



COMMUNITY BRIDGES
PUENTES DE LA COMUNIDAD

**ZOOM BOARD OF DIRECTORS MEETING Wednesday,
September 18, 2024 5:00 PM to 7:30 PM Large**

Conference Room, CBHQ or

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

Meeting ID: 613 973 795

REGULAR SESSION DRAFT AGENDA

5:00 1. CLOSED SESSION

5:50 2. Adjourn Closed Session

5:50 3. Call to Order/Establish Quorum

5:50 4. Agenda Review (5 min)

5:55 5. Announcements/Program Updates (15 min)

6:10 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 June 12, 2024 Board of Directors Meeting

6.2 Draft Minutes of the July 10, 2024 Governance Committee Meeting

6.3 Draft Minutes of the August 14, 2024 Governance Committee Meeting

6.4 Draft Minutes of the September 11, 2024 Governance Committee Meeting

6.4a Motion to Support Measure V. Motion moved by Mary/Sara, MSP.

6.5 Draft Minutes of the July 10, 2024 Finance Committee Meeting

6.5a Motion to move ahead with the LOI to purchase 230 Pine St. for \$1.25M and work with bankers to purchase options allow a CEO and CFO to explore options. Motion moved by Jack/Mary, MSP.

6.6 Draft Minutes of the August 14, 2024 Finance Committee Meeting

6.6a Motion to approve the financing terms from SCCB and give the authority to CEO and CFO to execute on that. Motion moved by Mary/Jack, MSP.

6.6b Motion: To request agency move HP toward CSPP and explore a Hybrid model, Motion moved by Mary/Jack, MSP.

6.7 Draft Minutes of the September 11, 2024 Finance Committee Meeting

6.8 Draft Minutes of the July 10, 2024 Development Committee Meeting
6.9 Draft Minutes of the August 14, 2024 Development Committee Meeting
6.10 Draft Minutes of the September 11, 2024 Development Committee Meeting

6:15 7. Receive comments from members of the public on “Items not on the Agenda” (5 min)

6:20 8. BOD Chair Report – Jack Jacobson (5 min)

6:25 9. CEO Report – Ray Cancino (20 min)

- a. EED Program updates
 - i. CSPP Inclusion
 - ii. Cal Fire Grant
 - iii. Program Self Evaluation

6:45 10. Development Report–Tony Nunez/ Anna Vaage (20 min)

7:05 11. Finance Committee Update – Doug Underhill (20 min)

7:25 12. Newspaper Articles

- a. [Live Oak School District, Community Bridges agree to long-term lease](#)– Santa Cruz Sentinel, August 2024
- b. [Rising demand, shrinking resources: The challenges facing Meals on Wheels for Santa Cruz County](#) – Lookout Santa Cruz, August 2024
- c. [WIC celebrates 50 years of supporting healthy families](#) – Good Times, August 2024
- d. [Breastfeeding Health Fair to celebrate 50 years of WIC program](#) – Santa Cruz Sentinel, August 2024
- e. [Lookout In the Community: Events to check out this August](#) – Lookout Santa Cruz, August 2024
- f. [Coastal Watershed Council hosts exploration expedition to the San Lorenzo River](#) – Santa Cruz Sentinel, July 2024
- g. [New Dominican Hospital residency program aims to speed up local health care](#) – Lookout Santa Cruz, July 2024
- h. [Community Bridges celebrates 50 years of WIC at Annual Breastfeeding Health Fair and Walk](#) – Lookout Santa Cruz, July, 2024
- i. [Central Coast nonprofits fear proposed state budget cuts](#) – KSBW, June 2024
- j. [Letter | Proposed budget cuts will harm Meals on Wheels](#) – Santa Cruz Sentinel, June 2024
- k. [Free summer lunch programs across the Central Coast](#) – KSBW, June 2024

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

7:30 14. Adjourn Regular Meeting

Next Meeting:

November 20, 2024, 5 pm - 7:30 pm.



COMMUNITY BRIDGES
PUENTES DE LA COMUNIDAD

HYBRID BOARD OF DIRECTORS MEETING
Wednesday, June 12, 2024 5:00 PM to 7:30 PM

Large Conference Room, CBHQ or

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

Meeting ID: 613 973 795

Present: Silvia Morales, Linda Hindman Holbert, Ray Cancino, Doug Underhill, Tyler Smith, Jack Jacobson, Alope Mukherjee, Nick Calabaquib, Michele Miller, Ryan Friedrich, Anna Vaage, Brenda Griffin, Dana Wagner, Tony Nunez, Lois Sones, Mayra Melendrez

Minutes: Mary Mackenzie

REGULAR SESSION DRAFT MINUTES

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

Largest grant the agency has ever received 3M CalFire Green Playground grants.

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 February 21, 2024 Board of Directors Meeting

6.2 Draft Minutes of the March 20, 2024 Board of Directors Meeting

6.3 Draft Minutes of the March 13, 2024 Governance Committee Meeting

6.3a Motion to approve resolution to continue the Line of Credit with 1st Capital Bank in the amount of \$750,000.00. Motion moved by Ryan/Sara, MSP.

6.4 Draft Minutes of the April 10, 2024 Governance Committee Meeting

6.4a Motion to accept all three action items as recommended by staff. Motion moved by Silvia/Alope, MSP.

6.5 Draft Minutes of the May 8, 2024 Governance Committee Meeting

6.6 Draft Minutes of the March 13, 2024 Finance Committee Meeting

6.7 Draft Minutes of the April 10, 2024 Finance Committee Meeting

6.7a Motion to move staff's recommendation to open a money market account to recommendation. Motion moved by Jack/Aloke, MSP.

6.7b Motion to move staffs recommendation for TDA/STA 24-25 Funding. Motion moved by Jack/Aloke, MSP.

6.8 Draft Minutes of the May 8, 2024 Finance Committee Meeting

6.9 Board Meeting Schedule FY 24/25

6.10 Program Presentations Schedule FY 24/25

Motion to approve the consent agenda as written. Motion moved by Ryan/Aloke, MSP

5:59 7. Receive comments from members of the public on "Items not on the Agenda"

None

5:59 8. BOD Chair Report – Jack Jacobson

None

5:59 9. CEO Report – Ray Cancino

a. EED Tuition Rates

Heads up to the Board, but the numbers still need analysis. CB has been reviewing HP to try to turn it around to make it feasible. CB is looking for a recommendation of whether EED should have an infant/toddler room. There is a need for some further analysis to look at liability. The agency doesn't want to just run a childcare center for the sake of running one. How is the agency able to serve the lower income or middle income populations? CB tried to implement it at the beginning of the year. The current thoughts don't address the needs of low income and middle income families. CB has to acknowledge that it will be harder to come into the centers, verses going directly into the school system. It's a tricky process. When CB brought the new revised rates, the agency didn't have the infant/toddler rates. There is a parent participation requirement: volunteering 2 hours or paying an additional \$40/mo. There is a large need for infant/toddler room. This isn't a financially sustainable model. Some are from 8am-1pm. When CB started this fiscal year, the agency didn't have a toddler room and didn't have an infant room. Site supervisor is teaching in the preschool room. There are a lot of families that are working over the hill. CB does have a family that has 2 children with us, and in south county EED has a family with 3 children in the program. Right now CB is looking at 70% of children leaving to go to TK or Kindergarten. Statewide, the hope would be expansion for additional seats. Expand CSPP program in the future. Where does CB draw the line. The decision was to not have EED apply for CORE funding. The whole agency is only able to apply for a total of a little over 900k. CB can only apply for 25% and certain tiers. MOW will need to apply for around \$500k, ELD \$200k, and the FRCs \$220k of available funds. EED is 100% paid for this year since they are hold harmless. One site has up to 24 eligible clients. 146 adults at ELD, FRCs

serve over 6000 people, or MOWs serve over 900 people. The second component is the county to subsidize a rural community for a private pay site.

