



Board Meeting Minutes – 3/1/2023

CIVICORPS
BOARD OF DIRECTORS MEETING
101 Myrtle Street, Oakland, CA 94607
Wednesday; March 1, 2023
6:00pm

The Board of Directors meeting took place at Myrtle Street.
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 6:05 pm

Board Members Present:

Steven Hanson
Alli Chagi-Starr
Colette Lucas-Conwell
Eduardo Chaidez
Samantha Vitti
Aja Cooper
Joel Rogers
Gary Lyla
Bob Huttar

Board Members Absent:

Nita Kirby
Robbie Yohai
Amy Slater
Eric Premack

Presenting Staff Members:

Tessa Nicholas
Brian Hickey
Rachel Eisner
Yvette Arroyo

The agenda is approved.

2. Public Comment

Warren Chu Waste Management shared that he is looking forward to connecting and creating a pipeline of talent to positions that Waste Management has available.

3. Executive Director Update

Tessa shares:

- We are about to complete our solar project at 5th St. We have solar panels up and we are excited to flip the switch
- Today is her 23rd Anniversary with Civicorps and she stated that it's been wonderful seeing young people achieve and accomplish. She said, "I hope that I am making our young people proud, because that is why I show up to work every day."

- Next week 4 staff members including Tessa, and Corpsmember Martha Alva, will be heading to Washington D.C. to attend the National Corps Network Conference.
- We are hitting our stride and growing into a Workforce Development leader as we increase our trainings and job placements

4. **Board Chair Remarks**

Vice Chair Steven Hanson was leading meeting in Nita's absence. He noted that he joined the 40th Anniversary Committee Meeting and recognized the hard work as things are moving forward and going well.

5. **Approval of Minutes**

Review and approve the minutes for the meeting of January 18, 2023

Bob Huttar motions to approve the minutes.

Joel Rogers seconds the motion.

Minutes are approved.

6. **Mission Moment**

Previous Corpsmember Enoc Garcia shared his journey to and with Civicorps which included his time in the program, which he earned his diploma with Civicorps, and was "captivated" by the work he was able to do. Enoc became a Crew Leader and then a Crew Leader II which was a growing opportunity. He has made good friends while at Civicorps and has just begun his Park Attendant position with City of Oakland Public Works.

7. **Programs Report**

- Yvette Arroyo presented YTD (Q1 & Q2) outcomes from across programs. She clarified that OSHA-10 is new this year and involves 10 hours of training around workplace safety and awareness.
- Tessa Nicholas presented the winter 2023 Corpsmember Survey results which include 90% response rate.

8. **Finance Report**

Brian states that the Finance Committee met on February 22 and presented the following for discussion:

- Q2 – Budget vs Actual Report with Variance Analysis
 - Brian shares that we still tracking reasonably well against the budget. We are doing well because of being ahead of budget in grants and donations as a result of the Oakland Forward Grant.
- February Reforecast
 - Approved Budget Surplus - \$36,608
 - February Reforecast – Surplus = \$94,608

Steven Hanson asks "Who gets the benefits from the unpaid projects and are we getting recognized for those? "

Brian responds, “The benefit is largely towards EBPRD but we have also have contributed work to Friends of Sausal Creek, Castro Valley School District and to one of our new partners, Contra Costa Water District. We are being recognized and we are meeting to find projects we can earn favor/goodwill and that will keep our Corpmembers working without too many logistical issues. I believe this has helped us strengthen some of our partner relationships.

- Development Revenue Report
 - Rachel shares that we are projecting more from foundation, corporate grants and government contracts than we had initially budgeted for.
 - We expect
- Review and Discussion of FY24 Draft Budget Assumptions
 - Brian presented the Assumptions report and noted that the Finance Committee had reviewed the report in detail.
 - Brian further stated that per the Finance Committee’s request an amount was added to account for projected interest earned on investments currently held at Charles Schwab. Bob Huttar inquired about why we have not budgeted Caltrans. Brian responds that in FY23 we assumed that contract would be executed a few months into the FY, now we assume that we will not be awarded a contract this year (FY23) and we are taking the conservative approach and assuming that the contract won’t be awarded at any point in FY24. We remain hopeful for next year but there is major red tape with the contract.
- Investment Policy
 - Brian presented an Investment Policy which he stated had been previously reviewed by the Finance Committee. Brian stated that the Finance Committee had several changes which have been incorporated in the version being presented and that the Finance Committee was recommending the policy be approved in its current form.
- Approval of 2023-24 Budget Assumptions Investment Policy
 - Bob Huttar motions to approve the policy
 - Joel Rogers seconds the motion
 - Motion is approved

9. **Development and Communications Report**

Rachel shared an overview of the 40th Anniversary plans which may include:

- A celebratory cocktail party first week of November with awards, presentations, food and fun which involves Corpmembers past and present to celebrate our historic milestone anniversary.
- Awards will be presented to several “conservation champions” such as EBPRD and Senator Nancy Skinner.
- Goal is that the event will be underwritten by corporate sponsors
- Guest List will include Community Partners, Funders, Contact Sponsors, Elected Officials and more.
- Corporate Packages for the 40th Anniversary have been created to attract higher level sponsorship.

The 40th Anniversary Committee will continue meeting to generate ideas which will be shared with the Development Committee.

10. **Closed Session (20 minutes)**

There was no closed session held.

11. **Adjournment**

Adjourned at 7:08 pm

Next Scheduled Board Meeting – In Person:

Wednesday, April 19, 2023; 6:00pm

Civicorps, 101 Myrtle Street, Oakland, CA 94607