



Board of Directors

Meeting Minutes

September 3, 2025

6:00pm- 7:30pm

ROLL CALL

James Kyriaco, Chair, called the meeting to order at 6:10pm. A quorum was established.

<u>Members present:</u>	<u>Members not present:</u>	<u>Staff present:</u>	<u>Guests present:</u>
Areli Miguel	Jeremy Ball	Pat Keelean	Chris Harris (Zoom)
Marina Owen		Grant Carmichael	Rafael Gonzalez (Zoom)
Angela Miller-Bevan(Zoom)		Jennifer Macdonald	
Alexander Saunders		Monica Logan	
Hilda Zacarias		Steven DeLira	
Miguel Avila		Maico Hernandez	
James Kyriaco		Monica Moreno(Zoom)	
Gloria Flores			
Oscar Gutierrez			
Roy Lee			

1. WELCOME & CALL TO ORDER

James Kyriaco, Chair, called the meeting to order at 6:10 pm

2. PUBLIC COMMENT – Members of the public may speak up to 5 minutes each.

The public comment period is reserved for comments on matters within the subject matter jurisdiction of the Board of Directors. Each person may address the Board for up to three minutes at the discretion of the Chair, for a total public comment period of no more than 15 minutes.

The Board Chair asked if there were any public comments. None

3. CLOSED SESSION:

- a. Personnel Matter: None
- b. Legal Matter: Rafael Gonzalez – Mullen & Henzell LLP

4. APPROVAL OF BOARD MINUTES:

A motion to approve the Board Minutes.

M/S/A Oscar Gutierrez Josephine Torres Approved

5. RECITE COMMUNITY MISSION STATEMENT/MISSION MOMENT – PAT KEELEAN, CEO:

We serve Santa Barbara County’s most vulnerable populations through education and coordinated services so they may achieve economic stability, improve overall well-being and thrive.

Mission Moment

Adolescent Family Life Program (AFLP)

Maria, a 15-year-old new mother, entered the AFLP program during one of the hardest times in her life – facing little family support, postpartum depression, and the challenges of caring for a premature baby. Thanks to an immediate referral to CommUnify’s in-house AFLP therapist (funded with a grant from CenCal Health) along with her AFLP case manager’s guidance, Maria was able to address her depression, re-enroll in school, and secure a daycare spot for her baby at her high school. Over the past year, she has improved her academics, rebuilt family relationships, and gained confidence as both a student and parent – recently celebrating her daughter’s first birthday and sharing that AFLP will “*forever be near my heart because this program helped me succeed as a mother and also helped me achieve my goals.*”



6. SINGLE AUDIT (FY 2024) – CHRIS HARRIS, HUTCHINSON & BLOODGOOD LLP:

- Chris Harris from Hutchinson and Bloodgood, LLP presented the firm’s audit findings for the year 2024. He reported that the audit resulted in an unmodified opinion with no significant issues noted. The final audit report is scheduled to be issued on Monday.

Community Action Commission of Santa Barbara County, Inc.

Schedule of Findings and Questioned Costs

Year Ended December 31, 2024

SECTION 1.

SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of Auditor's report issued:	Unmodified
Internal control over financial reporting:	
Material weakness identified?	No
Significant deficiencies identified?	None reported
Noncompliance material to the financial statements noted?	No

Federal Awards

Internal Control over major programs:	
Material weakness identified?	No
Significant deficiencies identified?	None reported
Type of auditor's report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with Section 200.516(a) of the Uniform Guidance?	No

Identification of major programs:

Assistance Listing Number	Program Name
93.600	Head Start and Early Head Start
21.027	ARPA Behavioral Wellness Mental Health
93.568	Low Income Home Early Assistance Program

Dollar threshold used to distinguish between Type A and Type B programs	\$750,000
Auditee qualified as a low-risk auditee?	No

SECTION 2.

FINANCIAL STATEMENT FINDINGS

None reported.

SECTION 3.

FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None reported.

- Board members Marina and Jeremy congratulated the agency on the positive audit results.

10-A Approval of the 2024 Single Audit, pending any final adjustment as deemed necessary by the auditor and agency management to finalize the report.

Motion to approve all items on the Consent Agenda.

