



Board of Directors Meeting  
Thursday, October 27, 2022  
St. Catherine of Siena (6:30 – 8)

**Board Members Present:** Chair Jimmy Lago; Miriam Sammartino, Director Office of Catholic Charities & Social Concerns; Father Glenn Jaron, Pastor St. Catherine of Siena; Sean Salvatin, Belinda Smith; Mike Urick; Judith Waelbrock

**Staff Present:** John Watkins Executive Director

**Call to Order:** The meeting was called to order by Jimmy Lego at 6:38 pm

**Prayer & Reflection:** The prayer and reflection was led by Deacon Mike Urick

**Review/Approval of Minutes:** The minutes of August 25, 2022 were approved as submitted. A motion was made by Deacon Mike and seconded by Judith Waelbrock,

## **BOARD BUSINESS**

**Membership:** Jimmy discussed the term limits as set forth in the Bylaws. The Bylaws limit service to six years on the Board of Directors. Both Mike and he have termed out. This will be Mike's last meeting and Jimmy will continue to serve in a non-voting emeritus position. John thanked Mike for his service and stated that Mike served not only as Treasurer but also in food pickup. He thanked Jimmy for leading the organization during the transition and moving CCYS in a new direction.

Also in terms of membership there are two candidates willing to serve; Minthy Nguyen from and Deacon Juan Moreno from Vallejo. Their names will be sent to the Bishop for confirmation and appointment to the Board pending Board approval. A motion was made by M. Urick approving the candidates and forwarding their names to the Bishop Soto. J. Waelbrock seconded the motion. The motion passed unanimously.

Lastly, Father Rey has resigned from the Board and a replacement representing Yolo is needed, either a Priest or Deacon. There some discussion that getting to the meetings might be difficult when they are held in either Davis or Vallejo. J. Watkins was asked to explore meeting virtually and to also consider meeting every other month. J. Watkins will be talking with two other possible Board members.

**Finance/ Budget Committee:** M. Urick reported that we are still in need of a finance director. He inquired if there had been any good candidates from the last job solicitation. J. Watkins stated that he has interviewed one candidate, he was concerned that the candidate did not have non-profit experience. He also stated that a second candidate was scheduled to be interviewed. M. Urick felt that a transition could easily be made from corporate to non-profit.

B. Smith asked that an explanation of the grant sources be included in the fiscal report.

**Fundraising Committee:** J. Waelbrock reported that the fundraiser with St. Catherine of Sienna Church was a great success. In total approximately \$38,000 was raised with approximately \$8,000 in expenses. CCYS netted \$15,000 and the other half will be used for the Mensa Christi program at

the church. She explained that it was a three day event, starting with a movie night, the next day a buffet dinner, silent auction, and dance. The following day there was a multi-cultural festival. She thanked the CCYS staff for their participation.

### **Executive Director's Report:**

#### **News:**

Staff additions: J. Watkins reported that there are three new employees; Jorge Savala, Disaster Services Program Manager, Clara Contreras, receptionist, Dominique [REDACTED] Food Access and Food Pantry. There are still two more positions to be filled in the nutrition program.

There was one employee resignation – Dan [REDACTED] resigned because the job wasn't what he wanted.

Recruitment: Nutrition Educator & Staff Accountant: As stated above there are still a need for a nutrition educator and an accountant.

#### **Emergency Food Service Grant Phase 1 Award**

J. Watkins (600 bags distributed in September) – what are the reporting requirements for this grant?

#### **Program Updates:**

ERAP Demand letter Update- We were recently informed that any reimbursement less than the full amount will need to go back to the Board of Supervisors. The County has treated the demand for reimbursement as an account receivable which was added to the County General Fund

Food & Nutrition (ARPA phase 1 update) What are the reporting requirements for thi

ARPA Phase 2 (\$250,000): Applications for the Phase 2 of ARPA are due in November with the Grant starting in January 2023. If CCYS were to receive the grant it would require the hiring of two staff persons and the expansion of refrigerator storage. J. Watson was applying for \$250,000. There was some discussion of how to handle the grant funds, concerns about intermingling of Phase 1 of the ARPA funds. J. Watkins suggested that the finance committee should meet to discuss this concern.

Wrap Up – John is still working on the needs assessment, There will be food distribution event at CCYS offices in Vallejo for Thanksgiving and Board members are encouraged to attend. Also there will be no meeting in November since it is Thanksgiving. Instead of Board meeting in December there is the possibility of having a holiday get together.

**Closing Prayer** – The closing prayer was offered by Father Glenn

The meeting adjourned at 8:04 pm