

**COMMUNITY ACTION PARTNERSHIP OF SAN BERNARDINO COUNTY**  
696 SOUTH TIPPECANOE AVENUE, SAN BERNARDINO, CA 92415-0610  
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**COMMUNITY ACTION BOARD**  
**ANNUAL MEETING**

**DATE AND TIME:**

**SATURDAY, JUNE 20, 2009**  
**4:00 p.m.**

**MEETING PLACE:**

**HOLIDAY INN EXPRESS**  
**1864 OAK VALLEY VILLAGE CIRCLE**  
**BEAUMONT, CA 92223**

**AGENDA**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. INTRODUCTIONS**
- 4. COMMUNITY INPUT**
- 5. EXTRAORDINARY ITEMS TO BE PLACED ON AGENDA**
- 6. APPROVAL OF AGENDA**
- 7. APPROVAL OF MAY 19, 2009 BOARD MEETING MINUTES**
- 8. MONTHLY REPORT OF THE COMMUNITY ACTION BOARD CHAIRPERSON**
- 9. MONTHLY REPORT OF THE CAPSBC CHIEF EXECUTIVE OFFICER**

**AGENCY UPDATES**

**Prevailing Wage Summit**

CAPSBC is one of three Community Action Agencies invited to attend the Prevailing Wage –Summit hosted by the California State Department of Community Services and Development (SDCSD) in Sacramento on June 4, 2009. The select group of participants included representatives from the California Department of Labor, California Green Stimulus Coalition, California Public Utilities Commission, labor union representative from the construction field, and Community Action Agencies. The purpose of the summit was to educate partners and stakeholders about the Department of Energy (DOE) Weatherization Assistance Program, including federal rules, training requirements and identify which federally-funded jobs are affected by the Davis-Bacon Act which governs prevailing wage determination. The jobs affected are the crews that perform weatherization work for a Community Action Agency or its sub-contractors.

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CDCSD explained the new weatherization training requirements as a result of funding under the Department of Energy American Recovery and Reinvestment Action (ARRA). The change that directly impacts our Weatherization Training Center is the addition of Advanced Weatherization class, better known as Minor Home Repair. The curriculum is under development and will be included in our future classes. A follow-up meeting will be scheduled by SDCSD to continue the dialogue on the Davis-Bacon Prevailing Wage issue.

### **American Recovery and Reinvestment Act (ARRA) Coordination Meeting**

On June 1, 2009, CAPSBC hosted a countywide ARRA Coordination Meeting to exchange information on the use of ARRA funding, identify gaps in services, and develop opportunities to partner. The meeting was well attended with a total of 38 representatives from public and private agencies receiving ARRA funding. The working meeting reviewed the funding allocations for human services in San Bernardino County. As a follow-up to the meeting, CAPSBC will post on our website the funding matrix developed as a result of the meeting. Participants agreed to continue working together for the ARRA funding to have the greatest impact.

### **Summer Youth Program**

CAPSBC will host 16 Summer Youth through the Bethune Center Summer Youth Program. Summer Youths will be placed in various divisions/programs throughout the organization. The youths are between the age of 18 and 24 and will begin their assignment in July with an ending date in September 2009.

### **Fund Development**

#### Purchase of Buildings

The recent completion of the 2008 Financial Audit paves the way for completion of the Credit Book. The 2008 Audit is the first time the calendar year was used. The problem with previous financial audits on the July-June fiscal year is that it appeared to show a growing deficit for the agency by fiscal yearend in June that was always eliminated by contract year end in December, but not reflected in the audits. The growing deficit was actually growing accounts receivable which were collected by the end of the contract year. Changing the fiscal year to align with the contract year provides a more accurate reflection of CAPSBC's true financial position. The completed Credit Book will be sent to bond raters at Fitch and Moody's for review, and our goal is to obtain a "Baa2" or better rating from Moody's and a "BBB" or better rating from Fitch.

#### Awards in last 30 days:

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ARRA Emergency Food and Shelter Grant - \$71,859 for 12 months to provide emergency assistance such as food and motel vouchers, rental assistance and water utility assistance.