6:18 10. Development Report–Tony Nunez/ Anna Vaage (15 min)

None

6:18 11. Finance Committee Update – Doug Underhill (25 min)

None

6:18 12. Newspaper Articles

- a. [Community Bridges unveils ‘Wisdom of Our Elders’ mural](#) – Santa Cruz Sentinel, May 2024
- b. [New mural, art exhibit sprout in Watsonville](#) – Good Times, May 2024
- c. [Live Oak School District to appoint board member, vote on lease agreement with Community Bridges](#) – Lookout Santa Cruz, May 2024
- d. [Pajaro Unmet Needs Disaster Program sees over 600 household applications ahead of Saturday deadline](#) – KION, April 2024
- e. [Unlock the power of giving back this volunteer month with Community Bridges](#) – Lookout Santa Cruz, April 2024
- f. [Unmet Needs Program Taking Off In Pajaro](#) – Good Times, April 2024
- g. [County of Monterey unveils application numbers from the Unmet Needs Resource Program](#) – KION, March 2024
- h. [Pajaro Flood: One Year Later](#) – Good Times, March 2024
- i. [Editorial | Amid fiscal woes, Live Oak School District facing tough choices](#) – Santa Cruz Sentinel, March 2024
- j. [1st Bay Area Farmworker Convention expected to gather hundreds from all over CA](#) – ABC 7, March 2024
- k. [Se cumple un año de la inundación en Pájaro; varias familias y negocios esperan ayuda financiera](#) – KION, March 2024
- l. [Overhaul of faulty Monterey County levee is finally underway – but flood risks remain](#) – San Francisco Chronicle, March 2024
- m. [One year after Pajaro levee breached, many residents remain in dire need](#) – The Mercury News, March 2024
- n. [Monterey County begins Pajaro disaster relief](#) – Santa Cruz Sentinel, March 2024
- o. [The floodwaters have long receded from Pajaro. But one year later residents and businesses are still struggling to stay afloat](#) – Monterey County Weekly, February 2024
- p. [\\$10 million approved to help Pajaro flood survivors](#) – KSBW, February 2024
- q. [Who is behind the largest campaign donations in Santa Cruz County’s primary election cycle?](#) – Lookout Santa Cruz, February 2024
- r. [Drastic Layoffs at Live Oak School District Loom](#) – Good Times, February 2024

6:19 13. Items for Next Agenda (5 min)

6:19 14. Adjourn Regular Meeting

Next Meeting:

September 18, 2024, 5 pm - 7:30 pm.



Governance Committee Meeting

Wednesday, July 10, 2024, 6-7 pm

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

Meeting ID: 326 410 777

Present: Jack Jacobson, Steph Ruhl, Ray Cancino, Silvia Morales, Michele Miller, Dana Wagner, Mary McMillan, Sara Siegel

Minutes: Mary Mackenzie

REGULAR SESSION

DRAFT MINUTES

6:00 1. Meeting to order/Establish Quorum

6:00 2. Closed Session

See closed session Minutes

6:35 3. Consent Agenda (2 min)

a) 5/8/24 Regular Session Draft Minutes

Motion to approve the consent agenda as written. Motion moved by Steph/Silvia, MSP.

6:37 4. Agenda Review (3 min)

6:40 5. RTC Seeking Members for Elderly and Disabled Transportation Advisory Committee (3 min)

The RTC is looking for people to be on the Elderly and Disabled Transportation Advisory Committee, if you know anybody who uses services in Santa Cruz. This is an important committee, being on this county commission could help to make important decisions for CB.

6:43 6. State Budget (5 min)

a) CBAS Programs will receive MCO Tax

We don't know what the amount. This will raise the statewide rate of \$76 to something else. ELD is currently at \$111, hoping that alliance will support a rate increase for ELD.

b) MOW state cuts avoided

Prepared by Mary Mackenzie

CB was involved in advocating against the proposed State cuts. This is good news for programs across the state.

6:48 7. CORE Budget Applications (10 min)

Agency Max allowed – 25% of remaining \$3.79M, cannot apply for tier 3 (under \$50k), max allowed per program or category \$500k, Waiting on HSD response to inquiry about programs in similar categories.

1. ELD - \$200,000
2. MOW - \$500,000
3. FRCs - \$247,000

CORE recap: see above. In total CB can only apply for \$947k, the agency's biggest holes are ELD, MOW and FRCs, thus these are the programs that CB is applying for funding. CB targeted both impact and apply across different categories. EED was not included in this, the team had discussions relative to primary focus. There is an increasing amount of new revenue for CSPP total grant amount. The last several years they've received a windfall of new revenue. Our contract was \$1.6M for CSPP sites. To earn that contract, had to do an adjusted child days of 29,000 when one does the differential. If they have an ESL differential of 1.7 or IEP in the 2s. The current contract is \$2.4M. EED has to do a less adjusted childdays than previous year both due to differential and rates. HP is serving private pay individuals. It's only benefiting less than 10 current families and maxes out at 30 families. ELD, MOW and FRCs impact is much greater.

6:58 8. Items for next GC Agenda/BOD Agenda (2 min)

Board Development.

7:05 9. Adjourn

Next Meeting: August 14, 2024, 6-7 pm

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

or call +1 669 900 6833

Meeting ID: 326 410 777



Governance Committee Meeting

Wednesday, August 14, 2024, 6-7 pm

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

Meeting ID: 326 410 777

Present: Ray Cancino, Jack Jacobson, Silvia Morales, Ryan Friedrich, Steph Ruhl, Alope Mukherjee, Michele Miller

Minutes: Mary Mackenzie

REGULAR SESSION

DRAFT MINUTES

6:00 1. Meeting to order/Establish Quorum

6:00 2. Closed Session

See closed session minutes.

6:28 3. Consent Agenda (2 min)

a) *7/10/24 Regular Session Draft Minutes*

Motion to approve consent agenda as written. Motion moved by Silvia/Alope, MSP.

6:30 4. Agenda Review (3 min)

None

6:30 5. Agency Insurance (8 min)

FYI – CB has been with NIAC for the last several years, is going to stop writing certain types of insurance. NIAC is no longer insuring above 2M, and increasing rate by \$31k a year. CB has started talking with our broker to look at other solutions. CB was insured at \$7M. The agency has been working really hard to find an alternative solution. Hope to get a bid from Philadelphia. CB may need to look at pulling LL out and treat them separately. NIAC says insuring above \$2M there is an increased liability. CB had to get amendments for cities that require higher limits. The agency has been trying to be diligent in following up with our broker. The broker had a WebEx meeting with Philadelphia. Underlying policy is \$1M and NIAC is \$2M, so \$3M total coverage, what the agency had before was \$2M and 5m umbrella with a total of \$7M.

Prepared by Mary Mackenzie

6:32 6. Items for next GC Agenda/BOD Agenda (2 min)

None. Thanks to Steph for helping.

Potential Insurance Broker: Rovi Insurance

6:33 7. Adjourn

Next Meeting: September 11, 2024, 6-7 pm

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

or call +1 669 900 6833

Meeting ID: 326 410 777



Governance Committee Meeting

Wednesday, September 11, 2024, 6-7 pm

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

Meeting ID: 326 410 777

Present: Ray Cancino, Jack Jacobson, Steph Ruhl, Silvia Morales, Michele Miller, Doug Underhill, Sara Seigel, Alope Mukherjee, Mary McMillan, Lois Sones (6:23)

Minutes: Mary Mackenzie

REGULAR SESSION

DRAFT MINUTES

6:00 1. Meeting to order/Establish Quorum

6:00 2. Closed Session

See closed session minutes.

6:20 3. Consent Agenda (2 min)

a) *8/14/24 Regular Session Draft Minutes*

Motion to move the consent agenda as written. Motion to move by Silvia/Sara, MSP.

6:22 4. Agenda Review

6:22 5. Advocacy Committee

a) *Support Measure V – Watsonville*

This measure is specifically to include non-us citizens to be able to be able to be appointed on a committee. This would include DACAs, or non-us citizens to be on committees such as, parks and rec, or planning. Since this is an issue that resonates with the mission of CB and the clients we serve, there is an opportunity for CB to speak in support based on our advocacy policy. Two members of the council have decided to oppose it, and are causing a lot of fear mongering. This would have the effect of diversifying and opening opportunities up for all residents regardless of citizenship status.

Motion to Support Measure V. Motion moved by Mary/Sara, MSP.

b) *Support Measure Z – Santa Cruz*

Prepared by Mary Mackenzie

This is a sugary beverage tax. CB understands that these taxes are regressive. Lower income individuals or those in a food deserts will be adversely affected. They don't have any cheaper options. The reality is that our agency has been significantly dedicated with health and wellbeing. This does support the reductions in behaviors, fundings would support services to improve health and wellness.

