CommUnify
Empowering people. Transforming lives.

Board of Directors
Meeting Minutes
July 8, 2026
Time 6:00 – 7:30pm

ROLL CALL

James Kyriaco, Board Chair, called the meeting at 6:05pm. A quorum was established.

Members present:	Members not present:	Staff present:	Guests present:
James Kyriaco	Angela Miller-Bevan	Patricia Keelean	Christine Zoppi (Zoom)
Alexander Saunders	Roy Lee	Grant Carmichael	Lucy Hernandez (Zoom)
Hilda Zacarias	Marina Owen	Jennifer Macdonald	Chris Harris
Josephine Torres		Monica Logan	
Gloria Flores		Steven DeLira	
Oscar Gutierrez			
Megan Salas			
Miguel Avila			
Jeremy Ball			

1. WELCOME & CALL TO ORDER

James Kyriaco, Board Chair, called the meeting at 6:05 pm. A quorum was established.

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. Legal Matter: N/A
b. Personnel: N/A

4. APPROVAL OF BOARD MINUTES:

Approval of Board Minutes

May 6, 2026

M/S/A	**Oscar Gutierrez**	**Gloria Flores**	**Approved**

5. <u>CONSENT AGENDA:</u>

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.

5a. Approval of Minutes:

5a – 1 Executive Committee Minutes: 6/3/26

5a – 2 Finance Committee Minutes: 6/26/26

5a – 3 Audit Committee Minutes: 6/26/26

5a – 4 Planning Committee Minutes: 5/1/26

5a – 5 Planning Committee Minutes: 6/11/26

5a – 6 Ambassadors Committee (Head Starters) Minutes: 5/18/26

5a – 7 Ambassadors Committee (Head Starters) Minutes: 6/15/26

5b. Approval of Grants $10,000 and Under/Renewal Contracts, MOUs, Resolutions, etc.:

5b – 1 Approve Children's Services policy revisions as summarized in the "Summary of Policy Revisions for Program Year FY 2025-26"

M/S/A	**Gloria Flores**	**Megan Salas**	**Approved**

6. <u>ACTION ITEMS:</u>

6-A Approval of and authorization to submit a grant application to **US Bank Foundation** in support of the Seniors Safe at Home program in the amount of $20,000 for one year.

Pat explained to the board members that this grant application would provide support for seniors to remain stable at home by slip and fall prevention devices, energy assistance, and providing access ramps at their home locations.

M/S/A	**Josephine Torres**	**Oscar Gutierrez**	**Approved**

6-B Approval of and authorization to submit a grant application to the **Bank of America Charitable Foundation** in support of the Seniors Safe at Home program in the amount of $25,000 for one year.

M/S/A	**Megan Salas**	**Hilda Zacarias**	**Approved**

6-C Approval of and authorization to submit a grant application to the **Walter & Holly Thomson Foundation** in the amount of $30,000 in support of the Seniors Safe at Home program.

Board Member Hilda asked what areas the grant would support. Pat explained that the grant provides countywide support and services for seniors including slip and fall prevention devices, energy assistance, and access ramps at their home locations.

M/S/A	**Hilda Zacarias**	**Jeremy Ball**	**Approved**

6-D Approval of and authorization to submit a grant application to **the Stone Family Foundation** in support of the Fesler childcare center in the amount of $50,000 for one year.

Pat informed the Board that the grant application would benefit the Fesler Head Start Center by helping close the remaining funding gap needed to complete the project in eighteen months.

M/S/A	**Gloria Flores**	**Megan Salas**	**Approved**

6-E Approval from the Board of Directors to enter into an agreement with the California Department of Community Services & Development (CSD) in the amount of $51,102 for the **Supplemental Low-Income Housing Energy Assistance Program (SLIHEAP)** for FY 2026 (Contract #26Q-3583).

The Board Chair asked whether this was a competitive grant request. Pat clarified that it is not a competitive grant application as the designated provider of LIHEAP services in Santa Barbara County.

M/S/A	**Gloria Flores**	**Megan Salas**	**Approved**

6-F Approval of and authorization to submit a grant application to the **James S. Bower Foundation** in support of the renovation of the Fesler Child Care Center in the amount of $50,000 for one year.

