



BOARD OF DIRECTORS

Wednesday, January 19, 2022, 5:00 PM to 7:30 PM

<https://us02web.zoom.us/j/613973795>, Meeting ID: 613 973 795

DRAFT AGENDA

5:00 1. CLOSED SESSION

5:40 2. Adjourn Closed Session

5:40 3. Call to Order/Establish Quorum

5:40 4. Agenda Review (5 min)

5:45 5. Announcements/Program Updates (5 min)

5:50 6. ***CONSENT AGENDA – Action Items** (5 min)

In approving the consent agenda, the Board is approving recommendations within each committee's minutes listed below.

6.1 OLD Draft Minutes of the June 17, 2020 Board of Directors Meeting*

6.2 OLD Draft Minutes of the November 18, 2020 Board of Directors Meeting*

6.3 OLD Draft Minutes of the February 17, 2021 Board of Directors Meeting*

6.4 Draft Minutes of the November 17, 2021 Board of Directors Meeting

6.4a **The board recognizes that they are receiving the funds and they will use the funds in the manner specified. Motion to approve the letter ____/Silvia. MSP**

6.5 Draft Minutes of the December 9, 2021 Governance Committee Meeting

6.5a **This year we are having difficulties getting a committee together, so since bylaws do not say either way whether an ad-hoc member can be there, CB would like to allow an ad-hoc community member (Lee Slaff) to be part of the Audit Committee, if needed as an ad-hoc member this year. Motion was moved by Silvia/Erich. MSP**

6.6 Draft Minutes of the January 13, 2022 Governance Committee Meeting

6.6a **Motion to support to all three letters moved by Erich/Sara, MSP.**

6.7 Draft Minutes of the December 9, 2021 Finance Committee Meeting

6.8 Draft Minutes of the January 13, 2022 Finance Committee Meeting

6.9 Draft Minutes of the January 12, 2022 Development Committee Meeting

6.10 **Approved Minutes of the April 8, 2021 Finance Committee Meeting, by unanimous vote of the Governance Committee.****

6.11 **Approved CACFP Application for funding, by unanimous vote of the Governance Committee.****

**These are old minutes, that were not approved by the BOD*

***Both of these votes were approved by the GC, by unanimous vote as authorized by the full BOD in March of 2020.*

5:55 7. **Receive comments from members of the public on “Items not on the Agenda”**
(5 min)

6:00 8. **BOD Chair Report – Jack Jacobson** (15 min)

6:15 9. CEO Report – Ray Cancino (25 min)

9.1 CACFP – Erika Rodriguez

9.2 Lift Line – Jesus Bojorquez

9.3 CDD Program Report – Lisa Hindman Holbert

9.4 CDD Spending Update

9.5 Elderday Project

9.6 Equity Wage Update

9.7 CB Holiday – Juneteenth

9.7a Motion to recommend to full board to make Juneteenth a CB Holiday. Move Sara/Erich, MSP.

6:40 10. Development Report–Jayme Ackemann/ Anna Vaage (20 min)

10.1 21/22 Semi-Annual Progress Report thru Dec 31st (Anna)

10.2 MOW Community Champions/Elderday Groundbreaking

10.3 CDD Name Change to EDD

7:00 11. Finance Committee Update – Doug Underhill (25 min)

7:25 12. Newspaper Articles

7:25 13. Items for Next Agenda (5 min)

7:30 14. Adjourn Regular Meeting

Next Meeting: *Wednesday February 16, 2022, 5 pm - 7:30 pm Meeting Location TBD – Zoom will be offered.*



BOARD OF DIRECTORS

Wednesday, June 17, 2020

5:00 PM to 7:30 PM

Zoom Meeting

DRAFT MINUTES

Members Present: Nicolette Lee, Michael Babich, Lee Slaff, Shannon Brady, Jack Jacobson, Amy McEntee, Katy King, Stephanie Connor-Kent, Steve McKay, Pam Fields, Sara Siegel.

Staff Present: Ray Cancino, Julie Gilbertson, Amy Hanley, Anna Vaage, Doug Underhill, Lisa Hindman Holbert, Seth McGibben, Kirk Ance, Lisa Berkowitz, Leslie Telles, Cathy Cavanaugh, Roxanne Moore, Lois Sones.

Notes: Tonje Switzer

5:00 1. CLOSED SESSION

5:30 2. Adjourn Closed Session

5:22 3. Call to Order/Establish Quorum

5:23 4. Agenda Review

Add BOD Chair Report as item d) under CEO Report

5:35 5. Announcements/Program Updates (5 min)

5:40 6. *CONSENT AGENDA – Action Items (5 min)

In approving the consent agenda, the Board is approving recommendations within each committee's minutes listed below.

6.1 Draft Minutes of the March 18, 2020 Board Meeting*

- Closed Session Notes Only

The following motions were passed unanimously by electronic vote and 100% participation of the Governance Committee:

- a) Motion to approve resolution affirming that for the 18/19 FY the CB 401K match was 1%.*
- b) Motion to approve resolution affirming that for the 19/20 FY the CB 401k match is 2%.*
- c) Motion to approve resolution #2020-03-01_TDA*

6.2 Draft Minutes of the April 9, 2020 Finance Committee Meeting *

- a) Jack/Lee moved to recommend that the Governance Committee approve to accept advance from the Central Coast Alliance for Health in the amount of \$256,000, to pay for services as approved by CMS and CDA. MSP.
- b) Lee/Jack moved to recommend that Governance Committee allow the CEO to work with CB's Broker to discern when to insert the funds into the endowment, considering the anticipation of a second market drop. MSP.

6.3 Draft Minutes of the April 9, 2020 Governance Committee Meeting

- Closed Session Notes Only

The following motions were passed unanimously by electronic vote and 100% participation of the Governance Committee:

- a) Motion to approve that Community Bridges take any and all action necessary to apply for any financial aid and/or other programs available to the agency, whether offered by the State of California and/or the Federal government including, without limitation, applying for loans or other financial assistance offered under the Coronavirus Aid, Relief and Economic Security Act ("CARES Act") for any and all purposes permitted thereunder, whether or not such loans are identified as forgivable under the CARES Act; and that authority is granted to the CEO of Community Bridges (or his designees) to take action necessary, including the filing of all documents and payment of fees reasonably necessary in connection with the foregoing actions.
- b) Motion to approve a \$2 Essential Worker differential for all CB employees that are currently working. The differential will be in effect starting with the current pay-period, and ending on 6/30/2020.

6.4 Draft Minutes of the May 13, Development Committee Meeting*

6.5 Draft Minutes of the May 14, Finance Committee Meeting*

6.6 Draft Minutes of the May 14, Governance Committee Meeting

- Closed Session Notes Only

6.7 Draft Minutes of the June 11, Finance Committee Meeting*

- a) Jack/Michael moved to recommend that Governance Committee approve the preliminary 20/21 FY budget as presented. MSP.

6.8 Draft Minutes of the June 11, Governance Committee Meeting

- Closed Session Notes Only

Michael/Amy moved to approve the Consent Agenda as presented. MSP.

5:45 7. Receive comments from members of the public on "Items not on the Agenda" (5 min)

5:50 8. CEO Report (20 min)

- a) **Action Item-** Approve 20/21 Development Plan*

Anna noted that the Plan is prepared in April in an effort to forecast next FY fundraising. Support from the public may come forward due to COVID however, other funding is likely to decrease. The plan identifies goals program by program broken down into program

fundraising activities, and shows two prior years of fundraising results. Covid-19 donations are separated out, as potential continuation of these donations is unknown. For now, COVID donations are making up shortfall, but there are also expenses related to COVID-19. There will be no Farm-to-Fork live auction this year, and for an event usually projecting \$15K in auction revenue, we are projecting \$8K for FY 20/21. There is an idea of donors ordering to-go meal boxes, and we are looking for the right partners for such a project. Sponsorships are more challenging to obtain as the event goes virtual, but the Fund-a-Need will be included. Anna noted she is meeting monthly with development staff at 15 other local organizations, as everyone are researching and learning how to pivot fundraising efforts re: COVID-19. Nicolette will be invited to join the Development Committee. There was a reminder that we can use some of the endowment gift as a match to promote the endowment. **Katy/Stephanie moved to approve the FY 20/21 Development Plan as presented. MSP.**

b) **Action Item** – *Approve 20/21 Preliminary Budget**

CFO noted many COVID-19 related factors remain unknown including state level budget amendments. The budget assumes 10% cut in CORE funding, no funding from Capitola and Scotts Valley and less Triple P funding. CB is operating within our means and the budget is a reflection of this. PPP loan will be used as back filler. The proposed elimination of CBAS programs (Elderday) in the CA budget seems to be averted, but the Governor can still veto individual line items until he signs it. The budget contains percentage change 19/20-20/21 by program. For Lift Line we are expecting a drop in TDA and Measure-D, as both are dependent on sales tax. This comes in addition to a loss of revenue due to loss of rides to Elderday. Combined we are looking at a projected \$550-\$600 K combined operational funding loss. ELD is facing a 26% loss in operating revenue. While we know there will be PPP dollars to backfill, we don't know how much exactly. Overall, we are requesting \$69K of prior year funds, resulting in a net -\$32K as some programs are still paying into the reserves. This is a request to approve the preliminary budget to be used starting July 1. A complete budget will be brought back to the full Board for approval as soon as funding allocations and the forgivable amounts of the PPP loan are known. **Michael/ Pam moved to approve the 20/21FY Preliminary Budget as presented. MSP.**

c) **Action Item** – *Approve Agency Board Resolution # 2020-06-02_LL Title VI**

Michael/Lee moved to approve Agency Board Resolution # 2020-06-02_LL Title VI. MSP.

d) *BOD Chair report – Shannon Brady*

BOD Chair thanked staff and leadership for their response to the unprecedented challenges presented by the pandemic and current racial tensions, and called staff members that are meeting with clients during shelter in place order heroic. BOD will draft a formal letter to

express gratitude. The Board Chair also thanked the Board for the continued volunteer work and advocacy.

5:59 9. Development Report– Anna Vaage / Amy Hanley

9.1 Development Progress Report for May 2020 – Anna Vaage

The report includes what we have received so far excluding COVID-19 grants and donations. We saw an increase from last year, and are close to ~~pass~~ \$1MM in donations this year. We saw \$1.5MM in grants this year including \$200K in COVID-19 relief. The largest change is the general influx of public support coming forward through COVID, MOW mailers, and increased ongoing outreach through press and social media. Responses to the annual report will appear on the next report.

9.2 Alternative Farm to Fork Event – Amy Hanley

Farm to Fork to go with an online auction through a special platform between 9/19 and 9/26 with 10-12 auction packages. We will use various forms of communication to publicize the event. There will be a Fund-to-Need for program specific donations. We are looking for sponsors and are building strategies for doing so. We are looking for Board members to sponsor a live auction package with a \$1,000 value across the Board. Please bring any items or ideas forward to the Development committee. BOD chair suggested the committee build a package that the Board can support.

6:08 10. Finance Committee Update – Doug Underhill

10.1 Financial Report from the June 11, 2020 Finance Committee Meeting

The report covers through the end of April. The actuals are coming in close to the projected BOD approved FY 19/20 budget. We are seeing a projected program loss of \$230K that includes a BOD approved \$152K reserve usage for the MCR project and a \$200K payment on the 545 Ohlone property. COVID-19 related expenses are all applied to Admin at this time and will be balanced out to programs eventually, as well as forgivable portions of the PPP loan will be distributed to various programs. The expected net operational gain for programs for FY 19/20 is between \$100K and \$200K. The agency net gain is significantly higher. MOW donations are very high. The PPP is showing as liability until the forgivable amounts are realized.

6:14 11. Breakout Discussion Group

Divide BOD and staff into three groups for 30 minutes. Use the last 20 minutes for full group discussion. Intro: Agency Advocacy – roles, responsibilities and opportunities – Ray Cancino

CEO presented a brief introduction to the three discussion topics noting the importance of combining BOD input with staff and client impact. Financial stewardship must be balanced with the recognition of systemic issues. What impact do we create through speaking up or through staying silent? These discussions are part of the work towards achieving a consolidated agency voice. Learning about systemic inequality and own privilege is part of this work, and CEO showed two videos that exemplifies white privilege in the United States. Being

part of the Board or leadership is in itself a privilege. Two of the discussion groups are concerning divestments, one the movement to divest in the police, and the other one about responding to actual local jurisdictional divestment in social services. How do we respond to these issues as an agency? Lastly, one group will discuss a forum for local candidates running for office to guide the conversation leading into the elections.

Report from discussion groups:

a) Agency Policy Discussion– Black Lives Matter, Take back the block, Divestment movement (Defund the Police)

There was consensus that a BOD statement support BLM by highlighting CB work i.e. divest from the police and reinvest in professionals to address situations where police response is unwarranted.

b) Non Profit Forum for November 2020 Election - Local Candidates for Office

Ideally, the forum will be hosted jointly with other nonprofits. Candidates will be asked to what degree they support the funding of social services, wage equity for nonprofit workers, and whether they commit to visit CB programs. Post-election we must hold candidates accountable. The date and time of the event is very important, as the Democratic Women's club event is always first.

c) Jurisdictional Funding Response- BOD Letter, Actions and Strategy

There was direction to avoid sharp aggressive stabbing, and to rather engage emotionally with a connection to CB programs, clients and services. Lee will do the first rewording and Lisa and Amy will seek participant stories.

d) Full group discussion

All discussions to be continued. We will provide the learning links shared in the chat, and follow up with Advocacy Committee. Next BOD meeting is in September, and another one will be scheduled before that if needed.

7:25 12. Newspaper Articles

7:25 13. Items for Next Agenda

7:25 14. Adjourn Regular Meeting

Next Meeting:

Wednesday 9/16/2020, 5PM to 7:30PM,

Zoom Meeting



BOARD OF DIRECTORS

Wednesday, November 18, 2020

5:00 PM to 7:30 PM

Zoom Meeting

DRAFT NOTES

Pending Approval September 2021 BOD Meeting

Members: Nicolette Lee, Silvia Morales, Michael Babich, Lee Slaff, Brenda Griffin, Pam Fields, Sara Siegel, Stephanie Connor Kent, Steve McKay, Katy King, Jack Jacobson.

Staff Present: Ray Cancino, Amy Hanley, Cathay Cavanaugh, Doug Underhill, Julie Gilbertson, Lisa Hindman Holbert, Lois Sones, Tyler Smith, Lisa Berkowitz, Roxanne Moore, Seth McGibben, Anna Vaage, Leslie Telles.

Notes: Tonje Wold-Switzer

5:00 1. CLOSED SESSION

5:45 2. Adjourn Closed Session

Notes moved from closed session:

There are two COVID vaccines on the brink of emergency use authorization from the FDA, both with efficacy rates up to 95%. Vaccines often do not work quite as well in the elderly, but we have not yet seen data on efficacy across age groups. Vaccines will start arriving in December, and rollout will be restrictive at the beginning with the first vaccines going to healthcare workers and seniors living in congregate living. The second tier is other frontline workers. The Pfizer vaccine has two doses, three weeks apart. Widespread availability of the vaccine is expected by the end of 2021.

5:45 3. Call to Order. Quorum Established.

5:46 4. Agenda Review

Add Giving Tuesday and Stakeholder Survey follow up to the Development Report.

5:47 5. Announcements/Program Updates

Introductions of HR Director Tyler Smith. Staff appreciation Holiday Party is virtual this year, and the Board is invited to attend.

5:52 6. *CONSENT AGENDA – Action Items

In approving the consent agenda, the Board is approving recommendations within each committee's minutes listed below.

6.2 Draft Minutes of the September 10, 2020 Governance Committee Meeting*

6.3 Draft Minutes of the September 18, 2020 Board Meeting*

a) Jack/Michael moved to accept the updated 20/21 FY Budget. MSP.

6.5 Draft Minutes of the October 8, 2020 Governance Committee Meeting*

6.6 Draft Minutes of the October 14, 2020 Development Committee Meeting*

a) Michael/Lee moved to recommend that the Board continue to discuss acceptance of donations from legal cannabis entities with consideration of the industry's effects on youth and people of color, along with the possible negative perception from any sector of the community. MSP.

6.7 Draft Minutes of the November 11, 2020 Development Committee Meeting*

6.8 Draft Minutes of the November 12, 2020 Finance Committee Meeting*

6.9 Draft Minutes of the November 12, 2020 Governance Committee Meeting*

a) Sara/Jack moved to approve utilization of agency funds for the purchase of Ecolane scheduling software for Lift Line. MSP.

