

Community Action Services and Food Bank
Minutes of the Board Meeting of December 13, 2016

Present:	Kendall Crittenden	Public Representative
	Stella Welsh	Public Representative
	Tepoe Ka'aumoana	Representing Low-Income
	Jack Holmes	Private Representative
	Kye Miner	Private Representative
	Ali Crandall	Private Representative
	Tara Riddle	Public Representative
	Karrie Holden	Representing Low-Income
	Kimmie Martinez	Representing Low-Income
	Gary Garrett	Private Representative
	John Talcott	Ex-officio
	Karen Quackenbush	Guest, State Community Services Office
	Kelly Bryson	Guest, Eide Bailley
	Russ Beeton	Guest, McKell, Beeton and Winn
	Myla Dutton	Staff, Executive Director
	LeeAnne Stanley	Staff, Associate Director/Finance Director
	Karen McCandless	Staff, Community Strategies Director
	Jen Nibley	Staff, Arrive Utah Director
	Kathy Givens	Staff, Circles Utah Valley Coordinator

Excused: Mayor Rick Moore, Anita Lewis, Kerry Newman, Karen Love-Burton, Melissa Graham

ISSUE/ITEM	ACTION	WHO
<p>Welcome, Introductions</p> <p><u>Items for Consent Agenda</u></p> <ul style="list-style-type: none"> <i>Minutes of the October 25, 2016 board meeting</i> <i>Report on grant awards and proposed grant applications</i> <p>Kendall Crittenden called the meeting to order at 4:37 pm and asked everyone to introduce themselves.</p> <p>After some discussion Stella Welsh made a motion to approve the minutes of the October 25, 2016 meeting and the grant awards report. Stella Welsh seconded the motion, and the motion carried unanimously.</p>	Approved	Kendall Crittenden
<p><u>Board Calendar Business</u></p> <p><i>Presentation of FY 2016 Audit</i></p> <p>Kelly Bryson with Eide Bailley stated that his lead team member met with the board audit committee and staff and reviewed the audit report in detail. He thanked the staff for their assistance and presented the cover letter, the statements of financial position, statements of activities, the schedule of expenditures of federal awards, the single audit report, and financial statement findings. After some discussion and questions Jack Holmes made a motion to approve the FY 2016 audit. Tepoe Ka'aumoana seconded the motion, and the motion carried unanimously.</p>	Approved	Kelly Bryson, Eide Bailly Russell Beeton, McKell, Beeton & Winn
<p><u>New Business</u></p> <ul style="list-style-type: none"> <i>Circles Utah Valley Report</i> <p>Kathy Givens and Karen McCandless provided information about the results being experienced in the Circles Initiative. There are now three Circles sites – Salem, Provo and American Fork. Kathy mentioned that there will be a need for community Allies in early 2017 to be matched with Circle Leaders. There is also a continuous need for donated meals for the weekly meetings.</p> <ul style="list-style-type: none"> <i>Arrive Utah</i> <p>Jen Nibley gave an update on the accomplishments of Arrive Utah (previously Circles Utah). The purpose of Arrive Utah is to unite Utahns to ensure each individual and family in their community thrives. Jen discussed the website and its purposes as well. She and the team assisted the Community Action Agencies in Ogden and Price to apply for federal TANF funding to establish a Circles</p>	Information	Karen McCandless, Community Strategies Director Kathy Givens, Circles Utah Valley Jen Nibley, Arrive Utah Director

<p>Initiative in their communities. The grants were awarded and these communities are now moving forward. Jen is also working with a nonprofit in Salt Lake County to establish a Circles Initiative in that community. Arrive Utah is also recruiting volunteers in communities throughout Utah to become certified Bridges Out of Poverty trainers. Jen mentioned that Arrive Utah will be moving their office to Salt Lake City within a year and will consider becoming its own nonprofit with a partnership with our agency. Stella Welsh recommended that perhaps an advisory committee could work with Jen to provide oversight for the project due to the size of the project and the grant. Jen said that she will follow up on that idea.</p>		
<p><u>Old Business</u> <i>Review of State Community Services Office Program Monitoring Report</i> Karen Quackenbush introduced herself. She reviewed the state's monitoring report, and reported that with the adoption of the clarification of the schedule of employee evaluations the agency has met all of the national organizational standards. She also mentioned the agency now meets the state office's requirement for including client income eligibility information in client files due to a change in process on December 1st. She stated that the agency is well positioned for meeting the standards going forward.</p>	Information	Karen Quackenbush State Community Services Office
<p><u>New Business</u> <i>Election of Board Members for another 2 year term</i> After some discussion Gary Garrett moved to allow both Kendall Crittenden and Stella Welsh to be elected to a sixth term on the board as allowed as an exception in the by-laws. Kye Miner seconded the motion, and the motion carried unanimously. Gary Garrett then voted to elect the following persons to another term on the board. Karrie Holden seconded the motion, and the motion carried unanimously. Kendall Crittenden – Public Stella Welsh - Public Kerry Newman - Private Karrie Holden – Representing Persons with Low-Income <i>Nomination and Election of Board Officers</i> Kye Miner moved to elect the following persons to the stated positions. Ali Crandall seconded the motion, and the motion carried unanimously, President – Kendall Crittenden 1st Vice President – Stella Welsh Secretary – Melissa Graham Treasurer – Jack Holmes</p>	Election	Kendall Crittenden
<p><u>Executive Committee report</u> <ul style="list-style-type: none"> 7/1/2016 – 11/30/2016 agency-wide financial reports LeeAnne Stanley presented the financial reports for the period July 1, 2016 through November 30, 2016. Jack Holmes made a motion to accept the financial reports. Kimmie Martinez seconded the motion, and the motion carried unanimously. Program specific budget reports Myla Dutton reviewed the program specific reports and discussed the funding still needing to be raised in each of these programs: Food Bank, Family Development, Housing and Circles. After some discussion Stella Welsh made a motion to accept the program budget report. Kye Miner seconded the motion, and the motion carried unanimously. 2017 Board meeting schedule Myla and Kendall reviewed the meeting schedule for 2017. </p>	<p>Accepted</p> <p>Accepted</p> <p>Information</p>	<p>LeeAnne Stanley</p> <p>Myla Dutton</p> <p>Kendall Crittenden</p>
<p><u>Executive Director's Report</u> Myla Dutton briefly reviewed the 2016 year end outcomes report. She reported that the Valley United Food Drive resulted in cash donations exceeding \$25,000 plus almost 90,000 pounds of food.</p>	Information and discussion	Myla Dutton
<p>Next regular meeting – February 28, 2017 Gary Garrett made a motion to adjourn the meeting. Jack Holmes seconded the motion, and the motion carried unanimously.</p>		Kendall Crittenden