M/S/A	**Hilda Zacarias**	**Jeremy Ball**	**Approved**

6-G Approval of and authorization to submit a grant application to the **Bank of America Neighborhood Builders grant** opportunity in support of leadership development in the amount of $100,000 over two years.

Pat shared that Bank of America invited the agency to apply for this grant due to its long-term stable leadership. The grant would support senior leadership's participation in a nationwide leadership cohort, providing opportunities to collaborate and learn alongside senior leaders from organizations across the country.

M/S/A **Gloria Flores** **Josephine Torres** **Approved**

6-H Approval of and authorization to submit a grant application to CenCal Health's **Medi-Cal Outreach and Navigation Grant Program** in the amount of $100,000 in support of a new Medi-Cal Renewal Program utilizing the 211 information and referral system.

Pat explained that this grant would expand the scope of work for the 211 programs by supporting eligibility assistance and re-enrollment of current for Medi-Cal recipients. She noted that, due to HR-1, beneficiaries will now be required to re-enroll every six months to continue being eligible to receive MediCal. If awarded, 211 will be Jeremy asked whether the grant would address funding shortfalls within the 211 program. Pat clarified that it would not directly fund any shortfalls; however, the grant would provide some funding to support the 211 Program Manager and position.

M/S/A **Megan Salas** **Gloria Flores** **Approved**

6-I Approval of and authorization to submit a grant application to **CenCal Health Community Benefits program** in the amount of $200,000 in support of the AFLP Direct Services ($100,000) and Capacity Building to Serve Youth in At-Risk Situations through CalAIM ($100,000).

Pat explained that the grant authorization would provide $100,000 in funding to support a case manager and program services for the Adolescent Family Life Program (AFLP) and $100,000 to support the implementation of CalAIM services under the Justice-Involved initiative and other youth-related Community Support services including Day Habilitation.

M/S/A **Oscar Gutierrez** **Megan Salas** **Approved**

6-J Approval of and authorization to submit a grant application to the **Santa Barbara County Community Development Block Grant (Capital) program** in the amount of $500,000 in support of the acquisition and renovation of the Fesler childcare center in Santa Maria.

Pat informed the Board that the grant request to the Santa Barbara County Community Development Block Grant (CDBG) Program will support the renovation of the Fesler property in Santa Maria. She noted that these funds were already approved by the Santa Barbara County Board of Supervisors on June 9.

M/S/A **Hilda Zacarias** **Megan Salas** **Approved**

6-K Approval to utilize up to $250,000 in funding from CommUnify's Line of Credit and/or Investment Portfolio to address a potential funding gap associated with purchase of property located at 420 E. Fesler in Santa Maria.

Pat requested Board approval to utilize the agency's line of credit and/or investment portfolio to facilitate the acquisition of the Fesler property. She explained that escrow is expected to close within 15 days and that the total project budget is $3.4 million, with approximately 77% of the project currently funded. Pat noted that approximately $3 million raised for the Brisa Encina project has been redirected to the Fesler property acquisition; however, the agency still faces a funding gap of up to $900,000.

Pat further explained that the property's appraisal came in lower than the purchase price, resulting in a lower-than-expected loan amount. A secondary appraisal is pending.

Jeremy asked whether the agency was requesting use of the line of credit to address the funding shortfall at escrow. Pat confirmed that the intent is to ensure the transaction can close without waiting for additional funds to be raised.

Alex asked whether the issue stemmed from the lender's appraisal and why it had become a concern at this stage. Grant explained that the agency's purchase offer of $950,000 exceeded the appraised value, creating a loan-to-value gap.

Jeremy asked whether it was realistic to raise $500,000 in such a short timeframe. Pat expressed concern that the agency does not have a track record of capital fundraising, nor does it have an extensive donor base and will, therefore, need to rely on Board support to help raise the necessary capital funds.

James inquired about the value of hiring a fundraising consultant. Pat explained that while Julie is an experienced development professional, she does not have extensive experience leading a capital campaign. The anticipated cost of a consultant would be approximately $25,000 to $30,000.