Two GC members are all for it. One that doesn't love it, but won't argue that CB shouldn't support it. CB might get some pushback because it does impact our houseless community. How much is the tax? It's by fluid ounces - \$.02/fluid ounce - 12 oz can would be \$.24

Motion to support Measure Z. Motion moved by Mary, no second – NO ACTION.

6:20 6. Agency Insurance

The agency was concerned about not having \$7M insurance, so went ahead with Philadelphia which will cost an additional increase of \$53k, which equates to a 20% increase. NIAC was not sufficient to cover the agency adequately. One nuance is when CB starting to look at the programs and how it's going to impact, there will be a negative impact on ELD and positive impact on LL. The agency is in a better position for liabilities and any impact it may have.

- a) 261k Expiring Rate
- b) Renewal was 271k w/o Excess Liability at 5M
- c) 314k w/Liability with 5M

Increased costs of 53K to maintain previous liability levels. It also reduces costs of operating at Lift Line.

6:55 7. Items for next GC Agenda/BOD Agenda (5 min)

6:36 8. Adjourn

Next Meeting: October 9, 2024, 6-7 pm

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

or call +1 669 900 6833

Meeting ID: 326 410 777

Prepared by Mary Mackenzie



FINANCE COMMITTEE

Wednesday, July 10, 2024, 5:00-6:00 PM

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

Zoom Meeting ID: 326-410-777

Santa Cruz County, CA

Present: Jack Jacobson, Doug Underhill, Mary McMillan, Ray Cancino, Steph Ruhl

Minutes: Mary Mackenzie

REGULAR SESSION DRAFT MINUTES

5:00 Agenda Review

5:05 CFO Report – Doug Underhill

a) *Department updates and announcements*

Fiscal is just finishing out the close of the fiscal year. Continuing to close out then move into our annual audit. CORE proposals are going in at very end of next month.

b) *May 31, 2024 Program Budget Summary*

We did see a \$115k positive change for the month and are projected down \$96k.

EED losses are from the HP Private Pay Site.

ELD is also showing losses from a slowly recovering ADA. The low point was 48 ADA in December. ADA has been a minor success story. Need to get the ADA for ELD into the 70's for this next fiscal year.

WIC has seen a gain for the year of \$159k from ECM services.

Admin is healthy with a \$51k projected gain.

Dev is showing a \$66k loss, but did have \$37K expenses for ballot measure, \$5k to hospital, and \$5k to another donation. There will be some unspent grant funds from Admin that will be shifted to Dev to make them net positive.

c) *Cash Flow – Money Market*

\$2M sitting in CB's Money Market account, T-bills did cash out and are in Money Market. \$3.25-\$3.5M is cash flow.

d) *Investments and Funds – June 30th, 2024*

CB has made a withdrawal for LO maintenance. The fund continues to climb in this 2-month span.

5:30 ELD ADA June and FY 23-24

In June ELD had an ADA of 67.21 with an FY average of 57.91. The program is experiencing more foot traffic at the new location. Located at a better client base. It takes time to add and there's attrition involved. 2 ADA per month – bringing in 4-5, then losing a couple each month.

5:35 Measure D 5-year plan

The Measure D 5-year plan includes 5 projected FY's out. The \$839k reserve is part of the agency's cash flow. That is going to go to funding the paving project and solar project. An additional \$200k principal payment on 545 Ohlone will be made each year. A payment was made this year of \$200k. LL has paid off over \$300k on Santa Cruz County Bank note.

5:40 MOW 230 Pine

a) Property overview

CEO has identified a potential MOW property, which is close to HQ. Property is listed at \$1.25 M and has enough square footage to have both kitchen and office space. CB has put together some preliminary financial projections. Purchasing the property on separate note, then borrow additional based on the as completed valuation. This would also involve a 2nd on the 545 Ohlone property. MOW would stick to a frugal property build out. MOW is going to have to have a home to operate in and the change would be \$219k. The biggest challenge is MOW has a very significant prior year use of funds. This would add another \$290k to operating expenses. The program can't operate like that for long. It comes down to the reduction of meals out the door, and reduction of staff. How do we make the operation work? The reality is that we know that there aren't many funding opportunities that are coming our way. This includes CORE procurement process. In addition to that CB doesn't know that MOW will get the AAA contract. Securing the property gives us two years to figure out how the agency is going to raise the funds. One option is to over build the kitchen so CB can get a second tenant. \$26k/month would be a lot for MOW to take on. It's hard to get funding for a project unless it's shelf ready.

b) Preliminary Financials

c) 7.25 and 1% origination fee. Net change is about 800/mo. Just servicing the interest only for the first 18 mo. Need to find another bid. Left room for SCCB to come down.

c) Santa Cruz County Bank Interest in Financing

There is a current tenant in the property whose rent is \$5k/mo. Mortgage is \$9k. The difference between rent and location. It would cost CB \$120k to secure the property. If this doesn't work out, the option is to sell the property to another agency/nonprofit. The hope is that CB has some funds from Community Foundation, or a congressional

ask. If the two major funders hold back funding, then we'd be significantly looking at what MOW is able to do.

MOW has a 24% increase in clients, but there is a 34% drop at congregate dining. When MOW is doing recertifications, if they aren't meeting the recertifications, MOW will need to cut them, and instead of enrolling people within 24 hours, MOW may need to wait two weeks for enrollment. Other MOW programs receive federal funding; they have waitlists, and they charge for meals. Cutting meals is difficult. HP would be first congregate site to be closed. That will be hard because CB has an RFP this year. Does CB wait so that the agency can go through the application process first. It would cost us \$40k to keep the site open. There isn't anybody that is championing older adults. It would be very few places that MOW can cut to address it.

Next Steps: Getting an LOI in place and working with vendors to get a purchase and sales agreement. Trying to get it to be a 24-hour kitchen, rent it out when CB isn't using it. Taking the risk is \$120k for two years. If CB shows them that the agency has the property, LOSD may give us more leeway.

Motion to move ahead with the LOI to purchase 230 Pine St. for \$1.25M and work with bankers to purchase options allow a CEO and CFO to explore options.

Motion moved by Jack/Mary, MSP.

5:47 Adjourn

Next Meeting August 14th, 2024



Present: Jack Jacobson, Mary McMillan, Ray Cancino, Ryan Friedrich, Steph Ruhl, Doug Underhill, Alope Mukherjee

Minutes: Mary Mackenzie

Finance Committee

Wednesday, August 14, 2024, 5:00-6:00 PM

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

Zoom Meeting ID: 326-410-777

Santa Cruz County, CA

DRAFT MINUTES

5:04 Agenda Review

5:05 CFO Report – Doug Underhill

a) Department updates and announcements

Fiscal has lost their staff accountant which is a position that will need to be filled.

Fiscal is wrapping up our 401k audit, Peter does that, along with Voya. Peter is looking to start working on our annual agency audit. He has requested files from EED. Fiscal is still working on closing out the year, and tomorrow the month will close.

b) June 30, 2024 Program Budget Summary

OVERALL: The programs did come back toward break even for the year, which is great. Started out with \$377K in prior year funds.

WIC \$150k gain in WIC, building reserve with ECM program income as expenses were put towards the PATH-CITED grant.

EED is looking at a \$133k loss which is attributable to HP Private Pay site. CDE funded sites are spot on. This is a hold harmless year and they are 99.99% spent out.

ELD has continued to claw back at their deficit. They have a 68 ADA in June. ELD is continuing to build clients. They were hit with the wave of Covid. Overall, their enrollment is continuing to increase, they just have to get everyone there. Did get notice from CCAH the ELD will see a 10% increase for next two years, beginning Jan 1, 2025. What is not working is the staff cannot enroll new participants fast enough. Only

2 people a week. Overall, the increased funding will add \$180k per FY. ELD may also be awarded a Kaiser grant of \$150k.

MOW started with \$213k prior year funds, but ended in positive. They saw some of staff that were in the budget removed.

LL is projecting a \$46k loss, fiscal is working on reducing that loss. There is some flexibility in how the TDA and Measure D reserves are use an applied o expenses during close-out.

FRCs were positive for the year, MAA revenue beating expectattions makes up the majority of the gains, and some expenses were trimmed end of year.

