



## **Board Meeting Minutes – 5/17/2023**

**CIVICORPS  
BOARD OF DIRECTORS MEETING  
101 Myrtle Street, Oakland, CA 94607  
Wednesday; May 17, 2023  
6:00pm**

The Board of Directors met in person at Myrtle Street Conference Room.  
Out-of-Area Directors and the Public joined the meeting via Zoom.

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

The meeting was called to order at 6:03 pm

**Board Members Present:**

Steven Hanson

Nita Kirby

Robbie Yohai

Bob Huttar

Colette Lucas-Conwell

Eduardo Chaidez

Aja Cooper

Gary Lyla (joined at 6:25 pm)

**Board Members Absent:**

Joel Rogers

Eric Premack

Amy Slater

Samantha Vitti

Alli Chagi-Starr

**Presenting Staff Members:**

Tessa Nicholas

Brian Hickey

Rachel Eisner

Joseph A. Billingsley

The agenda is approved.

### **2. Public Comment**

No public comment

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

Tessa shares

- 4 new Corpsmembers have been promoted to Crew Leaders.
- Jawance "JT" Mason joined the Forest Service and is now working on a fire crew
- 3 Corpsmembers were invited to interview for EBRPD fuels crew positions after passing their physical test
- 3 Corpsmembers joined Tessa and Rachel at the Public Works and Transportation Committee meeting where the City of Oakland contract was up for renewal. It passed unanimously, and they were thrilled by the Corpsmembers' public comments. This contract includes:

- 2 interns
- Bike locker & sign cleaning
- Used oil kit distribution
- Park and fuels management work

4. **Board Chair Remarks**

Nita urges that the Board Members meet in-person as we enter our next fiscal year to build stronger board connections.

5. **Approval of Minutes**

Steve Hanson motions to approve the minutes  
Robbie Yohai seconds the motion

The minutes for the meeting of April 19, 2023, are approved.

6. **Mission Moment**

Joseph A. Billingsley “JAB” shares that on May 4<sup>th</sup> and 5<sup>th</sup>, all staff held a retreat. Staff felt like their voices were heard and it allowed us to share ideas and plan for the big picture for Civicorps.

All Staff Retreat Topic Items

- Staff Training
- Improving Technology
- Refining Processes
- Improving Pathways
- Defining how we serve Corpsmembers

Tessa shared that leadership is going to follow up on the 4 goals that were discussed and work on next steps.

7. **Development & Communications Report**

Rachel shares an update of 40<sup>th</sup> Anniversary plans

- The 40<sup>th</sup> Anniversary email blast was sent sharing our 40<sup>th</sup> Anniversary Save The Date
- The website has been updated [with 40<sup>th</sup> Anniversary landing page](#) and timeline
- The 40<sup>th</sup> Anniversary oral history project has begun and Nita has completed an interview

8. **Education Partner Contract Renewal**

There are only minor adjustments to our contract with ACOE:

- staffing language; they will still have 2 teachers and a paraprofessional though now one teacher will also be a Resource Specialist
- Flexibility if numbers are below caseload, they may pull a teacher out

Bob Huttar motions for the approval  
Colette Lucas-Conwell seconds the motion.

The Board approved the renewed MOU with the Alameda County Office of Education Opportunity Academy.

## 9. Finance Committee Report

- Report out on May 10<sup>th</sup> Finance Committee Meeting
  - The committee reviewed the FY23 May Reforecast and draft FY24 budget
  - Additional Items added
    - Projections include investment interest income of \$30,000
    - Recycling fee revenue was increased to \$75,000

Projecting to the end year with a surplus of \$105,280

- Review and approve FY24 Budget – some key highlights:
  - COLA adjusted for staff to 4%
  - 1% increase in 403b matching contributions
  - Corpsmember pay adjusted assuming a City of Oakland minimum wage increase of 5%
  - \$121,592 Budget Surplus
  - Increase of standard Recycling rates by 4%

### **Roll Call Vote:**

All in favor

The FY24 budget is approved.

## 10. San Francisco Conservation Corps Discussion (SFCC)

- Update, report back and discussion of next steps:
  - We submitted a formal request to the SFCC Board of Directors to discuss the potential of exploring an acquisition or merger.
  - Since then, we have spoken with their Executive Director and have set up meetings with their leadership staff over the next few weeks.

Tessa reached out to both CALCC and the CCC to determine if they would support state funding for a minimum period of 5 years. The CCC says yes and is putting together a letter of support and CALCC will be putting our request up for a vote and will then follow up with a written letter of support if passed.

The Board requested that Tessa and the responsible leadership parties hold conversations with SFCC and report back in a special board meeting in June 2023.

## 11. Board Administration

- Review and approve FY24 Meeting Schedule
  - Meetings will be moved from 6 pm to 5 pm

Bob Huttar motions for the approval of the FY24 Meeting Schedule  
Eduardo Chaidez seconds the motion.

The FY24 Meeting Schedule is approved

- Request for Conflict-of-Interest Forms
    - Please submit signed forms by June 21<sup>st</sup>
  - Approval of Resolution #2023-006; Affirming Election of Directors
    - Joel Rogers has decided to step down from the Civicorps Board
- Robbie Yohai motions to approve  
Bob Huttar seconds the motion  
Motion is approved for Resolution #2023-006

- Approval of Resolution #2023-007; Affirming Extension of Directors Terms

Robbie Yohai motions to approve  
Steve Hanson seconds the motion

Motion is approved for Resolution #2023-007

**12. Closed Session**

Leadership Evaluation and Considerations  
Board Chair: Nita Kirby

**13. Adjournment**

The meeting was adjourned at 7:28 pm

**Next Scheduled Board Meeting – In Person**

Wednesday, August 16, 2023; 6:00pm  
Civicorps, 101 Myrtle Street, Oakland, CA 94607