MINUTES

October 24, 2015

1. Welcome

Tony Normore opened the meeting at 10:17 in Long Beach. In attendance Board members: Sara Silva, Kim Hughes, Tony Normore, Darius Bone, Candy Renteria, Judy Carey-Fisher, Kendall Zoller, and Stefanie Holzman.

Introductions were made.

Tony shared that the purpose of the meeting for the Board to get caught up with all the changes and events that have happened since the last meeting on June 5, 2015. We also will need to approve new policies, etc.

1. Review and Approval of Minutes

The minutes were reviewed.

Stefanie moved that the minutes be approved. Candy seconded. The motion passed unanimously.

1. Financial Update
2. 2014-2015 - Sara explained that she just met with the accountant to prepare the 990. We no longer qualify for the 990EZ because our fiscal revenue exceeded $200,000. The revenue was $246,008. So, we need to review fiscal policies. Most of the income came from Inyo County Schools for the charter schools. We are currently in the hole for $22,000 (because of reimbursements that have not been received). Kendall asked where would you like to be – what’s your goal? Sara responded that they would like to be able to support the organization to focus on quality programs. Of course, we would like more resources so we could have more programs for the participants of the CYB, but we never envisioned a huge organization – less is more. We want the profit/loss statement to be close to 0.
3. Give and Get Policy – Judy explained that we need to have a Give and Get policy so that when CYB/ENYE asks corporations for money, that we have a policy that shows that the Board is actively invested in CYB/ENYE. One of the most important things a Board does is to make sure that the corporation is fiscally sound (as well as other roles). It is a Give (you give the money) or Get (you get others to give). Cliff motioned that we adopt; Darius seconded. Motion passed unanimously.
4. Policies for 990 –Because we no longer can do the 990 EZ, we need to review 3 policies. Record Keeping and Conflict of Interest are in current by-laws adopted by the founding Board in 2012. IRS asks that we review them annually and sign off on these.
5. Conflict of Interest Policy – Board reviewed and signed.
6. Whistle Blower Policy – Stefanie move that we accept the Whistle Blower Policy with the addition that a note be added that the Compliance Officer be the Chairman of the Board. Cliff seconded. Passed unanimously. The Board reviewed and signed.
7. Retention Policy for Documents – Board needs to review and sign. What’s missing is how long we need to keep the documents. Stefanie moved that we amend this document to add Article 7 (e) keep the records for 7 years. Tony seconded it. Passed unanimously. This will be revised and sent out to the Board to sign.
8. Strategic Plan update/review – CYB/ENYE received a grant from Mark Ridley Thomas’ office for 2 facilitators to assist with the development of a strategic plan. The small group developed the goals and objectives. Then specific members of the group then developed the objectives. The Board needs to approve the strategic plan. As we looked at the document, a question was asked about the number of participants at the school. The goal is 82; average for month 1 was 79. It seems that the lack of CAHSEE might be affecting our school as well as others in our network. Compton USD will have a “push out” date where students might be added to our roster. The introduction of the document gives the history of the organization. For Board Development, might we have a postcard to share with potential Board members? Could we add information about Board membership? What’s the goal for Board numbers? Judy replied about 4 or 6 more for a total of 11 or 13. Candy moved to adopt the strategic plan. Darius seconded it. Passed unanimously. Kendall motioned that we will implement the strategic plan internally and don’t need the service of Executive Service Corps of Southern California. Tony seconded. Passed unanimously.
9. Fund Development – Long Term Sustainability – Judy reported that the focus for fund development recently has been on infrastructure and capacity for YouthBuild based on the DOL grant. New grantee meetings are in Washington, D. C. in Nov. Kim will go to the administrative overview; Judy will be in the management information systems (data) meetings, Sara will go to the fiscal meetings. They will meet together and do cross training. Kim and Sara will decide who will be the data person (someone who will be hired and trained later). Judy felt that CYB/ENYE needed time to integrate federal grant with ENYE’s current programs. Judy will continue to look for additional fund raising (long term sustainability role) – back to her “old” role.
10. DOL YouthBuild Grant
11. ~~Give and Get Policy~~ Repeated. See above.
12. Social Enterprise – Kim reported that DOL is focused on construction. Social enterprise means we make a for-profit business, e.g., a food truck or a café. Neighborhood Housing Service of LA County is building a big project with room for a café. We want to talk about running the café. It gives participants opportunities to get paid and develop work experience and it’s legal even if they are a profit project. The NHS reached out to us. Kim went to Kentucky to learn about Neighbor Works. Kim was their guest and went to workshops. They want CYB/ENYE to write for a $2,000 grant for a community garden. They will also help us find a new facility for CYB as well as other projects we have. We have the skill set and the chef for the culinary program. We just need the facilities for our school. Sara’s brother who is a consultant for construction suggested that it would be better if we didn’t have the problems of building ownership. Therefore, we need assistance looking for a new facility especially for the construction program. We currently live in a 400 square foot room. We have hired a new real estate agent.
13. DOL Grant
    1. What it is and what has to be accomplished when (e.g., 30 day issues/indirect costs) DOL YouthBuild grant is for hands-on construction training for affordable housing through ACOF. We will partner with them for a 53 unit for veterans. 60 graduates will develop hands on skills in the lab. They will use the multi-craft curriculum to learn about safety (they’ll get their OSHA 10 training), CPR, HAZMAT, etc. They will have 3 months training on the site. The grant was for $1,062,000. $650, 000 for staffing, the remainder is for allocated for member training, stipends, tools, safety equipment, a van, etc. The grant outlines funding for a full-time construction manager/trainer, full-time case manager, and full-time transition coordinator, and a full-time administrative assistant. There is also funding for the executive directors. There are changes in indirect costs that Sara has to deal with. This may affect salaries. We applied for 1.1 million, which we didn’t receive so we have to fix the difference between the “want” and the “got.” We have a federal project officer who is there to help us. It’s a whole new language. Thank you to Judy for her assistance in writing this grant. We also are getting assistance in hiring. The participants are trainees, not even apprentices, so the contractor has to be willing to train them. We are contracted with Drefrus Construction, a reputable construction company. The rules for our participants are very specific as to what they can and cannot do.

