MINUTES

February 6, 2016

Revised

1. Welcome, Introductions, Purpose

Tony Normore opened the meeting at 10:13 am at Tony Normore’s house. In attendance were Board Members: Tony Normore, Darius Bone, Cliff Seymour, Kendall Zoller and Stefanie Holzman, and Directors Sara Silva and Kim Hughes. We had 2 guests, potential board members: Ian Monteilh, Vanessa Castilla.

1. Review and Approval of Minutes

The minutes were reviewed.

The following changes were moved and approved to minutes:

Add people present Cliff Seymour.

Change: Judy, Sara, Kim present, but not Board members.

Cliff moved that the minutes be approved as revised. Stefanie seconded. The motion passed unanimously.

1. Financial Update
2. 2014-2015 Financial Review
	1. Sara gave the information. Closed out this year (July 1 – July 30). $12,000 in the black. Much better shape financially than the year before. We completed the 990, our tax form. Board needs to review and sign off on this as it’s due Feb. 15, 2016.
	2. The Board reviewed the 990 form. The Board members explained the program to our guests and how EntreNous supports Compton Youth Build. Tony moved that that we approve the 990 form as written and it be submitted to the IRS. Cliff seconded. Unanimous approval. Sara shared the “elevator speech” explanation of CYB’s Leadership Development Program and Pre-Apprenticeship Construction Training Program.
	3. Give and Get Policy Update – Sara shared the Give and Get Policy with the Board that was approved on 10/24/15. Each Board member had to sign this policy. The Give and Get Policy was explained.

4. Old Business

a. Fund Development – Long Term Sustainability

 Judy Carey-Fisher is the Grant writer for CYB. Her contract is $500/month for her retainer, which is paid by general funds; previously $500/month in-kind (which is no longer, because there is no office space for her), and $750 for DOL support paid for by the grant

1. Grant Tracker – The document was shared. It shows all the grants received and requested and denied.
2. DOL Grant
	1. Modifications – Kim shared the modifications needed because 1) the grant was not fully funded, and 2) rules changed. Board needs to approve the modifications to the grant. Tony moved to approve the modifications of the DOL grant. Kendall seconded. It passed unanimously.
	2. Expanded roles - Kim became the Program Manager, Sara is not paid out of the grant at all. There has to be a 25% match (about $250,000), which is counted as the work that Sara does on the grant, plus there are other ways we are matching funds. Starting Year 2, our organization needs to find more money to cover expenses or else there will be personnel lay-offs, and the salaries might be cut.
	3. Budget – Director’s Salaries – Only Kim is paid out of the DOL grant. All other of Kim’s duties outside of the grant are counted as a match to the DOL grant. (See above).
	4. Benefits/Packages – Sara showed the proposal for the health coverage. Cliff assisted. Now that there are employees, the employees need health benefits. The cost gets is based on the age of the employees. Each year the cost will rise, as the employees get older. Sara and Kim have opted out of these benefits because they have health insurance through their husbands. Sara wants to make sure that the employees receive quality health benefits.
	5. Penalty for Workman’s Comp – We received bad advice about directors being on Workman’s Comp as result we have to pay a 50% penalty. Oh, well……
	6. Employee Hiring – Hired were: 1) construction trainer/manager, 2) case manager, 3) transition coordinator, 4) administrative assistant as per the DOL grant.
	7. Employee Manual – We are working on the second edition and will send to Darius for additional assistance.
	8. Standard Operating Procedures – in progress
	9. Financial Policies – in progress
	10. Program Policies – in progress
	11. New Grantee Orientation – DOL offers training so Kim and Sara went to D.C. for a 2-day training. Sara went to the money part, Kim to the program, and Judy went to the MIS (Management information system) training. The training was not as effective as they needed.
	12. Technical Assistance Training – Oscar Grant – He visited in December and trained about the 40-month planning. Again, the training is not as effective as it could be. There are layers of support who can provide tips and tricks about how to implement the grant.
	13. Federal Project Officer Visit – Tiffani Thomas – Tiffani is the compliance officer. She came out and CYB did very well. With every suggestion she made, Sara responded. There is additional training in 2 weeks.
	14. MIS Training – The MIS system just got up yesterday. This is the management information system for the DOL grant.
	15. Fiscal Training 1 on 1 and Recommendations
	16. Multi-Craft Core Curriculum – Sara is certified and Kim and construction trainer will be certified in MC3. This matters because it is a nationally recognized and approved by the trades. It will benefit CYB young people.
	17. Office Remodel – Remodeled the office because 4 new employees have been hired and needed office space.
	18. Housing Partner Modifications – Special Service for Groups, LB Housing Authority – Part of the DOL grant requires that the young people at CYB build affordable housing. This was all set up, but the construction project was denied because the trainees from CYB would have to be paid which wasn’t possible. Another project “Special Services for Groups” is a privately funding 2-unit complex in Compton for Special populations. The project has been approved and CYB participants will be part of this project. (There are other back-up projects).
3. Board Recruitment – The Board wants to increase the size of the Board. Tony explained that we would like to invite Ian and Vanessa to the Board if they’d like to.
4. Directors’ Coaching – The Board identified that Kim and Sara needed support as leaders. So Stefanie is coaching them. The three have met and have begun the process of clarifying roles and responsibilities of the Directors.