CACFP: Day Care Home count has been increaseing and was 428 in June. Staffing is challenging there since they are a 6 person team.

Admin and Development: There will be a net positive when both departments are closed out – some unrestricted grant money that will be moved over to Development from Admin.

CBHQ: Came in on the slight positive. We did increase rent by 35%, since we haven't done outside renters CPI adjustment for years', mainly due to Covid. Moved rents more to market level. There is a new renter moving in on 501 Main. One tenant has signed a lease and when we rent out second, that will help pay for that ELD property.

c) *Cash Flow – Money Market*

Right now in SCCB – \$700k, but also have \$250k 1st Capital which will come back since they're merging. CB tries to keep around \$500-750k in general checking. How many pay periods does that equal? 1 pay period plus 2 weeks of AP runs. Not worried if emerency expense comes in. The money market is fluid. We can transfer direct from Money Market to our General or Payroll accounts We also have a LOC if we need it of \$750k.

d) *Investments and Funds – June 30th, 2024*

Burroughs – took out \$22k for the annual maintenance .Endowments have performed very well. Interest rates dropped. Suspect that endowments will do well.

5:30 ELD ADA July and FY 24-25

See ELD above.

5:40 MOW 230 Pine

a) *Financing Options*

SCCB is flexible, 1st Capital wanted to tie it to our 1st. Signed a Purchase and Sale agreement and are in contract right now. Need to have a discussion and Q&A from finance committee. What are the risks the agency would be taking?

b) *Discussion*

What is the agency going to do with the property for the next two years? The interest only payments for 18 months is \$120k. To own this property CB will have to put 30% down. Is the agency going to be able to find a contractor and plan a design that the program can afford? CB will have to bid for AAA funding. There is a choice for AAA o select Greybears that have a kitchen or stay with an organization that has been doing it for 40 years. That is basically what we're paying for, to hold the property. Question re: ELD kitchen. Kitchen is used for EED, EED pulled out of lease at Aptos Grange so they're operating EED meals from that kitchen. CB has been in conversation with Monterey County MOW as well. What is the end game for that? It could be a hostile takeover of our contract or a portion of it. CB needs a vote tonight, due to a short turn around. We need to chose a bank. The city told us this is a viable option. CB is working on selling it to congressional leadership. SCCB seems more straightforward. Buy it first, sit with it for a moment, then get the funds needed. Question from 25 years in San Mateo County, does the BOS understand the precarious situation that this is in? Are they willing to deal with the fall out from it? Of the BOS, two board members are currently checked out. Some good hope in at least 1 of the 2 new ones coming in. You have a bit of jockeying in who's going to be the leader. Right now we're needing to go ahead with financing. SCCB they understand us, especially if we're looking at doing secondary funding. CB is just trading one asset to the other.

Motion to approve the financing terms from SCCB and give the authority to CEO and CFO to execute on that. Motion moved by Mary/Jack, MSP.

5:54 EED

a) *Highlands Park Private Pay site – discussion and direction*

CEO and CFO have had a lot of discussion about the topic. Increasing the rates, 1 infant in infant room, closing the infant room which could lead to 8 other children there. Look at annual expenses – bringing in 10. CB has to do something, something has to change. There are some viable options: 1. Turning it into a CSPP site. RM is right across the street, so CB could close RM and use HP site. The other option, make it a hybrid site. Met with EED PD, talked about the major concerns. CB is needing to make some directive action. Next month CB needs to agendize and bring her here. We will need to have FC make a directive to either GC and/or BOD. There are some spots that are being subsidized for middle income families. We would have to either lose some teachers or something. Having to close one room in south county or Santa Cruz. The dilemma – Highlands costs \$170k. CB can make a recommendation to go to full board meeting right now. Given the demand there is in the valley. There's a group in the middle – need something to keep prices honest. A Board member would like to see what a plan

is for a hybrid. CB is recommending that the full board transition HP to CSPP site or Hybrid.

**Motion: To request agency move HP toward CSPP and explore a Hybrid model,
Motion moved by Mary/Jack, MSP.**

6:04 Adjourn

Next Meeting September 11th, 2024



FINANCE COMMITTEE

Wednesday, September 11, 2024, 5:00-6:00 PM

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

Zoom Meeting ID: 326-410-777

Santa Cruz County, CA

Present: Jack Jacobson, Mary McMillan, Ray Cancino, Steph Ruhl, Doug Underhill,

Minutes: Mary Mackenzie

DRAFT MINUTES

5:00 Agenda Review

5:05 CFO Report – Doug Underhill

a) Department updates and announcements

CB is starting the new fiscal year. There are some changes to the budget since it was produced in June. For ELD, CB was able to extend the PATH-Cited Grant. That added \$77K. ELD was put in a better situation, also, a rate increases will be kicking in on Jan. 1, 2025. There will also be a large change in next months' report for the WIC, FRC and ELD budgets. CB was awarded PATH-Cited round three funding of close to \$1M, which is huge news for the ECM program.

b) July 31, 2024, Program Budget Summary

EED is in a deficit directly attributable to HP, and the agency needs to determine whether it's going to be a CSPP or Hybrid site.

ELD BOD approved budget was projected -\$265k, it is now -\$216k. ELD would see larger a larger positive movement, but ADA is challenged with a mini wave of Covid. ADA is not climbing as quickly as the agency would like. ELD's RNs and LVNs have had some medical leave, so that has affected capacity. Trying to get folks engaged, to try to address the issue. There is a \$150k Kaiser grant that has been applied for that is not in the budget.

MOW – There is an ongoing challenge, the board approved budget was -\$402k, and with working on trimming their budget, it is now down to -\$301k. CEO and PD are

working with the CFO and GA to figure out what can be done: Site closures, cost cutting, or not adding new people.

LL is showing a -\$26k deficit, the drivers had been classified as school bus drivers for workers comp, but through our audit they were reclassified, moving rates from 8.5% to 12.8%. CB had to work those expenses into their budget. LL was just awarded SGR funding (State of Good Repair funds) which is passed from state to Regional Transportation. The RTC allocated some to Metro and some to LL. How are the \$5 rides doing? LL has provided 180 or 200 rides, not too many people using it, but it's going to expand. The TNC rides are something the county of Monterey is interested in using. Right now, it is more of a benefit to the community.

FRCs are in line with budgets, they have seen some personnel changes in some of the program managers. Some positions will need to be filled, pretty much even on the year.

Admin – did see a dissipation in some of our indirect, down \$9k, however the addition of the Path-Cited grant will help. Fiscal has hired a billing specialist that will be paid through the PATH-Cited grant which will pull an FTE out of the admin budget.

Development showing slight drop, due to a pay increase for one employee.

c) *Prelim June 30, 2024, Financial Statements*

Prelim financials for FY 23/24 – There are \$879k projected expenditures over revenues. Most of these are from disaster funding, which showed up as a gain last year, and was spent this year. CB is seeing an increase in grant funded assets over depreciation of cash funded assets. Overall CB is projecting a \$341k drop in net assets.

d) *Cash Flow – Money Market*

CB has \$3.3M cash and cash equivalent and \$1.3M in investments.

e) *Investments and Funds – August 30th, 2024*

Beach House (LOCC) saw a little gain from \$494k to \$504k. The endowments continue to do well. When interest rates go down, bonds go up.

5:25 ELD ADA and ECM update

The agency was projecting ELD ADA to be between 70-72 at this time, but currently it is at a 66 ADA. Hoping the program can sustain that for the winter, when attendance always dips.

5:40 MOW Property

CB is currently in contract for 230 Pine Street. Financing has gone through underwriting and the appraisal is \$1.26M. The site has better infrastructure such as upgraded electrical phase 3. There are some drawbacks at 230 Pine: wear and tear on

the building, less parking, and it doesn't have a sprinkler system. There have been a lot more commercial properties recently on the market. CEO had a positive conversation with the superintendent of LOSD. CEO found another property, 347 Locust Street. Listed at 2.095M. The property has a fire sprinkler system, insulation, the start of plans to upgrade electrical, which means the voltage might not be sufficient, and it has security. Offices are done (at least 6 of them). Other revenue streams: renting out the space, or MTM and contracted work. This is all without considering investments in the sense of philanthropic support. CB is going to have to go out and look for funding. Who is our realtor? Who's finding these places? The volunteers are in north county not in south county. Not a lot of people are going to want to come to Watsonville if they're in Boulder Creek. CB may need to invest in a box car with refrigeration. The concern is staffing for bringing food to distribution sites and manning those sites.