30 day issues – 5 conditions we have to address –

* + - 1. Submit annual housing consensus
      2. Update grant documents to reflect reduced funding amount
      3. Submit documentation of house resources
      4. Evidence of ownership and work site access
      5. Detailed work description
  1. Expanded roles and what needs to be done
     1. Benefits/packages – Because we are 6 new employees, we will need to have benefit packages. We need to contract with a benefits company that will help us with vacation time, sick time, etc. We have a payroll company, but we need to expand our fiscal infrastructure. We will contract with a firm that will give our employees a cafeteria menu of benefits. Cliff volunteered to help as he has a background in this. We already have 2 good recommendations for companies. The extra benefits are already written into the grant.
     2. Employee Manual – We put together an employee manual, but we need to review and update. The Whistle Blower Policy will be integrated into this. We need to review especially for what’s missing. There are some positions which we may need to revise and combine. Employees will be held accountable for, so we need to be sure that it covers everything. The Board will look at this for homework. It’s due on December 18, 2015. Review for 1) what’s missing, 2) for legality, and 3) vulnerabilities. Darius has volunteered to really look closely at this document because he has experience in this area.
     3. Standard Operating Procedures (SOP) including financial policies – Sara will send SOP to all. We need to have a SOP for how money is handled. The person who writes the checks cannot the person who handles the money. It needs to have separation of positions. Our current Treasurer is on-leave, so we need another person to do over-sight. Cliff has volunteered for this. Stefanie has moved that Cliff be the acting treasurer in Toni Issa Lahera’s absence. Candy seconded it. Passed unanimously. The same deadline will hold for this policy as the others.

1. Positions that require hiring – See above.
2. Salaries of Directors – 1) Currently Kim and Sara make almost nothing. The grant had raises for both to match other YouthBuild directors’ salaries. With the indirect costs under the new regulations, we need additional information to determine what the directors’ salaries could be. With the cap on indirect costs, we need to talk to the Federal project officer, Tiffani Thomas. The Board will review the directors’ salaries when this is clarified.
3. Consultant/Independent Contractors review (e.g., DOL contract role, grant writer/fund developer – Board discussed personnel in a closed session.
4. Board recruitment – Stefanie moved and Tony seconded the addition of Kendall Zoller to the Board. Passed unanimously. Toni Issa Lahera is currently on leave and Roberta Benjamin has retired from the Board.
5. Mindful schools – Our participants are traumatized. We have a lot of information about this, but we haven’t done anything about it. We do have 2 MSW interns, but we haven’t really addressed this need. Mindful Schools is a year-long program that trains on how to deal with trauma. We need to look at the long-term and to make this a foundational part of our world to inform and shape our decisions and actions. Stefanie moves that Sara and Kim apply for Mindful Schools and scholarships for the program. Kendall seconds it. Passed unanimously.
6. Expanded travel expenses –Chair approved and supported Kim and Sara for the YouthBuild USA fellows. Both of them got it. There are additional expenses for flights, parking, dinners, etc. We want to have another fund raising campaign for unrestricted money. (DOL pays for DOL expenses). The YouthBuild fellows program is all about self-care so you can take care of your YouthBuild program. For fund-raising, there is Black Friday, Cyber Monday, Giving Tuesday. We want to launch another on-line fundraising for Giving Tuesday. Sara and Kim will send out the information to us and we can send it out to our networks. After that we will ask for money.
7. Directors’ coaching – Stefanie reported on the ISLI grant and the coaching in which Sara and Kim are participating. Right now they are working on moving Sara to another office and to create systems for purchasing.
8. Reviewing of all documents – Kim will send out the minutes and with them, the deadlines for all documents that are due from the Board. She will also send out dates and times of other events.

Next meeting will be on Saturday, Feb. 6, 2016 from 10 am to 3 pm at Tony Normore’s.

The meeting was adjourned at 3:00 pm.

Respectfully submitted,

Stefanie Holzman