ARRA Emergency Food Assistance Program - \$280,194 for 12 months to provide administrative support for USDA commodities distribution.

### Collaborations and Letters of support in last 30 days:

ARRA Neighborhood Stabilization Program – NSP funds are used to purchase, rehabilitate and resell foreclosed abandoned properties in the County. CAPSBC is collaborating with Jian Torkan of ICO Realty Group.

ARRA Green Jobs for Youth/Los Angeles Community College District – Provided a letter of support for a Green Jobs application of the Los Angeles Community College district to train students for Green Jobs, linking it to the Weatherization Training Center.

WE Connect – Provided a letter of support for Inland Empire United Way We Connect/VISTA grant application. This program disseminates information about social service programs and eligibility to the widest possible audience in the community.

Volunteers of America/Early Head Start Program – Provided a letter of support, CAPSBC is a member of their Policy Council representing the community. The National Volunteers of America, has been serving children and families for over one hundred years.

### Other Activities:

- 2009 Community Recognition and Fundraising Gala – Thursday, September 10, 2009 at the CSUSB Santos Manuel Student Union. The Marketing/PR/Fundraising Committee met on 6/15 to produce a revised Calendar/Timeline.
- County Picnic – Saturday, June 6, 2009, Glen Helen Regional Park. Food Drive in collaboration with County of San Bernardino employees and County Regional Parks. CAPSBC collected approximately 1,200 pounds of food for distribution by our Food Bank.

### **Legislative Issues**

- [Energy Bills in the House and Senate](#) – The House Energy and Commerce Committee passed legislation (H.R. 2454) in response to the President's goal of

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enacting climate change legislation this year. During the transition to alternative, renewable sources of power, the cost of energy will rise. All consumers will feel the pinch, especially low- and moderate-income people. At the same time, the potential for creating new “green collar” jobs is significant. Low-income advocates are focused on assuring that when climate change legislation is enacted there are sufficient resources available to offset the losses in purchasing power of vulnerable low-income consumers due to higher energy costs. Beginning in 2012, H.R. 2454 calls for companies to have a permit for each ton of carbon they emit. The bill provides for reimbursing the poorest 20 percent of the population from revenues obtained by auctioning 15 percent of the permits to the polluting companies. Low-income households who file federal income tax forms would receive a new refundable energy credit.

- Protections for Renters and Homeless Legislation Signed into Law – The Helping Families Save Their Homes Act of 2009, PL 111-22, was signed by the President on May 20. This new law contains protections for renters and reauthorizes the McKinney-Vento Homeless Assistance Programs. The Act had bipartisan support, passing the Senate by a vote of 91-5 on May 6<sup>th</sup>, and the House 367-54 on May 19<sup>th</sup>. This law provides needed protection for renters in foreclosed properties.
- New Volunteer Initiative – On May 20<sup>th</sup>, First Lady Michelle Obama and the Corporation for National and Community Service announced a new initiative to strengthen volunteerism. The new service effort will focus on four areas: promoting clean energy, energy efficiency, and public land restoration; supporting education and literacy for all Americans; increasing health care access, public health awareness, and prevention; and providing community renewal to areas hardest hit by the economic crisis.

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As part of this initiative, the Administration has launched a new web site, [www.serve.gov](http://www.serve.gov), where organizations can list service opportunities and individuals can find activities or develop their own projects. The program will officially begin June 22<sup>nd</sup> at the National Conference on Volunteering and Service and end with a National Day of Service and Remembrance on September 11<sup>th</sup>.

### Advocacy

On June 5<sup>th</sup>, CAPSBC sent letters to state senators and assembly members to support changing state law to conform to federal law to allow the expenditure of ARRA CSBG funds for services to low-income persons up to 200% of poverty. Current state regulation, Section 12730 of the Government Code, only allow Community Services Block Grant (CSBG) funds to be used to serve low-income Californian's whose income is up to 100% of federal poverty level, even though current federal law allow up to 125% of poverty.

