

Board Members: Chair – Sherri Reusche Vice Chair – Tara Schiff Secretary – Kathi Toepel Amanda Folendorf Wayne Forsythe Patricia Guzman Teresa Johnson Rhonda McDonald Jeanetta Phillips Rosemarie Smallcombe Ben Stopper Dave Thoeny	Special Board Meeting January 11, 2023 4:00PM – 5:00PM Join Zoom Meeting https://us06web.zoom.us/j/89960983118?pwd=MkxVcUs5NlJxM3FuS2cyQCsrMXdPQT09 Meeting ID: 899 6098 3118 Passcode: 731830 One tap mobile +16694449171,,89960983118#,,,*,731830# US +16699006833,,89960983118#,,,*,731830# US (San Jose) Meeting ID: 899 6098 3118 Passcode: 731830 Find your local number: https://us06web.zoom.us/j/89960983118?pwd=MkxVcUs5NlJxM3FuS2cyQCsrMXdPQT09	Calaveras County HHSA Director: Cori Allen Mariposa County HHSA Director: Joe Lynch CMCAA Executive Director: Staci Johnston Office: 209-754-6054 Website: www.cmcaa.calaverasgov.us
--	---	---

Board of Directors Special Meeting Agenda

1. **Call to Order and Roll Call of Board Members Organizational Standard 5.5** – Sherri Reusche
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)** – Sherri Reusche **Pg. 1-2**
 - 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).

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. Crucially, AB 361 still remains effective until Jan. 1, 2024, and local agencies may continue to make or renew remote meeting findings under that law as appropriate. (Action Item) – Sherri Reusche

6. Approval of September 19th, 2022 Board Meeting Minutes (Action Item) – Sherri Reusche Pg. 3-6

7. Fiscal Report-Organizational Standard 8.7 (Action Item) – Loren Skrimager Pg. 7-9

- 20F-3645 CARES Contract
- 22F-5006 CSBG Contract
- 22F-5006 CSBG Disc. Contract

Finance Committee: Sherri Reusche

December Finance Committee Meeting 12/6/22

Present: Sherri Reusche, Kathi Toepel

Absent: Jeanetta Phillips

8. 2023 Community Services Block Grant (CSBG) Contract 23F-4006 Organizational Standard 8.9 (Action Item) – Sherri Reusche Pg. 10-11

- Adopt 2023 CSBG Resolution - \$293,704

9. 2023 Community Services Block Grant (CSBG) Contract 23F-4006 Organizational Standard 8.9 (Action Item) Staci Johnston Pg.12-15

- Approve 2023 CSBG 23F-4006 Budget

10. 2023 Strategic Plan - Organizational Standard 6.1, 6.2, 6.3, 7.9 (Action Item) – Lucy Hernandez

- Approve 2023-2025 Strategic Plan
https://www.canva.com/design/DAFJfLiGHcQ/7cTY7f91UnmjOIedlDndxQ/view?utm_content=DAFJfLiGHcQ&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton

11. 2023 CMCAA Officers Organizational Standard 5.4, 5.6, 5.7, 5.8 (Action Item) – Teresa Johnson/Staci Johnston –

- Chair
- Vice Chair
- Secretary/Treasurer

12. 2023 CMCAA Meeting Schedule Organizational Standard 5.5 (Action Item) – Pg. 16 Sherri Reusche

- Approve 2023 Meeting Schedule

13. 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



Board of Directors Regular Meeting Minutes

September 19, 2022 | 3:00PM – 5:00PM

Join Zoom Meeting

<https://us06web.zoom.us/j/85403727116?pwd=bFNBM1pPMTJHbldkQldZSigzYnprdz09>

1. Call to Order and Roll Call of Board Members Organizational Standard 5.5 – 3:01pm Sherri Reusche

Members Present: Sherri Reusche, Kathi Toepel, Rosemarie Smallcombe, Wayne Forsythe, Jeanetta Phillips, Tara Schiff, Amanda Folendorf, Ben Stopper, Dave Thoeny

Members Not Present: Teresa Johnson

Staff Present: Staci Johnston, Loren Skrimager

Consultant: Lucy Hernandez

Partners: Baljit Hundal Mariposa County HHSA

2. Community Action Promise – (Pledge) Jeanetta Phillips

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) – Motion to approve by Rosemarie Smallcombe, Seconded by Tara Schiff. All Ayes, Motion Passed

