

DRAFT

Catholic Charities of Yolo/ Solano Counties
Board of Directors Meeting
Minutes of March 23, 2022
St. Catherine of Siena, Vallejo

Present: Jimmy Lago, Chair; Deacon Mike Urick, Treasurer; Belinda Smith, Acting Secretary; Sean Salvatin; Judith Waelbrock; Father Glenn Jaron.

Also Present: John Watkins - Executive Director; Carolina Estrada – Deputy Director

Unable to Attend: Bob Dunning; Father Rey Bersabal; Matt Symkowick;

Chair Lago, called the meeting to order at 6:49 p.m.

An opening prayer was offered by Judith Waelbrock

Approval of the Agenda: The agenda was approved as submitted. A motion to approve was made by M. Urick and seconded by J. Waelbrock.

Approval of Minutes – The minutes of January 26, 2022, and Summary of February 23 were approved as submitted. A motion to approve was made by S. Salvatin, and seconded by M. Urick

Financial/Treasurer’s Report – M. Urick stated that he is concerned about outside perception of the Statement of Financial position, regarding negative numbers. There was some discussion and how to resolve the situation, which is related to accounting systems. There was also discussion about updating the financial policy and procedure manual.

Board Business:

Solano County Demand Letter - J. Watkins, Executive Director summarized a letter received by the County regarding the CARES program and CCYOSO response to the demand for reimbursement. The County has not changed its opinion regarding the reimbursement and again requested repayment. An extension of time was requested along with a meeting with the new County Administrator. Additionally, the former Executive Director Miriam Sammartino will not be back from maternity leave until April 8. J. Watkins will consult with the diocesan attorney and will meet with the ad-hoc committee on CARES to further discuss how CCYOSO proceeds.

Budget – J. Watkins presented a two draft budget for FY 2022-23, one with a finance director and one without a finance director. The advantages and disadvantages were discussed. J. Waelbrock felt that having a Finance Director would allow the Executive and Deputy Director to focus on their primary jobs and not spending so much time on fiscal issues. M. Urick strongly supports a finance director for several reasons including establishing financial policies and procedures. A motion was made to proceed with the budget proposal including an Executive Director. The motion was made by J. Waelbrock and seconded by Father Glenn. The motion passed unanimously.

The budget continued to be reviewed. Father Glenn noted that there was a great need for homeless services. It was also suggested that a line item for homeless services be added to the budget wish list. Discussion continued on homeless services. It was noted that there is a need to know what services are currently available to homeless persons and families. It was suggested that this could be a subject for discussion at the retreat.

Spring Retreat Discussion – The retreat will be held on June 10th instead of in May.

Meeting Time Discussion – After discussion it was decided that the regular meetings of CCYOSO would be the 4th Thursday of each month.

Subcommittee appointments (Budget and Development)

J. Lago asked for a motion to establish a budget and finance committee and a development committee. After brief discussion M. Urick made a motion to establish a budget and finance committee and a development committee. The motion was seconded by Father Glenn. The motion passed unanimously. J. Lago had spoken to several board members and identified that M. Urick, and B. Smith along with himself wanted to serve on Budget and Finance and S. Salvatin and J. Waelbrock had agreed to serve on Development.

Executive Director Report

Program Updates - J. Watkins reported that there are changes in the Immigration budget related to staffing. The loss of DOJ accredited staff will be transitioned to administrative staff being trained to be DOJ accredited. C. Estrada mentioned that staff transition occurred in the Disaster program with the loss of the program manager.

Due to time constraints the following updates were not provided:

- Grant Updates
- Finance Director Job Description
- Development Update

Wrap –Up and Board Comments: J. Lago reported that Bob Dunning has resigned from the Board since he schedule did not allow him to attend meetings. S. Salvatin asked about immigration services and if salaries were paid from grants funding. J. Watkins stated that staff salaries were allowable under the grants. Sean also asked if there options for those who couldn't afford to pay. It was explained that clients did not pay for most services, but did need to pay for filing fees.

A closing prayer was offered by Father Glenn

There being no further business the meeting adjourned at 8:43 PM.

The next meeting of the Board is April 28, 2022

Respectfully submitted:

Acting Secretary Belinda Smith