5:27 EED

a) Highlands Park Private Pay site update

It's really difficult to break even on a hybrid site, let alone make a profit. It's looking more and more like HP should be a pure CSPP site. EED would only open one room in North County but it's still going to affect South County. Have been in talks with San Lorenzo Valley, they would be willing to get an expansion grant and then potentially CB would be their subcontractor. CB doesn't have any new private pay children starting. There are nine children equivalent to 7 FTEs currently at HP.

6:00 Adjourn

Next Meeting October 9th, 2024



COMMUNITY BRIDGES
PUENTES DE LA COMUNIDAD

Development Committee Notes

July 10, 2024 at 11:00 a.m.

<https://us02web.zoom.us/j/85260053476>

+1 669 900 6833 US

Meeting ID: 852 6005 3476

1. Fundraising Updates 11:00 – 11:50

- a. 23/24 Donations Report (10 mins)

Preliminary year-end results show \$999,716 raised in FY 23/24. This is \$36,276 (3.8%) increase over the prior year for all general donations and campaigns. Month-to-month revenue consistent both years, depending on event dates. Variances include Pajaro flood the prior year which resulted in an increase in general gifts, too. Along with some annual major gifts coming in at year-end. Disaster-related operating funds received this FY came to \$50,869 which are included in this total to reflect disaster response support retained this year.
- b. Events & Campaigns (10 mins)
 - i. WIC Walk – Aug 9
WIC's 17th annual Breastfeeding Walk will be held in Watsonville Plaza
 - ii. CB Farm to Fork – Aug 10
The 9th annual Farm to Fork will be held at La Selva Beach Clubhouse. Driscoll's circulated volunteer invitations to help set up for both events.
- c. Bridge Builder Award Nominations – ACTION ITEM
We are kicking off the annual Bridge Builder Award recognition program to celebrate at Farm to Fork. Three nominees each individuals and organizational partners were presented for discussion. Nominations were received from staff based on the longevity and impact of their support. The committee concluded to acknowledge a Meals on Wheels volunteer of 15 years, and Community Foundation Santa Cruz County for 15 years of Disaster Funding leadership.
- d. Individual Donor Acknowledgement draft policy
A draft policy for Donor Cultivation & Acknowledgment is included in the packet. Donors are grouped into five tiers for engagement activities by the department. The goal of the groups is to move people forward up the giving levels. We will bring the policy back for implementation and monitoring.

Next meeting:

2nd Wednesdays at 11am

Wed, Aug 14, 2024 via Zoom



COMMUNITY BRIDGES
PUENTES DE LA COMUNIDAD

Development Committee Notes

August 14, 2024 at 11:00 a.m.

<https://us02web.zoom.us/j/85260053476>

+1 669 900 6833 US

Meeting ID: 852 6005 3476

1. Development Report: 11:00am-11:10am

Prior year 23/24 results were adjusted to add MOW Coin Drive check received one week later, bringing our annual revenue over \$1 million (4.9% incr.) for the first time. Whereas we exceeded \$1.5M prior year, this included disaster relief aid. The \$1M year-over-year we can sustain with our regular fundraising activities.

For FY 24/25, this month's results of \$59,860 equal to last July, received from Farm to Fork as well as Annual Report returns. We added two new page spreads: donor and volunteer spotlight and grant funding partners, and accomplishments narrative and site map. Our budgeted goal for FY 24/25 is \$970,150.

2. Events Update: 11:10am-11:25am

- Farm to Fork
 - Farm to Fork proceeds reached \$63.5K of our \$65.5 goal. We are following up with donors to help us close the gap. Attendance was fair at 122. Our goal was 150, but the clubhouse was “warm and snug” with the round tables. Guest tables grouped by city of residence. (Santa Cruz table raised the most.)
- Mountain Affair
 - Committee formed of longtime MCR supporters. Going to see how we do fully staffed and with a committee. Currently selecting venues and caterers.

3. Projects Update: 11:25am-11:40am

- Fall Mailer: Second annual Fall Mailer to go out in September, included in packet.
- CalFire Grant: We were awarded \$3M to improve green canopy equity. In outreach.
- Lift Line Van Sponsorships: Six vans available for new sponsors at \$2,400 each.

4. Discussion Items: 11:40am-11:55am

- Donor Acknowledgement Policy

The policy describes cultivation, acknowledgement and engagement activities for giving level. CEO Giving circle contains donors that give \$10K/yr or have given 10+ years.

Circles determined once per year, ranging from 90 members at top to 1,900 at bottom.

Bring CEO Circle names to the committee to sign acknowledgement Thank You cards.

5. Requests for next meeting: 11:55am-12:00pm



COMMUNITY BRIDGES
PUENTES DE LA COMUNIDAD

Development Committee Notes
September 11, 2024 at 11:00 a.m.

<https://us02web.zoom.us/j/85260053476>

+1 669 900 6833 US

Meeting ID: 852 6005 3476

1. Development Report: 11:00am-11:10am

August donations down compared to last year, mainly due to incorporating flood relief donations into general operating. Annual Report responses are being tracked, and Farm to Fork proceeds increased. Leaving general, major and monthly giving needing attention.

2. Events Update: 11:10am-11:25am

- Farm to Fork
 - We are researching options for 2025 and will report back to committees. Attendees submitting for employer matches helps increase results over time.
- Mountain Affair
 - The Mountain Affair will be held at Highlands Park Senior & Community Center on Friday, Oct 25. Highlighting our partnerships with this facility.

3. Projects Update: 11:25am-11:40am

- Fall Mailer: Fall Mailer included in packet for committee feedback by 9/18.
- CalFire Grant: Press release issued last week. The project includes communication, education, contracting and project management. Highlights to follow on EED website and circulating to engage partners.
- CORE Applications: Monitoring deliberations of our proposals and process. County report included in today's packet. We are planning advocacy for November decision.

4. Discussion Items: 11:40am-11:55am

- Farm to Fork 2025 location: Committee suggested Seascape Golf Club in June. We are coordinating dates with school schedules, other agencies, and CB calendar.
- Appointment of Committee Chair Overview: Committee job description included in today's packet, including roles of the chair.

5. Requests for next meeting: 11:55am-12:00pm

- Return in October to discuss along with member recruiting strategy plan. Share Circle of Influence brainstorming worksheet.

California State Preschool Program

Program Self-Evaluation

Fiscal Year 2023–24

For Fiscal Year (FY) 2023–24, CSPP contractors will use the Early Education Division’s Program Instrument to conduct the FY 2023-24 Program Self-Evaluation (PSE) and will complete the following questions to satisfy the submission requirements for the PSE. The PSE will identify how programs met or did not meet the contract terms and conditions of the California State Preschool Program (CSPP) contract. Along with responses for items 1-20 in the Program Instrument, contractors will include a written list of tasks needed to modify the program in order to address all areas identified through the PSE process as needing improvement, including how those will be addressed in a timely and effective manner, and/or procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards. **All components of this PSE must be completed.**

It is highly recommended to download the latest version of Adobe Reader to ensure access to the FY 2023-24 PSE form EED-4000

All CSPP contractors are required to complete this PSE. Please have one (1) staff submit this PSE on behalf of your CSPP agency by no later than 5:00 pm on **Monday, June 3, 2024 (June 1, 2024, is on Saturday)**. To complete this PSE, responses to all questions are required unless stated otherwise. For any questions regarding this PSE, please reach out to PSEFY2324@cde.ca.gov.

Email the signed PSE, including additional sheets that answer any questions below, together to PSEFY2324@cde.ca.gov, using the FY and the contractor’s legal name in the subject line (e.g., PSE 23-24 XYZ School District).