4. Public Matters Not on the Agenda-(Discussion Only) No Public Comment

NEW BUSINESS

5. Approval of CMCAA Board Meeting Minutes (Action Item) – Motion to approve by Kathi Toepel, Seconded by Jeanetta Phillips. 9 Ayes, 1 Abstain (Wayne Forsythe as he was not on the Board at the time of these meetings)

- February 2022 – Regular Board Meeting
- April 2022 – Special Board Meeting

6. CMCAA Fiscal Report: Loren Skrimager presented Fiscal Reports and updated that CARES and 2021 CSBG Contracts are fully expended.

CMCAA Finance Committee: Sherri Reusche

Fiscal Report-Organizational Standard 8.7 (Action Item) – Motion to approve Fiscal Reports by Rosemarie Smallcombe, Seconded by Wayne Forsythe. All Ayes, 1 Abstain (Kathi Toepel)

- CARES 20F-3645
- CARES 20F-3645 Discretionary
- CSBG 21F-4006

- CSBG 21F-4407 Discretionary
- CSBG 22F-5006 Regular

July Finance Committee Meeting Minutes – Sherri Reusche attended the Finance Committee Meeting and reviewed all fiscal reports. She was the only member present.

7. CSBG Grant Compliance Organizational Standard 3.1, 4.2, 9.3 (Information Only) –

Staci Johnston/Lucy Hernandez provided an in depth overview of the following items.

- Calaveras County Single Audit 2021- Provided as *Calaveras County Single Audit posted on county website 8/3/2022* <https://auditor.calaverasgov.us/Reports> Rosemarie expressed concerns about the Single Audit and the findings identified. Loren Skrimager, Lucy Hernandez and Staci Johnston clarified the findings were not related specifically to CMCAA(CSBG Contracts). The Single Audit is an audit for the entire County of Calaveras and all the programs held within the county.
- 2021 CSD Single Audit Review/Audit – All areas of concern from CSD have been and will be addressed in the next Single Audit. CSBG Contracts will be audited in their entirety to include any contract extension period beyond the county's normal fiscal cycle.
- 2022 CSD Monitoring Review/Audit May 17th & May 19th – CMCAA received a clear review with acknowledgment that we are working to fill the 2 vacant LI Board positions.
- 2021 Annual Report 6/30/22 – Lucy reported the submission of both reports
 - 2021 CSBG Annual Report -
 - 2021 CSBG CARES Annual Report -
- 2022 Organizational Standards – Report of 2022 Submission and receiving a score of 100%

8. CMCAA Task Force Report- Organizational Standard 5.9 (Information Only)

- **CSBG Task Force**
 - **Operation Comfort & CARE Organizational Standard 2.1 (Information Only)** – Staci Johnston
- **Marketing Task Force (Information Only)** - Tara Schiff reported we will be meeting to work on the CMCAA Website with Calaveras County IT and the desire to have a website presence in Mariposa County – We will be changing this task force to the Community Outreach Task Force moving forward.
- **Bylaw/JPA Task Force (Information Only)** – Staci Johnston reported the JPA revision is in its final phase and will review with Kyrié Byker this week to go over before bringing to the JPA Task Force for review. Next steps will be to bring back to the CMCAA Board for adoption and move to Calaveras County and Mariposa County BOS for approval. Goal for final approval before December 2022.

9. 3-Year CMCAA Strategic Plan Adoption of Strategic Plan Goals, and Mission & Vision Statement- Organizational Standard 6.1, 6.2, 6.3, 7.9 (Action Item) – Lucy Hernandez

Mission/Vision Statement – Ben Stopper Motioned to approve with edits, Kathi Toepel Seconded. All Ayes; Motion Passed.

Strategic Plan Goals – Dave Thoeny Motioned to approve, Wayne Forsythe Seconded. All Ayes, 1 Abstain (Kathi Toepel); Motion Passed

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

11. CMCAA Board Vacancies Organizational Standard 5.1 (Action Item) – Staci Johnston presented three Letters of Interest from the LI Sector. Rosemarie Smallcombe Motioned to approve Rhonda McDonald for Calaveras County and Patricia Guzman for Mariposa County, Tara Schiff Seconded. All Ayes; Motion Passed.

