

Community Action Services and Food Bank
Minutes of the Board Meeting of June 28, 2016

Present:

Kendall Crittenden	Private Representative
Stella Welsh	Public Representative
Tepoe Kaaumoana	Representing Persons with Low-Income
Jack Holmes	Private Representative
Kye Miner	Private Representative
Melissa Graham	Representing Low-Income
Ali Crandall	Private Representative
Gary Garrett	Private Representative
Kimberly Martinez	Representing Low-Income
Anita Lewis	Public Representative
Myla Dutton	Staff, Executive Director
LeeAnne Stanley	Staff, Associate Director/Finance Director

Excused: Karrie Holden, Kerry Newman, Mayor Moore, Karen Love-Burton

ISSUE/ITEM	ACTION	WHO
<p>Welcome, Introductions</p> <p><u>Items for Consent Agenda</u></p> <ul style="list-style-type: none"> Minutes of the May 17, 2016 board meeting* Report on grant awards and proposed grant applications* <p>Kendall Crittenden called the meeting to order at 4:35 pm.</p> <p>After some discussion Stella Welsh made a motion to approve the minutes of the May 17, 2016 meeting. Kimmie Martinez seconded the motion, and the motion carried unanimously. Myla Dutton reviewed the grant awards and proposed grant application. Melissa Graham made a motion to approve the report. Tepoe Kaaumoana seconded the motion, and the motion carried unanimously.</p>	Approved	Kendall Crittenden
<p>BOARD CALENDAR TOPICS</p> <p>FY 2016 Budget Amendment</p> <p>LeeAnne Stanley reviewed the proposed FY 2016 budget amendment and the accompanying financial reports. During the discussion LeeAnne spoke about the year-end general journal entries that will still be made before the fiscal year is closed out. Russ Beeton will reverse the entries made at the first of the fiscal year which reflected restricted cash donations made in previous fiscal years. Jack Holmes asked that this practice be discussed in first Audit Committee meeting which will be held prior to the beginning of the FY 2016 audit so that he and the committee may understand the process. Jack Holmes made a motion to approve the FY 2016 budget amendment and to accept the financial reports. Ali Crandall seconded the motion, and the motion carried unanimously.</p> <p>Proposed Agency-Wide FY 2017 Budget</p> <p>Myla Dutton with LeeAnne's assistance presented the proposed FY 2017 agency-wide budget along with a comparison to FY 2016. Details on the budgets of individual programs was also presented. FY 2017 is substantially different from the FY 2016 budget due primarily to the restricted funding for the work of Utah Circles. After several questions and some further discussion, Jack Holmes reported that the Executive Committee had also reviewed the FY 2017 budget. Due to the complicated nature of the budget this year Jack stated that the Executive Committee recommends to hold off on the adoption of the FY 2017 budget until the August meeting giving more time to the board members to review all of the information. In addition Myla and LeeAnne will prepare information which clearly shows the difference between the regular agency budgets and the Utah Circles budget. The Cost Allocation Plan for FY 2017 will also be presented in the August 2017 board meeting.</p> <p>Annual Customer Satisfaction Survey Report</p>	<p>Approved Accepted</p> <p>Tabled until August meeting</p>	<p>Kendall Crittenden LeeAnne Stanley</p> <p>Myla Dutton</p>

<p>Myla next presented and reviewed the customer satisfaction survey results from the annual client surveys. Anita Lewis asked for greater detail on the results for the two rural counties.</p> <p>Utah Nonprofit Association Standards</p> <p>Myla briefly reviewed the UNA standards. After some discussion Stella Welsh moved to direct Kendall and Myla to finish the review, and then complete and submit the form to the Utah Nonprofit Association. Anita Lewis seconded the motion, and the motion carried unanimously.</p> <p>Outcomes Report</p> <p>Myla reviewed the outcomes report for the period 10/1/2015 through 3/31/2016.</p>	<p>Information and Discussion</p> <p>Approved</p> <p>Information and discussion</p>	<p>Myla Dutton</p> <p>Kendall Crittenden and Myla Dutton</p> <p>Myla Dutton</p>
<p>OLD BUSINESS</p> <p>Kendall mentioned that the board had reviewed the proposed By-Laws and Articles of Incorporation amendments in the last meeting. A few final revisions were made to the documents as directed and emailed out to the board 10 days prior to this meeting. Gary Garrett moved to approve the amended By-Laws and Articles of Incorporation. Melissa Graham seconded the motion, and the motion carried unanimously.</p>	<p>Approved</p>	<p>Kendall Crittenden</p>
<p>Executive Committee report</p> <p>The Executive Committee met regarding the Salt Lake Community Action Program issues and Kendall reported that a letter is being drafted with our agency attorney to send to all of the board members for SLCAP to ensure that they all are notified of our concerns and the issues related to their name change to Utah Community Action.</p>	<p>Information and Discussion</p>	<p>Kendall Crittenden Myla Dutton</p>
<p>Executive Director's Report</p> <p>Inter-Generational Poverty Project</p> <p>Myla reported that the agency will be partnering with the Department of Workforce Services on a special Inter-generational Poverty project. John Talcott will bring us together with others to carry out an evaluation project to evaluate Circles in comparison to families not participating in Circles.</p> <p>ROMA Next Generation Project</p> <p>Myla spoke about the latest information from HHS and the National Association of State Community Services Offices about ROMA Next Gen. The state and HHS expect that ROMA Next Gen will be fully in place within 2-3 years. The regulations are now open for comment.</p>	<p>Discussion</p> <p>Discussion</p>	<p>Myla Dutton</p> <p>Myla Dutton</p>
<p>Wasatch County Health Department Report</p> <p>Kendall shared the 2016 Wasatch County Health Department annual report and reviewed the great work that the department are doing in behalf of the residents.</p>	<p>Information</p>	<p>Kendall Crittenden</p>
<p>Jack Holmes made a motion to adjourn the meeting at 6:15 pm. Gary Garrett seconded the motion, and the motion carried unanimously.</p> <p>Next regular meeting – August 9, 2016</p> <p>The next planning committee meeting is scheduled August 2nd.</p> <p>The meeting was adjourned at 6:15 pm.</p>	<p>Adjournment</p>	<p>Kendall Crittenden</p>