On May 22<sup>nd</sup>, CAPSBC sent letters to State senators and assembly members to oppose the Governor's recommendation that the Community Services and Development Department be eliminated and its functions be split between the Department of Social Services and the newly proposed Department of Energy.

CAPSBC signed on to letters urging Congress to include responsible and fair taxes in the health plans they develop. Congress is working on health care reform and without adequate revenues; we will not meet the need. If those revenues are not collected from those with the ability to pay, low-income people will suffer. The Rebuild and Renew America NOW campaign is meeting with Members of Congress to urge them to include responsible and fair taxes in the health plans they develop. A large and diverse number of organizations signing the statement show support for tax policies that allow investments for the common good.

### Community Events

- Health & Safety Fair, Jack Bulik Park, Fontana - June 13
- Senior Health Fair/Expo, Housing Authority of SB County - June 10

### Technology

#### Information Management System (IMS)

- IMS reports are being printed monthly to monitor client intake volumes. To date, there is a total of 46,158 clients in our IMS.

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- IT staff are setting up Milestones and National Performance Indicators (NPI's) in the system. These will facilitate completing the submission of the bi-annual 801 Reports to CDCSD
- The ARRA funding will be set-up and tracked separately. Staff are working on setting-up the requirements of the various contracts.
- Our system will be upgraded to the new version by the end of June 2009. Staff will be working on Sunday, June 28, 2009 to test the upgraded version.

### HEAP Utility Assistance Module & Wood and Propane

- Quality control measures are being implemented and enforced as we no longer have the capability to check against the State's CLASS database live. Instead, files are checked
- 
- by the State after every data transfer and they allot 48 hours to report back to us if the files are accepted or rejected.
- WX Module full functionality is still in progress. Reports are being tested and fine tuned. The integration with Great Plains is being reviewed and inventory is being cleaned up before it can fully work with WX Module. A new consultant from Data Resolutions has been assigned solely to this project.

### Homeless Management Information System (HMIS)

- CAPSBC-HMIS is a member of the Planning Committee for the Homeless Summit and Care Faire scheduled on November 9 and 16, 2009 respectively.
- Effective July 2009, trainings provided to agencies will be conducted by in-house staff. Adstych, technology vendor, will be asked to conduct other specialized training.
- Staff are preparing to conduct on-site monitoring visits to about 13 HMIS agencies that were not monitored last year.

## **HUMAN RESOURCES**

The CAPSBC Operations Division is currently in the recruitment/selection process to fill Energy, Education & Environmental Services Program position vacancies for the following positions: Weatherization Crew Technicians, HEAP Outreach Worker, Outreach Specialist, Scheduling Clerk, Billing/Data Entry Clerk Warehouse Assistant, Quality Control Technician and Field Supervisor.

It is important to note that it will be necessary to increase staffing to appropriately achieve the significant increase in EEES Program contract goals/funding. This increased hiring will be done incrementally and could result in some 53 additional employees.

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CPR Training for CAPSBC staff and outside participants was conducted onsite on June 4, 11, 18 and on the 25<sup>th</sup>.

### **PROGRAM UPDATES**

#### **Family Development Program (FDP)**

##### Inland Empire Individual Development Accounts (IEIDA) Program

We are in the final year of joint partnership with Riverside County Community Action Partnership for the IEIDA program which started in 2003. Currently, there are 50 participants enrolled in the program. One participant will draw down funds for a small business and two participants are opening escrow for home purchase in the next month.

##### Assets For Independence (AFI)

AFI is a five-year grant awarded to CAPSBC by the Office of Community Services (OCS) in September of 2007. AFI 2 currently has 66 active participants and their asset goals are: 43 Home Purchases, 9 Educational Goals, and 14 to start a small business. All new accounts will be with Union Bank.

##### Emergency Assistance/Outreach

The Family Development Program (FDP) is currently operating the Emergency Food and Shelter Program (EFSP) 2008/2009 Contract. Clients are being assisted in the Central Valley, Low and High Desert areas. Family Development Specialist conducted outreach in the High Desert utilizing St. Mary's Hospital through the use of an office provided by Catholic Charities and at the Arch Outreach Center in 29 Palms on June 8 and 11. Clients were provided with rent, utilities, and motel assistance.

