



BOARD OF DIRECTORS MEETING MINUTES

Meeting Date: February 27, 2024, Scheduled: 5:00 PM - 6:15 PM

Location: 120 E Jones St. Ste 123, Santa Maria, CA. 93454

1. Call to Order/Minutes:

The board meeting was called to order by Chuen Wu, President, at 5:04 P.M.

Board Members Present: Chuen Wu, Doug Rich, Alyssa Stovall, Renee Cowans, Delia Garnett

Board Members Present: (via Zoom): Brandon Merlo

Staff Members Present: Hilda Zacarias, Susy Roberts

Motion – Approval of Agenda Presented

Moved by Renee Cowans, 2nd by Doug Rich to approve the February 27, 2024 Agenda as presented.

Passed unanimously 6:0.

Motion – Ratification of the Minutes approved via email from January 23, 2024.

Moved by Doug Rich, 2nd by Renee Cowans to ratify the meeting minutes approved via email vote from the January 23, 2024 Board meeting. Passed unanimously 6:0.

2. Informational Items:

- Treasurers Report- report and financial statements submitted for review and discussed. (H. Zacarias)
 - i. Discussion regarding opening a new bank account with Community West Bank to be able to earn interest on the general operating account. Moved to action.
- Executive Director Report- The written report was submitted for review and discussed (H. Zacarias)
- Outreach and Admin Report- The written report was submitted for review and discussed, including a proposal to include jury duty pay up to 3 days. Moved to action. (S. Roberts)

3. Action Items:

A. MOTION TO OPEN NEW ACCOUNTS: Moved by Brandon Merlo, 2nd by Alyssa Stovall, to open a general operating account, a savings account, and an “Office” account with Community West Bank and close the Community Bank of Santa Maria bank accounts; and, to authorize Chuen Wu, Brandon Merlo, and Hilda Zacarias as signatories. In addition, Susy Roberts will be authorized to access “view only” online banking for accounting purposes for all Community West Bank accounts. In addition, Hilda Zacarias and Susy Roberts are authorized to be issued a debit card for the “Office” account only with Susy Roberts having a daily \$1,000 limit on charges. Passed unanimously 6:0.

B. MOTION TO INCLUDE PAID JURY DUTY FOR EMPLOYEES: Moved by Chuen Wu, and 2nd by Alyssa Stovall, to revise current Employee Handbook and add the clause of Paid Time Off for up to 3 days if an employee is selected for jury duty. Passed 6:0.

- a. Include in Community Partners in Caring Employee Handbook the revision of Jury Summons for paid time off for up to three days if accepted for selection of jury duty.

4. Oral Report: Board President- Chuen Wu welcomed Delia Garnett to the Board.



- Chuen Wu discussed a 6-month evaluation process that will be conducted with current Executive Director Hilda Zacarias to evaluate her performance. He will be contacting other board members for feedback and Hilda will be requesting a 360 evaluation from her team.

5. Closed Session:

- Termination of Employments/ Legal Action Update/ Report
 - i. No closed session.

6. Reconvene to Open Session

7. New Business:

- Strategic Planning Update: We have submitted a small grant application requesting \$6,000 to the Santa Barbara Foundation to support the cost of a Strategic Planning process. We expect planning to begin later this spring.
- Additional Board Recruitment and the need for a Vice President was discussed. Specifically, the board seeks an individual with a background in Human Resource Management and legal. The ideal size of the board should be either 7 or 9.

8. Discussion Items: None at this time

9. Comments and Announcements:

- The next board of directors meeting is scheduled on March 26, 2024, 5 P.M. – 6:15 P.M..

10. Adjournment at 5:58 p.m.

Respectfully submitted:

Susy D Roberts

Susy Roberts,
Executive Office Manager/Secretary to the Board