



Board Meeting Minutes – 1/18/2023

**CIVICORPS
BOARD OF DIRECTORS MEETING
101 Myrtle Street, Oakland, CA 94607
Wednesday; January 18, 2023
6:00pm**

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

1. Roll Call & Approval of Agenda

The meeting was called to order at 6:01 pm

Board Members Present:

Nita Kirby
Steven Hanson
Amy Slater
Alli Chagi-Starr
Colette Lucas-Conwell
Eduardo Chaidez
Samantha Vitti
Aja Cooper
Joel Rogers
Eric Premack

Board Members Absent:

Gary Lyla
Robbie Yohai

Presenting Staff Members:

Tessa Nicholas
Brian Hickey
Rachel Eisner

The agenda is approved, with adjustment of moving Item #9 “Development & Communications Report” to Item #7

2. Public Comment

No public comment

3. Executive Director Update

- We slowed new enrollments through the fall & winter as EBMUD contracts went on pause and we continue to navigate CalTrans renewal.
- We held a Hiring Day on January 17th; 10-person orientation beginning Monday, January 23rd.

- Holding another 10-person Hiring Day in February as we begin to ramp back up in preparation for spring contracts.
 - Tessa shares that at a future meeting she looks forward to reporting on retention and attendance rates because our numbers this Fiscal year have been consistently remarkable.
- Working on procuring more contracts:
 - Inching closer to finalizing State Parks contract (Mt. Diablo and Carnegie SVRA);
 - In conversation with City of Pittsburg
 - The City of Oakland is talking with us about a creeks contract that they would like to have in place this year but work wouldn't begin until next Fiscal Year
 - We are currently trying to make connections with Contra Costa Flood Control
- Working on grant applications to support crew work and training:
 - Phase 2 of Forestry Corps Grant via CCC is \$200k for crew work at EBRPD Fire and Mt Diablo State Park
 - In process of applying for Nature Based Solutions Grant via CCC which is \$892,857 and is non-competitive. This grant can be spread over 6 years but will probably be spread over 3 to 4 years.
 - This grant was initially expected to be 1.7 million
 - We are exploring the possibility of applying for Cal Fire Wildfire Prevention Program
- Pittsburg Crew
 - 8 solid Corpsmembers working with Contra Costa Water District and various other projects
- Graduation Time
 - We expect approximately 8 Corpsmembers will walk in Opportunity Academy (OA) graduation on February 9th
- Staff Transitions
 - Cornelius retired after 33 years and Marin Garcia begins on Monday, January 23rd
 - Vu Le, Accounting Manager, had his last day today after 10 years with Civicorps

4. **Board Chair Remarks**

Nita shares with the group that if board members are able, it would be ideal for them to be present and in person.

5. **Approval of Minutes**

Review and approve the minutes for the meeting of November 16, 2022

Joel Rogers moves to approve the minutes

Eric Premack seconds the motion

Minutes are approved

6. **Mission Moment**

Tessa shares that it was important to the team to capture and celebrate some of the recent Corpsmember achievements and promotions.

- Enoc Garcia and Martha Alva were promoted to Crew Leader II
- Amari Allen, Thomas Kauffman & J.T. Mason were promoted to Crew Leaders
- Sidney "Squid" Wilcher Harris was promoted from the Conservation program and became a Food and Garden Intern

- Konnor Gutierrez is now a Conservation Operations Intern
- Stephanie Polanco started an internship with Dig Deep Farms
- Mikael Martinez de Leon started as Studio Operations Intern at The Crucible
- Anay Lagunas was hired as full-time, permanent staff at Waste Management as a Recycling Education Representative.

Konnor Gutierrez, Corpsmember/Operations Intern, presented on the training he is receiving and the many career opportunities that Civicorps connects him to. He shared that he is taking advantage and in the application process for WM and City of Oakland positions.

7. **Development & Communications Report**

Discussion around 40th Anniversary plans and creation of an ad-hoc committee

Rachel shares that Civicorps is in a milestone year celebrating 40 years of service and ask the board to help us decide how we should celebrate this milestone.

Rachel asks for support and ad-hoc committee volunteers and shares the timeline created on our website.

Rachel shares the 40th anniversary primary objective - Leverage the powerful mission and history of Civicorps to sustain our work in the next decade(s) by celebrating our deep ties in the East Bay, highlighting the young people in our community, and strengthening our diverse stakeholder network.

Samantha Vitti, Collette Lucas-Conwell, Aja Cooper, Alli Chagi-Starr, and Eduardo volunteered to be a part of the 40th anniversary ad-hoc committee.

8. **Finance Report**

- Review FY24 Budget Timeline
Brian states that there was no Finance Committee meeting this past month, but we will have a meeting before the next board meeting date TBD with second-quarter results. At the next Finance Committee meeting we will also present the budget assumptions (key elements of the budget).
- Report back on investment activities (U.S. Treasuries, Money Market)
 - Brian reminded Board that they approved a \$500K investment in Treasury bills during last board meeting. In a consultation with Robbie Yohai, it was decided we would invest in U.S. Treasury Bills and invested in 3-month and 6-month Treasury Bill slightly exceeding 4% — \$250K in each.
 - Brian requests approval to invest an additional \$500K in in U.S. Treasuries – with a maturity date of no more than 12-months.

Nita Kirby asks if discretion is up to year or exactly a year. Brian confirms that he would like approval to purchase \$500K in US Treasury Bills with maturities ranging from 3-months to a year. Therefore, it would be up to staff discretion to determine which US Treasury Bills to purchase within that range of maturity.

Eric requested that staff (Brian) draft an investment policy which the Board would ultimately approve. This would allow staff the discretion needed to make relatively standard

investment decisions. It would also set the framework and criteria for future investment transactions which would alleviate the need for constant Board approval.

Brian asks for approval to adjust the short-term investment threshold from \$500K to 1 million with a maturity \geq 12-months in U.S. Treasuries.

Eric moves to moves for approval
Steven Hanson seconds the motion

Roll Call Vote:

All in favor with three absent (Alli Chagi-Starr, Gary Layla, Robbie Yohai)

9. **Board Administration**

- Resolution #2023-005; Appointing Bob Huttar to Board of Directors
 - After discussion, Nita Kirby moves to approve Resolution #2023-005
 - Amy Slater seconds the motion
 - Vote is held

Resolution #2023-005 is unanimously approved

- Move scheduled February 15 meeting to Wednesday, March 1, 2023
 - After discussion, Nita Kirby moves to reschedule the next Board meeting date
 - Steven Hanson seconds the motion
 - Vote is held

The Board votes in favor of moving the next board meeting from February 15, 2023 to March 1, 2023

10. **Adjournment**

Adjourned at 7:08 pm

Next Scheduled Board Meeting – In Person:

Wednesday, March 1, 2023; 6:00pm

Civicorps, 101 Myrtle Street, Oakland, CA 94607