##### FDP Staff Participation

On May 18, 2009 Family Development Program Coordinator participated on the Preschool Policy Council.

On May 21, 2009 Family Development Specialists participated with the Kinship Meeting.

On May 29, 2009 Family Development Specialists participated with Supplemental Nutrition Assistance Program (SNAP) Training (formerly known as The Food Stamp Program) in order for CAPSBC to participate in helping to stop hunger and provide assistance to families in need by providing on-site SNAP eligibility.

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### Cooling Center

FDP and Energy, Education and Environmental Services (EEES) Program staff will operate the Cooling Center June 1, 2009 through October 2009. The Cooling Center will provide San Bernardino County residents relief from the heat along with refreshments, resources, and activities for children.

### **Energy, Education and Environmental Services (EEES) Program**

#### Weatherization Training Center

Sixteen students from Maravilla received certificates of completion for attending the Blower Door Training Class on May 18-22, 2009 and another 16 students received certificates for Blower Door Training Class June 1-5, 2009.

#### Lead Abatement

Nine Homes were successfully lead abated; final reports from Home Safe Environmental are forthcoming; amount to be billed is estimated at around \$56,000.

#### Weatherization and Appliance

A total of 559 homes received weatherization services, 381 homes received furnace repair services and 26 appliances were installed.

#### HEAP Workshops

The following HEAP workshops were conducted:

- Holy Family Catholic Church Hesperia-----May 18,2009
- Little Zion Manor Housing San Bernardino-----May 26, 2009
- Bear Valley Electric Big Bear Lake-----May 27, 2009
- Lake Gregory Community Church Crestline-----June 1, 2009
- Sportsman's Club Joshua Tree-----June 1, 2009

### **Food Bank**

#### Food Bonus

During the month of June, Food Bank staff finalized the purchase of \$71,814.77 of supplemental food with funds that were left-over from the Citrus Freeze of 2007 and supplemental funds for 2008. We were able to purchase: 604 cases of canned Luncheon Loaf and 1,659 cases of Canned Chicken and Turkey. The purchase of the food will enable CAPSBC to supplement USDA commodities with meat products.

#### ARRA FFY 2009/2010 Funds

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We have been notified by the California Department of Social Services (CDSS) that ARRA funding will be allocated to our Food Bank to cover administrative costs. CDSS will provide a proposal template for all eligible food banks to complete before issuing the funding. CAPSBC's allocation is approximately \$280,396. It is reported that the allocation and expenditure of ARRA Stimulus Administrative funds will require significant Federal reporting and tracking, including the filing of separate claims for reimbursement for ARRA expenditures.

## Fresh Produce from California Emergency Foodlink

Fresh Produce has started coming in to the CAPSBC Food Bank from different sources. In June, we received 86,000 pounds of fresh produce (broccoli, spinach, lettuce, mushrooms, carrots, cauliflower, etc.) from the California Emergency Foodlink. We can expect to receive more shipments of produce through September.

## Value of Donations for the Month of May 2009

Total pounds of Food Received:

USDA:	126,249	Value: \$64,362
Salvaged Food:	205,204	Value: \$749,876

## Food allocated to serve the following number of households in the USDA Program:

USDA:	16,080
Salvaged food :	10,000*
Soup Kitchens:	57,000*

## 10. ELECTION OF 2009/2010 OFFICERS

11. **CONSENT CALENDAR:** *(All items identified under the Consent Calendar will be acted upon by the Community Action Board at one time without discussion. A board member, staff member, or member of the public may request an item be removed from the Consent portion of the agenda for later discussion as a Deferred Item. The board can approve or deny the request.)*

### A. **Administrative Recommendation**

1. *Approve the American Recovery and Reinvestment Act (ARRA) CSBG Request for Proposal (RFP) Application package for release to the public.*

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### **B. Planning and Evaluation Committee**

