



## **Board Meeting Minutes – 11/16/2022**

**BOARD OF DIRECTORS MEETING  
101 Myrtle Street, Oakland, CA 94607  
Wednesday; November 16, 2022  
6:00 pm**

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

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

A meeting was held over Zoom and in-person was called to order at 6:01 pm

Board Members Present:

Nita Kirby  
Colette Lucas-Conwell  
Amy Slater  
Robbie Yohai  
Steven Hanson  
Samantha Vitti  
Aja Cooper  
Joel Rogers  
Gary Lyla

Board Members Absent:

Eduardo Chaidez  
Eric Premack  
Alli Chagi-Starr

Presenting Staff Members:

Tessa Nicholas  
Brian Hickey  
Aaron Sims

The agenda is approved.

## 2. **Executive Director Update**

Tessa acknowledges Cornelius Shields who has been at Civicorps for 33 years is retiring on December 31<sup>st</sup>, 2022.

Tessa introduces new staff members:

- Joshua Aguirre - Grants & Contract Manager
- Ty Washburn - Conservation Site & Crew Supervisor

Tessa shares that the California Conservation Corps (CCC) certification process was completed on 11/10/2022. We received accolades and they were happy with all of the reports submitted and we are certified.

Tessa mentions that we currently have more Corpsmembers than projects and we are focused on acquiring more projects and new contracts. Libbie, Brian, and Steven are working on Forestry Corps grant applications that will potentially bring \$500,000 in projects through the CCC.

Our Contra Costa Water District contract is signed; working on the logistics of when crews can get started.

Our contracts with state parks specifically with Mt. Diablo which is new are currently getting finalized.

The City of Pittsburg, Parks Director may have some winter maintenance projects for our Corpsmembers.

## 3. **Public Comment**

No public comment.

## 4. **Board Chair Remarks**

Deferred

## 5. **Approval of Minutes**

Minutes approved for the board meeting of September 21, 2022

## 6. **Mission Moment**

Tessa presents an introduction and pictures of our new *Specialized Trails Crew* with the East Bay Regional Parks District (EBRPD).

Aaron Sims *Specialized Trails Crew Supervisor* shares that his crew has been excited to gain more knowledge and learn more hand tools. The crew has been enjoying their experiences and it encourages them to be more prepared to become a part of EBRPD pathways.

On rainy days the Trails Crew sponsor is able to work on their career goals with the EBRPD and update their resume to better prepare them to experience what EBRPD really does on a day-to-day basis.

Trails Crew, Crew Leader Jawance "JT" Mason shares that one of the main objectives for the *Trails Crew* is to maintain the trails and clear the area for waterways. "*Having this opportunity is amazing and really being able to experience what EBRPD does on a day to day is phenomenal.*" JT shares

*“Being able to clean up these trails is really rewarding at the end of the day and seeing the trails transform as they’re clearing as they go and on their way back seeing a completely different trail”*

JT also shares they’ve gotten to use many new tools, had the opportunity to use a concrete buggy in Walnut Creek, were able to clear a trail that had a lot of erosion, were able to bring materials to create a clear pathway for emergency vehicles and a space that people are able to walk through.

*“It’s great to be able to take the time to create something that is going to be used. I am loving the work that we do.”* Muses JT

#### **7. Contra Costa Satellite Update**

Tessa presents a slideshow recalling the Opening of Pittsburg.

Tessa recaps the Pittsburg Opening:

- The Pittsburg crew did an official ribbon cutting
- The event was well attended with representation from over 12 agencies including; City Councilwoman Merl Craft, Vice Mayor Shanelle Scales-Preston and City Manager Garrett Evan, Contra Costa Water District, the CCC, and more.
- 4 new Corpsmembers have joined the Pittsburg crew

#### **8. Board Recruitment & Onboarding**

Nita asked the board about bringing on Bob Huttar as a new Board Member in January. Bob Huttar, who was previously deferred in July, would bring experience and expertise that would lend great value to the board. The Board is in support of the idea.

#### **9. The Development Committee Report**

Brian shares:

We received a large grant from Oakland Forward of \$498,000.

Current projections of \$392,000 is what we estimated to beat our upcoming budget by this FY

Collette shares that the committee has brainstormed ways to bring in more donations:

- We have been brainstorming ways to reach new prospects
- The Development Committee has calendared to do a Phone Bank on Friday, December 2<sup>nd</sup> from 2:00 pm to 3:30 pm to call all previous donors.

#### **10. Finance Committee Report**

Brian shares the following in Conservation Program updates:

- We’re averaging about 40 Corpsmembers in attendance in the Conservation Program each day which just recently averaged as low as 20 Corpsmembers. When EBMUD ended (seasonal project from April-October) we had more Corpsmembers showing up than we had paid project to go on so we shifted them to unpaid projects. This shows up in Corpsmember pay which is over budget by \$84,000 while related Conservation Contract Revenue is only over budget by \$64,000
- The issue relating to Corpsmembers going out on unpaid projects is relatively short-term as we have a lot of projects coming up (CCWD, Mt Diablo State Park, Forestry and in the spring, EBMUD). In addition, our newest Trails Crew partnership is underway and has already begun to lessen the amount of Corpsmembers sent out on unpaid projects. The forestry grant distribution was delayed but should come in February.

- The Contra Costa Water District contract for \$100,000 has been signed and will start soon.

### **November Reforecast**

#### **Brian reviewed the November Reforecast with the Board:**

- Grants and donations are currently projected to beat the budget by \$192,000 as a result of being awarded the Oakland Forward grant which approximates \$500K/yr. This amount should be netted against the \$80,000 in additional expenses associated with the Oakland Forward grant that we didn't budget for associated with internships at Dig Deep Farms and The Crucible and in-kind projects.
- We are over budget in Corpsmember personnel costs which is largely due to the unpaid projects, training stipends as well as a high percentage of Corpsmembers earning attendance bonuses.
- We added Pittsburg Rent Expense into the Reforecast which wasn't included in the Approved Budget.
- One contract that we are struggling to get renewed is CalTrans. We no longer are anticipating any revenue associated with this project for this FY. We are hoping to get the contract finalized soon.

### **Cash Management**

Robbie and Brian share with the board:

That we have a large amount of money in our bank that is not currently earning interest (>\$2M). We have the opportunity to take advantage of current interest rates in the U.S. market to safely invest \$500K in US Treasuries with duration bonds that have varying maturity dates (bond latter). We should take advantage of getting a return on our money.

#### **Approval to Invest;**

Nita asks if there is any further discussion around investing \$500K in U.S Treasuries

Joel Rogers moves to approve the investment

Aja Cooper seconds the motion

Gary Lyla was absent when the vote was taken

The motion passes

## **11. Adjournment**

Adjourned at 7:10 pm

### **Next Scheduled Board Meeting – In Person:**

Wednesday, January 18, 2023; 6:00pm

Civicorps, 101 Myrtle Street, Oakland, CA 94607