

# DRAFT

## Catholic Charities of Yolo/ Solano Counties Board of Directors Meeting

January 26, 2022  
6:30 pm -8:00 pm  
Virtual Meeting via Zoom

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

Also Present: John Watkins, Interim Executive Director

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

Chair Lago, called the meeting to order at 6:38 p.m.

An opening prayer was offered by Judith Waelbrock

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

**Approval of Minutes** – The minutes of October 27, 2021 and December 9, 2021 were approved as submitted. A motion to approve was made by M. Urick, and seconded by S. Salvatin.

**Financial/Treasurer's Report** – Mike Urick reported that he met with Interim ED John Watkins to review the financials regarding the two rental assistance programs ERAP and Cares. He explained that there were rental assistance payments made in the 20/21 fiscal year that have been carried over into the 21/22 fiscal year resulting in negative numbers on the Statement of Financial Position. There are a number of reasons for the outstanding rental assistance payments and staff is working to resolve the issue. Mike also stated that having a long distance accounting person was not optimal for CCYOSO. He explained that donations and reimbursements were not recorded or deposited in a timely manner affecting donation acknowledgements and accounts receivable. He strongly recommended that an on-site accountant be hired, discussion followed.

### **Executive Director's Report –**

- a. CARES Act report – CCYOSO responded to the Demand letter from the County for reimbursement of funds related to the CARES Act. An extension had been granted and the response letter was sent on January 24, 2022. The letter included a response to the Audit report, an analysis concluding that no funds were owed, and a legal overview from CCYOSO supporting the analysis. The diocesan attorney was consulted on the matter, Miriam drafted the response, and the Board Executive Committee met with John and Miriam and reviewed and commented on the letter. CCYOSO is awaiting a response.

- b. Emergency Rental Assistance Program (ERAP) - The program is wrapping-up and there have been reassignment and termination of ERAP employees. The County granted an extension for final work and billing will be handled by John while Miriam is on maternity leave.
- c. and d. Office moves - The Benicia office was closed eliminating \$500 in monthly rent for that office and the Woodland office was expanded to provide for private meeting space with clients and accessibility. The cost of rent in Woodland will increase by \$800 a month.
- e. Staff Changes - As well as ERAP staff changes there were also changes in Immigration Legal Services staff. Two DOJ staff left the program. Recruitment is on-going to fill vacancies.

## Program Highlights

WRSI – Wildfire Relief for Immigrants – This was a pilot program with funding from the State to serve undocumented fire victims. CCYOSO was the only agency to receive funds. CCYOSO is on track to meet deliverables and pilot program will end February.

Counseling Program – With the loss of the Clinical Supervisor and a staff person the Counseling Program is projected to have an approximately \$140,000 deficit. While counseling has been a long term program for CCYOSO it will need to be restructured. This will be a priority for the incoming Executive Director

Success Network – CCYOSO will be applying for State Proposition 47 Reentry program funding to continue the program. The program works with the faith based community, and a focus of the program is to assist those coming out of incarceration with mental health services. Judith suggested that services be offered in a client’s home parish if allowable.

- f. CCYS Management Plan – The 2017 Management will be reviewed. In particular areas for review include: expanded capacity, expansion of CCYOSO footprint with our service communities, counseling and immigration programs. There will also be a focus on working with program managers and staff to address areas such as the physical environment of offices, culture of the working environment, and structural (ie, financial) and organizational changes. John laid out a time line to initiate the process.

## Other Business

- a. Development Committee – John Watkins met with John Gonsalves, Development and IT Director to discuss fundraising goals. Chair Lago, expressed his desire to establish sub-committees of the Board, especially in fundraising and finance. He will be reaching out to Board members to gauge their interest.
- b. Ad Hoc Executive Director Recruitment Committee Report – At this time Interim Executive Director was placed in the waiting room. Miriam reported that had been 20 pre-applicants who applied for the Executive Director Position. Of those only three met the criteria to continue onto the interview process. Of the three, one withdrew, another did not respond to the request to be interviewed, leaving one qualified candidate, John Watkins. The candidate was interviewed by Miriam and the Executive Committee. The Committee is pleased to report that John is well qualified to take on the position of Executive Director. Per the diocesan process a recommendation must be made to the Bishop for the appointment. A motion was made by J. Lago to recommend the appointment of John Watkins as Executive Director of Catholic Charities

of Yolo and Solano Counties to Bishop Soto. The motion was seconded by Mike Urick. The motion passed unanimously. Miriam stated the final step was for John to be interviewed by Bishop Soto.

John was invited back into the meeting and informed of the Boards decision.

- c. Spring Retreat – There was a brief discussion of having an in-person Spring Retreat. Board members were in favor of doing so, providing that the pandemic would not hinder meeting in person. The retreat will be discussed further at a future meeting.
- d. Synod Gathering - At the request of Bishop Soto, CCYOSO will be hosting a Synod Listening Session. The listening sessions will be held in February. CCYOSO will be holding these jointly with St. Vincent de Paul and Common Ground. Board members may participate in one of two ways, as a note taker or as an active participant.

A closing prayer was offered by S. Salvatin

There being no further business the meeting adjourned at 8:18 PM.

Addendum to Minutes

Although it had been mentioned during the finance discussion, no action was taken to add J. Watkins as a signatory to the back accounts. Therefore, on February 2, 2022 Chair Lago, via email, asked the Board to vote on a resolution to add John Watkins as a signatory to the Bank of the West accounts. He reiterated that the Deputy Director, Carolina Estrada was the only person who could sign a check and in her absence, Treasurer M. Urick has been called upon to do so.

In accordance with CCYOSO Bylaws Section 8.13 Action Without Meeting by Written Consent, each Board member voted on the resolution, via email, to the Chair. The Board voted unanimously to approve the resolution to: **add John Watkins, Executive Director-elect, as a signatory to the Bank of the West checking account.**

Respectfully submitted:

Acting Secretary Belinda Smith