1. *Approve Addendum to Richard Heath and Associates 2008/2009 California Lifeline Telephone Program Contract No. U05987 for the period of April 20, 2009 through June 30, 2009 and authorize the Chief Executive Officer to sign the addendum.*
2. *Approve Amendment No. 1 to Promoting Safe and Stable Families (PSSP) Contract No. 08-773 with the Department of Children and Family Services in the amount of \$537,393 for the period of July 1, 2009 through June 30, 2010 and authorize the Chief Executive Officer to sign the Amendment.*
3. *Approve Community Action Partnership of San Bernardino County's (CAPSBC's) Community Action Plan for Calendar Years 2010/2011 and authorize submission to State Department of Community Services and Development (SDCSD) by June 30, 2009.*
4. *Approve 2009 American Recovery and Reinvestment Act (ARRA) Lead Hazard Control Program Contract No. 09L-2079 with the State Department of Community Services and Development (SDCSD) in the amount of \$885,981 for the period of June 1, 2009 through October 31, 2011 and authorize the Chief Executive Officer to sign the contract.*
5. *Approve 2009 American Recovery and Reinvestment Act (ARRA) DOE Contract 09C-1832 with the State Department of Community Services and Development (SDCSD) in the amount of \$553,225 for the period of June 30, 2009 through September 30, 2011 and authorize the Chief Executive Officer to sign the Contract.*
6. *Approve Amendment No. 4 2008/2009 Community Services Block Grant (CSBG) Contract No. 08F-4936 in the amount of \$4,782,371 for the period of January 1, 2009 through December 31, 2009 and authorize the Chief Executive officer to sign the Contract Amendment.*

### **12. DEFERRED ITEMS**

### **13. COMMITTEE REPORTS**

- A. Executive Committee – Al Twine, Chair
- B. Planning and Evaluation– Eddie Garcia, Chair
- C. Board Development– Al Twine, Chair
- D. Joint Fund Development / PR and Marketing – Juan Lopez, Chair
- E. Finance– Jim Bookhout, Chair

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- F. Advocacy– Dorothy Grant, Chair

### **14. CORRESPONDENCE/UPCOMING EVENTS**

- A. Sign-On Letter to Rebuild and Renew America NOW – June 9, 2009
- B. Letter to Senator Gloria Negrete McLeod on CSBG Federal and State Regulation Language, 100% vs. 200% of Poverty – June 5, 2009
- C. Letter to Assembly Member Wilmer Amina Carter on CSBG Federal and State Regulation Language, 100% vs. 200% of Poverty – June 5, 2009
- D. Letter from Assembly member Bill Emmerson on letter of support – May 29, 2009
- E. Letter to Assembly Bill Emmerson on Governor's Proposed Measures State Budget May Revise 2009-10, May 21, 2009
- F. Letter to Assembly Norma Torres on Governor's Proposed Measures State Budget May Revise 2009-10 – May 21, 2009

### **15. INFORMATIONAL ITEMS**

- A. 'County budget passes' – The Sun, June 17, 2009
- B. 'County avoids layoffs, for now – the Press-Enterprise, June 17, 2009
- C. 'Brace for impact' – The Sun, June 16, 2009
- D. 'New proposal expected' – The Sun, June 16, 2009
- E. 'Budget crisis nears brink' – The Press Enterprise, June 15, 2009
- F. 'San Bernardino County Employees Annual Picnic' , June 6, 2009
- G. 'Recession strains safety net' – The Press-Enterprise, June 6, 2009
- H. 'County braces for the ax' – The Sun, June 5, 2009
- I. 'Inland cut would run deep' – The Press-Enterprise, May 29, 2009
- J. Governor's plan seeks major cuts' – The Press-Enterprise, May 27, 2009
- K. 'Ex-official: CalWORKS cuts could be dire' – the Press-Enterprise, May 27, 2009
- L. '\$4 billion to create 'green jobs' – The Sun, May 26, 2009
- M. 'CAP Brings Green Jobs to Youth – Precinct Reporter, May 21, 2009

### **16. OLD BUSINESS**

### **17. NEW BUSINESS**

### **18. BUSINESS FROM THE FLOOR**

### **19. ADJOURNMENT**