Agency Information

Enter Contractor Legal Name (Full spelling of Legal Name only. Acronyms or sitemames not acceptable):

Enter Four or Five-Digit Vendor Number:

Select your Lead County:

Select Service Planning Area (For L.A. Counties only)

Contact Information for Executive or Program Director

Agency Role of Contact Person:

First Name of Executive or Program Director:

Last Name of Executive or Program Director:

Email Address of Executive or Program Director:

Phone Number of Executive or Program Director:

Statement of Completion:

By providing an electronic signature, I certify that an annual plan has been developed and implemented for the Program Self-Evaluation (PSE) that includes the use of the Program Instrument (PI), the Desired Results Parent Survey, and the Desired Results Development Profile and age-appropriate Environment Rating Scales for all applicable contract types, per California Code of Regulations, Title 5 (5 CCR), Section 17709. I also certify that all documents required as part of the PSE have been completed and are available for review and/or for submittal upon request.

- *The Program Instrument <https://www.cde.ca.gov/sp/cd/ci/documents/eed2324proginstrument.pdf> including Items 1 through 20, as applicable, was used to complete the PSE; and*
- *Staff and board members were involved in the PSE process*

Reminder: *All supporting documents required as part of the PSE (see Statement of Completion) are to be kept on site and **shall not be included** with the submission of the PSE.*

Respondent Signature:

Submission Date:

Summary of Program Self Evaluation

Staff and Board Member Participation

In accordance with the 5 *CCR*, Section 17709(b)(3) provide an assessment, in a narrative format, summarizing the Staff and Board Member participation in the PSE process:

Key Dimension I, Family Files, EED 01 - EED 06 (Part 1)

In accordance with the 5 *CCR*, Section 17709(b)(4) through 17709(b)(6), provide a summary, in a narrative format, of the findings for areas in Key Dimension I, Family Files EED 01-EED 06, that **(1)** met standards, and **(2)** describes the procedures for ongoing monitoring to ensure that those areas continue to meet standards.

Key Dimension I, Family Files, EED 01 - EED 06 (Part 2)

In accordance with the 5 *CCR*, Section 17709(b)(4) through 17709(b)(6), provide a summary, in a narrative format, of the findings for areas in Key Dimension I, Family Files EED 01-EED 06, that **(1)** did not meet standards, and **(2)** a list of tasks needed to modify the program to address all items in need of improvement.

Key Dimension 2, Family Engagement and Strengthening, EED 07 - EED 08 (Part 1)

In accordance with the 5 *CCR*, section 17709(b)(4) through 17709(b)(6) provide a summary of the findings for areas in Key Dimension 2- Family Engagement and Strengthening (EED 07-EED 08) that **(1)** met standards, and **(2)** describes the procedures for ongoing monitoring to ensure that those areas continue to meet standards.

Key Dimension 2, Family Engagement and Strengthening, EED 07 - EED 08 (Part 2)

In accordance with the 5 *CCR*, section 17709(b)(4) through 17709(b)(6) provide a summary of the findings for areas in Key Dimension 2- Family Engagement and Strengthening (EED 07-EED 08) that **(1)** did not meet standards, and **(2)** a list of tasks needed to modify the program to address all items in need of improvement.

Key Dimension 3, Program Quality, EED 09 - EED 16 (Part 1)

In accordance with the 5 *CCR*, sections, 17709(b)(4) through 17709(b)(6) provide a summary of the findings for areas in Key Dimension 3-Program Quality (EED 09-EED 16) that **(1)** met standards, and **(2)** describes the procedures for ongoing monitoring to ensure that those areas continue to meet standards.

Key Dimension 3, Program Quality, EED 09 - EED 16 (Part 2)

In accordance with the 5 *CCR*, sections, 17709(b)(4) through 17709(b)(6) provide a summary of the findings for areas in Key Dimension 3-Program Quality (EED 09-EED 16) that **(1)** did not meet standards, and **(2)** a list of tasks needed to modify the program to address all items in need of improvement.

Key Dimension 4, Administrative, EED 17 - EED 18 (Part 1)

In accordance with the 5 *CCR*, sections, 17709(b)(4) through 17709(b)(6) provide a summary of the findings for areas in Key Dimension 4-Administrative (EED 17-EED 18) that **(1)** met standards, and **(2)** describes the procedures for ongoing monitoring to ensure that those areas continue to meet standards.

Key Dimension 4, Administrative, EED 17 - EED 18 (Part 2)

In accordance with the 5 *CCR*, sections, 17709(b)(4) through 17709(b)(6) provide a summary of the findings for areas in Key Dimension 4-Administrative (EED 17-EED 18) that **(1)** did not meet standards, and **(2)** a list of tasks needed to modify the program to address all items in need of improvement.

Key Dimension 5, Fiscal/Audit, EED 19 – EED 20 (Part 1)

In accordance with the 5 *CCR*, sections 17709(b)(4) through 17709(b)(6) provide a summary of the findings for areas in Key Dimension 5-Fiscal/ Audit (EED 19-EED 20) that **(1)** met standards, and **(2)** describes the procedures for ongoing monitoring to ensure that those areas continue to meet standards.

Key Dimension 5, Fiscal/Audit, EED 19 – EED 20 (Part 2)

In accordance with the 5 *CCR*, sections 17709(b)(4) through 17709(b)(6) provide a summary of the findings for areas in Key Dimension 5-Fiscal/ Audit (EED 19-EED 20) that **(1)** did not meet standards, and **(2)** a list of tasks needed to modify the program to address all items in need of improvement.

Percentage of Contractor's Funded Enrollment

In accordance with *EC* sections 8208(c)(1) and (d)(2)(A), a percentage of the contractor's funded enrollment will be set aside specifically to allow children with exceptional needs, including children with severe disabilities, to be enrolled until the set aside is filled.

Please indicate the total percentage of children with exceptional needs (including severe disabilities) that are currently being served under your CSPP enrollment.

%

If your program is not meeting the required set aside percentage at this time, what strategies will you implement to increase enrollment of children with exceptional needs?

FW: FY 23-24 PSE

Lisa Hindman Holbert <LisaH@cbridges.org>

Mon 9/16/2024 12:51 PM

To: Mary Mackenzie <marym@cbridges.org>

Hi Mary,

Please include in BOD packet.

Lisa Hindman Holbert (she, her, ella)

Program Director

Community Bridges Early Education Division

Santa Cruz County, CA

P | 831.400.1110 x7x1

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

The first five years of a child's life are critical to their health and success. Our six centers provide nurturing and affordable early education. Early Education Division is part of the Community Bridges family of programs.

From: Lisa Hindman Holbert <LisaH@cbridges.org>

Date: Wednesday, June 12, 2024 at 3:16 PM

To: Birgit Monks <BMonks@cde.ca.gov>

Subject: Re: FY 23-24 PSE

Thank you so much, Birgit. I appreciate the feedback and I'm looking forward to the new year. Have a wonderful summer.

L

Lisa Hindman Holbert (she, her, ella)

Program Director

Community Bridges Early Education Division

Santa Cruz County, CA

P | 831.400.1110 x7x1

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From: Birgit Monks <BMonks@cde.ca.gov>

Date: Wednesday, June 12, 2024 at 3:02 PM

To: Lisa Hindman Holbert <LisaH@cbridges.org>

Subject: FY 23-24 PSE

Hello Lisa,

Thank you for submitting the FY 23-24 Program Self Evaluation. The information you provided is very detailed and thorough. You included a great plan on hiring an on-site mental health consultant to provide services for families. Please be sure to conduct and document the frequency and follow-up surveys of the Health and Social Services form. Your FY 23-24 PSE has been approved.

Thank you for all the great services you provide to the CSPP children and families in your community.

Sincerely,

Birgit

Birgit Monks, Ed.D.

Child Development Consultant

Early Education Division

California Department of Education

Program Quality Implementation Office

Central California

1430 N Street Suite 3410

Sacramento, CA 95814

Bmonks@cde.ca.gov

916-858-9966



FW: [EXTERNAL] PSE 23-24 Community Bridges

Lisa Hindman Holbert <LisaH@cbridges.org>

Mon 9/16/2024 12:51 PM

To: Mary Mackenzie <marym@cbridges.org>

Lisa Hindman Holbert (she, her, ella)

Program Director

Community Bridges Early Education Division

Santa Cruz County, CA

P | 831.400.1110 x7x1

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The first five years of a child's life are critical to their health and success. Our six centers provide nurturing and affordable early education. Early Education Division is part of the Community Bridges family of programs.