M/S/A

Hilda Zacarias

Miguel Avila

Approved

7. CEO UPDATE

- FY Proposed Congressional Appropriations:

FY 2026

Proposed Congressional Appropriations

GRANT	CURRENT FUNDING	WHITE HOUSE RECOMMENDATION	HOUSE RECOMMENDATION	SENATE RECOMMENDATION
Community Services Block Grant	\$770 million	\$0	\$775 million + 200% FPL Eligibility	\$770 million + 200% FPL Eligibility
Head Start	\$12.3 billion	\$12.3 billion	\$12.272 billion	Nearly \$12.4 billion
LIHEAP	4.025 billion	\$0	\$4.035 billion	\$4.0445 billion
WAP	\$326 million	SILENT	\$180 million	TBD

- **Legislative Update**

Pat informed the Board that Dr. Bradley from NCAF met with 70 congressional members to discuss funding. She reported that funding levels will remain in place.

Agency Updates

- **Grants Submitted:**

- ✓ CalAIM Enhanced Case Management (ECM) Provider Application
- ✓ CalAIM Community Supports (CS) Provider Application
- ✓ CenCal Mental Health Provider Application
- ✓ Board of State & Community Corrections (BSCC) Cal Violence Intervention Program (CalVIP) 3-Year Grant (Familias Seguras Program: Santa Maria and Lompoc Expansion) \$3.99 million

- **Grant Awards:**

- ✓ Goleta Child Care Grant \$15k
- ✓ Santa Barbara Foundation: Youth Mental Health Providers' Recruit, Retain, Rest, & Recuperate (4-Rs) Grant - \$10k (training)

I. Announcements & Updates

- **Awards & Grants**

- Pat reported that the agency received a \$15,000 childcare grant from the City of Goleta to support recruitment and retention of Head Start teachers.
- The agency was also awarded the EmpowerU program, which will serve young men ages 13–18 through case management and work experience opportunities. The program begins September 15, 2025.

- **Community Partnerships**

- The South Coast Youth Safety Partnership will launch the Positive Youth Development Program on October 9, 2025, at 3:00 p.m. at the Santa Barbara Public Library.
- James, Board Chair, inquired if the Partnership's PYD initiative aligns with the agency's Theory of Change. Pat confirmed that it does.

II. Upcoming Events

- **Board of Directors Strategic Planning Retreat**

- Scheduled for Friday, September 12, 2025, from 10:00 a.m. to 3:00 p.m. at the Landsby Hotel, Solvang.
- A survey has been distributed by the Operations Department. Board members are requested to complete it as soon as possible.

8. CFO UPDATE

- **Financial Report**

Grant Carmichael, Chief Financial Officer, presented the agency's financial report. He noted that the investment portfolio remains stable and highlighted that diversification has helped maintain this stability.



Income Statement

Current YTD vs Budget YTD

	Budget YTD 06/30/2025	Current YTD 06/30/2025	VS YTD Budget Variance	VS Budget % Variance
REVENUE				
Special Events, Net	(40,000)	(35,488)	(4,512)	11.3%
Federal Agencies	7,104,362	6,182,079	922,283	-13.0%
State Agencies	5,075,239	5,594,151	(518,912)	10.2%
Local Government	1,271,744	764,411	507,333	-39.9%
Contributions	520,651	224,891	295,760	-56.8%
Other	25,000	3,313	21,687	-86.7%
In-Kind Donations	643,100	244,949	398,151	-61.9%
Revenue Subtotal	14,600,097	12,978,306	1,621,791	11.1%
Investment Income	-	70,924	(70,924)	0.0%
Total Revenue	14,600,097	13,049,231	1,550,866	10.6%
EXPENSES				
Personnel	9,039,854	8,408,310	(631,544)	7.0%
Direct Expenses	4,034,753	3,192,446	(842,307)	179.9%
Administrative Overhead	1,837,934	1,755,472	(82,462)	-4.5%
Total Expenses	14,912,540	13,356,227	(1,556,313)	-10.4%
CHANGE IN NET ASSETS	(312,443)	(306,996)	(5,447)	

- **Financial and Program Updates**

Grant Carmichael, Chief Financial Officer, provided additional updates on agency programs and finances:

- Grant explained that the Transitional Age Youth Program and the Youth Offender Block Grant have sun-setted.
- He noted that Early Head Start is currently 5% underspent due to open positions.
- Funds raised from the Champions Dinner are still forthcoming.