Jack/Michael moved to approve the consent agenda as presented. MSP.

6:15 7. Receive comments from members of the public on "Items not on the Agenda"

None

5: 53 8. BOD Chair Report

8.1 BOD Member Program Liaison – Discussion

In the past, each board member would visit a program and talk to the program director to become the board member expert on that program. That way, board members can easier be aware of the impacts of decisions on that particular program. This is also relevant when board members are asked to advocate on behalf of a specific program. In the past, board members gave a short presentation to the board after visiting "their" program and this can be very helpful for members in getting to know Community Bridges better. Board members expressed support for the liaison program, and it was noted how valuable the connection also had seemed for staff. Tonje will send out a form for members to self-select a program.

8.2 Committee Updates

Finance and Development reports are already on the agenda, but regular report backs from Governance and Advocacy would encourage more activity and engagement, and increase communication amongst board members about relevant issues. Currently there is need for support in Personnel and Development Committees, and the Advocacy Committee is needing a Chair. Board Chair noted that considering how boards and committees are generally supposed to run, board members must ensure we are doing our homework to allow CEO to spend time on other important items.

a) Governance – Sara

The committee approved purchase of a new scheduling system for Lift Line that will allow for more efficient scheduling and possibly the expansion into ride-sharing opportunities.

b) Advocacy

Given the current political climate, there is a need to fill the chair position. The chair leads the meeting, reports to the Board and creates the agenda which can be a collaborative effort between the Chair and staff, since staff is up to date on advocacy that affect participants, staff, and/or operations. Board members can also request to add agenda items. There are a few staff representatives on that committee, to represent the program/agency perspective. Silvia is interested in chairing or co-chairing, and Sara and Steve will remain on as members.

6:06 9. CEO Report – Ray Cancino

9.1 Health Benefit Renewal - Update

Our healthcare renewal rates came back better than anticipated this year, allowing us to double the life insurance benefit, reduce the copays, reduce the annual out of pocket by half, and reduce the contribution of dependent care by close to 25%. We looked at Kaiser and other providers, but ended up staying with Sutter+. This year's decision was based on both cost and on access of care. To further include staff in these decisions, we will add a question on this year's employee survey about staff's likelihood of wanting to have Kaiser or another different plan.

9.2 COVID and CZU – Update

CB is involved in outreach and communications for both debris flow and COVID. The agency received funds from Pajaro Valley Health Trust to create Spanish and English language PSAs about healthy holidays. For debris flow, we are setting up an emergency response plan and we are distributing 200 emergency radios to residents in the debris flow area to ensure they can receive emergency alerts if the power goes out. We are preparing contingency plans for staff and programs that may be impacted by a Highway 9 closure and Lift Line is preparing to take alternate routes if necessary. We will proactively send out text messages to ask that people sign up for Code Red Alerts. The County will have a primary line to call in the event of a mudslide and the pertinent information will be posted on their website. The CB website will be updated with that same information and links to the County website. Lift Line is prepared to assist with transportation, but debris flow is a sudden event and response time will be slower if it occurs outside normal operating hours. Mountain Community Resources is doing prevention work by providing sandbags, education, and emergency preparedness information. If there is significant rain in the forecast certain "blue zones" may be preemptively evacuated. The County has been upfront about their limited resources for this response, and is planning on warming centers that will be limited to those that have been directly impacted and has nowhere else to go.

9.3 Cannabis Funded Donations – Discussion

A separate document was included to review the identified pros and cons and a summary of why this came forward. A cannabis dispensary approached Community Bridges as a potential program they would donate \$10K annually to in perpetuity, resulting in a discussion about whether or not CB should accept. To add to the complexity, CB was approached while the company was applying to the Planning Commission for a permit. Governance Committee requested more information about who is impacted, who stands to benefit, and more broadly; how does CB make decisions about accepting dollars from entities that possibly have an impact on the communities we serve? Cannabis legalization and acceptance of cannabis dollars is widespread and is likely to continue as part of the general norm, while it is also recognized that cannabis can cause harm. This discussion is meant to create a framework for future decision making that includes looking at the source of funding and who has been left out or been marginalized, and then make a commitment to mitigate some of those issues as part of accepting the dollars. As an agency that serves a community it is important to ensure that the community is not inadvertently impacted negatively by the actions of a donor. Ideally, this should not be a board exercise every single time, but rather there should be guidelines in place that can inform future decisions. The existing gift acceptance policy will be sent out to see how this issue measures up to the metrics that are already in place. Please let staff know if more information is needed to move forward towards a decision. Exploring specific threshold amounts for acceptance without Board approval of donations that seem controversial was suggested. This item will be added to next BOD agenda.

6:55 10. Development Report– Anna Vaage / Amy Hanley (15 min)

10.1 Progress Report for October 2020

This year we were unable to replicate two in-person fundraiser events from prior years, resulting in a net \$25K drop. Last year included \$48K in gross event revenues, of which almost half has been recovered through growth of other fundraising channels such as monthly giving, workplace giving, online outreach, and fire recovery appeal. Adding in all donations received to date, including COVID and fire relief funds, the gap was reduced by an additional \$13K. We are heading into year-end holiday fundraising with Meals on Wheel’s annual end of the year appeal, and Giving Tuesday which starts on December 1 runs through the 31st.

10.2 Board Giving Goals & Activities

The giving goal for the board is a combined \$20K per year, and a suggested goal of \$1,000 per board member per year. This is made up by personal contributions, fundraising, solicitations from the community, participation in our activities, attendance at events, and solicitation of sponsorships and gifts from within your networks. Currently, we are looking for sponsors of the Community Bridges’ annual wall calendar that goes out as a year-end holiday fundraising appeal. Each Board member has received their personalized giving details by email. Participating in and inviting friends and contacts to join fundraising events is an important part of meeting the \$20K goal. Other ways to support include serving on the development

committee or inviting someone you know to attend meetings, sign up to call donors, write thank you cards to donors, follow us and share on social media. Being an ambassador for Community Bridges within your community is an important part of the Board role and over time, this cultivation contributes to our donor base. There is a form for board members to inform us of particular areas of interest so that we can give support and more information as needed. Please return the form by the end of the year. The development committee recommend that we share this with members twice per year and the next follow up will be towards the end of the fiscal year.

10.3 Committee Chair & Membership

We are looking for a Board member to Chair the development committee. This includes being involved in the planning and facilitation of the committee meetings, help identify what topics needs covered, and report to the board about development activities and relevant items that were discussed in the meetings. The chair will also contribute skills and experience to help build fundraising activities. Currently we are looking at new and different ways of fundraising, and new ideas are very welcome. The goal is to have a committee that is made up of board, staff and community members, and currently there are no community members and we are looking to recruit. Please reach out to Anna or Amy with interest and/or questions.

10.4 Giving Tuesday

Giving Tuesday is an annual worldwide day of giving on the Tuesday after Thanksgiving, and we have a Giving Tuesday campaign that will support all ten Community Bridges programs. On this day we do a significant amount of outreach via social media, email, and peer-to-peer fundraising, and we are trying to engage as many ambassadors as possible. This year's fundraising goal is \$6700, and we request that all Board members pick one of the three following ways to support Community Bridges this Giving Tuesday:

- Facebook has a lot of activity on Giving Tuesday, and you can create a fundraiser from your own Facebook page that supports Community Bridges.
- Share our Giving Tuesday posts in your networks through Facebook, Twitter and Instagram.
- Send a quick email or a text to a friend to let them know Giving Tuesday is coming up, and ask them to support Community Bridges.

10.5 Stakeholder Survey – Follow Up

This is a follow up on the communications responses to the stakeholder survey that was sent out in July 2020 to elected officials, city managers, people that we engage with on a business level, and our top 10 donors. The first question was, 'has Community Bridges improved their communication to our community about the services they provide'. We see more of a neutral response with a slight decline in those that strongly agree that we are improving our communications. The shift may signal that people are not receiving our communications through the channels we are using, or they may not recognize them as

important. This is an opportunity to explore new channels and to make communications more targeted. Due to the COVID crisis, there was also much competing information at the time of conducting the survey. To the open-ended questions ‘what can Community Bridges’ do to enhance and improve services’, a few responses noted creating more visibility of CB services to attract funding during moments of crisis, more visibility in the community and increased outreach. Since then we have built a standalone web page that has specific COVID information, resources for the public, and information on what solutions our programs brought to the crisis. We have issued a significant number of press releases related to COVID and the CZU fire, and we saw an overall 59% increase in our media coverage in newspaper and TV. We have also increased the number of emails sent. This year, to increase outreach we are conducting a direct mail campaign with potential new donors. Another response to that same question stated that CB could have a stronger presence on social media, and we are contracting out for additional social media support. We started an Instagram account in 2019, which is just getting up to speed, and we have added social media engagement in our goals.

7:32 11. Finance Committee Update – Doug Underhill

11.1 Financial Report from the November 12, 2020 Finance Committee Meeting

The current report is ending September 30 2020. Last board meeting, we approve the amended budget, which is shown in column C. WIC just ended their federal fiscal year, and spent out most of their contract seeing a slight gain. CDD received notice that the Department of Education will reimburse on either the maximum of allowable expenses or the full contract independent of child attendance. CDD is showing a net gain after the first quarter. Elderday is in a positive situation, and the program will receive an additional \$7.65 cents per daily attendance through December 31, 2021. Meals on Wheels saw a slight drop from last month, but has received an additional \$85K not in the budget from the city of Watsonville. We also expect additional CARES Act dollars to come from Area Agency on Aging (AAA). LiftLine saw very little change. The FRCs are in excess of their approved budgets, with much fire relief funding to MCR and additional COVID dollars for FRC overall. Some is for direct aid, some for operations. We are projecting a \$545K gain through the end of the year. We are also seeing a gain in our investment activity. A sizable \$94K endowment will be showing in the next report. We are in a strong cash flow position through the end of the calendar year.

7:37 12. Newspaper Articles

7:37 13. Items for Next Agenda

7:37 14. Adjourn Regular Meeting

Next Meeting:

Wednesday January 2020, 2020, by Zoom



BOARD OF DIRECTORS
Wednesday, February 17, 2021,
5:00 PM to 7:30 PM

<https://us02web.zoom.us/j/613973795>,

Meeting ID: 613 973 795

DRAFT MINUTES

Members Present: Michael Babich, Brenda Griffin, Nicolette Lee, Silvia Morales, Jack Jacobson, Lee Slaff, Steve McKay, Sara Siegel, Stephanie Connor Kent, Amy McEntee

Staff Present: Ray Cancino, Tyler Smith, Doug Underhill, Lois Sones, Seth McGibben, Lois Sones, Amy Hanley, Lisa Hindman Hilbert, Kirk Ance, Cathy Cavanaugh, Anna Vaage.

Notes: Tonje Wold-Switzer

5:00 1. CLOSED SESSION

5:45 2. Adjourn Closed Session

5:45 3. Call to Order/Establish Quorum

5:45 4. Agenda Review

Move the Development Committee Report under the Chair Report.

5:46 5. Announcements/Program Updates

All Elderday staff and around 70% of participants have received the first dose of the COVID-19 vaccination. A professional photographer will take headshots of Board members for the website on either 3/1 or 3/2 at the Lift Line HQ at Ohlone Parkway. Staff are welcome to attend as well. Around 78% of Child Development Division (CDD) teachers have received their first dose so far. CFO thanked the Audit committee for meeting on a Sunday. WIC Program Director, Cathy Cavanaugh, is planning to retire soon and CEO thanked her for the many years of service to CB, families and the community. CEO thanked Board members Amy and Stephanie for the many ways they have helped the agency with their expertise during the pandemic. The California Department of Education audit of the Child and Adult Food Care Program was completed yesterday. Lift Line is providing transportation for seniors' vaccination appointments. The application process is waived so that anyone 60+ can schedule the ride to the vaccination site. Staff are covering as much after hours and weekends rides as possible. But I just want to mention that. On 1/27, the agency closed down to enable all staff to attend a staff training focused on anti-racism and Diversity, Equity and Inclusion (DEI) in the workplace. The trainings were offered to all staff in both Spanish and English and closing the centers highlighted how important this issue is in our community and agency. Tonje will share the PowerPoint from the training and recordings as soon as they become available.

6:00 6. *CONSENT AGENDA – Action Items

In approving the consent agenda, the Board is approving recommendations within each committee's minutes listed below.

6.1 Draft Minutes of the January 20, 2021 Board Meeting*

Jack/Lee moved to approve the consent agenda as presented. MSP.

6.2 Draft Minutes of the February 10, 2021 Development Committee Meeting*

6.3 Draft Minutes of the February 11, 2021 Finance Committee Meeting*

6.4 Draft Minutes of the February 11, 2021 Governance Committee Meeting*

***Stephanie/Sara moved to approve the Consent Agenda as presented. MSP.**

6:05 7. Receive comments from members of the public on “Items not on the Agenda”

None

6:10 8. BOD Chair Report – Nicolette Lee

8.1 Committee Reports

a) Advocacy Committee Report – Silvia Morales

Silvia was voted unanimously in as the committee chair. The diversity and inclusion subcommittee group will be couched in the advocacy committee to create a space for those discussions until we can grow our board or otherwise decide how to inclusion that committee. The committee went through the process of writing a letter of concern to the city and county concerning the clearing of the homeless encampments, focusing in in on the impact on the senior homeless population that CB serve primarily through Meals on Wheels, and notes the need for a long-term solution and that CB is partners in this work. There was a request to help identify the best way to make recommendations to the board, from an advocacy and equity perspective.

b) Development Committee Report – Michael Babich

Upcoming events the 2/23 multilingual COVID-19 Vaccinations community forum held in Spanish, English, Mixteco, and Trique to allieveate barriers for our Latinx and indigenous community members in accessing vaccine information. COVID infections in our community are 54% Latino while vaccinations given to that same population is only 11.5%. The next event is Meals on Wheels Community Champions Week on March 22-26 with opportunities to ride along on seniors' meal deliveries to raise awareness of the power of MOW's work. Local state and federal officials, local celebrity and prominent figures, and board members are invited to ride along. Lastly, there is the Mountain Community Resources (MCR) phone-a-thon, which this year will include only the mail appeal due to COVID-19. Board members made phone calls to thank donors with mixed results, and the committee agreed that donors should be thanked while continuing discussion about the best ways to do so. The CB calendar mailing did go out later than usual due to COVID, which may have contributed to a decrease in revenue. Board members can support the Development Committee by sharing information about the upcoming events in their networks in particular on social media

c) Board Retreat

The structure of the retreat will be 9am-11am morning session, 11am-12pm lunch, 12pm-2pm afternoon session. Tonje will send out a Doodle for weekends in April, excluding Easter weekend.

6:24 9. CEO Report – Ray Cancino

9.1 Vaccination Call Center

Due to the fragmented scheduling system that present both language and digital divide issues, the overwhelming feedback from senior providers was that seniors needed support in scheduling their vaccines. As our most vulnerable communities are impacted and have least access it is pushing us find equitable ways provide top vaccination priority. The CB Helpline is triaging based on age, zip codes, and comorbidities. This project has allowed us to develop relationships with the and the Department of Public Health who are providing us with links to allocate vaccinations to those most vulnerable and disconnected at the County Fairgrounds, Safeway and Rite Aid. We ask seniors if they need transportation and connect them with Lift Line if they do. The Helpline was advertised through local newspapers, local radio and TV, and we received 200 calls in the span of the first three days. Ninety percent of COVID-19 deaths in the county are people 65 or older and 100% of deaths for people under 65 are from the Latinx community, which is linked to social determinants of health. Steve noted that 40% of the renters from Watsonville interviewed in the *No Place Like Home* project lived in overcrowded conditions, which is double that of the City of Santa Cruz. As an agency working in public health spaces, we must continue to be conscious about targeting those most impacted so that we do not perpetuate existing social inequities.