12. CMCAA Board Member Roster (Action Item) – Staci Johnston presented the CMCAA Roster with the addition of Wayne Forsythe, Patricia Guzman and Rhonda McDonald as new CMCAA Board Members. Rosemarie Smallcombe Motioned to approve, Kathi Toepel Seconded. All Ayes; Motion Passed.

13. Calaveras County LIHEAP/Weatherization (Information Only) – Sherri Reusche reported a meeting with Cori Allen, Amy Woodward, Staci Johnston and Lucy Hernandez to discuss LIHEAP/Weatherization services in Calaveras County. Ben Stopper and Amanda Folendorf will reach out to Cori Allen and Auditor in an effort to gather information about the contract/agreement between Calaveras County and ATCAA.

14. 2022 Annual Training/Conference (Information Only) – Staci Johnston

- **NCAP New York**, Staci Johnston, Sherri Reusche(Chair), Tara Schiff (Vice Chair/Low Income Rep) reflected on the conference -
- **California Welfare Director's Association** – Staci Johnston will attend in October
- **CalCAPA – November 1st – 5th, San Diego**, Staci Johnston, Sherri Reusche, Toni LaFazia, and new Mariposa County Board Member Patricia Guzman if able to attend.

15. Community Needs Assessment and Community Action Plan (CAP) 2024/25 (Information Only) Organizational Standard 2.1,2.2 Lucy Hernandez informed the board that we will begin outreach in October.

16. Results Oriented Management Agency (ROMA) (Information Only)- Staci Johnston/Lucy Hernandez

17. CSBG 22F-5006 Discretionary Contract – \$31,000 (Information Only) – Staci Johnston

Disaster Response/Resilience, Capacity Building/Training, Software/Database
Strengthfinder Training and, Strengths Based Leadership Training – Community/County Partners

18. 2023 CSBG Contract (Information Only) – Staci Johnston reported her representation on the CSD/CSBG Task Force to represent rural communities

OLD BUSINESS

- No agenda items

FUTURE ITEMS (Informational & Discussion Item) –

- *Ben Stopper requested that we bring back the resolution to 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.*
- *Ben Stopper inquired about an employee evaluation for Staci Johnston; Sherri Reusche stated the evaluation is done on an annual basis and recalled being done in the Spring of 2022. Staci's evaluation will be conducted prior to March 2023 meeting.*

19. Next CMCAA Regular Board of Directors Meeting In-Person: Staci Johnston will send a doodle poll to determine the next meeting. Meeting will be held at the MLJT site in Sonora.

20. Adjournment: 5:16

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

CMCAA 20F-3645 CSBG Fiscal Committee Report - 12/5/2022

Administrative Costs

	Budget	YTD Expenses	Remainder	% Expended
Operating Expenses	\$0.00	\$0.00	\$0.00	#DIV/0!
Subtotal	\$0.00	\$0.00	\$0.00	#DIV/0!

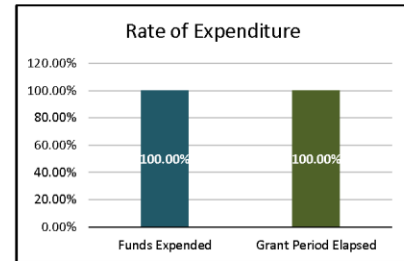
Program Costs

	Budget	YTD Expenses	Remainder	% Expended
Salary & Wages	\$5,251.00	\$5,250.90	\$0.10	0.00%
Fringe Benefits	\$8,249.00	\$8,249.00	\$0.00	0.00%
Operating Expenses	\$230,783.00	\$230,783.00	\$0.00	100.00%
Equipment	\$5,000.00	\$5,000.00	\$0.00	100.00%
Subcontractor/Consultant Services	\$115,075.00	\$115,075.10	(\$0.10)	100.00%
Subtotal	\$364,358.00	\$364,358.00	\$0.00	100.00%

Total	\$364,358.00	\$364,358.00	\$0.00	100.00%
--------------	---------------------	---------------------	---------------	----------------

Grant Period 3/27/2020 - 8/31/2022

100.00% Grant Period Elapsed



Subcontractor/Consultant	Budget
Mariposa County - Senior Center Soft.	\$13,292
Lucy Hernandez	\$36,196
UC Davis	\$25,804
Mariposa County - Mortgage Asst.	\$31,783
Z Staven (Gold Country Creative)	\$8,000
Total Budget:	\$115,075