Board members asked several questions and received the following responses:

- Hilda asked if the agency budgets funds.
 - Grant replied that budgeting is not done because it requires HHS approval.
- Hilda also asked if staff have expectations regarding these funds.
 - Grant stated that staff are informed of carryover funds and that raises are contingent upon being current on evaluations and having no warnings in their personnel file.
- James asked if Head Start needs to flex teachers.
 - Jennifer replied that even with flat funding, teaching staff are receiving a 3% increase, and no positions are flat funded.
 - Pat noted that the agency is aware there has not been a COLA increase and hopes this may change soon due to the Change of Scope and reduction of enrollment by 41 spots.
 - Jennifer added that Head Start will be adding two itinerant cooks to help cover other cooks' time off.
- Marina inquired about the realignment of the Head Start Department.
 - Jennifer explained that Head Start Santa Barbara is part of the 13 programs in the West Region and now has a Grant Specialist and Program Support Specialist who are actively communicating with the program.

9. CONSENT AGENDA:

All matters listed hereunder constitute a consent agenda and will be acted upon by a single roll call vote of the Board. Matters listed on the agenda will be read only on the request of a member of the Board or the Public, in which event the matter shall be removed from the consent agenda and considered as a separate item.

9a. Approval of Minutes

9a – 1 Finance Committee Minutes: June 27, 2025

9a – 2 Planning Committee Minutes: July 11, 2025

9a – 3 Planning Committee Minutes: August 15, 2025

9a – 4 Personnel Committee Minutes: August 22, 2025

9a – 5 Ambassador/Head Starters Committee: July 21, 2025

9b. Approval of Grants \$10,000 and Under/Renewal Contracts, MOUs, etc.:

9b – 1 Approval of and authorization to submit a Change of Scope for the 2025–2026 school year, reducing Head Start enrollment by 41 slots.

9b – 2 Approval and authorization to submit a grant application to the Montecito Bank & Trust Community Dividends grant program seeking \$10,000 to support the Seniors Safe at Home Program.

9b – 3 Approval of and authorization to submit a grant application to The Towbes Foundation in the amount of \$10,000 in support of the Mental Health First Aid Program and mental health supports for Head Start families.

9b – 4 Approval of and authorization to submit the Inform USA Grant application in the amount of \$5,000 in support of 211 Community Day for February 2026 in Lompoc.

9b – 5 Authorize CommUnify to open a bank account at Community West Bank and designate authorized signatories in accordance with the organization’s banking and financial policies.

Motion to approve all items on the Consent Agenda was made by James Kyriaco, Chair.

M/S/A	Marina Owen	Gloria Flores	Approved
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10. ACTION ITEMS:

10-A Approval of the 2024 Single Audit, pending any final adjustment as deemed necessary by the auditor and agency management to finalize the report.

Motion to approve all items on the Consent Agenda.

M/S/A	Hilda Zacarias	Miguel Avila	Approved
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10-B Approval of and authorization to submit a CDBG Public Services grant application to the City of Santa Maria for up to \$15,000 in support of 211 Helpline.

- Board members inquired whether the funds have been granted.
 - Pat responded that the funds have not yet been granted but a letter will be sent out soon.

Motion to approve all items on the Consent Agenda made by board chair, James Kyriaco.

M/S/A	Roy Lee	Hilda Zacarias	Approved
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10-C Approval of and authorization to submit a grant application for up to \$1,000,000 over three years to Elevate Youth in support of a new substance abuse prevention program.

Motion to approve all items on the Consent Agenda.

M/S/A	Josephine Torres	Miguel Avila	Approved
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10-D Approval of CommUnify's FY2026–2031 Five-Year Non-Competitive Grant Application for Head Start and Early Head Start programs to the U.S. Department of Health and Human Services, Administration for Children, Youth, and Families, Office of Head Start, in the amount of \$13,703,400 to serve 531 children and their families in Santa Barbara County.

- Marina asked about the grant application with the Department of Health and Human Services for Head Start.
 - Jennifer replied that the agency is following the required procedures and is currently waiting for compliance approval.
- Hilda inquired about the reduction of 41 children.
 - Jennifer explained that the agency had to close Los Adobes due to a loss of lease and the Storyteller program not partnering with the agency.

Motion to approve all items on the Consent Agenda was made by board chair, James Kyriaco.