From: PSEFY2324 <PSEFY2324@cde.ca.gov>

Date: Wednesday, June 5, 2024 at 3:24 PM

To: Lisa Hindman Holbert <LisaH@cbridges.org>

Subject: RE: [EXTERNAL] PSE 23-24 Community Bridges

Hello,

Thank you for submitting your California State Preschool Program (CSPP) fiscal year 2023/24 Program Self-Evaluation (PSE) Survey to the Early Education Division at the California Department of Education.

This email confirms that your PSE has been received by the PSE team and no further action is needed at this time.

Upon further review your assigned regional consultant may reach out to request additional information or provide final approval of your PSE.

Kind regards,

The PSE team

From: Lisa Hindman Holbert <LisaH@cbridges.org>

Sent: Monday, June 3, 2024 3:41 PM

To: PSEFY2324 <PSEFY2324@cde.ca.gov>

Subject: [EXTERNAL] PSE 23-24 Community Bridges

CAUTION! This email originated from outside the California Department of Education. Be careful of links and attachments.

Please find attached our Program Self Evaluation for the fiscal year 23.24. If you would be so kind to confirm receipt, that would be much appreciated.

Thank you.

Lisa Hindman Holbert (she, her, ella)
Program Director
Community Bridges Early Education Division
Santa Cruz County, CA
P | 831.400.1110 x7x1

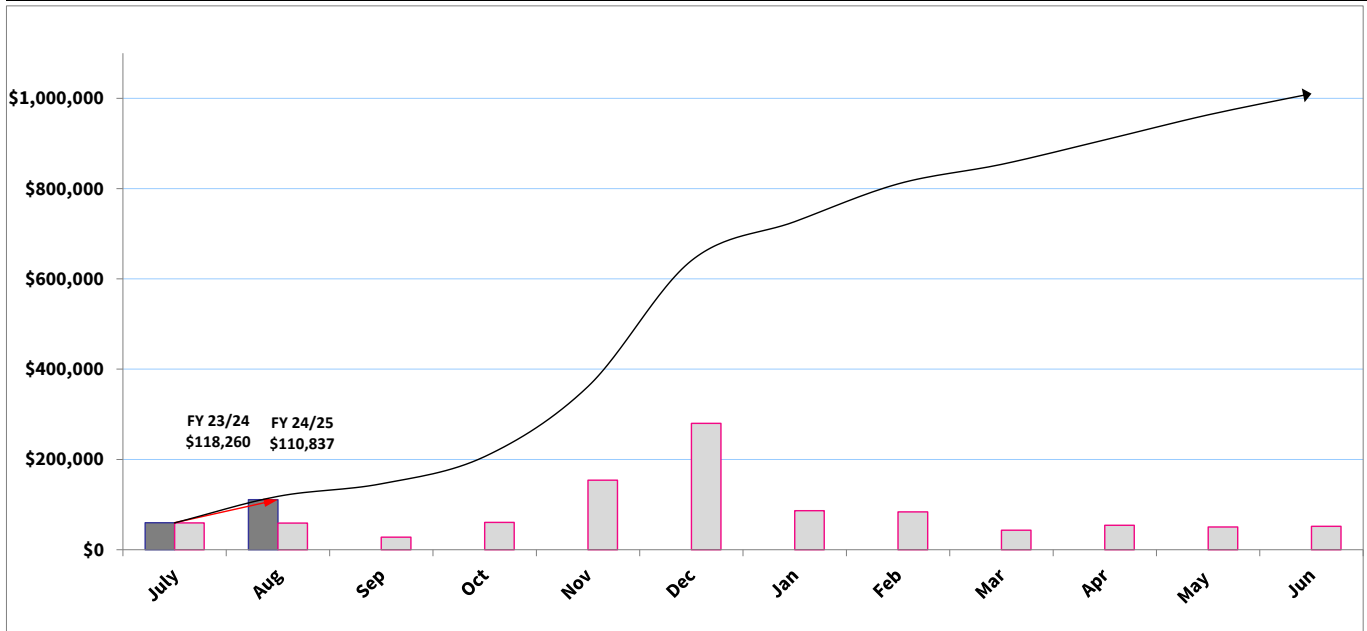
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The first five years of a child's life are critical to their health and success. Our six centers provide nurturing and affordable early education. Early Education Division is part of the Community Bridges family of programs.

**Development Progress Report
Fiscal Year 2024-25
August 31, 2024**

Donation Revenue (Excluding Grants & Disaster Funds)

Total	Fiscal Year	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
	Current Year 24/25		\$59,860	\$50,976										
Previous Year 23/24		\$59,425	\$58,835	\$27,788	\$60,344	\$154,259	\$279,808	\$86,326	\$83,738	\$43,146	\$54,309	\$50,402	\$52,011	\$1,010,391
Year over year difference: 8/31/23 to 8/31/24		-\$7,423 -0.7% change												



A. Cumulative YTD Donations

- 24/25 Donations YTD \$110,837 11% Portion of goal met
- 23/24 Donations YTD \$1,010,391 -1% Change over prior year
- 24/25 Donation Goal \$970,150 17% Portion of year lapsed

Fundraising Campaign Report Through August 31, 2024

Donations to Programs		24/25 Goal	24/25 Actual	% Goal Met	23/24 YTD	\$ chg	% chg
CB General Funds		\$372,500	\$65,295	18%	\$81,090	(\$15,796)	-19%
Child and Adult Care Food Program		\$6,250	\$1,313	21%	\$1,807	(\$494)	-27%
Early Education Division		\$6,000	\$3,000	50%	\$3,017	(\$17)	-1%
Women, Infants & Children		\$3,600	\$1,000	28%	\$1,017	(\$17)	-2%
Elderday		\$8,500	\$1,550	18%	\$4,989	(\$3,439)	-69%
Lift Line		\$12,800	\$7,675	60%	\$1,525	\$6,150	403%
Meals on Wheels		\$500,000	\$23,570	5%	\$17,479	\$6,091	35%
La Manzana Community Resources		\$9,200	\$2,462	27%	\$1,000	\$1,462	146%
Live Oak Community Resources		\$8,100	\$1,112	14%	\$2,100	(\$988)	-47%
Mountain Community Resources		\$38,200	\$1,710	4%	\$3,086	(\$1,376)	-45%
Nueva Vista Community Resources		\$5,000	\$2,150	43%	\$1,150	\$1,000	87%
Total Program Revenue		\$970,150	\$110,838	11%	\$118,260	(\$7,423)	-0.7%

Fundraising Appeals & Campaigns		24/25 Goal	24/25 YTD	% Goal Met	23/24 YTD	\$ chg	% chg
CB Annual Report	May/June	\$7,500	\$17,642	235%	\$2,930	\$14,712	100%
CB Calendar	Nov/Dec	\$25,800	tbd				
CB Fall Mailer	Sept/Oct	\$10,000	tbd				
CB Farm to Fork Gala	July/Aug	\$65,500	\$52,720	80%	\$47,938	\$4,782	10%
General Donations	Ongoing	\$228,900	\$15,826	7%	\$25,713	(\$9,887)	-38%
Giving Tuesday	Nov/Dec	\$22,950	tbd				
LL Van Sponsorships	Ongoing	\$8,000	\$6,000	75%	\$0	\$6,000	100%
Major Gifts \$5,000+	Ongoing	\$218,500	\$5,000	2%	\$25,000	(\$20,000)	-80%
MCR Mountain Affair	Oct/Nov	\$20,000	tbd				
Monthly Donations	Ongoing	\$25,000	\$2,956	12%	\$8,096	(\$5,140)	-63%
MOW Client Contributions	Ongoing	\$8,000	\$1,708	21%	\$478	\$1,230	257%
MOW Fall Mailer	Nov/Dec	\$160,000	tbd				
MOW Spring Mailer	Apr/May	\$60,000	\$3,547	6%	\$5,186	(\$1,639)	-32%
MOW Food from the Heart	Jan/Feb	\$70,000	tbd				
Outside Fundraisers	Ongoing	\$15,000	\$1,578	11%	\$0	\$1,578	100%
Payroll Contributions	Ongoing	\$25,000	\$3,861	15%	\$2,921	\$940	32%
Total Campaign Revenue		\$970,150	\$110,838	11%	\$118,260	(\$7,423)	-0.7%