9.2 Strategic Plan Update – Wage Equity – Tyler Smith

CEO recognized that Tyler who is now the CB Chief Collaboration Officer passed his CHRM exam. Tyler noted the HR department has a significant role to play in the agency anti-racism work part including as it relates to compensation and wage equity, and invited Silvia let HR know how to best partner with the Board's work around these topics. Tyler shared about his background before coming to CB. While working at the Genomics Institute with UC Santa Cruz, Tyler researched and pulled together employee data on backgrounds, education experience so that they could pull the data for people in similar classifications, with similar zip codes, similar jobs that required similar levels of experience and education. Analyzing the data they were able to make equitable hiring decisions. The compensation structure of Community Bridges from an agency standpoint is part of the last strategic planning process with one of the emerging goals being revision of agency's compensation structure. Reasons for doing so includes achieving external equity with the market and alignment with CB's own values in terms of internal pay equity. Due to the diversity of the CB programs and funding fluctuations over time, there is the risk of disparities across programs. While understanding that the budgets will always be a factor, ensuring that we have internal equity across programs and jobs is an important part of this work, and will be build into how we manage compensation. Another key goal is to simplify the compensation structure both as a benefit for operations, but also so that staff can understand how and why compensation is set at the level that it. Overall. We want to focus salary growth opportunities around professional advancement, such as established certification levels and education attainment, while creating opportunities for additional continuing education for staff to advance their careers. When looking at overall compensation we also take benefits, 401K match, and PTO days into

consideration. The HR department developed a comprehensive salary survey, but due to the limited number of organizations with similar jobs in our community, there was not enough data. As a result, we utilized an alternative survey methodology that admittedly is yielding less comprehensive information about total compensation but significantly more data in terms of market pay rates. We now have actually comparable data for all the jobs in the agency from online job boards. These are relevant jobs that are comparable to the work being done at Community Bridges. There was one salary survey that could be purchased at a reasonable price containing relevant data as many do not provide accurate data for nonprofit work because there is a small market for this type of data due to the cost. The data from this survey being used gives us some information, good information for some positions, but leaves gaps for others. We're also using data from different local organizations which was collected with data that the California WIC Association

We are currently in the analysis stage where we are removing jobs that are less relevant, identifying the job most relevant. At the end, the result we'll have is three comparable jobs for each position at Community Bridges that, accurately reflect the duties in the in the job at Community Bridges and that reflect the market high low and midpoint for that position. We'll start by looking for clusters of jobs. One of the goals is to simplify the salary structure, right now our salary structure has, three different salary scales with 26 grades on one. Then we'll take current employee pay rates and compare to the midpoint, which will help us identify what the where the gaps are. There will be work with the management team and the unions to, to take this data and the analysis, to revise our compensation structure. The first goal is going to be identify where the gap is the most significant between where we are, and where the market is to address this quickly. We will work with the finance team, and all managers for all of our positions across the agency to try work toward that midpoint. Part of the compensation strategy and structure conversation is going to be can we? Are we going for the midpoint? Do we have enough of a competitive advantage? Where do we want to be relative to the market? As an organization there will need to be continued conversation about where we want to be in relation to the market and this way have an understanding of if we want to be an organization for entry level individuals. Once the data has been fully analyzed we will need to analyze all of our personnel records to identify education and experience. We can then look at equity issues in similar jobs and identify if we have pay equity issues. If an assumption is we do and it's just a matter of where and how do we address it. Union negotiations begin early March, and will be a several month project

The issue that using comparative data for positions that are low across the market such as child care would not make an improvement in wage equity. This is when the values of Community Bridges and being leaders in setting the standard for wage equity will need to remain a central part of the discussion throughout this process. There will need to be conversation surrounding the disproportionate cost of living in Santa Cruz County. The need

for discussing how to ensure decisions are not based in structural racism must remain at the forefront of the discussion in how we can be leaders into pushing the discussion on equity which having finite dollars to operate with.

This will all be part of the negotiation and our staff, program, directors, managers, fiscal all need to be in alignment to have the best outcome. The next step is how is going to be to work out a process of internal and an external stakeholder feedback, which includes the unions. Moving forward an important part the professional advancement, and making sure that that is equitable, which will be an important role for HR. A mentorship program is currently being discussed as an option and this will remain an ongoing conversation. It will be important to ensure Community Bridges is assisting staff to advance their careers. A management training has been purchased for individuals that aren't in management as a first step those types of opportunities will continue. A policy must be established to ensure the longevity of this initiative within the agency. Something to consider would be putting a 1% of our total budget towards professional development to be accessed by program directors through HR.

7:09 10. Development Report– Anna Vaage / Amy Hanley

10.1 Progress Report for January 2020

In January of 2021, three times of what was received in January of last year was raised. This is a continuation of the increases seen all year. Increases are by 46% at 59% of the fiscal year, we have received donations from 325 donors in January compared to 200 gifts in January last year. And the average donation increased from 120 to 220. The communications team and programs have been doing excellent work with communication strategy media recognition has been relevant with communications out about responding to vaccine disparities. We currently have 1800 donors that we will steward through the coming two or three year life cycle. We will be receiving training on diversity in fundraising, to connect with supporters in many languages to grow our skills in ensuring to diversify our communications.

7:15 11. Finance Committee Update – Doug Underhill

a) Financial Report from the January 10, 2020 Finance Committee Meeting

The agency audit that we successfully completed, we had to have it turned into the California Department of Education on the 15th of June. Our assets liabilities equal equity, or in our case, we call it net assets. Our total assets grew to \$14.4 MM our liabilities grew to \$8.3MM. And our total net assets grew to just over \$6MM. We began the year with \$3.8 MM in net assets, the year before that, we had \$2.7MM. In two fiscal years, we've doubled our net assets. A significant amount of this is due to grant funded assets and properties, it also has to do with growing our cash. Our income statement shows that we had total support and revenue of \$17 .6 MM. The year prior, \$15.5MM, an increase of \$2.1 MM in the year of the COVID-19 pandemic. We utilized \$725K of PPP funding for salaries, which when we applied, we had a lot of risks that we were exposed to. We had no idea that growth would be so significant. This increase has been due to our local community increasing funding. This includes the Community Foundation, individual donors trying to fill gaps where needed be to assist the community.

We are one of few nonprofits that just forged forward and provided every service we could possibly provide, while others were on pause. This helped us accumulate more of those dollars, total program expenses were \$13.7MM were \$13.0MM. This demonstrates we continued to provide these services and increased program expenditures by \$700K. Overall expenditures were \$16.2MM compared to \$15.2MM the year prior. We're showing a \$1.5MM program gain and the \$2.3MM net asset gain which we achieved while increasing our expenditures on both the program level and the agency level by a million dollars over the year prior. An important aspect to note will be changes to the accounting rules on revenue recognition, when you receive money in June for example, but it's for July 1 through the next June 30 the revenue must be shown. Of the \$1.5MM gain this is a revenue that we had to show that's really being used this year \$725K was as a result of the PPP loan. However, when you take all of those amounts out if we didn't have the PPP loan, we would have still shown a program gain of \$350K. The net asset gain, and then the increase in grant funded assets, there were a large number of lift line vehicles that were funded through Federal Transportation Act funding, and through some electric vehicle projects. Strong financial performance is evident for the agency in this fiscal year.

b) Audit

The audit in terms of our controls for financial controls, and our expenditures of funding showed no instances of noncompliance, no significant deficiencies,, for another year we are considered a low risk agency. This is instrumental in terms of achieving funding. The audit was successful overall while being achieved completely remotely which showed great work from the fiscal team. As we enter the new fiscal year projections are positive and there will be attention to red flags which have to do with funding allocations and future grant revenues the reality being our indirect Cognizant rate are our individual rate of how administration gets paid for is dated. Partly due to this being done every four years when we're really getting to the end of that life cycle where the costs have been growing a faster than our growth in our program revenues. Various programs are still paying the same amount, even though we've seen increasing costs and administration costs as a result. This may lead to issues as congregate dining and congregate services might not come at the end of the year which will affect revenues.

Upcoming is planning next year's fiscal budget, and having conversations with all the program directors and managers about allocation of resources and conversations which results in understanding how this affects the agency overall. Conversation about how to carry for dollars across the agency for various not only projects and likely to carry admin will be taking place. The topic of using reserves for an eviction defense lawyer which was discussed previously and other specialty projects. We hope that those projects can be fundraised down the line. What will help to offset two things will be increasing the expenses, to increase admin revenue to avoid cutting hours while helping us meet the demand in our community, and putting the resources back into the community as much as possible. It is important to note we don't expect to have, you know, gains like this every year as it is in part due to the PPP loan along with the foundations and the community supporting the agency in ensuring the ability to continue to operate and provide these necessary services. Personnel expenses increased from the prior year by 4%, which is in line with our 3.5% step increase. We did have

furloughs and staff which were out of work for a little while, and some chose to be self-furloughed because of medical conditions. This was counterbalanced with providing essential worker pay in which we increased the rate of everyone's pay by an even dollars. If you were making \$18, you went to \$20. This went on for five months. As it wouldn't have made fiscal sense to try to create expenses just to spend it down. As we move into creating budgets for next year, we're going to have more of a cushion to not have to cut the much needed services.

7:27 12. Program Reports

None

12.1 Mountain Community Resources

12.2 La Manzana Community Resources

12.3 Nueva Vista Community Resources

7:27 13. Newspaper Articles

7:28 14. Items for Next Agenda

7:28 15. Adjourn Regular Meeting

Next Meeting:

Wednesday March 17, 2021

5 pm - 7:30 pm

by Zoom



BOARD OF DIRECTORS

Wednesday, November 17, 2021, 5:00 PM to 7:30 PM

<https://us02web.zoom.us/j/613973795>, Meeting ID: 613 973 795

Present: Doug Underhill, Ray Cancino, Tyler Smith, Brenda Griffin, Jack Jacobson. Sara Siegel, Anna Vaage, Dana Wagner, Erich Friedrich, Jayme Ackemann, Jesus Bojorquez, Lee Slaff, Lisa Berkowitz, Lisa Hindman Holbert, Lois Sones, Michael Babich, Seth McGibben, Silvia Morales, Stephanie Connor Kent, Steven McKay, Pamela Nell, Mayra Melendrez

Minutes: Mary Mackenzie, Chantal Guerra

DRAFT AGENDA

5:00 1. CLOSED SESSION

5:56 2. Adjourn Closed Session

5:56 3. Call to Order/Establish Quorum

5:56 4. Agenda Review

5:56 5. Announcements/Program Updates

5:56 6. *CONSENT AGENDA – Action Items

In approving the consent agenda, the Board is approving recommendations within each committee's minutes listed below.

*6.1 Draft Minutes of the September 29, 2021 Board Meeting**

6.2 Draft Minutes of the November 11, 2021 Governance Committee Meeting

6.3 Draft Minutes of the November 11, 2021 Finance Committee Meeting

Motion to approve consent agreement. Motion moved by Erich/Sara MSP.

5:56 7. Receive comments from members of the public on “Items not on the Agenda”

5:56 8. BOD Chair Report – Jack Jacobson

No BOD Chair Report

5:57 9. CEO Report – Ray Cancino

9.1 LMCR & MCR Program Report – Mayra Melendrez

An update was given on services being offered which includes: government assistance, assistance to undocumented community members, hardships due to covid, and state rental assistance. There was an increase of people accessing services: LMCR 7%, and MCR 19%. Volume of people that walked through the doors were: LMCR 1000, and MCR 337. Covid-19 testing site at is being utilized by the community. LMCR has a new contract with Santa Cruz County Youth Probation Department, staff will need to be hired to begin program operations. MCR in Felton offers advocacy services, health insurance, case management, etc. MRC is offering laundry services/shower services. 10-12 people access shower services a day the

hours have been shortened due to staffing shortages current hours are reduced from 9am to 12pm previously shower operations ran until 3pm.

9.2 NVCR & LOCR – Pamela Nell

Advocacy services are provided to apply for benefits programs along with referrals to other programs. Other services include Triple P parenting classes, counseling and youth programs, and ESL Classes. In the first quarter 165 households served and 105 meals were served. Legal support is needed for the community. CB is partnering with Tenant Services and Senior Legal Services to help fulfil these gaps in the community to help with evection rights which include the right to counsel for rental evictions. Service isn't only for tenants but for landlords as well through a mediation process. Food insecurity and housing insecurity are gaps that CB is filling.

9.3 CDD – Spending plan and enrollment percentage

CDD is receiving full funding and are operating with reduces staff and services, making spending out \$400k difficult resulting in the need for a comprehensive spending plan and enrollment goals moving forward. CDD will be working on making sure equity wages are in place. The PD discussed the possibility of changing name of CDD and the collateral costs of changing the name. PD stated that a good portion of expenditures would be in deferred maintenance and hiring staff, purchases to fully furnish programs, bikes and toys. There was discussion on how universal TK would impact CDD. Children would be eligible through the K-12 system when they turn four years old through universal TK. It is important for CDD to stabilize and be an appealing option for the community. TK will be three hours and CDD is open for 8 hours, targeting working families. There is a central kitchen in CDD which provides meals and transport meals to the sites. CDD has been investing in staff enrichment via remote learning opportunities and tablets for students and teachers. CDD still needs to spend about \$250k the equity pay raises will assist in the remaining funds being spent out. Next year's funding will most likely be awarded based on how many students CDD enrolls. There are enrollment goals of 80% enrollment by end of Feb and 95% enrollment by March. Also there is a need to start planning for P-3 model, which will likely include split shifts, earlier drop off and later pickup. CDD is currently only allowing 8-9 children to attend per site. The spending plan around enrollment includes a communication plan about open positions and paid marketing and advertisement. The main concern is timing as hiring enough teachers to increase capacity must be in place before increasing enrollment to avoid creating wait list and not being able to enroll families. A \$32K retention bonus is a possible way to further spend funding.

9.4 Vote on CDSS Funding Letter

The board recognizes that they are receiving the funds and they will use the funds in the manner specified. **Motion to approve the letter ____/Silvia. MSP**

6:46 10. Development Report–Jayme Ackemann/ Anna Vaage

10.1 Mountain Affair Wrap up

Mountain Affair was held on 10/29, and sold more tickets than available. The fundraiser exceeded the budget needed to be raised for MCR receiving \$26K, when \$22k was needed.

\$12k was raised in the live auction/pledge drive. Some items were put online for an auction and \$2k was raised from that. Covid-19 Vaccine cards were required for attendance.

10.2 Food from the Heart Update

The annual fundraiser for MOW will be held on 12/3/21. It will be a luncheon starting at 11am at Chaminade. It will acknowledge volunteers of all of the home deliveries. MOW is set to sell 100 tickets, with some social distancing, proof of vaccination, and ventilation. MOW was invited to be beneficiary of Season Ticket holders event of Santa Cruz Warriors. Raffle will be supporting MOW. Staff and board can attend and help sell raffle tickets.

10.3 Giving Tuesday Update

There is a link to Giving Tuesday packet if anyone willing to host a social media fundraiser. Packet was sent out and link as well. On FB you can select CB to be the recipient of a fundraiser.

6:55 11. Finance Committee Update – Doug

Personnel savings were captured through reduced staffing during Covid-19 related leaves. WIC has spent down funding through equity pay increases. CDD will try to capture as much as they can from federal contract as planning continues to spend out funding. Elderday had a slight loss, however, it is projected to run a surplus. MOW has a \$54k deficit on the year, however as the year goes on it likely will come back toward the positive. The question of how long extra meals will be needed was raised which would affect size of the budget. LL is about even for the year. FRCs show a surplus due to increases in one time funding. CACFP ended federal FY and is carrying a gain through the federal carryover, consequently there is minimal change. Admin has a \$36k drop and Development a \$91k drop due to the removal of prior year funding. Agency is running even for quarter which is normal.

7:05 CEO wanted to take time to acknowledge Lee Slaff and all she did for CB. New Lifeline program director is Jesus Bojorquez who had been serving as interim PD during recruitment.

7:08 12. Newspaper Articles

7:08 13. Items for Next Agenda

Staff hiring and retention

7:08 14. Adjourn Regular Meeting

Next Meeting: Wednesday January 19, 2022, 5 pm - 7:30 pm Meeting Location TBD – Zoom will be offered.



Governance Committee Meeting

Thursda, December 9, 2021, 4-5 pm

Zoom: <https://zoom.us/j/326410777>

Meeting ID: 326 410 777

Present: Ray Cancino, Jack Jacobson, Seth McGibben, Silvia Morales, Erich Friedrich

Minutes: Mary Mackenzie

DRAFT MINUTES

4:00 1. Meeting to order/Establish Quorum

4:00 2. Consent Agenda

a. 11/11/21 GC Regular Session Minutes

Motion to pass Consent Agenda. Moved by Erich/Silvia. MSP.