M/S/A	Oscar Gutierrez	Hilda Zacarias	Approved
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11. DISCUSSION/FOLLOW-UP:

11- A 211 Santa Barbara Budget Shortfall (Follow-Up from July 17 Meeting)

- Board members representing Santa Barbara, Santa Maria, Lompoc, and Goleta will provide updates on discussions with their City Managers regarding FY 2025–26 funding gaps.
 - James Kyriaco informed the Board that there is currently no slush funding available.
 - Oscar Gutierrez shared that the City is experiencing a decline in sales tax revenue.
 - Gloria Flores stated that she will bring this issue to the Santa Maria City Manager and will also speak with the Finance Director. She will report back to Pat next week.
- Board discussion of potential ongoing local funding sources (e.g., CDBG, grants) to address the structural shortfall.
 - Hilda asked if Santa Barbara County allocates funding for the 211 programs.
 - Pat responded that the county allocates \$224,000 and noted that there is some resistance from the county regarding costs. She cautioned that if the program is not fully funded, staffing and availability could be reduced to less than 24 hours per day, with caller wait times exceeding 30 minutes.

- Next steps for ensuring sustainability of 24/7 service availability.
 - Hilda emphasized that 211 is an important partner for public safety.
 - James asked if anyone could make donations to the 211 programs.
 - Pat confirmed that donations are always welcome.
 - Pat asked the Board for suggestions on funding recommendations.
 - Roy suggested giving a presentation at a city council meeting and partnering with another organization to increase impact.
 - Marina recommended adding support for undocumented individuals as a new value and area of support.

12. PRESENTATIONS/TRAININGS:

11a. **South Coast Youth Safety Partnership Update**, Steve DeLira, FYS Director and Maico Hernandez, FYS Program Manager



• **Program Presentation – South Coast Youth Safety Partnership**

Steven DeLira, Director of Family & Youth Services, and Maico Hernandez, Program Manager of Family & Youth Services, presented on the history of the South Coast Youth Safety Partnership. They highlighted that one of the main objectives of the program is to empower youth and prevent bullying.

- SCYSP Historical background:

Background

March 14, 2007, 15-year-old Luis Angel Linares became the victim of a gang stabbing homicide during a gang brawl that took place in downtown Santa Barbara.

14 year-old was charged and found guilty of the homicide.

City of Santa Barbara launched an effort to address youth gang violence.

January 2008, The Strategy Planning Committee on Youth Violence was established

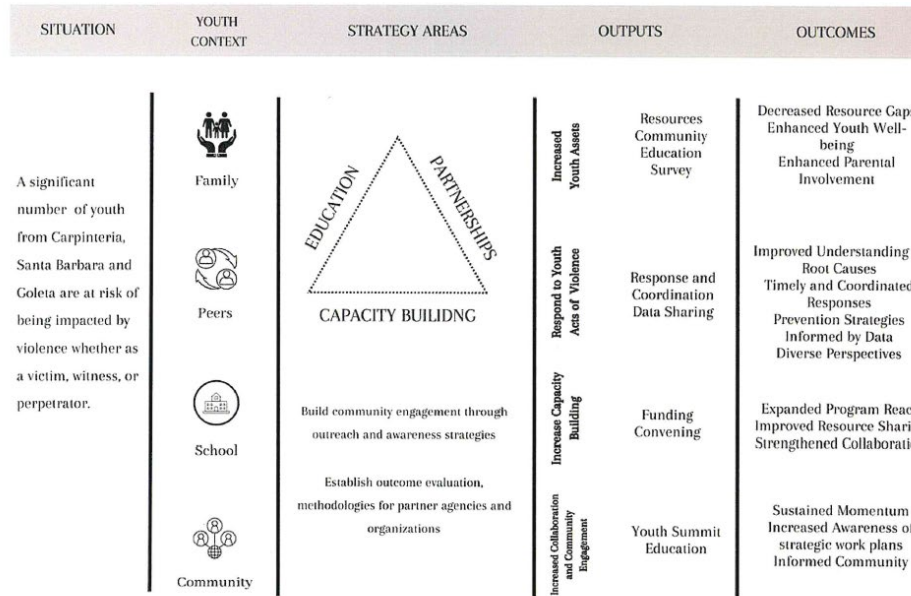
March of 2009, the South Coast Task Force on Youth Gangs was formed

January 2016, the Santa Barbara County South Coast Task Force on Youth Gangs officially changed its name to the South Coast Youth Safety Partnership (SCYSP)

- Steven DeLira shared that the South Coast Youth Safety Partnership (SCYSP) has partnered with CADA and invited Board members to attend the Positive Youth Development meeting at the Faulkner Gallery in Santa Barbara on September 9, 2025, where he and Maico Hernandez will speak about the Theory of Change.

