



## Board Meeting Minutes – 4/16/25

**CIVICORPS  
BOARD OF DIRECTORS MEETING  
101 Myrtle Street, Oakland, CA 94607  
Wednesday; April 16, 2025  
5:00pm**

The Board of Directors meeting took place at Myrtle Street Conference Room. Out-of-Area Directors and the Public were able to attend the meeting in-person or via Zoom.

### 1. **Roll Call & Approval of Agenda**

The meeting was called to order at 5:04pm.

**Board Members Present:**

Nita Kirby

Alli Chagi-Starr

Bob Huttar

Colette Lucas-Conwell

Malcolm Stanley

Robbie Yohai

Eric Premack

Gary Lyla (5:09pm)

**Board Members Absent:**

Aja Cooper

Steve Hanson

Amy Slater

Samantha Vitti

**Presenting Staff Members:**

Tessa Nicholas

Brian Hickey

Rachel Eisner

**Presenting Corpsmembers:**

Darrin Bailey

Royal Lawrence

Item #9a: Approval to submit Doyle Foundation Grant proposal was added to the agenda  
The agenda is approved

### 2. **Public Comment**

No public comment.

### 3. **Executive Director Update**

Tessa shares the latest updates:

- Monthly orientation is taking place this week, after which Civicorps will be at 117 Corpsmembers across programs.
- 10 Corpsmembers started Crew Leader Academy this week.
- Last week was the 3rd annual CALCC Corps Con in Sacramento. Tessa, Natasha, Conservation Supervisor Matthew Straus, and five Corpsmembers attended from Civicorps. Natasha led workshops during the conference.
- Civicorps had its quarterly all-staff gathering April 11<sup>th</sup>. After organizational updates in the morning staff went offsite to Game On in Berkeley.

- Civicorps held its annual Career Fair April 4<sup>th</sup>. The Career Fair included a guest speaker, alumni panel, and breakout group presentations for Corpsmembers. Event sponsor, Beneficial State Bank, was in attendance signing individuals up for bank accounts.

4. **Board Chair Remarks**

Nita notes that there will need to be further discussion on how to approach the current high number of Corpsmembers.

5. **Approval of Minutes**

Review and approve minutes for February 12<sup>th</sup>, 2025, Board of Directors meeting.

Bob Huttar motions to approve minutes

Malcolm Stanley seconds the motion

Minutes are approved

6. **Mission Moment**

Conservation Intern Darrin Bailey and Recycling Intern Royal Lawrence present about their time at CorpsCon, speaking on the workshops and learning experience they engaged in throughout the 2-day conference.

“My favorite workshop was our very own Natasha Vinakor’s. We got to learn a lot about other Corps: what they get to do, what they have, what they don’t have.” – Darrin Bailey

7. **Education Partner Contract Renewal**

Dr. Tracey Burns, Director II of Alameda County Office of Education’s Opportunity Academy (ACOE OA), gives a presentation on the details of their programs in the East Bay and partnership with Civicorps.

Malcolm Stanley motions to renew Civicorps partnership with ACOE OA for another 2 years

Alli Chagi-Starr seconds the motion

Motion is approved

8. **Finance Committee**

Brian presents a draft of FY26 Budget. The Finance Committee has met twice this quarter and is considering having one more meeting before seeking budget approval.

The following was noted when presenting the FY26 Budget Assumptions:

**Revenue**

- CalRecycle revenue is projected to decrease to \$2,492,788 in FY26 (FY25: \$2,614,004). The decrease is due to a large portion of the on-time 3-year grant being recognized this FY25.
- Conservation contract revenue has grown, largely related to expansion in Contra Costa County (ConFire; CC Flood Control).
- Corpsmembers are projected to earn an average effective hourly wage of \$19.35 in FY26, taking into account the current base wage for Corpsmembers (\$17) and Crew Leaders (\$19), available bonuses and stipends for attendance, and a projected 4% minimum wage increase on January 1<sup>st</sup>, 2026.
- Grants and Donations revenue is projected to stay roughly the same at \$1,475,265 for FY26 (FY25: \$1,527,264).

- Recycling contract revenue is projected to be \$3,250,000, increasing from \$2,935,500 in FY25. Civicorps will not be increasing standard rates.
- Investment (Interest) income is projected to stay the same in FY26: \$140,000.

### **Expenses**

- Budgeting for 2 additional Conservation Supervisors and a new part-time Case Counselor position.
- Proposing a 2% COLA salary adjustment for staff hired prior to July 1<sup>st</sup>, 2024, who haven't had a salary adjustment since July 1<sup>st</sup>, 2024.
- Civicorps will begin funding the approximate \$15k annual financial advisory fee currently funded by 403b plan participants.
- This year Brian added a new line for unexpected capital expenditures (\$90k) into Capital Additions and Non-Operating Expenditures.

Brian states that the overall budget is conservative and includes a surplus of \$375,101. The Board will vote to formally approve the budget at the May 21 meeting.

## **9. Youth Community Access Grant Award**

Rachel gives an overview of the Youth Community Access (YCA) Outdoor Leadership and Adventure program grant application for \$193K. YCA is a program of the California Natural Resources Agency. Civicorps has made it to the second round for this competitive grant, and we are waiting to hear the results to move to the final round. Should we move to the final round we will need a Board Resolution approving the application for funds.

Nita calls for a roll call vote to approve Resolution 2025-003, approving the application for grant funds for YCA grant.

Resolution 2025-003 is unanimously approved

### **a. Frank Doyle Foundation \$50k Grant Application**

Rachel gives an overview of a new foundation prospect, the Frank Doyle Foundation. She intends to apply for a \$50k grant for general operating support. The application requires that Board Meeting minutes reflect the body's approval to apply for funds.

Nita motions for a roll call vote to approve proceeding with the grant application.

Motion is approved

## **10. Board Administration**

Discussion is held regarding the upcoming facilitated Board Retreat being held May 21<sup>st</sup> from 4:00-8:00pm at Myrtle Street. In person attendance is mandatory and dinner will be served.

## **11. Adjournment**

Meeting adjourned for Closed Session at 6:22pm.

## **12. Closed Session**

Next Scheduled Board Meeting – In Person:

Wednesday, May 21, 2025; 4:00pm-8:00pm

Civicorps, 101 Myrtle Street, Oakland, CA 94607