

Catholic Charities of Yolo-Solano

Board of Directors Meeting

Date: August 25, 2022

Time: 6:30 PM

Present: **Miriam Sammartino**, *Director of the Office of Catholic Charities & Social Concerns*,
John Watkins, *Catholic Charities of Yolo-Solano Executive Director*,
Jimmy Lago, *Chairman of the Board of Directors*,
Sean Salvatin, Deacon Mike Urick, and Judith Waelbrock

Guest Presenter: **Deacon Juan Moreno**

Location: **St. Catherine of Siena, Vallejo**

Minutes By: **Sean Salvatin**

CALL TO ORDER

Jimmy called the meeting to order at 6:34 PM.

OPENING PRAYER

Deacon Mike led the Opening Prayer.

APPROVAL OF PREVIOUS MINUTES

- Deacon Mike moved to approve the minutes from the Board's July 2022 meeting.
 - Judy seconded the motion.
 - The motion was approved with unanimous verbal assent.
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FINANCIAL REPORT

- Miriam noted that clients' names should be redacted from the Aging Report.
- In the Statement of Financial Position, the number for Credit Cards is negative because the invoice was paid early.
- Mike noted that the financial reports should be by month to match with our budget.
- No allowance for bad debt for "uncollectables."
- There was no report showing the budget vs actual because the bookkeeper has not yet entered our projected budget in Quickbooks.

- Mike moved that the financial report should be approved.
 - Miriam seconded the motion.
 - The motion was approved with unanimous verbal assent.
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FUNDRAISING COMMITTEE REPORT

- Deacon Juan presented on the United in Love fundraising event.
 - This event will take place over three days from November 30 to October 2, 2022 at St. Catherine's.
 - The purpose of this event is to bring parishioners together after Covid, focus on families, and promote Catholic Charities.
 - On Friday, November 30, 2022, Bishop Soto will celebrate the 6:00 pm Mass. Afterwards, the movie, Sing, will be shown outside in the church plaza. Hot dogs and popcorn will be sold.
 - On Saturday, October 1, 2022, there will be a dinner dance sponsored by Rafael Catering. Tickets will be sold for \$35 each.
 - On Sunday, October 2, 2022, food from various countries will be sold after the masses. Catholic Charities will also be present to share information about services offered.
 - St. Catherine's has registered as a nonprofit to hold a raffle.
 - Raffle tickets will be sold for \$10 each.
 - The Board meeting in September may be canceled since many board members will be working on this event.
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BOARD RECRUITMENT

- Fr. Jonathan from Holy Rosary in Woodland recommended Minhthy Nguyen to join the Board.
 - Minhthy is the COO at a biotech company which is getting bought out.
 - He is interested in the diaconate as well as family nutrition, especially nutrition for infants.
 - Minhthy came to the U.S. as a refugee from Vietnam. He and his wife toured the Catholic Charities office and spoke with the staff.
 - Deacon Mike will speak with Deacon Juan and Deacon Casey on their deacons' retreat.
 - Sean moved to recommend to Bishop Soto that Minhthy Nguyen join the Board.
 - Judy seconded the motion.
 - The motion was approved with unanimous vocal assent.
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EXECUTIVE DIRECTOR'S REPORT

Staff

- John said that Catholic Charities continues to struggle with recruitment to fill vacant positions. However, he is excited with team that is being put together.
- There is new immigration staff in the Woodland office: Valeria who is working on DOJ accreditation and is also a reservist in the National Guard and Lupita.
- Daniel is doing disaster management in Woodland.
- In the Vallejo office, Dan took over RJ's job, working with Cal Fresh and as Food Pantry Manager.
- Dan is a retired police officer and community liaison.
- Maria is the Counseling Coordinator.

- Xiomara splits her duties between Office Manager and Receptionist.
- We still need to hire a Disaster Service Program Manager to do disaster preparedness and outreach and act as Daniel's supervisor.
- Also, we still need to hire an accountant.

Nutrition Grant from Solano County

- Catholic Charities submitted an application to Solano County to receive a 2 year grant for emergency food: \$2 Million for food (first phase) and \$3 Million for capacity building.
- We have been awarded \$100,000 in the first round of the grant.
- Everything regarded food access is handled by Whitney, the Nutrition Coordinator, particularly meeting people's needs and addressing structural issues.
- The first part of this grant will help us move from a stagnant location base like the Vallejo office to go into pockets in the community that need help.
- We are already starting to do fresh produce pop-ups.
- We've been working with Megan Richards (originally, Anne Putney).
- This grant will help us think more long term. Extra staff will allow us to partner with more parishes and get more volunteers involved.

Solano County ERAP Update

- On August 26, 2022, John and Miriam will attend a meeting with Solano County official to hopefully resolve the issue with the County's Demand Letter and sign-off on the Agreement Letter.
- Catholic Charities owes Solano County \$137,000.
- The County also owes us money, but that will be settled in the future.

Annual Report & Organizational Chart

- John briefly presented the Annual Report; copies of the Report were also distributed.
- He also distributed and reviewed chart showing the organizational structure of Catholic Charities.
- In the discussion, John noted that a Counseling Director has not been hired; we must first complete a needs assessment.
- Family Assistance is where we would do rental assistance and tax assistance. Currently, we are not doing anything, but we will do so in the future. All these are budgeted positions.

Needs Assessment Update

- Following the Board's retreat in June 2022, John has been conducting a needs assessment.
- He has thus far focused on Yolo County and looked into counseling issues in Solano County.
- John will meet with Board Members individually in September.

ADJOURNMENT

- Mike moved to adjourn the meeting.
- The motion was not seconded.
- The motion was approved by unanimous vocal assent. Meeting adjourned at 8:02 pm.