Theory of Change

South Coast Youth Safety Partnership



- Steven DeLira explained the Positive Youth Development (PYD) model to the Board and noted that Dr. Sharkey from UCSB is providing data support for the program.

Positive Youth Development

Strengths-Based Framework: Focuses on building skills, assets, and opportunities—not just preventing problems.

Youth as Partners: Engages young people as resources and leaders in their own development.

Protective Factors: Emphasizes supportive relationships, community involvement, and leadership opportunities.

Holistic Approach: Aligns families, schools, and communities to create safe and supportive environments.

Outcome: Thriving youth who are resilient, make healthy decisions, and reach their full potential.

- Steven DeLira also shared that the Positive Youth Development (PYD) model follows the ROMA model, which the agency uses to measure outcomes.

11b. **Head Start/Early Head Start Update**, Jennifer Macdonald, Children's Services Director



CommUnify
A Community Action Agency.

6/6/2025

Program Options School Year 2025-2026 Proposed
Children's Services Program
Funded Enrollment and Program Options



Children's Services Pre-School Program Options

North County

Center / Class	HS/CD Bld.	HS FD	PD	6hr PD	Total
Adam	16				16
Alvin	16				16
Chapel (JC) (A/B*)			30		30
Cuyama				17	17
Jardin de Suenos		16			16
Los Adobes				0	0
Los Padres (A/B*)		16		17	33
Maggie Espinoza (A/B*)	16			14	30
Meridian (A/B*)			30		30
Sierra Madre (A/B*)	16			17	33
Westgate(A/B*)	32				32
North County Totals	96	32	60	65	253

Mid County

Fillmore (A/B*)	32				32
I Center (A/B*)				34	34
Maple	16				16
Oak Valley			16		16
Mid County Totals	48	0	16	34	98

South County

Betty Sanchez	16				16
Coronel	16				16
Goleta I	16			0	16
Storyteller**		0			0
South County Totals	48	0	0	0	48

TOTAL REGIONS 192 32 76 99 399

Draft

Children's Services Infant/Toddler Program Options

North County

Center / Class	EHS Blended	EHS FD	HB	Total
Alvin Infant/Toddler Center (A/B*)	12			12
Jardin De Suenos Center		8		8
Little Village (A/B/C*)	8	12	20	40
Maggie Espinoza Toddler		8		8
Westgate EHS	8			8
North County Totals	28	28	20	76

* 4 Pregnant Women

Mid County

Chestnut (A/B*)	8	8	20	36
Mid County Totals	8	8	20	36

*2 Pregnant Women

South County

Carpinteria (A/B*)	12			12
Goleta EHS	8			8
South County Totals	20	0	0	20

TOTAL REGIONS 56 36 40 132

* Classrooms ** Collaborative Partners

Changes Made

Head Start

Story Teller -Contract Ended 20 HS
Los Adobes-Lease Terminated 17 HS
I-Center-Reduce from 38 to 34 reduce group size to support individualization
Total Reduction -41 HS

Early Head Start

No Changes

EHS/HS TOTALS 531

Head Start Program Options 2025-2026 Proposed (003)Change of Scope 2025-2026

- Head Start Program Update**

Jennifer shared that Head Start Santa Barbara plans to submit a Change of Scope to reduce spots at Los Adobes due to the lease termination at the end of May and the loss of the Storyteller contract. This submission is planned for September 15, prior to the Five-Year Grant application, which is due October 1.

- She also reported that the program continues to work with the Training and Technical Assistance Full Enrollment Initiative. Head Start is maintaining efforts to achieve 97% or higher enrollment in both Head Start and Early Head Start for six consecutive months. Early Head Start has met this goal for two consecutive months, and Head Start for three consecutive months. Monitoring will pause in June, July, and August and will resume in September.

13. INFORMATIONAL ITEMS: UPCOMING MEETINGS/EVENTS:

- a. **Board Retreat:** Strategic Planning: September 12th @ 10am – 3:00pm (Location: TBD).
- b. **Head Starters/Ambassadors Committee:** September 15th @ 3 – 4:pm (Zoom)
- c. **Finance Committee Meeting:** September 26th @ 12 – 1:00pm
- d. Executive Committee Meeting: October 1st @ 12 – 1:00pm
- e. **Board Holiday Party:** Wednesday, December 10th @ 6 – 8:00pm, Location: Trattoria Grappolo, Location: 3687 Sagunto Street, Santa Ynez.

14. ADJOURN:

- Meeting adjourned at 8:05 pm