CMCAA 22F-5006 CSBG Fiscal Committee Report - 12/05/2022

Administrative Costs

	Budget	YTD Expenses	Remainder	% Expended
Salaries & Wages	\$3,477.00	\$1,897.20	\$1,579.80	54.56%
Fringe Benefits	\$1,401.00	\$651.05	\$749.95	46.47%
Operating Expenses	\$10,825.00	\$9,801.13	\$1,023.87	90.54%
Out-of State Travel	\$0.00	\$0.00	\$0.00	0.00%
Contract/Consultant Services	\$1,500.00	\$0.00	\$1,500.00	0.00%
Other Costs	\$7,500.00	\$0.00	\$7,500.00	0.00%
Subtotal	\$24,703.00	\$12,349.38	\$12,353.62	49.99%

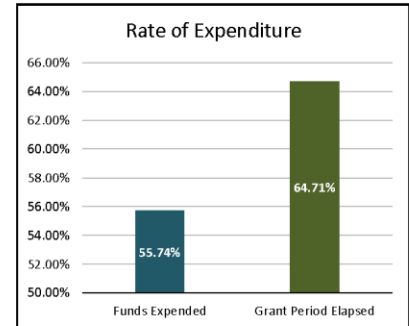
Program Costs

	Budget	YTD Expenses	Remainder	% Expended
Salary & Wages	\$103,898.00	\$69,691.28	\$34,206.72	67.08%
Fringe Benefits	\$37,723.00	\$19,052.24	\$18,670.76	50.51%
Operating Expenses	\$30,000.00	\$16,016.83	\$13,983.17	53.39%
Out-Of State Travel	\$20,000.00	\$16,069.99	\$3,930.01	0.00%
Subcontractor/Consultant Services	\$57,740.00	\$19,586.00	\$38,154.00	33.92%
Other Costs	\$0.00	\$0.00	\$0.00	0.00%
Subtotal	\$249,361.00	\$140,416.34	\$108,944.66	56.31%

Total	\$274,064.00	\$152,765.72	\$121,298.28	55.74%	Funds Expended
--------------	---------------------	---------------------	---------------------	---------------	----------------

Grant Period 01/01/2022 - 5/31/2022

64.71% Grant Period Elapsed

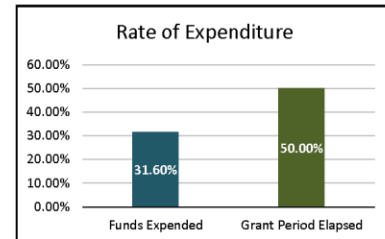


Subcontractor/Consultant	Budget
County Counsel	\$1,500
Housing Consultant	\$10,000
Mariposa County	\$30,000
Lucy Hernandez	\$17,740
Total Budget:	\$59,240

CMCAA 22F-5006 Discretionary CSBG Fiscal Committee Report - 12/05/2022

Program Costs

	Budget	YTD Expenses	Remainder	% Expended
Salary & Wages	-	-		
Fringe Benefits	-	-		
Operating Expenses	20,000.00	-	\$20,000.00	0.00%
Out-Of State Travel	-	-		
Subcontractor/Consultant Services	11,000.00	9,794.45	\$1,205.55	89.04%
Other Costs	-	-		
Subtotal	\$31,000.00	\$9,794.45	\$21,205.55	31.60%



Total	\$31,000.00	\$9,794.45	\$21,205.55	31.60%	Funds Expended
Grant Period 06/01/2022 - 5/31/2023					50.00% Grant Period Elapsed

Subcontractor/Consultant	Budget
Lucy Hernandez	\$11,000
Total Budget:	\$11,000

**CALAVERAS-MARIPOSA COMMUNITY ACTION AGENCY
BOARD OF DIRECTORS RESOLUTION NUMBER 2023-1**

January 11, 2023

Resolution authorizing Executive Director to execute, administer and manage:

- 1. Agreement 23F-4006 with the State of California Department of Community Services and Development (CSD) for Community Services Block Grant (CSBG) funds in the amount of \$293,704 for the period of January 1, 2023 through May 31, 2024; and**
- 2. Subsequent amendments to Agreement 23F-4006.**

WHEREAS, the State of California Department of Community Services and Development (CSD) is the recipient of Community Services Block Grant (CSBG) funding from the Federal Government; and