4:05 3. Agenda Review

4:07 4. Potential Motion – Allow CFO/CEO to add an ad-hoc community member to the Audit Committee in lieu of a BOD if needed.

Must submit audit results to state by Dec 15, so audit committee needs to approve audit before that date. This year we are having difficulties getting a committee together, so since bylaws do not say either way whether an ad-hoc member can be there, CB would like to allow an ad-hoc community member (Lee Slaff) to be part of the Audit Committee, if needed as an ad-hoc member this year.

Motion was moved by Silvia/Erich. MSP

4:10 5. CLOSED SESSION

4:41 6. Elderday Project

Starting the planning and implementation of the plans. CB is working with Swenson, and Sheldon and Sons, the contractors on a final review of the project. Need to get Swenson done by Friday, so they can meet with subcontractors Monday. The tenants will be met with this week or next, there was a section of space that was not available to Swenson to view CB must get access to that space and the tenants need to work with CB if they would like to be able to stay until March, otherwise the tenants may need to leave early. There is a need to identify financial gurus or people with financial backgrounds for the BOD. Also it was discussed that there is a need for increasing south county presence and diversity on the board. Todd Chowelo (sp?) is Jack Jacobson's

accountant in Watsonville, Jack will touch base with him to see if he is interested or knows of someone that might be interested. If anyone has any suggestions, send any names to Ray and Mary.

4:50 7. Board Development

4:48 8. Items for next GC Agenda/BOD Agenda

Medically Tailored Meals

Lift Line issues

Applying to funds under the RTC.

4:48 9. Adjourn

Next Meeting: January 13, 2022, 4-5 pm

Zoom: <https://zoom.us/j/326410777>, or call +1 669 900 6833

Meeting ID: 326 410 777



Governance Committee Meeting

Thursday, January 13, 2022, 4-5 pm

Zoom: <https://zoom.us/j/326410777>

Meeting ID: 326 410 777

Present: Jack Jacobson, Sara Siegel, Erich Friedrich, Ray Cancino, Lisa Berkowitz, Doug Underhill

Minutes: Mary Mackenzie

DRAFT AGENDA

4:00 1. Meeting to order/Establish Quorum

4:00 2. Consent Agenda (5 min)

a. 12/9/21 GC Regular Session Minutes

Move to approve Sara/Jack. MSP

4:05 3. Agenda Review (5 min)

4:10 4. CLOSED SESSION (30 min)

4:40 5. Medically Tailored Meals (5 min)

CB is getting more feedback about what medically tailored meals look like, and what that might look like for MOW. CCAH- Central California Alliance for Health is going to have some funding, but it is usually only for 8 weeks at a time. CB is also discussing Medically Tailored meals with other local organizations and how they can collaborate together with CB. There is concern about feasibility and financially being able to compete with the flux of the contract length and cost of operations.

4:45 6. Making Juneteenth a CB Holiday (5 min)

Last year CB gave Juneteenth off for our employees, this was a one-time floating holiday to address financial implications with some reimbursement based programs. Now that it is a federal holiday, CB would like to make it a CB Holiday. CB recognized that some programs are a revenue based such as, Elderday, and so if Elderday is in deficit of more than \$7k then CB will allocate \$7k of unrestricted resources to address equity of the holiday. **MOTION to recommend to full board to make Juneteenth a CB Holiday. Move Sara/Erich, MSP.**

4:50 7. Advocacy Committee Discussion (8 min)

a. Support for the Health District for Pajaro Valley

Support for legislation to establish a Health care district to allow Watsonville Hospital to continue to operate.

b. Support for Encompass Services SUDS Program Building

Building new Substance Use Disorder program site and affordable housing, searching for nonprofit support – asking for letter of support.

c. Support for Renter Tax Credit Advocacy Request

Increase the renters tax credit – update to \$600 for single and \$1200 for family. It was \$150 most recently and \$70 prior to that.

Motion to support to all three letters moved by Erich/Sara, MSP.

8. Board Development

Stephanie Ruhl is new board member already went to first committee meeting.

Mary McMillan referred to us by Jayme, met with her on this week with Silvia.

Amy McEntee's requested a sabbatical for a few months due to omnicron surge, but is also willing to step down. Governance recommended a sabbatical or leave that allows her not to be considered as part of the quorum needed.

4:58 8. Items for next GC Agenda/BOD Agenda (2 min)

5:00 9. Adjourn

Next Meeting: February 10, 2022, 4-5 pm

Zoom: <https://zoom.us/j/326410777>, or call +1 669 900 6833

Meeting ID: 326 410 777

To Whom It May Concern

On behalf of [organization's name], we strongly support Encompass Community Services' new Sí Se Puede Behavioral Health Center in Watsonville. We stand firmly with Encompass in their conviction that everyone in our community deserves access to high quality behavioral health services that treat them with dignity and respect. Encompass's new center will help address our community's urgent need for more accessible, high quality behavioral healthcare by providing comprehensive, whole-person-centered mental health and substance use disorder treatment – all in one inviting community-based campus at 161 Miles Lane in Watsonville.

We are especially supportive of Encompass's efforts to expand accessible care options in Watsonville, an area of our community which has been historically underserved. Sí Se Puede has a long history of offering culturally aware programming that integrates evidence-based practices with the values of the communities it serves. Through this project, Encompass and its skilled care team of nurses, counselors, case managers and supportive professionals will be able to significantly expand these services to provide more community members with the quality care they need and deserve.

This letter of endorsement is a gesture to demonstrate our organization's support for the new Sí Se Puede Behavioral Health Center in Watsonville.

[ORGANIZATION NAME]



For Immediate Release:
Wednesday, January 12, 2022

Contact: Steven Harmon
916-651-4007 (office)
916-539-5005 (cell)

40+ Legislators Call For Increase to Renters Tax Credit

Focused on poorest renters and single parents. Last changed in 1979

SACRAMENTO – Low-income California renters who have been drowning in unaffordable housing costs would see much-needed relief under a bill unveiled Wednesday by State Senator Steve Glazer (D-Contra Costa) and co-authors representing more than one-third of the Legislature.

The legislation, SB 843, would increase the California renter's tax credit for the first time in more than 40 years and would represent significant help to renters across California. Eligible households would receive \$500 for single residents and \$1,000 for single parents and couples. Currently, eligible renters have their tax liabilities offset by only \$60 for single filers or \$120 for joint filers.

The bill would make the tax credit more valuable to the poorest Californians by making single parents eligible for the same credit as couples and allowing people to receive the full credit even if the amount exceeds their tax liability.

"We've treated renters like the doormat outside California's economic recovery house," Glazer said. "We cannot make an economic comeback without renters having their rightful place inside. Renters have waited 42 years for a modest level of fairness in our tax code. We can't make them wait any longer.

"An increase in the renters' tax credit will mean that people don't have to choose between putting food on the table, taking their kids to the doctor, and making the rent."

Those eligible for the new renter's credit would be single filers making \$43,533 or less and joint filers making \$87,066 or less. Nearly 2.4 million renters would be eligible for the tax credit, according to 2019 Franchise Tax Board estimates.

California has not increased the renter's credit since 1979. The proposed increase accounts for inflation since then. SB 843 provides direct help to renters – those who typically struggle the most to find affordable housing, and who have been hit hard during COVID-19.

Sen. Glazer's previous attempt to increase the credit – SB 248 – was described by CalMatters as the “most bipartisan bill of the year.” That bill had 30 co-authors. SB 843 already has 43 -- and counting -- from across the state and all parts of the ideological spectrum.

Assemblyman Steven Choi, R-Irvine, a principal co-author, said: “Nearly half of the state's residents are renters, but we simply have not done enough to help them with our state tax policies. This legislation can serve as one tool to make renting more affordable. It would be a real boost to working families who are struggling to make ends meet with the high cost of living in California.”

Assemblyman Kevin Mullin, D-San Mateo, a co-author, said, “Renters have been disproportionately affected by the economic consequences of COVID-19. Until the pandemic is fully behind us and jobs can return to full capacity, some renters may continue to face a risk of homelessness or housing instability. Updating the renters tax credit is a way of providing critical direct relief to some of California's most vulnerable.”

Jiseon Kim, a University of California Los Angeles senior majoring in history and public affairs and Head of Advocacy at Swipe Out Hunger at UCLA, said that students are among the many Californians facing high housing costs today, “one of many obstacles they face in being able to earn their degrees. This bill would help address our cost of living issues and will contribute to all students' overall educational success.”

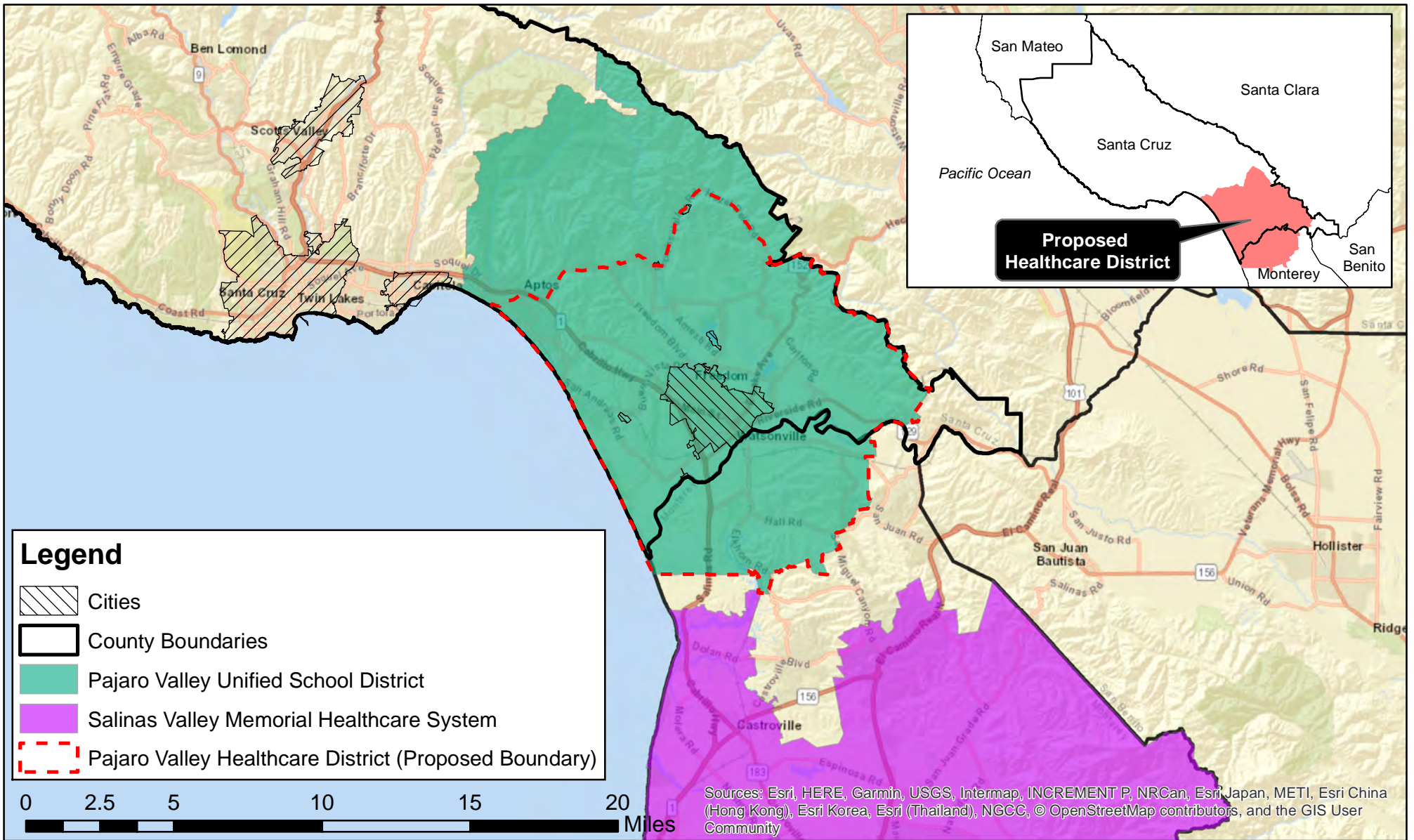
The Renter's Tax Credit is a common-sense idea that offers urgently needed relief to California's millions of families burdened with high rent, said David Knight, Executive Director of the California Community Action Partnership (CalCAPA). While California homeowners receive \$5.8 billion in tax relief through mortgage deductions, renters' relief has been barely a blip on the radar, Knight noted. The cost of the new renter's credit would be around \$1.2 billion, according to 2019 Franchise Tax Board estimates.

“It's a matter of fairness,” Knight said. “California's housing policies have favored homeowners for decades by offering them a tax credit for the interest on their mortgages. But, renters haven't been granted similar benefits. CalCAPA is proud to support this important bill, which makes our housing policy more fair and equitable.”

The renter's credit was established in 1972. Since its only increase in 1979, rents in California have nearly tripled. Median state rent exceeds \$1,500 a month for a two-bedroom apartment, and rentals in cities like San Francisco average more than \$2,700 a month.

Assemblywoman Laurie Davies (R-Laguna Niguel), a co-author, said, “California is facing a housing crisis unlike anything we have ever seen before. In addition to a lack of housing, we also have one of the nation's highest costs of living. The existing renters tax credit has not been raised since 1979 and due to inflation plus a stagnant economy, Californians are hurting now more than ever. Modernizing and updating this credit to keep up with 21st century living standards is the right thing to do to provide relief to low-and-middle income renters.”

###



New Healthcare District through Special Legislation (Proposed Jurisdictional Boundary)



Map created by Santa Cruz LAFCO on 12-29-21

This map shows the proposed jurisdictional limits of the new healthcare district. If formed, it would be located in two counties (Santa Cruz and Monterey).

Sample Support Letter
Please submit letter on organization's letterhead
Senate Bill XXX
Send Copy To: Alexxis.Frost@sen.ca.gov

Date _____

Honorable Senator Steven Glazer,
State Capitol, Room 7250
Sacramento, CA 95814

RE: Support SB XXX (Glazer) [Name of Org] - SUPPORT

Dear Senator Glazer:

I write to you on behalf of **[Name of Your Organization]** to express our support of Senate Bill XX (Glazer). This bill would provide financial relief to 2.4 million low- and middle-income Californians by expanding and reforming the renter's tax credit.

{Describe your organization}

Surging rental prices across our state have made California increasingly unaffordable. Half of California's renters pay more than 30% of their income on rent; almost 1 in 3 renters pay 50% or more of their income on rent each month.

Further, the COVID-19 pandemic has only exacerbated the pressure on California's renters. While the Legislature passed temporary relief through the Golden State Stimulus and the eviction moratorium, the affordable housing crisis for renters existed before the pandemic and will exist after if we don't take steps to provide permanent relief.

SB XXX increases the renter's tax credit to \$1,000 for all those that are income eligible. This bill would provide needed relief to renters throughout the state by not only increasing the credit, but making it refundable. Even those without an income could receive this credit, helping California families struggling the most.

This bill would help California renters in a meaningful way, increasing the renter's tax credit to address the reality of the housing affordability crisis throughout our state and providing relief to struggling California families.

For these reasons, **[Organization]** supports SB XXX (Glazer).

Sincerely,

Your Name and Title

CC: Members and Consultants, Senate Governance and Finance Committee
Senator Glazer, Author of SB XXX

TEMPLATE LETTER OF SUPPORT: SB 418

FEEL FREE TO ADD, DELETE, OR OTHERWISE EDIT THIS DRAFT TO PERSONALIZE IT TO YOUR ORGANIZATION/GROUP

PLEASE EMAIL A PDF COPY TO JEAN HURST AT jkh@hbeadvocacy.com

January X, 2022

The Honorable John Laird
California State Senate
1021 O Street
Sacramento, CA 95814

Re: SB 418 (Laird): Pajaro Valley Healthcare District
As proposed to be amended – SUPPORT

Dear Senator Laird:

On behalf of [YOUR ORGANIZATION HERE], I write in support of your Senate Bill 418, a measure that establish the Pajaro Valley Healthcare District in Santa Cruz and Monterey Counties. SB 418 is urgently needed to address an imminent closure of the Watsonville Community Hospital and to ensure that the hospital remains open and accessible to our community.

