

## **EXECUTIVE COMMITTEE**

**October 8, 2014**

### **MINUTES**

#### **PRESENT**

Ray Lemus, Chair  
Mark Higgins  
Louis Mitchell  
Eduardo Solis

#### **NOT PRESENT**

Larry DeBoer

#### **STAFF**

Melinda Sullivan  
Patrick Aulicino

#### **CALL TO ORDER**

The meeting was called to order at 6:00 p.m.

#### **APPROVAL OF MINUTES**

**Mr. Mitchell moved to approve the minutes of September 10, 2014, Mr. Solis seconded the motion, and it passed unanimously.**

#### **BUDGET UPDATE**

Mr. Aulicino advised the Committee that the Center is expecting to receive the E-6 Amendment in the near future. He reported that DDS has reportedly identified \$90 million from various sources, including prior years, to cover expected system-wide shortfalls.

#### **HOLIDAY CLOSURE DATES**

Ms. Sullivan advised the Committee that the upcoming holidays on December 24<sup>th</sup> and 25<sup>th</sup> fall on a Wednesday and Thursday, and January 1<sup>st</sup> falls on a Thursday. Ms. Sullivan is requesting the Board's consideration of granting two additional days for staff this season, Friday December 26<sup>th</sup> and January 2<sup>nd</sup>. Ms. Sullivan reported that it does not make good business sense to reopen the office for one day and it would be a generous gesture from the Board to the Staff. Historically, the Center and its community are very quiet during the holiday season. She reminded the Committee that there is always a manager who is on call after hours for emergency calls that arise, and that a manger would cover the emergency calls during the office closure.

**Mr. Mitchell moved to recommend that the Board grant two additional holidays on December 23<sup>rd</sup> and January 2<sup>nd</sup>, Mr. Solis seconded the motion, and it passed unanimously.**

## **BOARD HOLIDAY GATHERING**

The Committee discussed venue options for the Board Holiday Gathering on December 12<sup>th</sup>. Ms. Sullivan will research some options and inform the Committee of her findings.

## **NOVEMBER/DECEMBER BOARD MEETING DATE**

This year the November Board meeting date falls on November 26<sup>th</sup>, the night before the Thanksgiving holiday, and the Committee agreed by consensus to recommend that the Board meeting be moved up to November 19<sup>th</sup>. The Board will be dark in December.

## **CALIFORNIA COMMUNITY FOUNDATION – ENDOWMENT PROTOCOL**

Ms. Sullivan and Mr. Aulicino advised the Committee that they met with the Center's account representative from the California Community Foundation (CCF) regarding the recent donations to the account and the dynamics of moving it to a separate account should the Board deem it necessary.

Ms. Sullivan distributed a copy of the Center's current Agency Endowment Trust Agreement and a standard agreement template provided by the CCF for review and discussion. After discussion, the Committee agreed that staff will continue to work with the CCF on the mechanics of a new agreement and bring it back to the Committee when appropriate.

## **ADJOURNMENT**

The meeting was adjourned at 6:45 p.m.

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