WHEREAS, CSD has offered Community Services Block Grant (CSBG) Agreement 23F-4006 for the period of January 1, 2023 through May 31, 2024 in the amount of \$293,704 to the Calaveras Mariposa Community Action Agency (CMCAA); and

WHEREAS, CMCAA accepts Agreement 23F-4006 from CSD for the CSBG, and certifies that all uses of funds will be in compliance with CSD and CSBG regulations, guidelines, and contract provisions; and

WHEREAS, the Board of Directors is delegating full authority to the Executive Director to sign all necessary documents required to execute the agreement, in order to complete the contract and any amendments thereto; and in the Executive Directors absence, the Board Chairperson or the Vice Chairperson may sign any necessary documents.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors of Calaveras Mariposa Community Action Agency hereby authorizes its Executive Director, the Chairperson, or Vice- Chairperson to apply for and enter into a CSD CSBG Agreement, including any amendments thereto, as well as any subcontracts approved by the Board related to said Agreement.

ON A MOTION by _____ seconded by _____ the foregoing resolution was duly passed and adopted by the Board of Directors of the Calaveras Mariposa Community Action Agency this 11th day of January, by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAINED:

Sherri Reusche
Chair

State of California
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG Contract Budget Summary
CSD 425.S (Rev.10/19)

CSBG CONTRACT BUDGET SUMMARY

Contractor Name:	Calaveras-Mariposa Community Action Agency	Contract Number:	23F-4006	Amendment Number:	0
Prepared By:	Staci Johnston, Executive Director	Contract Term:	January 1, 2023 - December 31, 2023		
Telephone Number:	209-754-6054	Contract Amount:	\$293,704		
Date:	1.2.2023	E-mail Address:	SJohnston@co.calaveras.ca.us		
SECTION 10: ADMINISTRATIVE COSTS					
Line Item					CSBG Funds (round to the nearest dollar)
1	Salaries and Wages				\$3,651.00
2	Fringe Benefits				\$1,705.00
3	Operating Expenses				\$12,000.00
4	Equipment				\$0.00
5	Out-of-State Travel				\$0.00
6	Contract/Consultant Services				
7	Other Costs				
8	Disaster				0.00
Subtotal Section 10: Administrative Costs (cannot exceed 12% of the total operating budget in Section 80)					\$17,356.00
SECTION 20: PROGRAM COSTS					
Line Item					CSBG Funds (round to the nearest dollar)
1	Salaries and Wages				\$87,672.00
2	Fringe Benefits				\$28,055.00
3	Operating Expenses				\$112,917.00
4	Equipment				\$0.00
5	Out-of-State Travel				\$25,000.00
6	Subcontractor/Consultant Services				\$22,704.00
7	Other Costs				
8	Disaster				0.00
Subtotal Section 20: Program Costs					\$276,348.00
SECTION 40: Total CSBG Budget Amount (Sum of Subtotal Sections 10 and 20) Note: Total cannot exceed allocation amount.					\$293,704.00
SECTION 70: Enter Other Agency Operating Funds Used to Support CSBG					\$0.00
SECTION 80: Agency Total Operating Budget (Sum of Sections 40 and 70)					\$293,704.00
SECTION 90: CSBG Funds Administrative Percent (Section 10 divided by Section 80)					5.91%

State of California
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG Contract Budget Summary
CSD 425.S (Rev.10/19)