Watsonville Community Hospital is a 106-bed hospital, employs 620 people, and has a medical staff of over two hundred physicians. It provides a range of quality medical services, including an emergency room, OB-GYN, pediatrics, medical surgical care, wound care, gastroenterology, orthopedics, cardiovascular disease, dermatology and more. In 2020, the hospital delivered more babies than any other in the county. Serving a significant immigrant population, the hospital provides care to those without English language proficiency in their preferred language. Nearly 50% of the hospital's patients are on MediCal.

The community of Watsonville has historically faced many health and economic disparities. The pandemic resulted in the loss of employment, school closures, and caused non-essential workers and at-risk populations to stay home. Overcrowded and substandard housing conditions, food insecurity, lack of transportation, and high cost of housing intensified disparities overnight. The Pajaro Valley saw – and continues to see – dramatic and disproportionate rates of COVID-19 infections, hospitalizations, and death as compared to the rest of Santa Cruz County.

Watsonville Community Hospital has been essential in serving its community's primarily low-income, under and uninsured populations of color for over a century and proved crucial in serving those disproportionately impacted by COVID-19 throughout the pandemic.

[HOW IS THE HOSPITAL IMPORTANT TO YOUR GROUP?]

SB 418 lays out the boundaries of the district, makes clear that the new district will be subject to the oversight of the Santa Cruz and Monterey County Local Agency Formation Commissions (LAFCOs), and directs the initial district board of directors to establish zones for the eventual election of future directors. Additionally, the new Pajaro Valley Healthcare District would be subject to all of the

requirements and authorities of other California healthcare districts, as contained in Health and Safety Code Section 32000.

The urgent formation of the healthcare district, as outlined in SB 418, is necessary to ensure that the hospital remains open and is under the stewardship of a public entity. We are grateful for your support of this effort.

Sincerely,

YOUR NAME AND TITLE
ORGANIZATION

cc: The Honorable Cecilia Aguiar-Curry, Chair, Assembly Local Government Committee
Members and Consultants, Assembly Local Government Committee
The Honorable John Laird, California State Senate
The Honorable Anna Caballero, California State Senate
The Honorable Robert Rivas, California State Assembly
The Honorable Mark Stone, California State Assembly



COMMUNITY BRIDGES PUENTES DE LA COMUNIDAD

Finance Committee

Thursday, December 9, 2021, 3:00-4:00 PM

<https://us02web.zoom.us/j/326410777>

Zoom Meeting ID: 326-410-777 Santa
Cruz County, CA

Present: Jack Jacobson, Ray Cancino, Erich Friedrich, Douglas Underhill,

Minutes: Mary Mackenzie

DRAFT MINUTES

3:00 Agenda Review

3:05 CFO Report – Doug Underhill

a) Program Budget Summary / Program Updates & Analysis

WIC just started their federal fiscal year on 10/1/2021. This report is through 10/31/2021, showing a \$20k loss, but budget revisions will take place. Phone has increased by \$30k but this may be an anomaly and the budget will be adjusted accordingly.

CDD is still \$225k underspent. A lot of funds are predicated to be spend on hiring staff, but PD needs to work on spending out the contract. The focus needs to be on motivating her to increase spending or hiring staff.

Elderday is showing a \$60k gain on the year. A lot of the services are being performed at home, not on site. The clients need to come back to have the ADA replenished. Most of the excess funds will go into the new facility reserve.

MOW is showing a \$42k deficit as of 10/31/2021, however, they are going to get \$70k in AAA funding and increased funding from Santa Cruz. There are plans in the works for providing medically tailored meals which may bring funds from CCAH as well. CB was notified that we are receiving \$200k+ from a bequest. The MOW fundraiser grossed \$45K, which is successful given the environment.

Lifeline has a new program director. The program director, the former operations manager, causing some short-term cost savings. Gains will be rolled into payroll equity wage redistribution.

FRCs are all operating in the positive. Community Foundation money is available for direct assistance. Every month the PD is unfilled lowers personnel costs,

CACFP started their Federal fiscal year showing a projected gain, expenses vs. revenue. There are 20 homes waiting to sign up. There is a program that we can sign up for if can increase homes. CACFP may need 1 additional FTE staff member.

Admin is pretty far along with wage equity work. CB lost one employee in fiscal. There was \$83k in last year's budget, and only 44k is now projected to be spent.

Development is going well and is seeing stronger year end donations. Development 137

using a conservative model to predict donations.

b) Update on Agency and upcoming Program specific audits

The audit committee will have a copy of the audit by Friday, CB is close to the end of the audit. It was noted that the auditor digs deeper every year, and it assists in fiscal tightening its policies and procedures. CFO is spending a lot of time on the audit. CDPH is about to start it's two year WIC review, and are doing it remotely. The City of Santa Cruz is coming out on site in January to conduct an audit.

c) Investments and Funds – Status Review November 30, 2021

The endowments are moving up and down with the market. The Live Oak Capital has a higher beta than the endowments with a higher volatility to market movements.

d) Cash Flow and Line of Credit

Cash flow is strong even with paying out the down payment of 501 Main. CB brought in foundation money: \$500k in the month of November. CB is on track to end the year with \$3.8M.

e) Update on Wage Equity, Hiring and Retention

Equity work: The FRCs, WIC and Admin are done. The next step is for Admin, Elderday and CACFP to review the SEIU input, which wants a) more money, and b) no one is left behind. CB is focusing on the lower end of the pay schedule and key positions, making sure that CB can retain people, and hire qualified people.

f) Update on ELD 501 Main St.

Signing was completed by Ray, Doug and Sara. The loan has been fully funded. It is important to work on matching the two agreements of CCAH and Swenson, to match the payment schedules. Seldon and Sons will do the project management. There is a meeting with the Swenson group and subcontractors about submitting plans and getting plans to the City. CB has paid for the plans, so plans fees are paid with the city. The Master Contract with Swenson's will be signed soon. CB has informed the tenants that CB are the new owners. CB can work with the tenants if can we can have full access to the building and the tenants could stay until March. If not, then they may need to leave early. There is one corner of the building that Swenson did not have access to, and there is some concern that there might be people living in the building.

3:35 Closing items

a) Questions / Answers

b) Items for next agenda

c) 3:40 Adjourn

Next Meeting January 13th, 2022



COMMUNITY BRIDGES PUENTES DE LA COMUNIDAD

Finance Committee

Thursday, January 13, 2022, 3:00-4:00 PM

<https://us02web.zoom.us/j/326410777>

Zoom Meeting ID: 326-410-777 Santa
Cruz County, CA

Present: Ray Cancino, Jack Jacobson, Michael Babich, Erich Friedrich,
Doug Underhill

Minutes: Mary Mackenzie

DRAFT MIMUTES

3:00 Agenda Review

3:05 CFO Report – Doug Underhill

a) Program Budget Summary / Program Updates & Analysis

Elderday is in a good position financially. We have been providing services onsite in December, but paused because of Covid in January, currently serving only those that don't have any way to receive services at home. About 12-13 people are served on site. Current surplus being put towards facility. Equity wage increases were implemented.

MOW received additional AAA funding, which added \$52k to the budget. Most of the funds added, were offset by increased food costs and a little bit in personnel. MOW is temporarily suspending congregate services due to Covid-19 until after the Martin Luther King holiday. CB got a final estimate on Water Street of \$1.9M as a lease and tenant improvement. Landlord doesn't want to sell now, but is willing to do a long term lease.

Lift Line has new Program Director (PD) who was formerly the Operations Manager (OM), so they are seeing some saving in personnel. PD decided to pause on hiring OM and may work on restructuring LL admin positions. The rides are down a bit because of Covid. LL will need to adjust their revenues for the number of Elderday rides they are providing, especially if Elderday continues suspension of on-site services.

FRCs did see additional funding from the Community Foundation: LMCR got \$15k, and also got a contract with Probation. MCR saw decrease in expenses due to difficulty in hiring. They received \$8k of Community Foundation funding, NVCR, LOCR both got a small amount of the Community Foundation funding.

CACFP is seeing increased gains, adding new homes, and will potentially use this surplus, if deemed sustainable, to hire one additional FTE. Equity wage increases were implemented.

MCR just received a grant from the Red Cross in the amount of \$225k. Of this, \$70k will go toward an operations coordinator for a year, this was received in December, so will show on next months' reporting.

Admin saw an increase in G.A., and saw increased personnel expenses due to the

implementation of one-time payments and equity wage increases

Development has a gain of \$15k compared to approved budget, this is in part due to the fact that donations have increased. December donations were strong and will be reported next month.

LOCR Capital Campaign moving with the market \$540k in November, \$558k in December.

b) Child Development Division Budget Analysis / Surplus

There was increased funding for CDD which will affect all numbers. CDSS – CSDP program, will be implementing pay per enrollment. We need to be 100% in enrollment by 7/1/22. Reimbursable amount is going from \$52k to \$59k, \$359k will need to be spent out before the end of the fiscal year. PD can spend some on the employees and can afford to pay teachers and hire more at competitive wages, but will still have \$200k that will need to be spent. One problem CDD is seeing is as soon as teachers get their early childhood credits, they go off to the schools. Board Chair asked that since this has been going on for a long time, does PD have a plan? PD does have a budget, but plan isn't fortified enough. She has to get pre-approvals from the state, so it takes some time. A board member asked what the downside to not spending the contract was. To this, CEO and CFO stated that it was loss of funding over time, and leaving money on the table. PD needs to put a plan in place and then spend money from now until the end of the fiscal year.

c) Investments and Funds – Status Review October 31, 2021

Burroughs is riding the market – it is moving up and down as the market moves up and down. Endowment – LPL General Endowment received a donation in the amount of \$103k. There was a discussion on usages of Endowment on a yearly basis vs a One-Time basis and about using interest vs. principal.

d) Cash Flow and Line of Credit

Current Agency cash flow is stable and sufficient.

e) Update on Wage Equity, Hiring and Retention *Action Item

CB has implemented equity wage increases for the FRCs, WIC, and effective 1/1/22, Elderday, Admin and CACFP. This leaves Lift Line, CDD, and MOW left to complete. Retention and hiring one-time payments: WIC did one-time payments for all their staff. For CDD there is definitely a way to do one-time payments. It involved some compromise with the SEIU, some people got more of an increase than others dependent on what was equitable. For CDD, the union wants both to pay people that are already with CB and a hiring bonus. CB is taking that into consideration along with where their payrate will be as well. The one-time pay was originally \$500, but was raised to \$1000. In order for a new hire to get the hiring bonus, they must stay 6 months (be off probation). Anyone that is part-time will get a prorated one-time payment, based on scheduled hours. The question was raised about how many people would we hire, in a perfect world across all programs. CFO stated this would be a question for HR, but around 25 people. Also, CB needs to think about retention. Currently CB is hoping that with the wage equality raises that CB is hoping that this will be an incentive both for hiring and for retention.

Motion to allow the CEO to continue to work on the wage equity and approve the one time payments of at least \$1000 (pro-rated by FTE equivalent), to include all CB Employees. Moved by Jack/Michael, MSP.

f) Review of Property Notes Payable and Discussion of Possible Refinancing

See closed session minutes

Closing items

a) Questions / Answers

Audit results were sent from the State Comptroller's office for our WIC program that indicated a fully accepted and audit with no findings or negativities. Another review is not due for two years.

Items for next agenda – no additions noted.

4:00 Adjourn

Next Meeting: Thursday, February 10. 2022, 3-4pm

Development Committee Meeting Notes January 12, 2022

Present: Michael Babich, Brenda Griffin, Stephanie Ruhl. Staff: Jayme Ackemann, Anna Vaage.

Introductions

Stephanie Ruhl has joined the board and committee from Driscoll's. The company is very supportive and employees also like to get involved. We will explore opportunities to partner.

Development Progress Report

Six months into the fiscal year, we have raised 10% more than donations received this time last year. This was due to a \$40,000 annual major gift received a few days into the fiscal year, followed by three fundraiser events and other successful campaigns. December year-end giving was high on track with last year, plus Meals on Wheels event held in this month. Major gifts are also up nearly \$100K this year, including the \$40K. Last year's MCR and MOW events were cancelled so these are increases. We included \$5,500 Covid Reliefs funds and \$35,000 CZU Fire Relief funds to this report received last year, whereas we had been isolating these funds separately these previous two years since disaster relief giving levels are not typical. We hope to meet the \$900K total we reached last year but this will remain to be seen. The committee will support FY 22/23 Development Plan goals and activities in coming months.

Upcoming Events

Elderday will host a groundbreaking ceremony on Friday, March 25 at its new building. Press and public officials will be invited to help publicize the program and opportunities to support relocation costs to replace equipment and furnishings to create a new, modern environment. There will also be opportunities to sponsor renovations, including naming rights of activity spaces. Central California Alliance for Health granted \$2.5M expansion funds to purchase the site. The event culminates at the end of Meals on Wheels annual Community Champions Week national public awareness campaign when officials are invited to deliver meals.

CB 45th Anniversary

We will host the 7th annual Farm to Fork fundraiser event in July 2022 likely at Sesnon House. A draft Community Bridges award designation was reviewed for recommendation to the board next month. The award seeks to engage partners and increase visibility for the agency. The recipients will demonstrate the spirit of agency mission, vision and values. We will solicit sponsorships for funds to honor the recipient with a gift to Community Bridges endowment.

Next meeting:

Wed, Feb 9 at 11am

2nd Wednesdays at 11am Via Zoom

December 28, 2021

The attached Finance Committee minutes were unfortunately omitted from the June 2021 Board agenda packet, and as such the motion to approve that the spending plan for Measure D funds be presented for approval to the RCD was never memorialized. It is urgently important that this be done before the end of the calendar year.

As this vote must be passed between regular BOD meetings, we can use the power vested in the Governance Committee, as recognized by a separate motion at the March 2020 board meeting, to pass it.

In accordance with Roberts rules, we will need a 100% participation by the Governance Committee members Silvia Morales, Sara Siegel, and Jack Jacobson on this electronic vote.

On December 28, 2021, Silvia Morales, and on December 27, 2021 Jack Jacobson and Sara Siegel all voted yes to the motion to approve the Finance Committee minutes of April 8, 2021.



Mary Mackenzie,
Assistant to the CEO,
Community Bridges

Attached: FC 4/8/21 Minutes, Votes by Silvia Morales, Jack Jacobson and Sara Siegel.



Finance Committee

Thursday, April 8, 2021, 3:00-4:00 PM

Zoom Meeting ID: 326-410-777

Santa Cruz County, CA

Finance Committee Draft Minutes

Members Present: Jack Jacobson, Michael Babich, Lee Slaff

Staff Present: Doug Underhill, Ray Cancino

Notes: Tonje Switzer

3:00 Agenda Review

3:05 CFO Report – Doug Underhill

a) Program Budget Summary / Program Updates & Analysis

The program budget summary presented is through the end of February 2021 which showed little changes from the previous month.

- WIC: Expenses and revenues decreased for WIC with the departure of the WIC director and internal replacement with Dana Wagner who was previously the Assistant Director. WIC has until September to increase expenses.
- CDD is in the process of maximizing its gain through the Highlands Park site private pay. CDD received a \$14K unrestricted Covid-19 stipend, a \$100K gain is expected for this FY. Outreach to increase enrollment at CDD will be a priority to maintain enrollment.
- Elderday shows a projected loss for the year, but is in a strong position with maintaining their facility reserves. The program will explore the safety of resuming reduced congregate services.
- MOW has been the recipient of additional funding through the CARES Act, showing a \$315K gain, with \$119K being moved to their next FY budget.
- Lift Line shows an \$18K gain.
- The FRC's are showing sizable gains. MCR shows no change as they are using prior year approved funds. LMCR has a \$41K gain, NVCR an \$18K gain, and LOCR a \$1K loss. Gains have been high due to one-time funding.
- CACFP shows a \$10K gain.