COMMUNITY BRIDGES
STATEMENT OF FINANCIAL POSITION FOR THE FISCAL YEAR ENDING JUNE 30, 2024

ASSETS

Cash and Cash Equivalents	\$ 3,382,985
Investments	\$ 1,295,906
Grants Receivable	\$ 2,814,270
Other Receivable	\$ 1,092,327
Inventories	\$ 44,628
Prepaid Expenses	\$ 198,551
Deposits	\$ 108,550
Property and Equipment, net	<u>\$ 14,001,212</u>

TOTAL ASSETS \$ 22,938,429

LIABILITIES

Accounts Payable and Accrued Expenses	\$ 1,043,935
Salaries and Benefits Payable	\$ 1,217,421
Refundable Advances	\$ 1,691,439
Reserve Fund Transportation	\$ 436,613
Notes Payable	<u>\$ 5,175,279</u>

TOTAL LIABILITIES \$ 9,564,687

NET ASSETS

Net Assets without Donor Restrictions	\$ 12,872,270
Net Assets with Donor Restrictions	<u>\$ 501,472</u>

TOTAL NET ASSETS \$ 13,373,742

TOTAL LIABILITIES & NET ASSETS \$ 22,938,429

COMMUNITY BRIDGES
STATEMENT OF ACTIVITIES FOR THE FISCAL YEAR ENDING JUNE 30, 2024

	Without Donor Restrictions	With Donor Restrictions	Total
SUPPORT and REVENUE			
Support			
Grant Revenues	\$ 15,583,909		\$ 15,583,909
Foundations	\$ 1,552,970		\$ 1,552,970
Donations	\$ 1,119,585		\$ 1,119,585
Total Support	\$ 18,286,464		\$ 18,256,464
Revenues			
Service Fees	\$ 2,747,482		\$ 2,747,482
Interest	\$ 54,731	\$ 11,818	\$ 66,549
Other Income	\$ 254,165	\$ 31,523	\$ 285,688
Total Revenue	\$ 3,056,378	\$ 43,341	\$ 3,099,719
Total Net Assets Released From Restrictions	\$ 21,518	\$ (21,518)	\$ -
Total Support and Revenue	\$ 21,364,359	\$ 21,823	\$ 21,356,182
EXPENSES			
Salaries and Benefits	\$ 12,203,072		\$ 12,203,072
Food Payments	\$ 3,098,188		\$ 3,098,188
Building Occupancy	\$ 1,003,330		\$ 1,003,330
Meals Expense	\$ 1,113,251		\$ 1,113,251
Travel & Transportation	\$ 238,374		\$ 238,374
Supplies and Misc	\$ 641,759		\$ 641,759
Professional & Contracted	\$ 1,598,446		\$ 1,598,446
Vehicle Expense	\$ 240,264		\$ 240,264
Insurance	\$ 271,023		\$ 271,023
Printing & Advertising	\$ 122,290		\$ 122,290
Telephone & Communications	\$ 205,968		\$ 205,968
Equipment Repair & Rental	\$ 42,384		\$ 42,384
Interest Expense	\$ 223,263		\$ 223,263
Staff Training	\$ 34,012		\$ 34,012
Other Agencies - Direct Assistance	\$ 1,005,513		\$ 1,005,513
Taxes licenses Bank Fees	\$ 68,797		\$ 68,797
Depreciation	\$ 133,853		\$ 133,853
Total Expenses	\$ 22,243,787		\$ 22,243,787
Excess (Deficiency) of Support And Revenue over Expenses	\$ (879,428)	\$ 21,823	\$ (887,605)
Increase in Grant Funded Assets	\$ 950,516		\$ 950,516
Depreciation Grant Funded Assets	\$ (413,084)		\$ (413,084)
INCREASE IN NET ASSETS	\$ (341,996)	\$ 21,823	\$ (350,173)
NET ASSETS, BEGINNING of YEAR	\$ 13,214,266	\$ 479,649	\$ 13,693,915
NET ASSETS, END OF YEAR	\$ 12,872,270	\$ 501,472	\$ 13,343,742

COMMUNITY BRIDGES
Program Budget Summary
July 31, 2024

Projections for Year Ending 6-30-2025

A	B	C	D	E	F	G	H	I	J	K	L
PROGRAM NAME:	6/30/24 Unaudited Balance	Annual 24/25 Approved Budget	Current Projected Expenses	Current Projected Revenues	As Yet Unsecured Revenues	(E-D) Net 2024-2025 Gain/Loss	(B+G) Cumulative Gain/Loss	Goal 25% Reserve %	Change from Prior Mo	% Change	14.53% Gen'l & Adm Exp
WIC (CB FY)	363,948	3,008,693	3,114,985	3,129,458	300,000	14,473	378,421	12.2%	14,473	0.5%	453,924
Early Education Division	312,840	5,110,055	4,706,179	4,660,851	1,500,000	(45,328)	267,512	5.7%	(45,328)	-1.0%	585,905
Elderday	(590,283)	3,078,476	3,021,386	2,804,893	1,200,000	(216,493)	(806,776)	-26.7%	48,257	1.6%	425,989
Meals on Wheels	1,609,289	2,728,196	2,581,460	2,280,142	500,000	(301,318)	1,307,971	52.7%	101,312	3.9%	378,662
Lift Line	(104,165)	3,986,695	4,016,127	3,989,777	250,000	(26,350)	(130,515)	-3.6%	(26,350)	-0.7%	443,958
La Manzana Comnty Res	465,201	3,567,910	3,592,582	3,567,910	250,000	(24,672)	440,529	12.3%	(24,672)	-0.7%	192,730
Mountain Comnty Res	462,953	815,446	804,140	815,446	250,000	11,306	474,259	59.8%	11,306	1.4%	107,564
Nueva Vista Comnty Res	319,690	594,067	577,640	604,067	200,000	26,427	346,117	60.4%	26,427	4.6%	84,043
Live Oak Comnty Res	198,386	598,835	638,156	598,835	200,000	(39,321)	159,065	24.9%	(39,321)	-6.2%	92,994
CACFP	92,019	4,023,600	4,023,600	4,019,842	360,000	(3,758)	88,261	9.5%	(3,758)	-0.1%	81,000
Administration	248,014	2,943,103	2,928,533	2,919,533	15,000	(9,000)	239,014	8.2%	(9,000)	-0.3%	
Philanthropy	396,070	492,482	497,286	492,482	366,375	(4,804)	391,266	78.7%	(4,804)	-1.0%	72,468
TOTAL PROGRAMS	3,773,962	30,947,558	30,502,074	29,883,236	5,391,375	(618,838)	3,155,124	11.92%	48,542	0.2%	2,919,237
LOCR-Capital Campaign	494,191		26,500	(7,059)	0	(33,559)	460,632	NA	(33,559)		0
CBHQ FY 23/24 Activity		-	24,167	25,938	0	1,771	1,771	NA	1,771		0
Fixed Assets & Gen'l Agy	9,105,589	-	1,780	20,303	0	18,523	9,124,112	NA	18,523		0
TOTAL AGENCY	13,373,742	30,947,558	30,554,521	29,922,418	5,391,375	(632,103)	12,741,639	11.92%	35,277	0.1%	2,919,237

Fixed Asset purchases and Pass-Thru expenses exempt from Indirect; Revenues and Expenses include all pass-through
*667K of Prior Year Funds were in approved BOD budget for programs: 265K ELD, 402K MOW

**Program Budget Summary
July 31, 2024**

PROGRAM NAME:

WIC	Slight increase projected ECM revenues
Early Education Division	Losses are from HP private pay site
Elderday	June ADA 66, YTD ADA 66, increase PATH CITED Rnd 1, able to extend to 6/30/2025
Meals on Wheels	Personnel restructuring creating some cost savings
Lift Line	Increased Workers Comp and Liability Insurance
La Manzana CR	FRC's as a whole are neutral. Minimal changes
MCR	Seeing some turnover, must fill open positions
Nueva Vista CR	
Live Oak CR	
CACFP	June 2023 DCH count 428, July 433
Administration	Slight drop in Indirect
Philanthropy	+5K Personnel
LOCR-Cap Campaign	Actual YTD less proj FY 23/24 expenses, 7/31/2024 \$521,691
CBHQ	Actual Revenue/Expense through 7/31/2024
FAs & Agy Unrestr.	Actual YTD less projected FY 24/25 expenses, Endowment Balance 7/31/2025 \$814,737
Total Agency	Total Programs -618K, BOD approved budget -667K