



**Community Action Partnership of  
Riverside County  
Commission Meeting Minutes  
Special Meeting  
November 13, 2025, | 5:30 PM – 7:30 PM  
2038 Iowa Ave., Suite B-102, Riverside, CA 92507  
Carson Conference Room**

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**Meeting ID: 238 651 067 877 55**  
**Passcode: 3Fb2xK7j**

This meeting will be conducted in-person and is consistent with Governor Newsom’s Assembly Bill 2449 preserving AB 361 and adding options for hybrid meetings: “Just cause” and “emergency circumstances”.

**Reasonable accommodation:** 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.

**Public comments may also be submitted in advance via:**  
 Email: [publiccomments@capriverside.org](mailto:publiccomments@capriverside.org)  
 Phone: (951) 955-3563 (voicemail)  
 Visit our website to [Submit Public Comments](#).

**Acting Chair: Alecia Brazell      Vice Chair: Vacant**

**1. Call to Order: Welcome & Introductions** **Alecia Brazell, Acting Chair**

**Time:** 5:30 PM


1.1. [Roll Call](#)

<b>Name, Sector and District</b>	<b>Roll Call</b>
<b>Low-Income Representatives</b>	
<i>Alecia Brazell, Primary Member, District 1 Representative</i>	<i>Present</i>
<i>Katie McClendon, Alternate Member, District 1 Representative</i>	<i>Absent</i>
<i>Mary Jackson, Primary Member, District 2 Representative</i>	<i>Absent</i>

<i>Doreen Soiberg, Alternate Member, District 2 Representative</i>	<i>Present at 5:33 pm</i>
<i>Lisa Castilone, Primary Member, District 3 Representative</i>	<i>Present</i>
<i>Marjorie McPike, Alternate Member, District 3 Representative</i>	<i>Present-Virtual</i>
<i>Laura Ortiz González, Primary Member, District 4 Representative</i>	<i>Present at 6:15 pm</i>
<i>Ariel Tolefree Bishop-Williams, Alternate Member District 4 Representative</i>	<i>Present</i>
<i>Eric Devezin, Primary Member, District 5 Representative</i>	<i>Present-Virtual</i>
<i>Vacant, Alternative Member, Hemet San Jacinto Chamber</i>	<i>Vacant</i>
<i>Colleen Wallace, Ex-Officio</i>	<i>Present</i>
<b>Public Representatives</b>	
<i>Jamie Azpeitia-Sachs, District 1, Public Representative</i>	<i>Present</i>
<i>Vacant, District 2, Public Representative</i>	<i>Vacant</i>
<i>Bridgette Moore, District 3 Public Representative</i>	<i>Absent</i>
<i>Greg Rodriguez, District 4, Public Representative</i>	<i>Present</i>
<i>Edgar Garcia, District 5, Public Representative</i>	<i>Present-Virtual</i>
<b>Private Representatives</b>	
<i>Melinda Opperman, District 1, Private Representative</i>	<i>Present</i>
<i>Vacant, District 2, Private Representative</i>	<i>Vacant</i>
<i>Jill Roberts, District 3, Private Representative</i>	<i>Present-Virtual</i>
<i>Olga Ariana Rodriguez, District 4, Private Representative</i>	<i>Absent</i>
<i>Yakuba Brown, District 5, Private Representative</i>	<i>Present</i>

 **Quorum Met:** Yes

#### 1.2. New Members

 Acting Chair provided an informational update on recent Commission membership changes. The Board of Supervisors approved several appointments on October 21, 2025, and was further advised that Dr. Alia Rodriguez and Cyndi Lemke submitted resignations effective October 30, 2025. This item was informational only; no action was taken.

## 2. Public Comments

**Alecia Brazell, Acting Chair**

- ✚ The Acting Chair opened the floor for public comment in accordance with The Brown Act. No public comments were received.

### 3. Old Business

#### 3.1. None

### 4. New Business

#### 4.1. Community Partner Spotlight

##### 4.1.1. [Introduction to GRID PowerPoint](#)

**Lisa Castilone & Victoria Pacheco**

- ✚ An introduction to GRID Alternatives was presented to the Commission for informational purposes. The Acting Chair opened the floor for questions. Victoria Pacheco and Lisa Castilone responded to and addressed all questions and concerns raised by the Commissioners.

##### 4.1.2. [GRID Alternatives Flyers](#)

- ✚ Flyers provided by GRID Alternatives have been distributed to the commission.

#### 4.2. Commission Participation

**Heidi Marshall, HWS Department Head**

##### 4.2.1. Recruitment Standards for New Executive Director

- ✚ Heidi Marshall reported that she reached a decision regarding the Acting Executive Director recruitment based on two primary criteria:
  1. Demonstrated commitment as a public servant.
  2. Demonstrated commitment to serving low-income communities.She offered the commission an opportunity to ask questions and provide feedback. Heidi Marshall announced Emma Perez-Singh as the new Acting Executive Director to the Commission.

#### 4.3. Propose Changes to [Bylaws](#)

**Emma Perez-Singh, Acting Executive Director**

- ✚ Proposed changes were presented to the Commission. The Commission will vote on these changes at the January meeting. The redlined documents will be distributed to the Commission in December to allow adequate time for review and feedback.