CSBG CONTRACT BUDGET SUMMARY

Contractor Name:	Calaveras-Mariposa Community Action Agency	Contract Number:	23F-4006	Amendment Number:	0
Prepared By:	Staci Johnston, Executive Director	Contract Term:	January 1, 2023 - December 31, 2023		
Telephone Number:	209-754-6054	Contract Amount:	\$293,704		
Date:	1.2.2023	E-mail Address:	SJohnston@co.calaveras.ca.us		
SECTION 10: ADMINISTRATIVE COSTS					
Line Item					CSBG Funds (round to the nearest dollar)
1	Salaries and Wages				\$3,651.00
2	Fringe Benefits				\$1,705.00
3	Operating Expenses				\$12,000.00
4	Equipment				\$0.00
5	Out-of-State Travel				\$0.00
6	Contract/Consultant Services				
7	Other Costs				
8	Disaster				0.00
Subtotal Section 10: Administrative Costs (cannot exceed 12% of the total operating budget in Section 80)					\$17,356.00
SECTION 20: PROGRAM COSTS					
Line Item					CSBG Funds (round to the nearest dollar)
1	Salaries and Wages				\$87,672.00
2	Fringe Benefits				\$28,055.00
3	Operating Expenses				\$112,917.00
4	Equipment				\$0.00
5	Out-of-State Travel				\$25,000.00
6	Subcontractor/Consultant Services				\$22,704.00
7	Other Costs				
8	Disaster				0.00
Subtotal Section 20: Program Costs					\$276,348.00
SECTION 40: Total CSBG Budget Amount (Sum of Subtotal Sections 10 and 20) Note: Total cannot exceed allocation amount.					\$293,704.00
SECTION 70: Enter Other Agency Operating Funds Used to Support CSBG					\$0.00
SECTION 80: Agency Total Operating Budget (Sum of Sections 40 and 70)					\$293,704.00
SECTION 90: CSBG Funds Administrative Percent (Section 10 divided by Section 80)					5.91%

State of California
 DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
 CSBG Budget Support -- Non Personnel Costs
 CSD 425.1.2 (Rev. 10/19)

CSBG BUDGET SUPPORT -- NON PERSONNEL COSTS

Contractor Name:	Calaveras-Mariposa Community Action Agency	Contract Number:	23F-4006	Amendment Number:	0
Prepared By:	Staci Johnston, Executive Director	Contract Term:	January 1, 2023 - December 31, 2023		
Telephone Number:	209-754-6054	Contract Amount:	293,704		
Date:	1.2.2023	E-mail Address:	SJohnston@co.calaveras.ca.us		

Hit Alt & Enter at the same time to begin a new line or paragraph within the cell.

LIST EACH LINE ITEM Totals must match CSD 425.S Budget Summary form Attach additional sheet(s) if necessary	CSBG			
	Section 10: Administrative Costs		Section 20: Program Costs	
List all Operating Expenses Admin: Board meeting costs; food for planning, trainings & community meetings; annual membership or subscription fees; program supplies; materials, travel costs; storage costs; license/software costs; virtual conference costs; Program Operating Contract; Case supplies	3	sum should equal total on line item 3 of CSD 425.S Budget Summary form	3	sum should equal total on line item 3 of CSD 425.S Budget Summary form
		\$12,000		\$112,917
List all Equipment Purchases	4	sum should equal total on line item 4 of CSD 425.S Budget Summary form	4	sum should equal total on line item 4 of CSD 425.S Budget Summary form
List all Out-of-State Travel: Name of conference; Specify location; Cost per trip 1) National CAP Conference-August 2023 (1 Exec. Dir, 1 staff & 2 board members); 2) CAPLAW conference (1 Exec. Dir & 1 Staff) and 3) CAA Region IV (1 Exec Dir) out-of-state for travel costs, expenses, lodging,	5	sum should equal total on line item 5 of CSD 425.S Budget Summary form	5	sum should equal total on line item 5 of CSD 425.S Budget Summary form
				\$25,000
List all Contract/Consultant Services	6	sum should equal total on line item 6 of CSD 425.S Budget Summary form		
List all Subcontractor/Consultant Services Lucy Hernandez, MBA, CCAP & NCRT, CAA Consultant; T/TA Organizational Dev, Planning & Program Consulting: CAP Plan Development, Annual Reports, Annual Organizational Standards &			6	sum should equal total on line item 6 of CSD 425.S Budget Summary form
				\$22,704
Other Costs - List each line item (i - iv): Any additional Other Costs (attach additional sheet if necessary):	Section 10: Administrative Costs		Section 20: Program Cost	
i				
ii				
iii				
iv				
Total Other Costs (Sum of i, ii, iii, iv):	7	sum should equal total on line item 7 of CSD 425.S Budget Summary form	7	sum should equal total on line item 7 of CSD 425.S Budget Summary form
		\$0.00		\$0.00

State of California
 DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
 CSBG Contract Budget Narrative
 CSD 425 1.4 (Rev. 10/19)

CSBG Contract Budget Narrative

Contractor Name: Calaveras-Mariposa Community Action Agency	Contract Number: 23F-4006	Amendment Number: 0
Prepared By: Staci Johnston, Executive Director	Contract Term: January 1, 2023 - December 31, 2023	
Telephone Number: 209-754-6054	Contract Amount: \$293,704	
Date: 1.2.2023	E-mail Address: S.Johnston@co.calaveras.ca.us	