There are various audits occurring including one from the Department of

Education, one for WIC, and the agency audit. Admin shows an increase due to changes in personnel. Philanthropy shows a slight decrease from the prior month due to decreased donations in the month of February. CB is in a strong position entering another year with over \$1MM in assets.

b) Investments and Funds – Status Review March 31, 2021

Burroughs and LPL investments showed a slight increase.

c) Cash Flow and Line of Credit

It is projected the FY will end in just under \$3MM in cash flow.

d) Admin Staffing

e) Measure D 5-year plan *Action Item

Lift Line has two new drivers, and a third driver will be added later in addition to a driver trainer, an administrative assistant, consultants and a project manager. A \$200K equity payment was made last year to pay down property improvements, another \$200K payment will be made this year. A vehicle equipment reserve will be established to do vehicle matches. Current funding plans listed in the line items project is covering a paving project and a down payment for a new electric vehicle. Part of this funding is for Eco Lane software. It is important put the Measure D funding to work in the community. The project manager will be phased out as projects are completed, freeing up funding. \$200K payments will continue as funding regulations allow to pay down debt for the Lift Line property. Approval of this five-year plan it will guarantee funding towards the facility. **Jack/Michael moved to approve that the spending plan for Measure D funds be presented for approval to the RCD. MSP.**

f) Update on bargaining (closed session)

g) Additional Property Discussion and Updates (closed session)

3:50 Closing items

a) Questions / Answers

b) Items for next agenda 4:00 Adjourn

Next Meeting April 8th, 2021

Mary Mackenzie

From: Tonje Switzer
Sent: Tuesday, December 28, 2021 4:05 PM
To: Mary Mackenzie
Subject: Fw: Participation Required: Electronic Approval of April 8, 2021 FC Minutes

Silvia's vote

Tonje Switzer (pronouns she, her, hers)
Assistant to the CEO, Community Bridges
519 Main Street, Watsonville, CA 95076
P | 831.688.8840 x208 C | 831.419.9487 F | 831.688.8302

CommunityBridges.org | Facebook | Twitter | LinkedIn | E-newsletter

Community Bridges envisions a thriving community where every person has the opportunity to unleash their full potential. Our family of ten programs delivers essential services, provides equitable access to resources, and advocates for health and dignity across every stage of life.

From: Silvia Morales <smoralesjd@gmail.com>
Sent: Tuesday, December 28, 2021 11:05 AM
To: Jack Jacobson <jackjacobson@cs.com>
Cc: Tonje Switzer <tonjes@cbridges.org>; Governance Committee <GovernanceCommittee@cbridges.org>; CB Board of Directors <CBBOD@cbridges.org>; Mary Mackenzie <marym@cbridges.org>; Ray Cancino <RaymonC@cbridges.org>; Douglas Underhill <douglasu@cbridges.org>
Subject: Re: Participation Required: Electronic Approval of April 8, 2021 FC Minutes

You have my yes vote as well. Silvia

On Mon, Dec 27, 2021 at 11:24 AM [Jackjacobson@cs.com](mailto:jackjacobson@cs.com) <jackjacobson@cs.com> wrote:
You have my yes vote on the April 8 2021 minutes.

Sent from my iPad

On Dec 27, 2021, at 7:18 AM, Tonje Switzer <tonjes@cbridges.org> wrote:

Dear all,

The attached Finance Committee minutes were unfortunately omitted from the June 2021 Board agenda packet, and as such the motion to approve that the spending plan for Measure D funds be presented for approval to the RCD was never memorialized. It is urgently important that this be done before the end of the calendar year.

As this vote must be passed between regular BOD meetings, we can use the power vested in the Governance Committee, as recognized by a separate motion at the March 2020 board meeting, to pass it.

In accordance with Roberts rules, we will need a 100% participation by the Governance Committee members Silvia Morales, Sara Siegel, and Jack Jacobson on this electronic vote. Please respond to this email with an aye or a nay by Wednesday, 12/29 at noon.

We have included the rest of the board members for transparency on this needed vote.

Best,
Tonje

Tonje Switzer (pronouns she, her, hers)
Assistant to the CEO, Community Bridges
519 Main Street, Watsonville, CA 95076
P | 831.688.8840 x208 C | 831.419.9487 F | 831.688.8302

CommunityBridges.org | [Facebook](#) | [Twitter](#) | [LinkedIn](#) | [E-newsletter](#)

Community Bridges envisions a thriving community where every person has the opportunity to unleash their full potential. Our family of ten programs delivers essential services, provides equitable access to resources, and advocates for health and dignity across every stage of life.

<4.8.2021 FC Draft Minues.docx>

Mary Mackenzie

From: Tonje Switzer
Sent: Tuesday, December 28, 2021 4:06 PM
To: Mary Mackenzie
Subject: Fw: Participation Required: Electronic Approval of April 8, 2021 FC Minutes

Jack's vote.

Tonje Switzer (pronouns she, her, hers)
Assistant to the CEO, Community Bridges
519 Main Street, Watsonville, CA 95076
P | 831.688.8840 x208 C | 831.419.9487 F | 831.688.8302

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From: Jackjacobson@cs.com <jackjacobson@cs.com>
Sent: Monday, December 27, 2021 11:24 AM
To: Tonje Switzer <tonjes@cbridges.org>
Cc: Governance Committee <GovernanceCommittee@cbridges.org>; CB Board of Directors <CBBOD@cbridges.org>; Mary Mackenzie <marym@cbridges.org>; Ray Cancino <RaymonC@cbridges.org>; Douglas Underhill <douglasu@cbridges.org>
Subject: Re: Participation Required: Electronic Approval of April 8, 2021 FC Minutes

You have my yes vote on the April 8 2021 minutes.

Sent from my iPad

On Dec 27, 2021, at 7:18 AM, Tonje Switzer <tonjes@cbridges.org> wrote:

Dear all,

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In accordance with Roberts rules, we will need a 100% participation by the Governance Committee members Silvia Morales, Sara Siegel, and Jack Jacobson on this electronic vote. Please respond to this email with an aye or a nay by Wednesday, 12/29 at noon.

We have included the rest of the board members for transparency on this needed vote.

Best,
Tonje

Tonje Switzer (pronouns she, her, hers)
Assistant to the CEO, Community Bridges
519 Main Street, Watsonville, CA 95076
P | 831.688.8840 x208 C | 831.419.9487 F | 831.688.8302

CommunityBridges.org | [Facebook](#) | [Twitter](#) | [LinkedIn](#) | [E-newsletter](#)

Community Bridges envisions a thriving community where every person has the opportunity to unleash their full potential. Our family of ten programs delivers essential services, provides equitable access to resources, and advocates for health and dignity across every stage of life.

<4.8.2021 FC Draft Minues.docx>

Mary Mackenzie

From: Tonje Switzer
Sent: Tuesday, December 28, 2021 4:23 PM
To: Mary Mackenzie
Subject: Fw: Participation Required: Electronic Approval of April 8, 2021 FC Minutes

Sara's vote.

Tonje Switzer (pronouns she, her, hers)
Assistant to the CEO, Community Bridges
519 Main Street, Watsonville, CA 95076
P | 831.688.8840 x208 C | 831.419.9487 F | 831.688.8302

CommunityBridges.org | Facebook | Twitter | LinkedIn | E-newsletter

Community Bridges envisions a thriving community where every person has the opportunity to unleash their full potential. Our family of ten programs delivers essential services, provides equitable access to resources, and advocates for health and dignity across every stage of life.

From: Sara Siegel <Sara.Siegel@santacruzcounty.us>
Sent: Monday, December 27, 2021 10:25 AM
To: Tonje Switzer <tonjes@cbridges.org>; Governance Committee <GovernanceCommittee@cbridges.org>
Cc: CB Board of Directors <CBBOD@cbridges.org>; Mary Mackenzie <marym@cbridges.org>; Ray Cancino <RaymonC@cbridges.org>; Douglas Underhill <douglasu@cbridges.org>
Subject: RE: Participation Required: Electronic Approval of April 8, 2021 FC Minutes

Hello,

I read through these minutes and they look good to me. I vote Aye,

Thank you Tonje.

Sara Siegel
Deputy Probation Officer III
Supervising the Mental Health and Sex Offender Units
Santa Cruz County Probation Department
(831)454-3372 office
(831)345-1682 cell
(831)454-3327 fax



From: Tonje Switzer <tonjes@cbridges.org>
Sent: Monday, December 27, 2021 7:18 AM
To: Governance Committee <GovernanceCommittee@cbridges.org>
Cc: CB Board of Directors <CBBOD@cbridges.org>; Mary Mackenzie <marym@cbridges.org>; Ray Cancino <RaymonC@cbridges.org>; Douglas Underhill <douglasu@cbridges.org>
Subject: Participation Required: Electronic Approval of April 8, 2021 FC Minutes
Importance: High

******CAUTION:**This is an EXTERNAL email. Exercise caution. DO NOT open attachments or click links from unknown senders or unexpected email.****

Dear all,

The attached Finance Committee minutes were unfortunately omitted from the June 2021 Board agenda packet, and as such the motion to approve that the spending plan for Measure D funds be presented for approval to the RCD was never memorialized. It is urgently important that this be done before the end of the calendar year.

As this vote must be passed between regular BOD meetings, we can use the power vested in the Governance Committee, as recognized by a separate motion at the March 2020 board meeting, to pass it.

In accordance with Roberts rules, we will need a 100% participation by the Governance Committee members Silvia Morales, Sara Siegel, and Jack Jacobson on this electronic vote. Please respond to this email with an aye or a nay by Wednesday, 12/29 at noon.

We have included the rest of the board members for transparency on this needed vote.

Best,
Tonje

Tonje Switzer (pronouns she, her, hers)
Assistant to the CEO, Community Bridges
519 Main Street, Watsonville, CA 95076
P | 831.688.8840 x208 C | 831.419.9487 F | 831.688.8302

[CommunityBridges.org](https://www.communitybridges.org) | [Facebook](https://www.facebook.com/communitybridges) | [Twitter](https://twitter.com/communitybridges) | [LinkedIn](https://www.linkedin.com/company/communitybridges) | [E-newsletter](#)

Community Bridges envisions a thriving community where every person has the opportunity to unleash their full potential. Our family of ten programs delivers essential services, provides equitable access to resources, and advocates for health and dignity across every stage of life.

December 28, 2022

Since the BOD does not meet until January 2022, and we need to submit this application for funding for CACFP by 12/31/21, approval by the GC is needed by 12/30/21 in order to submit this application. Thus, we will need a vote by the GC.

As this vote must be passed between regular BOD meetings, we can use the power vested in the Governance Committee, as recognized by a separate motion at the March 2020 board meeting, to pass it.

In accordance with Roberts rules, we will need a 100% participation by the Governance Committee members Silvia Morales, Sara Siegel, and Jack Jacobson on this electronic vote.

On December 28, 2021, Silvia Morales and Sara Siegel and on December 27, 2021 Jack Jacobson all voted yes to the motion to approve submitting the application for funding for CACFP.



**Mary Mackenzie,
Assistant to the CEO,
Community Bridges**

**Child and Adult Care Food Program
Application for Day Care Home Expansion Funds 2021–22**

Title 7, *Code of Federal Regulations*, sections 226.2 and 226.12(b) authorize the California Department of Social Services (CDSS) to provide payment to day care home (DCH) sponsors for their administrative expenses associated with expanding a food service program to DCH providers located in low-income or rural areas.

Interested DCH sponsors must submit a completed **Application for DCH Expansion Funds** to the CDSS for approval and funding. DCH sponsors interested in obtaining expansion funds must demonstrate a need for Child and Adult Care Food Program (CACFP) provider services in their recruitment areas.

Applicants must submit an **original signed copy of the application**. The Family Engagement and Empowerment Division (FEED) will not accept hand-delivered or faxed submissions, or applications without an original signature. The signed application submitted to the CDSS is a commitment to comply with the assurances, certifications, terms, and conditions associated with the funding award.

DCH Sponsor

CNIPS Number:

Vendor Number:

DCH Sponsor Name:

Mailing Address:

City:

State:

Zip Code:

County:

Authorized Representative Name:

Title:

Phone Number:

Fax Number:

Email Address:

Program Contact for Expansion Funds

Name:

Title:

Phone Number:

Fax Number:

Email Address:

Management Plan

1. What year did your agency become a DCH sponsor?
2. Has your agency or any of its principals ever been terminated from a U.S. Department of Agriculture (USDA) or other publicly-funded program? Yes No
3. Is your agency currently declared seriously deficient? Yes No
If yes, you are ineligible to apply.
4. Description of your agency's experience in administering public or private programs:
Community Bridges has over 40 years' experience providing equitable access to resources and services to meet the needs of Santa Cruz County community members and advocate for health and dignity across every life stage. We envision a thriving community where all people have the opportunity to unleash their full potential. Our mission is realized through 10 vital programs across 20 sites throughout the county, serving almost 17,000 local children, families and seniors each year. Our programs are grounded in evidence-based practices and include a rigorous evaluation of effectiveness.
5. Has your agency ever received any USDA start-up or expansion funds for DCH providers? Yes No

If yes, provide month(s) and date(s) of the award:

Date that you submitted the final report:

Note: At least 12 months must have elapsed since you met all obligations associated with any previous expansion funds award.

6. Number of approved DCH providers currently with your DCH sponsor agreement as of November 1, 2021:
7. Geographic area(s) your DCH sponsor currently serves and the number of approved DCH providers in each county:
Santa Cruz County – 179
San Benito County – 22
Monterey County – 216

8. Number of DCH providers you propose to recruit (maximum of 50) and the geographic areas or counties in which they are located:

We propose to recruit 50 providers over Santa Cruz, Monterey, and San Benito counties.

9. Explain **in detail** your plan to locate, contact, visit, recruit, and train DCH providers in low-income or rural areas not currently participating in the CACFP. **Describe specific activities.** Attach copies of outreach flyers or brochures, if applicable. Include plans for preoperational visits and training. Please note that active recruitment of DCH providers who are already participating in the CACFP is prohibited.

Community Bridges Child and Adult Care Food Program will organize and follow an efficient plan to locate, contact, visit, recruit, and train new providers in low-income and rural Santa Cruz, Monterey, and San Benito county areas. In order to locate and recruit providers, we will review a monthly list of newly opened providers from the Child Development Resource Center. Pamphlets and flyers will be distributed to our participating subsidized childcare programs and our respective childcare programs will contact the new providers in their local area for relationship-building and recruitment using the outreach materials. Due to the current unpredictable COVID-19 pandemic climate, our training will consist of an online orientation via email with required orientation materials included as attachments; documents requiring wet signatures will be snail-mailed to potential providers. Upon completion of the online orientation and all required signed documents received, a preapproval visit via Zoom Meetings will be scheduled and facilitated.

10. Attach documentation that shows the proposed DCH providers are in either rural or low-income areas.

Documentation titled **Rural or Low-income Areas** included: Yes No

11. List the names, titles, and duties of the administrative personnel who will oversee the expansion funds and conduct the activities described in your plan.

Note: DCH sponsors must employ the equivalent of one full-time employee for every 50 to 150 approved DCH providers.

Name	Title	Duties
Yaneri Herrera	Lead Program Consultant	Carry out program activities, assist with signing new providers
Erika Rodriguez	Senior Program Manager	Oversee and coordinate all program activities
Douglas Underhill	Chief Financial Officer	Oversee allocation and spending of funds
Raymon Cancino	Chief Executive Officer	Supervise program activities

The total number of new providers added with expansion funds cannot exceed 50. Reimbursement will apply to expenses incurred during the period approved for expansion activities.

Projected Administrative Budget

Federal Expansion Funds Requested (State expansion funds are not available.)

Proposed number of homes to be added:

Multiplied by the administrative rate of \$126* per home, then multiplied by the formula of 2, equals the **Total Amount Requested:**

(*Will be based on effective rate for Federal Fiscal Year 2021–22.)

Summary of Proposed Expenditures

Employee Wages and Taxes:

Benefits:

Travel and Transportation:

Office Supplies and Expendable Materials:

Printing/Duplication/Postage/Shipping:

Outreach and Recruitment:

Training:

Other (Expenditures in this category must be accompanied by justification and will be approved by the CACFP DCH Specialist.):

Total Amount of Proposed Expenditures:

Note: DCH sponsors are required to submit an Actual Costs Report (final expenditure report) specifically for the expansion funds following the completion of the time frame requested. Expansion funds are subject to state administrative review.

12. Does your agency operate under a Board of Directors? Yes No

If yes, please attach signed documentation showing that your Board approves of accepting a potential funding award.

Documentation titled **Board Approval** included: Yes No

Certification

I hereby certify that all of the aforementioned information is true and correct. I understand that this information is given in connection with the receipt of federal funds; that department officials may verify the information; and that deliberate misrepresentation of information may be subject to prosecution under applicable federal and state laws. As the duly authorized representative of the applicant, I have reviewed this application and have read all assurances, certifications, terms and conditions associated with this program, and I agree to comply with all requirements as a condition of funding.

