

**BOARD OF DIRECTORS  
MEETING MINUTES  
COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC,**

**Present Board Member:**

Katherine Kerr, Chair  
Annie Pollock, Treasurer  
Jennifer Haffner Waugh, Secretary  
Ronda Hoffman  
Frank Cuny  
Roger Button

**DATE:** Thursday, December 18, 2008  
**TIME:** 4:00 p.m.  
**PLACE:** Community Action Agency  
2640 South 5<sup>th</sup> Avenue, Suite 4  
Oroville, CA

**Staff**

Thomas P. Tenorio, Executive Director  
Dana Campbell, Fiscal Officer  
Rae Rush, Director, Housing & Community Development  
Gloria Rodgers,, Esplanade House Program Director  
Cynthia Kelly, Administrative Assistant

**Absent Member**

Tom Sawyer  
Connie Rowe

**Guests**

Kevin Atkins, Consultant

**Item No.**

**1.00 CALL TO ORDER**

Katherine Kerr, Chair, called the meeting to order at 4:11 p.m.

**2.00 CHANGES TO AGENDA:**

There are no changes to the Agenda

**3.00 APPROVAL OF MINUTES:**

The minutes of the November 29, 2008, meeting were approved. **M/S/C: Waugh/Cuny**

**4.00 PUBLIC COMMENT PERIOD:**

Public not in Attendance

**5.00 CORRESPONDENCE:**

**6.00 BOARD ORIENTATION:**

6.01 Agency Holiday Activities:

The Executive Director reported on the following December activities:

- Food and Nutrition Save Mart Food Drive, see Item 9.01 for out-comes.
- Oroville Rescue Mission/CAA 14<sup>th</sup> Annual Christmas Dinner will start at 1:00PM, Wednesday, December 24 at the Municipal Auditorium in Oroville.
- Olive Garden/CAA 2<sup>nd</sup> Annual Bella Vita Pasta Dinner - final out-come will be present at the next Program/Board Meeting.
- Esplanade House *Coats for Kids Giveaway* – The Chico Fire Department and the local Wal-Mart donated time and money to provide warm winter coats for the children of the Esplanade House.

6.02 Disaster Preparedness Project

The Administrative Officer reported that the Disaster Preparedness Grant is completed, Kits were delivered to clients of Food and Nutrition, and additional kits were made available to Board and Staff to purchase.

**7.00 OLD BUSINESS:**

- 7.01 Resolution #09-08 regarding Agreement #09B-5503 with California State Department of Community Services and Development relating to 2009 Low-Income Home Energy Assistance Program funding for Housing and Community Development received approval. **M/S/C: Cuny/Waugh**

**8.00 NEW BUSINESS:**

- 8.01 Proposal to Amend Agency By-laws  
The Executive Director informed Board members that staff would review the Agency By-Laws and submit proposed changes at subsequent meetings. The focus would be on outdated items since it has been several years since a review of the by-laws has been completed.
- 8.02 2009 Agency Goal-Achieving Strategy Linking Process  
The Executive Director informed Board members that the Senior Management Team and their managers are working with staff in developing 2009 Agency-Goals. The strategies developed will help the employees see the connection between daily efforts and agency success. Future plans involve linking the individual strategies to employee work performance evaluation practices.
- 8.03 Ratification of Executive Committee action to approve Resolution #07-08 relating to Amendment to Cafeteria Plan to Adopt Limited Flexibility FSA received approval. **M/S/C: Cuny/Pollock**
- 8.04 Ratification of Executive Committee action to approve Resolution #08-08 relating to Application for Membership in Self-Insured Program of Inter West Insurance for Workers Compensation received approval. **M/S/C: Cuny/Hoffman**

**9.00 PROGRAM REPORT: T. Sawyer**

The Executive Director reported on the following activities of the departments:

- 9.01 Food and Nutrition Department:
- The Food Bank received 3-4 barrels of food from the Save Mart/Food Maxx Holiday Food Drive. Additional donations are expected as the food drive is in effect until December 31. CAA presented a Certificates of Appreciation to Robert Piccinini, Chairman, CEO and the participating stores.
- 9.02 Esplanade House:
- Thirty (30) Esplanade House residents voted in this year's election, the most to ever participate.
  - Tracy Tulley-Davis provided free attorney consultations to eight (8) individuals.
  - Azad's, Cal-Water and Senator Aanestad donated turkeys to all families for Thanksgiving.
  - Site tour provided to Dr. Song and three (3) Social Workers from Korea.
  - Wal-Mart donated \$1,000.00 and The Chico Fire Department, 4 Esplanade House Staff and Wal-Mart staff donated money for the purchase of 99 coats for the children.
  - Phase 1 has 26 adults, 45 children, which represents 24 families; Phase 2 has 37 adults and 51 children, with a total of 28 families.
  - Phase I has 96% occupancy, Phase II has 85% occupancy.
- 9.03 HCD:
- The Agency received a notice for 2009 funding in the amount of \$2,756,395.00 from CSD LIHEAP.
  - PG&E EP WX program weatherized 254 homes for a value of \$165,481.07, with an average of \$772.18 per home.
  - The department is planning to purchase four (4) vans and one (1) car, with the additional funding.

**10.00 HUMAN RIGHTS, PERSONNEL AND MEMBERSHIP: J. Haffner Waugh**

The following Committee item received Board approval:

- 10.01 Salary Range Reassignment – Executive Assistant – **M/S/C: Committee/Waugh**

**11.00 FINANCE COMMITTEE**

- 11.01 2009 Agency Budget

The Chief Administrative Officer presented the preliminary 2009 Agency Budget. The final budget will be provided to the Board for their approval at or before the next meeting of the Board.



**12.00 CHARIPERSON’S REPORT:**

12.01 The Chairman reported that Tom Sawyer resigned as CAA’s District 3 Board of Directors Representative.

**13.00 EXECUTIVE DIRECTOR’S REPORT:**

13.01 Legislative Updates:

The Executive Director reported that the federal government is working towards a second Stimulus Packet and in anticipation of the Stimulus Packet; CAP is developing an approach that would be beneficial to all CAA programs.

13.02 Senate Bill - 1234

The Executive Director provided background information relating to Senate Bill 1234 and informed membership to anticipate receiving, in January, more information regarding website training.

13.03 2009 Board/Committee Meeting Calendar:

The Executive Director offered a draft 2009 Board/Committee Calendar; the Board accepted the calendar as presented.

**14.00 CLOSED SESSION:**

The Board convened in Closed Session at 5:40PM and reconvened into Open Session at 6:20P.M. - With No Action Taken