Budget Narrative
2023 CSBG Grant 23F-4006 Total for grant: \$293,704 Section 10-Administrative Costs-\$17,356 Salaries & Wages Senior Accounting Technician Wages - 5% - \$3,651 Benefits -5% - \$1,705 Administrative Operating Expenses- \$12,000- Board meeting costs; food costs for meetings & planning session, community meetings/planning sessions, travel costs for meetings; on-site monitoring travel, annual membership and subscriptions fees; software costs, professional development materials/supplies, program supplies, office supplies, rental space for storage and planning meetings, board development supplies/books/materials & costs associated with program needs. Calaveras Mariposa Community Action Agency-EXPLANATION of Fringe Benefit Calculation: PERS EmployerWage=*0.102198 PERS Unfunded LiabilityWage=*0.15 Medicare Wage=*0.0154 Long-Term Disability Wage=*0.0038277 Deferred Compensation= \$50/Month (if elected) Cash-in-Lieu=\$300/Month (if not receiving Health Insurance) Health Insurance= Range: \$754.60/Month - \$1,855/Month Life Insurance=\$91.20/Year Section 20-Program Costs: \$276,348 Salary & Fringe benefits \$115,727 Wages - \$87,672- Executive Director salary/annual costs. Benefits - \$28,055-Fringe benefits for Executive Director/annual costs. Program Operating Expenses-\$112,917. Operation Comfort Care supplies, materials, kit items, emergency response special needs; Marketing & outreach for agency/programs, travel costs for site visits; in-state conference travel costs, registration costs; books/session supplies, rental space for meetings; program costs; Overhead; office rent costs; In-State travel to trainings/meetings & expenses; CAP Database/System; Non-Profit Summit 2023 project launch; operational costs, supplies, food, books, materials, outreach. In-State Conferences 2023: 1) CalCAPA Conference (1 Exec. Dir. + 2 board members) 2) CWDA (1 Exec Dir) and 3) CALED (1 Exec. Dir): Travel Costs. Operation Comfort & CARE- Food items, essential and non-essential items for residents for emergency assistance needs. Program Costs/Operating Expenses Breakdown: \$112,917 Operation Comfort & Care- \$60,000 Program supplies/food costs/materials/subscriptions- \$2,917 Overhead/Rent- \$10,000 Community Outreach/Marketing- \$5,000 In-State Travel- \$15,000 Non-Profit Summit- \$10,000 CSBG/CAP Database System- \$10,000 Breakdown CMCAA In-State Conferences-\$15,000- costs associated for travel and registration for In-State Conferences 2023: 1) CalCAPA Conference (1 Exec. Dir. + 2 board members) 2) CWDA (1 Exec Dir) and 3) CALED (1 Exec. Dir): Travel Costs, Board Meetings, Board Retreat/Strategic Planning sessions and collaborative partner meetings. Breakdown Travel Costs; \$15K 1)CalCAPA Conference (3 attendees): \$6,000 (Registration \$2,000/lodging \$3,000/Food \$750/Transportation \$1,000/Parking & toll \$250) 2)CWDA (1 attendee): \$3,000(Registration \$600/Lodging \$1,000/\$275 food/transportation \$750/parking or toll-\$250/incidentals \$125) 3)CALED (1 attendee): \$3,000 (Registration \$600/Lodging \$1,000/\$275 food/Transportation \$750/parking or toll \$250/incidentals \$125) 4)In-State travel for meetings, site visits to Mariposa Co., CAA network meetings, meetings with other partners, CSD meetings in-person & collaborative mtgs with regional organizations: \$3,000



Board of Directors

Meeting Schedule

2023

March 29, 2023	Virtual Meeting (Mariposa HHSA/CMCAA Office)
June 21, 2023	In-Person Meeting (Location TBD)
September 28, 2023	Virtual Meeting (Mariposa HHSA/CMCAA Office)
December 13, 2023	In-Person Meeting (Location TBD)

****Special Meetings will be held as needed**

For additional information, please contact:
Staci Johnston sjohnston@co.calaveras.ca.us

Persons needing accessibility assistance please contact CMCAA at (209) 754-6054 at least 24 hours in advance so arrangements may be made.