Signature of Authorized Representative:

Date:

Printed Name of Authorized Representative:

Title:

For CDSS Use Only

Approved:

Approved Amount:

Approved By:

Approved Date:

The **Application for DCH Expansion Funds** must be received by the FEED no later than **5 p.m. on December 31, 2021**. Submit the application by email to CACFPinfo@dss.ca.gov or mail to the following address:

Child and Adult Care Food Program
Day Care Home Expansion Funds Application
Family Engagement and Empowerment Division
California Department of Social Services
744 P Street, MS 9-13-291
Sacramento, CA 95814

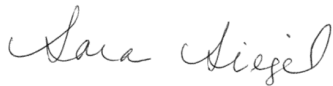
For additional information, please contact Monica Ortega, CACFP Specialist, by phone at 916-651-7331 or by email at Monica.Ortega@dss.ca.gov.

Board Approval

Child and Adult Care Food Program Application for Day Care Home Expansion Funds 2021–22

Community Bridges
519 Main Street
Watsonville, CA
95076

Community Bridges Board approves the Child and Adult Care Food Program Application for Day Care Home Expansion Funds 2021–22 and potential funding awarded under the California Department of Social Services to provide payment to day care home (DCH) sponsors for their administrative expenses associated with expanding a food service program to DCH providers located in low-income or rural areas.

A handwritten signature in cursive script, reading "Sara Siegel".

Sara Siegel
Secretary, Community Bridges Board of Directors

From: Jackjacobson@cs.com
To: [Mary Mackenzie](#)
Cc: [Governance Committee](#); [CB Board of Directors](#)
Subject: Re: DSS CACFP Application Vote
Date: Monday, December 27, 2021 11:22:14 AM

You have my yes vote.

Sent from my iPad

On Dec 27, 2021, at 10:35 AM, Mary Mackenzie <marym@cbridges.org> wrote:

Good morning all,

Since the BOD does not meet until January 2022, and we need to submit this application for funding for CACFP by 12/31/21, approval by the GC is needed by 12/30/21 in order to submit this application. Thus, we will need a vote by the GC.

As this vote must be passed between regular BOD meetings, we can use the power vested in the Governance Committee, as recognized by a separate motion at the March 2020 board meeting, to pass it.

In accordance with Roberts rules, we will need a 100% participation by the Governance Committee members on this electronic vote. Please respond to this email with an aye or a nay by Wednesday, 12/29 at noon.

Mary Mackenzie (pronouns she, her, hers)
Assistant to the CEO, Community Bridges
519 Main Street, Watsonville, CA 95076
P | 831.688.8840 x207 C | 206.819.2478 F | 831.688.8302

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<Application for DCH Expansion Funds 2021–22 draft.pdf>

From: [Silvia Morales](#)
To: [Jack Jacobson](#)
Cc: [Mary Mackenzie](#); [Governance Committee](#); [CB Board of Directors](#)
Subject: Re: DSS CACFP Application Vote
Date: Tuesday, December 28, 2021 11:07:08 AM

Yes vote for me as well. Silvia

On Mon, Dec 27, 2021 at 11:22 AM Jackjacobson@cs.com <jackjacobson@cs.com> wrote:
You have my yes vote.

Sent from my iPad

On Dec 27, 2021, at 10:35 AM, Mary Mackenzie <marym@cbridges.org> wrote:

Good morning all,

Since the BOD does not meet until January 2022, and we need to submit this application for funding for CACFP by 12/31/21, approval by the GC is needed by 12/30/21 in order to submit this application. Thus, we will need a vote by the GC.

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Mary Mackenzie (pronouns she, her, hers)

Assistant to the CEO, Community Bridges

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<Application for DCH Expansion Funds 2021–22 draft.pdf>

From: [Sara Siegel](#)
To: [Mary Mackenzie: Governance Committee](#)
Cc: [CB Board of Directors](#)
Subject: RE: DSS CACFP Application Vote
Date: Tuesday, December 28, 2021 11:26:39 AM
Attachments: [image001.png](#)

I vote yes on this as well

Sara Siegel
Deputy Probation Officer III
Supervising the Mental Health and Sex Offender Units
Santa Cruz County Probation Department
(831)454-3372 office
(831)345-1682 cell
(831)454-3327 fax



From: Mary Mackenzie <marym@cbridges.org>
Sent: Monday, December 27, 2021 10:35 AM
To: Governance Committee <GovernanceCommittee@cbridges.org>
Cc: CB Board of Directors <CBBOD@cbridges.org>
Subject: DSS CACFP Application Vote
Importance: High

******CAUTION:**This is an EXTERNAL email. Exercise caution. DO NOT open attachments or click links from unknown senders or unexpected email.****

Good morning all,

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a nay by Wednesday, 12/29 at noon.

Mary Mackenzie (pronouns she, her, hers)
Assistant to the CEO, Community Bridges
519 Main Street, Watsonville, CA 95076
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National CACFP Week

March 13-19, 2022



CACFP Week is designed to raise awareness of how the USDA's Child and Adult Care Food Program (CACFP) brings healthy foods to children and adults in care centers, homes and afterschool programs.

- ✓ **Educate** children and parents about healthy eating habits with the CACFP's free fun activities and communication tools.
- ✓ **Raise Awareness** of how the CACFP works to combat hunger.
- ✓ **Promote** the CACFP and advocate with a press release, a letter to congress and a request for proclamation.
- ✓ **Share #CACFPWeek** on social media and show your appreciation to all of those who work with CACFP every day.



Visit cacfpweek.org to learn more!



NATIONAL CACFP ASSOCIATION SPONSORS

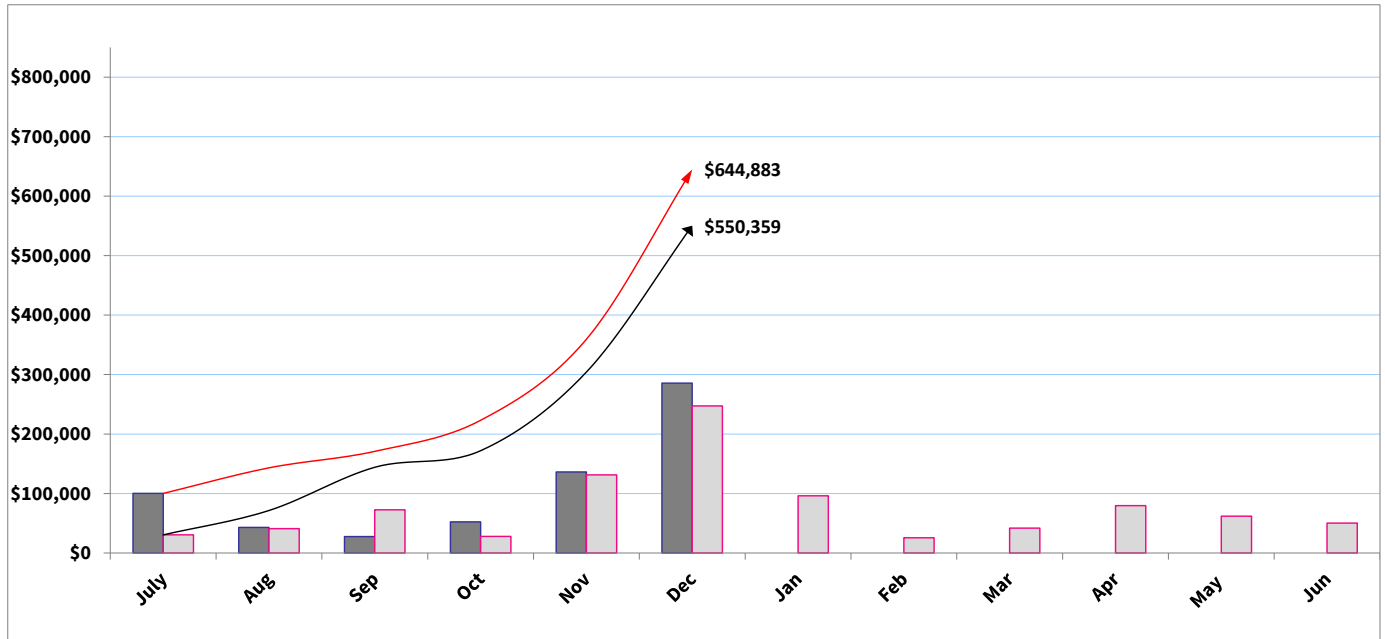


SESAME STREET in Communities

Development Progress Report
Fiscal Year 2021-22
December 31, 2021

Donation Revenue (Excluding Grants)

Total	Fiscal Year	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
	Current Year 21/22	\$100,170	\$43,012	\$27,709	\$52,232	\$136,276	\$285,484							\$644,883
	Previous Year 20/21	\$30,467	\$40,983	\$72,675	\$27,876	\$131,205	\$247,153	\$96,115	\$25,543	\$41,980	\$79,684	\$61,741	\$50,206	\$905,628
Year over year difference: 12/31/2020 to 12/31/2021 \$94,524 10% change														



A. Cumulative YTD Donations vs Budgeted Goal - See Fundraising Campaign Report

- 21/22 Donation Goal \$583,450 -10.1% Goal Change over Prior Year
- 21/22 Donations YTD \$644,883 111% Portion of goal met at 50% Portion of year lapsed
- 20/21 Donations YTD \$550,359 10.4% Change over prior year

Fundraising Campaign Report Through December 31, 2021

Includes COVID & CZU Fire Relief Funds

Donations to Programs	21/22 Goals	20/21 YTD	% Goal Met	20/21 Final
CB General Funds	\$133,000	\$181,600	137%	\$255,319
Child and Adult Care Food Program	\$4,000	\$7,490	187%	\$11,163
Child Development Division	\$5,900	\$5,015	85%	\$5,486
Women, Infants & Children	\$2,650	\$8,116	306%	\$4,361
Elderday	\$7,600	\$6,239	82%	\$10,493
Lift Line	\$15,100	\$6,115	40%	\$9,875
Meals on Wheels	\$337,000	\$345,226	102%	\$472,283
La Manzana Community Resources	\$2,700	\$2,822	105%	\$4,946
Live Oak Community Resources	\$7,500	\$22,100	295%	\$9,129
Mountain Community Resources	\$60,000	\$57,852	96%	\$114,574
Nueva Vista Community Resources	\$7,500	\$2,307	31%	\$7,992
Total Program Revenue	\$582,950	\$644,883	111%	\$905,621

Fundraising Appeals & Campaigns	21/22 Goals	21/22 YTD	Prior Year Dec 2020	20/21 \$ change
Annual Report	\$9,350	\$5,845	\$300	\$5,545
Calendar Donations	\$30,900	\$1,735	\$2,200	(\$465)
Covid Relief Funds		\$0	\$5,500	(\$5,500)
CZU Fire Relief Funds		\$0	\$35,124	(\$35,124)
Farm to Fork Gala	\$8,000	\$66,054	\$41,188	\$24,866
Giving Tuesday	\$10,540	\$16,512	\$25,250	(\$8,738)
Lift Line Van Sponsors	\$10,000	\$3,000	\$0	\$3,000
Major Gifts \$5K+	\$81,000	\$164,845	\$63,000	\$101,845
Monthly Donations		\$20,845	\$18,915	\$1,930
MCR Fundraiser Event	\$22,000	\$26,017	\$4,715	\$21,302
MOW Food from the Heart	\$35,000	\$32,335	\$0	\$32,335
MOW Fall Mailer	\$100,000	\$134,882	\$177,412	(\$42,530)
MOW Meal Donation	\$8,500	\$4,470	\$1,868	\$2,602
MOW Welcome Packet		\$1,675	\$1,468	\$207
Online (incl. Email & Social Media)		\$78,837	\$59,505	\$19,332
Outside Fundraisers of behalf of CB		\$10,669	\$14,352	(\$3,683)
Other Miscellaneous	\$267,660	\$57,809	\$77,377	(\$19,568)
Payroll & Matches		\$9,260	\$16,882	(\$7,622)
Program Donation Box		\$1,949	\$1,103	\$846
Santa Cruz Gives		\$8,144	\$4,200	\$3,944
Total Campaign Revenue	\$582,950	\$644,883	\$550,359	\$94,524

COMMUNITY BRIDGES Program Budget Summary November 30, 2021											
Projections for Year Ending 6-30-2022											
A	B	C	D	E	F	G	H	I	J	J	K
PROGRAM NAME:	6/30/21 Unaudited Balance	Annual 21/22 Approved Budget	Current Projected Expenses	Current Projected Revenues	As Yet Unsecured Revenues	(E-D) Net 2021-2022 Gain/Loss	(B+G) Cumulative Gain/Loss	Goal 25% Reserve %	Change from Prior Mo	% Change	14.53% Gen'l & Adm Exp
WIC (CB FY)	203,393	2,396,283	2,469,252	2,457,299	0	(11,953)	191,440	7.8%	8,778	0.4%	355,910
Child Development Div	391,760	2,129,942	2,365,232	2,432,212	225,000	66,980	458,740	19.4%	(20)	0.0%	338,882
Elderday	1,174,161	2,115,484	1,923,188	1,975,159	340,000	51,971	1,226,132	63.8%	(8,632)	-0.4%	272,492
Meals on Wheels	1,484,117	2,226,420	2,350,471	2,323,177	180,000	(27,294)	1,456,823	64.7%	15,451	0.7%	322,287
Lift Line	(207,036)	2,394,240	2,359,495	2,397,635	150,000	38,140	(168,896)	-8.4%	(10,114)	-0.4%	262,347
La Manana Commtty Res	265,463	895,605	1,496,531	1,493,028	55,700	(3,503)	261,960	17.7%	(18,294)	-1.2%	171,547
Mountain Commtty Res	329,613	556,714	681,632	711,652	86,920	30,020	359,633	53.6%	14,984	2.2%	90,134
Nueva Vista Commtty Res	163,057	352,453	472,624	484,839	38,800	12,215	175,272	37.4%	(3,333)	-0.7%	68,679
Live Oak Commtty Res	160,032	374,781	424,618	441,724	29,000	17,106	177,138	41.7%	2,200	0.5%	60,860
CACFP (CB FY)	17,111	4,178,223	3,838,591	3,881,980	120,000	31,893	49,004	6.6%	22,286	0.6%	57,256
Administration	194,434	2,090,173	2,238,265	2,144,079	286,443	(94,186)	100,248	4.5%	(49,580)	-2.2%	12,351
Philanthropy	212,929	316,214	318,855	249,796	263,257	(69,059)	143,870	45.1%	17,512	5.5%	46,334
TOTAL PROG OPERATIONS	4,389,034	20,026,532	20,938,754	20,992,580	1,775,120	42,330	4,431,364	26.84%	(8,762)	0.0%	2,059,079
LOCR-Capital Campaign	531,628	27,240	24,070	8,388	0	(15,682)	515,946	NA	(9,500)		0
CBHQ FY 20/21 Activity		-	101,016	118,501	0	17,485	17,485	NA	2,913		0
Fixed Assets & Gen'l Agy	3,952,143	-	1,780	7,773	0	5,993	3,958,136	NA	(5,603)		0
TOTAL AGENCY	8,872,805	20,053,772	21,065,620	21,127,242	1,775,120	50,126	8,922,931	26.84%	(20,952)	-0.1%	2,059,079

Fixed Asset purchases and Pass-Thru expenses exempt from Indirect; Revenues and Expenses include all pass-through

**Program Budget Summary
November 30, 2021**

PROGRAM NAME:

WIC	+12K Personnel, -20K Phone, 6K shift from Minor Equip to Outreach
Child Development Div	+126K CDD Contract, -25K personnel, 360K surplus to expend
Elderday	+5K personnel, +5K 501 Main, Operating remote services, Proj ADA = 60
Meals on Wheels	+52K AAA, +9K Participant Contributions, +43K Food, +10K Personnel
Lift Line	Slight decrease personnel, Slight increase taxi, working on equity wages
La Manzana CR	+16K Comm Foundation, +22K personnel, +4K minor equipment, +3K Communications
MCR	-6K personnel new hires pushed out, added equity payments FRCs, +8K Comm. Foundation,
Nueva Vista CR	-4K packard, +8K Comm Foundation, +4K minor Equip +2K Maint
Live Oak CR	+8K Comm. Foundation, +5K personnel
CACFP	-personnel with vacancy offset by equity wage increases, projected increase in DCH, may add 1 FTE
Administration	BOD approved prior year funds \$83,057, -9K on year, +Admin Equity Wages, +G.A.
Philanthropy	BOD approved prior year funds \$84,214, +15K on year compared to prior year funds, +donations
LOCR-Cap Campaign	Actual YTD less proj FY 21/22 expenses, 11/30/2021 \$540,016
La Manzana Property	Actual Revenue/Expense through 11/30/2021
FAs & Agy Unrestr.	Actual YTD less projected FY 21/22 expenses, Endowment Balance 11/30/2021 \$687,782
Total Agency	Proj Program +42K, Proj Agency +50K, +FA

LOCAL NEWS

Nonprofit offers financial support to Big Basin Water customers

Community Bridges is offering eligible residents \$250 or \$500 Visa gift cards

By **HANNAH HAGEMANN** | hhagemann@santacruzsentinel.com | Santa Cruz Sentinel

PUBLISHED: November 9, 2021 at 6:19 p.m. | UPDATED: November 10, 2021 at 3:13 p.m.

