Calaveras-Mariposa Community Action Agency
Helping People. Changing Lives.

Attachment A

Board of Directors Regular Meeting
February 28, 2022 | 3:00PM – 5:00PM

Join Zoom Meeting
https://us06web.zoom.us/j/81553747076?pwd=T3ZkV05XQ0xwTHBBUGJMR1J3N1dkZz09

Meeting ID: 815 5374 7076
Passcode: 902719
One tap mobile
+16699006833,,81553747076#,,,,*902719# US (San Jose)
+12532158782,,81553747076#,,,,*902719# US (Tacoma)

Dial by your location
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 312 626 6799 US (Chicago)
+1 929 205 6099 US (New York)
+1 301 715 8592 US (Washington DC)
Meeting ID: 815 5374 7076
Passcode: 902719
Find your local number: https://us06web.zoom.us/u/kecwa60b8h

1. **Call to Order and Roll Call of Board Members Organizational Standard 5.5 - (Board Chair)**

2. **Community Action Promise – (Pledge)**
   Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

3. **Approval of Agenda (Action Item) -** *Attachment A*
   a. Any and all off-agenda items must be approved by the Board of Directors (Pursuant to Government Code 54954.2).

4. **Public Matters Not on the Agenda-(Discussion Only)**
   b. Discussion items only. No action to be taken. Any person may address the Board of Directors at this time upon any subject; however, any matter that requires action may be referred to Staff and/or Committee for a report and recommendation for possible action at a subsequent Board of Directors meeting. Please note: There is a five (5) minute limit per topic. Any and all off-agenda items must be approved by the Board of Directors (pursuant to Government Code 54954.2).

Attachment A

NEW BUSINESS

5. **Authorize the CMCAA Board to extend Assembly Bill(AB)361 allowing for virtual meetings due to local health and safety protocols to allow business to continue in a safe manner (Action Item) –** Staci Johnston

6. **Approval of September 29th, 2021 Board Meeting Minutes (Action Item) -** Kathi Toepel *Attachment B*

7. **CMCAA Fiscal:**
   Fiscal Report-Organizational Standard 8.7 (Action Item) – Loren Skrimager *Attachment C*
   - CARES 20F-3645
   - CARES 20F-3645 Discretionary
   - CSBG 21F-4006
   - CSBG 21F-4407 Discretionary

   CMCAA Finance Committee:
   Meeting Minutes – Kathi Toepel *Attachment D & E*

8. **CSBG Grant Compliance Organizational Standard 3.1, 4.2, 9.3 (Information Only) –** Staci Johnston/Lucy Hernandez
   - CSBG Tripartite Board Composition Requirements *Attachment F*
   - Calaveras-Mariposa Third Quarter Fiscal Reconciliation *Attachment G*
   - 2021 CSD Desk Review Letter - *Attachment H*
   - 2021 CSD Desk Review Report – *Attachment I*
   - 2021 CSD CARES Expense Monitoring Call with Field Rep -

9. **CMCAA Task Force Report- Organizational Standard 5.9 (Information Only)**
   - **CSBG Task Force:**
     - **Operation Comfort & CARE Organizational Standard 2.1 (Information Only)** – Staci Johnston
     - **Grace Fund (Information Only) Organizational Standard 2.2** – Staci Johnston
   - **Marketing Task Force (Information Only)** - Tara Schiff
   - **Bylaw/JPA Task Force (Information Only)** – Kathi Toepel

10. **Executive Director's Report – (Information Only)** Staci Johnston *Attachment J*

11. **Board Governance & Ethics Training- Mandatory Organizational Standard 5.8, 7.9 (Information Only) –** Staci Johnston/Lucy Hernandez
    - **December 6th, 2021 (zoom)**

12. **2022 Strategic Planning/Board Retreat - Organizational Standard 6.1, 6.2, 6.3, 7.9 (Information Only)–** Staci Johnston

13. **CMCAA Rural Non-Profit Summit Organizational Standard 2.1, 2.2 (Information Only) –** Staci Johnston

14. **CMCAA Board Vacancies Organizational Standard 5.1 (Information Only) –** Staci Johnston

- *Due to the impact of COVID-19, CSD acknowledges the increased difficulty experienced by agencies attempting to recruit board /council members during the pandemic. Board vacancies occurring during the period from March 2020 through December 2022, will be documented in this report but no new corrective action designation (Observation or Finding) will be assigned. Agencies will be required to submit updates as detailed in the corrective action section below. Starting with the 2023 monitoring session, CSD will return to the regular board/council vacancy monitoring practices. To the extent possible, CSD encourages agencies to engage in recruitment activities to fill vacancies during this period.
- **Low-Income Sector (2) – Calaveras, Mariposa**

15. Calaveras County LIHEAP/Weatherization Discussion – Organizational Standard 6.2, 6.3, 6.5
Staci Johnston *Attachment K & L*

16. 2022 Executive Director Annual Evaluation (Information Only) - Kathi Toepel

17. 2022 CMCAA Officers (Action Item) – Kathi Toepel

- **Chair**
- **Vice Chair**
- **Secretary/Treasurer**

18. 2022 CSBG 22F-5006 Contract (Action Item) – Staci Johnston *Attachment M*

19. 2022 CMCAA Meeting Schedule (Action Item) – Kathi Toepel *Attachment N*

OLD BUSINESS

- No agenda items

FUTURE ITEMS (Informational & Discussion Item)

18. Next CMCAA Regular Board of Directors Meeting: April 6, 2022 8:30am – 9:30am
19. CMCAA Board Retreat/Strategic Plan Session: April 6, 2022 9:30am – 4:30pm

20. Adjournment

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the CMCAA Executive Director (209) 754-6054