

EXECUTIVE COMMITTEE

August 12, 2020

MINUTES

PRESENT

Dina Richman, Chair
Elizabeth Beltran
Mark Higgins
Gloria Leiva
Louis Mitchell

STAFF

Melinda Sullivan
Pablo Ibanez

CALL TO ORDER

Ms. Richman called the meeting to order at 12:00 p.m. The meeting was held via Zoom.

APPROVAL OF MINUTES

The minutes of July 8, 2020 were approved by consensus.

COVID AND RE-ENTRY TO THE WORKPLACE

Ms. Sullivan reported that the Center remains closed to the public and staff continue to work remotely.

Ms. Sullivan advised the Committee that the Center continues to foster its relationship with the LA Food Bank. The Center receives boxes with non-perishable items which are handed out weekly. Ms. Sullivan reported that 211 has received a grant with Door Dash and we are looking into collaborating with them on some delivery options for families to receive some of our food boxes.

A Fund Development Donation report will be given at the board meeting.

CONSENT TO USE OF ELECTRONIC TRANSMISSIONS

Ms. Sullivan advised the Committee that the Board will be asked to complete the "Consent to use of Electronic Transmissions" form at the upcoming board meeting.

CONTINUITY OF ORIZATIONAL LEADERSHIP PLAN

Ms. Sullivan advised the Committee that as part of protocol, the Continuity of Organizational Leadership Plan needs to be review yearly. The plan was reviewed by the Committee and no changes were required. The document will be reviewed again in August 2021.

CPP CONTACT REQUEST – ESPERANZA COMMUNITY HOUSING CORP.

Ms. Sullivan presented a memo to renew the contact for over \$250,000 with Esperanza Community Housing Corp. After review and discussion, changes were requested by the Committee. A revised memo and contact will be reviewed at the upcoming board meeting as an action item.

ADJOURNMENT FOR EXECUTIVE SESSION

Mr. Mitchell moved to suspend the General Session meeting at 12:30 p.m. for Executive Session to conduct business on Approval of Minutes, Personnel, Litigation, and Goals for the Executive Director’s Performance Evaluation for 2020-21. Ms. Leiva seconded the motion, and it passed unanimously.

RECONVENE FOR GENERAL SESSION

Mr. Mitchell moved to reconvene the meeting at 12:40 p.m. for General Session. Mr. Higgins seconded the motion, and it passed unanimously. The Committee conducted business on Approval of Minutes, Personnel, Litigation, and Goals for the Executive Director’s Performance Evaluation for 2020-21.

ADJOURNMENT

The meeting was adjourned at 12:40 p.m.

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