BOULDER CREEK — Residents that have been financially impacted by recent Big Basin Water Co. outages may be eligible for two Community Bridges financial relief programs.

Big Basin customers were hit with weeks of boil water orders throughout the month of October, which meant some residents had to buy bottled water, or were forced to wash their clothes at laundromats.

The local nonprofit, which operates out of Felton at its Mountain Community Resources center, said it was alerted to the situation by the Sentinel's reporting.

"I think a lot of people find themselves in challenging circumstances unexpectedly — like Big Basin Water Co. customers are — and they don't think of themselves as people who need help, but that's exactly the kind of person that help is available for," said Community Bridges Communication Manager Jayme Ackemann.

Impacted residents could be eligible for two Community Bridges assistance programs.

The first is the nonprofit's "CZU Funding" which is available to anyone whose home is within a red zone on the Cal Fire CZU Lightning Damage Inspection Data map. That map can be found at co.santa-cruz.ca.us/FireRecovery/AdditionalResources/MapsData.aspx

Residents don't need to have sustained property damage in the CZU Lightning Complex fire to be eligible, Ackemann said. But Big Basin Customers must have a household income at 80% or less of Santa Cruz County median income.

For an individual to be eligible they must make \$78,050 or less and for a household of two or more to be eligible, that family must make less than \$89,200 as a household. A family of four must bring in \$111,000 or less yearly, in order to receive assistance.

Community Bridges can supply eligible households of two people or more a \$500 Visa gift card, or an individual household with a \$250 gift card.

If Big Basin customers don't live in a property included in a red zone on the CZU damage map, they may also be eligible for Community Bridges COVID-19 funding. Those financially impacted by the pandemic could also qualify for a \$250 or \$500 Visa gift card.

"There are people who are struggling with such a basic necessity as access to clean, safe, reliable water," said Ackemann. "We just thought that if there is a way that we can help support them and they're eligible for our services, we wanted to make sure they knew those services existed."

Residents interested in either assistance program are urged to call Mountain Community Resources at 831-335-6600 to check eligibility and apply for support. The resource center is open from 9 a.m. to 4 p.m. Monday through Thursday.



PROMOTED CONTENT

Meals on Wheels needs help bringing breakfast to Santa Cruz County seniors

PRESENTED BY COMMUNITY BRIDGES

As demand increased due to COVID-19, Community Bridge's Meals on Wheels program rose to the occasion thanks to community support and dedicated volunteers serving over 360,000 meals across Santa Cruz County. To continue your forward and offer this essential service they are seeking support for the new year.

Since 1977, Community Bridges has operated programs designed to serve, support, and supply essential services to the people of Santa Cruz County. One of their 10 programs running today is Meals on Wheels Santa Cruz County which operates across 20 sites.

Delivering meals to seniors in every corner of the county, Meals on Wheels saw a significant increase in demand during the COVID-19 pandemic.



Meals on Wheels customer Margarita and her husband Juan pictured at home

(Community Bridges)

Seniors were unable to have visitors, or see friends and family, due to COVID-19 fears also saw increasing food insecurity due to the quarantine shutdown and social isolation. This meant that for customers like Margarita and her husband Juan, pictured above, the evening meal kits wouldn't be enough food.

To supplement those nutrition needs, Meals on Wheels through its generous donations and grant funding, was able to provide a breakfast pack with food for an additional meal five days each week.

Margarita explained that without that food they didn't know what they would have done when they didn't feel safe going to the grocery store.

"The food is delicious. But mostly we wish God's blessing on all of the drivers, volunteers, and people who help us to have this food."

— Margarita, Customer of Meals on Wheels



(Community Bridges)

Meals on Wheels saw its demand more than double during the pandemic – serving more than 360,000 meals over the first year of the pandemic.

As more Santa Cruz County seniors have been fully vaccinated against COVID-19, Meals on Wheels dining sites have reopened. In part, this means that grant funding for the breakfast packs has ended too. But the number of seniors in need of nutrition support has not

dropped back to pre-pandemic levels – and many are still concerned about spending time in restaurants, grocery stores, or other crowded locations.



Meals on Wheels helps deliver meals to customers like Margarita and her husband Juan, pictured here
(Community Bridges)

Your #GivingTuesday Donation could help us restore the breakfast packs that helped Santa Cruz County Seniors through the pandemic.

TAKE ACTION

Help Meals on Wheels this #GivingTuesday



Meals on Wheels is always looking for volunteer and even paid delivery drivers. There are so many great ways to support seniors. Help us honor our parents and grandparents by ensuring they have the support they need to live in comfort in their senior years.

Giving Tuesday donations can help more than 2,000 nonprofits in Santa Cruz County



Updated: 7:08 PM PST Nov 30, 2021

<https://www.ksbw.com/article/santa-cruz-giving-tuesday-non-profits/38394631>

Phil Gomez

Reporter



SANTA CRUZ, Calif. —

It is the season of giving and Giving Tuesday was a perfect day to get in the holiday spirit.

The day encourages people to give back, by donating to charities or nonprofits.

"We all woke up at 5 o'clock this morning with our own stories; our messages to tell you about the impact we're having thanks to donors in our communities," said Keisha Browder, the CEO for United Way of Santa Cruz County.

The nonprofit focuses on kids, family and financial projects like its Community Prevention Program, Youth Action Network, and its helpline which logged more than 8,000 calls in 2020. They also provided assistance during the pandemic and CZU Lightning Complex Fire.

Any amount or gift goes directly back into the community, according to Browder.

"So, everything from making sure foods getting delivered to helping our local neighbors rebuilding, you're support today really makes a difference. You think that \$5 or \$10 donation doesn't go far but when it's added to others, it really truly makes a lasting difference," Browder said.

Community Bridges has 10 different programs under its umbrella.

These include Lift Line, Meals on Wheels, Child and Adult Care programs. Giving Tuesday serves as a reminder to think about our neighbors and start the season with gratitude and giving.

"For us, it's a big fundraising opportunity. We raise a significant amount of funds to help us direct children and seniors and those living in our community. So, for us, it's a big deal," said Raymon Cancino, CEO of Community Bridges.

The Salvation Army is the most visible this time of year with the red kettles. The funding raised during the holidays helps to support their work year-round. They provide food year-round and if people have an unpaid utility bill they'll work to help them out.

"There are still people that are not working and still people who need that extra income for other things and we can give some grocery's and some fresh food to try and help meet that need," said Denise Acosta, Salvation Army social services director.

The unofficial holiday happens every year on the first Tuesday after Thanksgiving.

There are more than 2,000 nonprofits in Santa Cruz County working to support their communities.

You can choose any one of them that is close to your heart.

Santa Cruz RTC approves deferred road maintenance

METRO, Lift Line, Ecology Action needs take a backseat

By **MELISSA HARTMAN** | mhartman@santacruzsentinel.com |

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SANTA CRUZ — In its Thursday meeting, the Santa Cruz County Regional Transportation (RTC) voted to adopt a recommendation from the Santa Cruz County Public Works Department – a move that left little Consolidated Grant Program Funding for Santa Cruz METRO, Lift Line, Ecology Action and even RTC projects.

With approximately \$11 million on hand from four different funding sources, the RTC voted 8-4 to approve a Regional Transportation Improvement Program that will direct more than \$6 million to perform deferred road maintenance on streets across the county. Some areas named in project applications are Soquel San Jose Road and Porter Street, Holohan Road and San Andreas Road.

“There are 600 miles of roads that have \$500 million of deferred maintenance, which is through no fault of anyone but it is more deficient than the other 57 counties in California because of our storm damage dating back to 2016-17,” RTC member Bruce McPherson said. “I believe in making balanced choices, (like) fixing our roads first.”

Staff’s recommendation, vetted and amended by the agency’s Bicycle Advisory, Elderly and Disabled Transportation Advisory and Interagency Technical Advisory committees, would have allocated \$4.5 million to the county for its road projects and, with the extra room, offered \$1 million to METRO, \$325,000 to Lift Line and \$59,000 to Ecology Action for eco-transit efforts. Another \$1 million would have been spent between designs for the State Route 1 – Freedom to State Park auxiliary lane and bus on shoulder project and the Coastal Rail Trail Segment 12 project.

With the commission’s direction to let staff decide how to split the remaining money, the amount that the three organizations will benefit from the Regional Transportation Improvement Program is in limbo. At least \$300,000 will be granted to the Highway 1 Freedom to State Park project.

Watsonville representative Eduardo Montesino and METRO representatives Alta Northcutt, Kristen Petersen and Larry Pageler dissented on the motion made by colleague Manu Koenig — a county representative voted Thursday to serve as vice chair alongside chair Sandy Brown in 2022 — because they believed staff's recommendations were more emergent and equitable.

"We need to move forward with everyone getting a slice of pie because there isn't enough to go around," Montesino said.

The idea of more projects than paper money was a reality understood by the commission and underscored by Senior Planner Rachel Moriconi.

"It's always exciting to have money. It's never enough money. I've mentioned in the (program draft) that even with all these funding sources they only make up about half of what is really needed to fully fund projects," she said.

Weighing the outcome

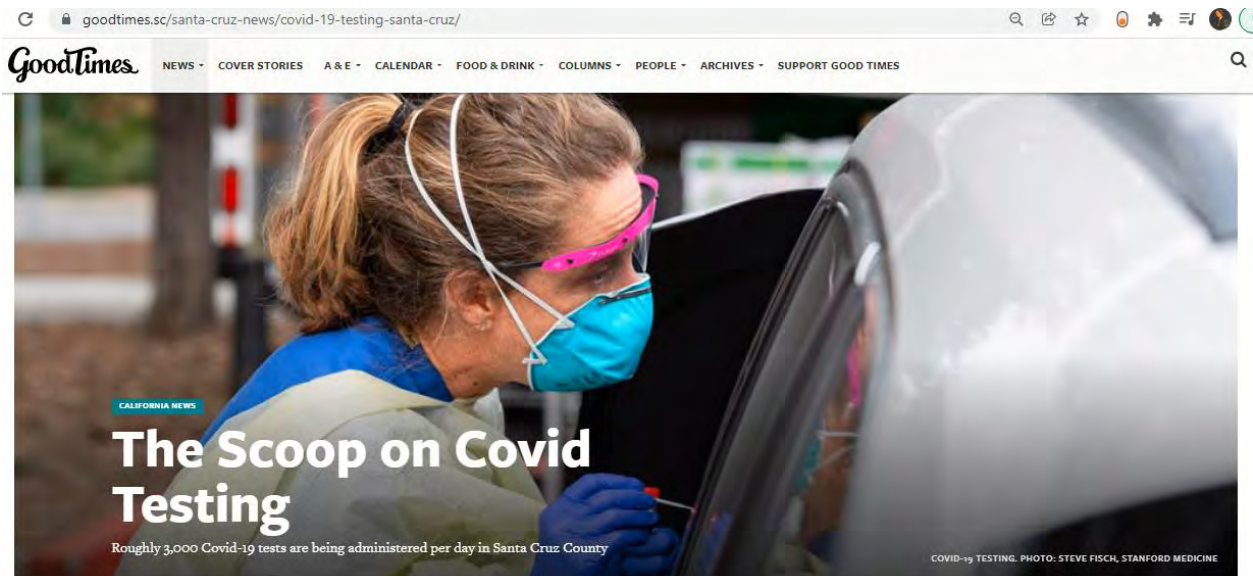
RTC's Regional Transportation Improvement Program is how the state-designated Regional Transportation Planning Agency announces and keeps track of which projects receive certain state and federal funds and which ones do not on a regular basis. Upon making a call for projects to utilize the State Transportation Improvement Program, Surface Transportation Block Grant Program, Coronavirus Response highway and Highway Infrastructure Program Funds, county transit coordinators received 19 applications for a total of \$26 million.

For METRO, the originally promised sum would have translated to one natural gas bus — a cost outgoing CEO Alex Clifford just told the Sentinel last week is hard to cover.

"This is not a competition to see whether the county's backlog of road projects is a larger list than METRO's," Clifford said. "This should not be a tit-for-tat process in which we compare which agency can or cannot compete for various pots of grant-formula money... Now is the time not to be greedy, instead it is the time to support each other."

For Lift Line, the money would have funded electric vehicles. For Ecology Action, regional shares would have covered hands-on, school-based bicycle and pedestrian safety education.

The city shares — \$689,000 for Capitola, \$1.6 million for Santa Cruz, \$500,000 for Scotts Valley and \$1.2 million for Watsonville — remained unchanged from staff's recommendation. This will allow for developments such as a new sidewalk on Kennedy Drive in Capitola and Complete Streets enhancements in downtown Watsonville.



The Scoop on Covid Testing

Roughly 3,000 Covid-19 tests are being administered per day in Santa Cruz County

BY **TONY NUÑEZ**

POSTED ON JANUARY 11, 2022

<https://goodtimes.sc/santa-cruz-news/covid-19-testing-santa-cruz/>

Roughly 3,000 Covid-19 tests are being administered per day in Santa Cruz County, as residents try to dodge the latest, hyper-transmissible Omicron variant of Covid.

But that mark, says county spokesperson Jason Hoppin, is only a fraction of the true number of tests being used throughout the county. Hoppin says that there are likely hundreds, if not thousands, of additional tests that are being conducted every day at home.

“Everyone is trying to get a test,” Hoppin says. “There is an extraordinary demand in the county now, as there is throughout the nation.”

The county on Dec. 30 announced that it would expand its testing capacity at three sites: Depot Park in Santa Cruz, Ramsay Park in Watsonville and the Mountain Community Resources Center in Felton. Expanded hours at those sites began last week, and Hoppin says that the three locations accounted for almost half—about 1,400—of the tests reported to the county health department.

But because of the rise of the at-home rapid tests, which have been harder and harder to find as Omicron has wreaked havoc, it's tough to get an accurate estimate of how many people throughout the county have taken a test and, more importantly, have come back positive.

The more than 3,300 active Covid-19 cases recorded Monday are the most the county has seen since the start of the pandemic. The county's positivity rate, 11.8%, is the highest it's been since the 2020-2021 winter surge.

But there is good news: despite the mass rise in cases, the number of county residents filling ICU beds has not seen a similar jump. There were only three people in intensive care in local hospitals as of Monday, Hoppin said.

In addition, Hoppin says that a significant portion of the county's 18 patients hospitalized with Covid-19 were headed to the hospital for other reasons such as surgery. All patients must be tested for Covid-19, and if they test positive they must be treated as a Covid-19 patient, meaning they are isolated from other patients.

Hoppin also says that a positive case is not removed from the county's dashboard count for three weeks, regardless of whether the person who tested positive is no longer infected with the disease.

For much of December, test results from the three aforementioned sites were taking roughly 48 hours. Hoppin says that is likely not the case any longer. Not only have lines at those sites gotten longer, but the lab processing those tests is also in charge of processing tests from other sites across the region.

"We're doing what we can to make tests accessible to county residents, but there are some things—the supply chain, for instance—that are out of our control," he says.

Several local pharmacies and stores were sold out of at-home rapid tests, and online orders were backed up for at least two weeks with most retailers.

The [White House announced last week](#) that it had finalized contracts to fulfill its plan to mail some 500 million free at-home test kits. And on Monday, the Biden administration doubled down on bringing test kits to homes across the U.S. by requiring private health care providers to pay for eight tests per person per month. The latter move, the [Health and Human Services Administration](#) says, will begin Jan. 15.