#### 4.4. CAP Commission Election of Officers

**Alecia Brazell, Acting Chair**

**Chair Nomination 1:** Colleen Wallace nominated Alecia Brazell for Chair. | **Second:** Lisa Castilone.

**Chair Nomination 2:** Greg Rodriguez nominated himself for Chair. | **Second:** Edgar Garcia.

- ✚ **Vote Outcome:** Greg Rodriguez – 6 votes | Alecia Brazell – 5 votes | **Vote Results:** Greg Rodriguez was elected Chair.

**Vice-Chair Nomination 1:** Colleen Wallace nominated Alecia Brazell for Vice-Chair. | **Second:** Greg Rodriguez.

**Vice-Chair Nomination 2:** Doreen Soiberg nominated Lisa Castilone for Vice-Chair. | **Second:** Edgar Garcia.

- ✚ **Vote Outcome:** Alecia Brazell – Withdrew | Lisa Castilone – All Ayes, No Oppose-Unanimous | **Vote Results:** Lisa Castilone was elected Vice-Chair.

- ✚ Acting Chair, Alecia Brazell, will continue as the Low-Income Representative.

#### 4.5. Acknowledgment of [2026 Commission Meeting Schedule](#)

- ✚ Commission reviewed and acknowledged the meeting schedules for Calendar Year 2026.

### 1. Consent Items

**Alecia Brazell, Acting Chair**

#### 1.1. [July 17th, 2025, CAC Meeting Minutes](#)

- ✚ Amend minutes to change Melinda Opperman’s Supervisorial District from District 2 to District 1.

✚ **Motion:** Jamie Azpeitia-Sachs | **Second:** Yakuba Brown | **Vote:** All Ayes, No Oppose, Abstention: Greg Rodriguez; Motion Carries

1.2. [October 16, 2025, CAC Meeting Minutes](#)

- ✚ Amend minutes to change Melinda Opperman’s Supervisorial District from District 2 to District 1.
- ✚ Amend minutes to correctly spell Jamie Azpeitia-Sachs.
  - ✚ **Motion:** *Edgar Gracia* | **Second:** *Yakuba Brown* | **Vote:** *All Ayes, No Oppose, Abstention: Greg Rodriguez; Motion Carries*

**Recommended Motion:** Approve the July 17<sup>th</sup>, 2025, and October 16<sup>th</sup>, 2025 CAC Meeting Minutes.

2. **Standing Items**

2.1. [Grant Performance Report as of September 25, 2025](#)

**Brandon Trahan, Fiscal Manager**

- ✚ Staff reported that, under the current amendment, a significant portion of CSBG programmatic funds are being reallocated to Weatherization support. This transfer is intended to ensure continued assistance in weatherizing homes to meet increased demand. The report was received and filed. No action was taken.

2.2. [CAP Riverside Quarter 1 Report](#)

**Monica Santana, Division Manager**

- ✚ In accordance with CSBG Standard 5.9, which requires the Commission to receive programmatic reports at each meeting, Item 2.0 was presented for review. Staff reported that, despite challenges and uncertainties, the team continues to work diligently to support the community and address ongoing needs. Staff presented the Quarter One report, covering July through September, which includes performance data for the main programs currently in operation. This update was informational only, and no action was required.

3. **Informational Items**

**Emma Perez-Singh, Acting Executive Director**

3.1. [2025 Desk Review Report](#)

- ✚ In accordance with CSBG Organizational Standards 8.3 and 8.4, the 2025 Desk Review was presented to the Commission for receipt and filing. The item was presented for informational purposes only.

3.2. [FY24 Single Audit Report](#)

3.2.1. [For your records/ Reference](#)

- ✚ In accordance with CSBG Organizational Standards 8.3 and 8.4, the County of Riverside Single Audit Report, which includes CAP-related information, was presented to the Commission for receipt and filing. The item was presented for informational purposes only.

4. **Announcements**

**Alecia Brazell, Acting Chair**

- ✚ Staff noted that if any individual or organization has a presentation they would like to give to the Commission, they may request to do so. Two presentations are limited to 10 minutes each.
- ✚ Commissioner Wallace shared that she is seeking funding support for certain organizations, including Community Action and another local organization.
- ✚ Information regarding programs is public and may be shared with the community. It is noted that materials should not imply formal partnerships or approvals that have not been granted, and that posting other available community resources on websites is common practice.


5. **Adjournment**

**Alecia Brazell, Acting Chair**

- ✚ **Time:** 7:18 PM


Upcoming Meeting:

- **Community Action Partnership Commission Meeting**  
Thursday, January 15<sup>th</sup>, 2025, from 5:30 pm – 7:30 pm

Signature:   
[alecia brazell \(Nov 18, 2025 22:08:56 PST\)](#)

Date: 11/18/2025

**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:

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**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)

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# 13NOV2025 CAC Meeting Minutes

Final Audit Report

2025-11-19

Created:	2025-11-18
By:	Jazmine Silva (JazSilva@capriverside.org)
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