 5:30-7:30 p.m. <p>Location: CAP Riverside, 2038 Iowa Ave., Suite B-101, Riverside</p>	<p>Chair Wallace</p>

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

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 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

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). 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, and/or by calling (951) 955-3217.