

Catholic Charities of Yolo/ Solano Counties
Board of Directors Meeting
Minutes of February 23, 2023
125 Corporate Pl, Vallejo, CA

Present: Sean Salvatin, Chair; Deacon Juan Moreno, Dr. Matt Symkowick;
Miriam Sammartino; Minhthy Nguyen; Fr. Glenn Jaron

Also Present: John Watkins - Executive Director; Jim Lago – Chair Emeritus

Unable to Attend: Judith Waelbrock; Belinda Smith

Chair Salvatin, called the meeting to order at 6:32 p.m.

An opening prayer was offered by Minhthy Nguyen

Approval of Minutes – Tabled for next meeting because Secretary, Belinda Smith, not present.

Board Business:

Membership – J. Watkins & M. Sammartino gave a brief update on board candidate Deacon Casey Walker Status. The board recommendation is currently with Bishop Soto. No update on other candidate, Alan Price. Belinda and John Watkins to follow up in March. Discussion on candidate matrix. **John will send the matrix to the board.** Discussion: Yolo is priority. More women to the board. Currently recruitment led by Executive Committee. Jimmy said that West Sacramento is a priority. Ag farmer is a priority. Fr. Glenn recommended Fr. Jonathon.

Minhthy/Sean action for all board members to come up with names of possible board members for next meeting. Sean will follow up with Fr. Rey with ideas for farmers and possible board members in Davis.

Deacon Juan has a contact at Valero that he will be getting J. Watkins in contact with for corporate support.)

Finance/Budget Committee: Finance Director – John distributed monthly report but no report was given because no one from Finance Committee present.

Fundraising Committee – No report.

Executive Director's Report:

Issues and Concerns:

1. **Sex Abuse Cases:** Miriam gave an update regarding the Diocese of Sacramento's Sex Abuse Cases. Concern related to possible bankruptcy. Catholic Charities is a separate 501c3 – we have a separate board, separate accounting but we are a member agency of the Roman Catholic Bishop of Sacramento. Miriam recommend – Bishop's letter
2. **Single Audit for 2020:** New Finding – overbilled County on client assistance because of the way the bookkeeper voided checks. Normally, when a check is voided, the ED is notified and the check is reissued. However, when a client assistance check was returned or when a check was voided (usually for going over the 90 day expiration), the bookkeeper voided the checks in a way that canceled the transaction. The result of the mistake is that we believe that CCYS overbilled the County by around \$195,000. At this point, J. Watkins is working with the bookkeeper, auditor and the Diocese to investigate the facts and hopefully make recommendations to the board.

Minhthy asked is this accounting error? John said yes. Minhthy asked about how often these sorts of errors occur. John said that the accountant, Chavez Accounting, said that “most agencies doing their first audit will have some sort of findings.” Secondly, he said, “most of the agencies and Counties dealing with COVID related grants experience problems because of the rush to get the funds out.”

Miriam said this was negligence from the bookkeeper but Fr. Glenn was concerned about taking legal action against the bookkeeper

- a. CCYS is actively seeking to replace the current bookkeeper and has been interviewing a firm which is currently working with another Catholic Charities agency, Creating Options.
3. **Demand Letter:** Sean asked John to give a brief historical overview of the Solano County Demand letter issue for the new board members.

Minhthy – “worst case scenario pay back County. Possible option to see if the County is willing to allow us to use the funds for the purpose of rental assistance.” John said those are two options but before we can address the demand letter, we need to first get the facts related to the 2020 single audit. Then talk with some of the experts (i.e. the auditor and the Diocese). Then J. Watkins can make recommendations to the board.

4. Senate Bill 1162 - CCYS will need to have a pay scale for all staff. It may have future budget issues.

Fundraising Report:

1. Current Donations: \$63,000 – we are behind target of \$99,000. We are close to target donations and fundraiser events, but we are off in corporate donations:
 - a. Solution is focused on corporate donations. John showed list of corporations that CCYS is currently soliciting.
 - b. Discussion: Parish engagement – Fr. Glenn looking for ways to get parishes and Catholic schools involved. **Action – John is to work with Miriam to flush out ideas for parish and school engagement opportunities.**

Closing statement – Sean organizing a holy two hours at St. Catherine and somewhere in Yolo County. Sean is taking the lead.

Wrap up

1. Board Homework: Identify possible board candidates
2. John following up with Deacon Juan regarding Valero
3. John to follow up with Miriam and Fr. Glenn
4. Sean organizing CCYS Holy Hour

A closing prayer was offered by Fr. Glenn

There being no further business the meeting adjourned at 8:07 PM. (*motion by Juan second by Dr. Symcowick*)

The next meeting of the Board is March 23, 2023.

Respectfully submitted:

John Watkins