New Business

Pending Opportunities

* Benjamin Moore (VFW, Compton Initiative) – YouthBuild USA sent this referral. We are trying to put together with VFW of Compton, which is close to the CYB site. The project would be to paint the inside and outside of the facility and paint murals. We are waiting to hear whether the project has been approved.
* City of Compton Successor Agency – MOU – This agency is responsible for city-owned land. The new head of the agency reached out to CYB with a MOU for a training opportunity for CYB young person to work on affordable housing that has been funded by the city.
* Neighborhood Housing Services of LA (2K demo grant) –Works throughout the county to help people become homeowners. They contacted CYB to talk about finding a new building. Subsequently, they wrote a grant on behalf of CYB about healthy eating because they have a café in a new site.
* Workforce Investment Board/Workforce Development Board (100K culinary focused grant) – After 3 years of trying to contact this organization, Kim finally did. Sara did a presentation about CYB. As a result, they came to the site and asked if CYB could create a pilot culinary program. They are working very closely to assist CYB to receive the grant.
* U.S. Green Building Council (modular building) – CYB received a phone call from this organization and offered a modular building. This organization is going to display this building at an exhibition and then they donate it to a non-profit. CYB is in the running for receiving it. There is $20,000 cost for moving and setting up the building. The organization helps to find the $20,000 so it’s a 0 cost to CYB.
* Compton Business Chamber of Commerce – Kim and Sara joined this organization. This organization wants to help CYB.
* Dorothy Stoneman Visit – She is the original creator of YouthBuild and is coming to do training located at CYB. There will be a meet and greet from 4 – 5 at CYB on Tuesday, Feb. 9.
* Emerging Leaders Retreat – Twice a year Kim and Sara do a retreat with Young People. The first in the fall is for the Youth Policy Council and explains their roles as student government. The spring is for emerging leaders.
* YBUSA Day – This year, April 22,will be the 3rd annual YouthBuild day. In L.A. there is the largest celebration because there are so many YouthBuilds. There will be a march from the Staple Center to the County Board’s office because we want funding to be identified for YouthBuild in L.A. County. It’s a good opportunity for the Young People to see a peaceful demonstration.
* CA YouthBuild Days – GED – This is a trip to Sacramento. It’s an opportunity for the young people to understand their role in the advocacy process.
* Director’s Fellows – Vermont and San Diego and Eagle Rock and Beyond – Sara and Kim were selected to be Fellows for 2 years. It’s about growing them as leaders for the YouthBuild program. It’s all about leadership. There is a meeting somewhere in the U.S. that Kim and Sara must go to.
* YCSC – YouthBuild Charter School of California
	+ Under ADA currently 71 should be 82.53 - $90,000 over budget – we are not going to be able to improve these numbers. There has been no active recruiting because word of mouth has kept the students coming. However, with the elimination of CAHSEE, Kim and Sara will need to recruit and do something very different because students just have to get their units to graduate without worrying about passing CAHSEE.
	+ Recruitment (issue of CAHSEE, etc.) – See above.
	+ Back up for education partner –
	+ Saint-Gobain – community impact project Solar Control Window Films industry – The organization wants to partner with 3 YouthBuild in L.A. Sara is going to meet with them on Sunday.
* Van opportunity (2 vans for $16,171) and potential Funding campaign – The construction part of DOL requires that the Young People be transported to the worksite. There is $9500 in the grant, but only for 10 passenger vans or less. (There are no such things). Sara found an organization that is liquidating their fleet so there is a Funding Campaign to buy both vans.
* S-BIRT – It’s for substance abuse counseling. According to this grant, everybody would have to be tested which is what has been happening now. CYB did receive this grant.
* Aleks – An opportunity through YouthBuild USA, it’s a math support on-line. There is a potential $10,000 at the end of the program.
* Antioch Bridge program – This is a 15 unit bridge program over the course of a year in Humanities for College units. Young people go twice a week. It has been working very well.
* Earn and Learn – Another program in which Young People can work for 100 hours at $10/hour. It gives them opportunities to work.
* Facility Renovation

Kendall suggested that we revise the agenda so that the Board knows which parts of the agenda are action, decision, which are “grappling” issues, etc.

Kendall also suggested that besides the elevator speech, that stories of Young People be shared.

The next meeting will be held on May 7 from 10 – 1 at Tony Normore’s house.

The meeting was adjourned at 1:26 pm.

Respectfully submitted,

Stefanie Holzman