Megan asked whether Julie could lead the fundraising effort without a consultant. Pat reiterated that additional expertise would be beneficial given the scope and brief timeframe of the campaign.

Alex expressed concern about the cost of hiring a consultant.

Jeremy asked what the agency's contingency plan would be if the fundraising goal is not achieved. Grant responded that the agency would evaluate opportunities to defer portions of the construction project by implementing the work in phases, prioritizing Phase One and delaying elements of Phase Two (i.e., renovating the fellowship hall) as needed.

Megan asked whether the project could be delayed for six months to allow additional time to secure funding. Grant responded that the project timeline would not allow for such a delay.

Hilda offered to connect the agency with a fundraising consultant who had assisted Marian Hospital with a capital campaign, noting that a project of this scale requires significant community involvement. James supported the suggestion and recommended speaking with Hilda's contact.

Alex commented that there are practical limits to capital fundraising efforts and stated that, if fundraising does not meet expectations, the agency should proceed with utilizing the line of credit.

Pat asked Gloria whether the City of Santa Maria anticipated releasing Community Development Block Grant (CDBG) capital funds in the next two years and whether nonprofit organizations would be eligible to apply this year. Gloria responded that she would follow up and provide additional information.

Jeremy asked about the worst-case scenario if the agency does not receive additional federal funding. Grant explained that, because the building would be 100% owned by the agency, it could be repurposed to support a variety of agency programs if necessary.

M/S/A	**Hilda Zacarias**	**Gloria Flores**	**Approved**

7. RECITE COMMUNIFY MISSION STATEMENT/MISSION MOMENT – PAT KEELEN, 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.

8. CEO REPORT:



- **Mission Moment:** Pat shared highlights from the recent South Coast Youth Safety Partnership Youth Summit. She explained that the summit provided local youth with a valuable opportunity to engage directly with adults by asking questions on a variety of topics, fostering open dialogue, mutual understanding, and meaningful community

connections. Pat also reported that approximately 80 individuals attended the event, including 22 youth participants.

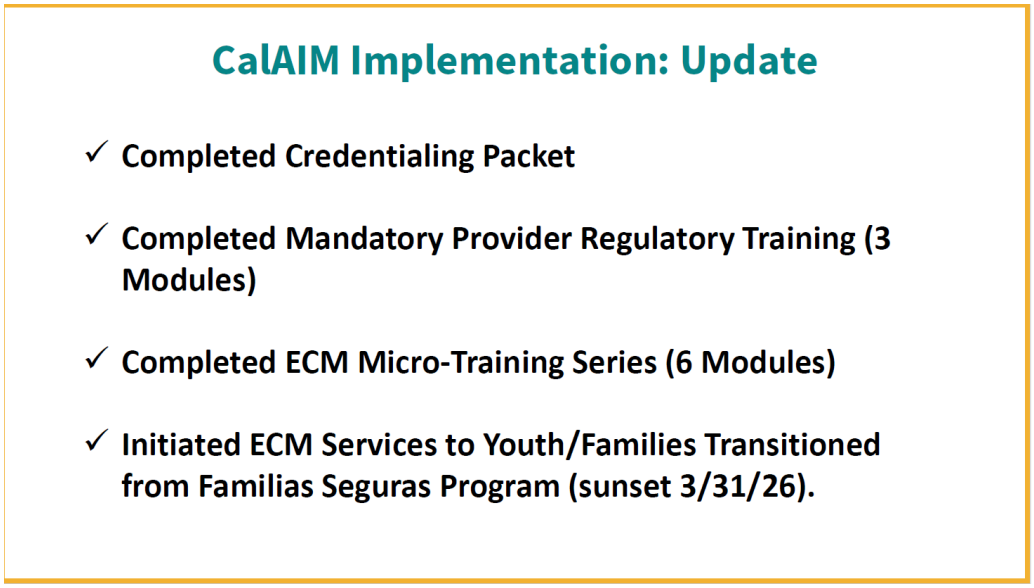


- Pat outlined the purpose of the values-based communication framework, explaining that it is designed to connect the organization's core values with its strategic priorities while fostering a workplace where staff feel valued, supported, and heard. She reviewed the three core values identified through the strategic planning process—belonging, service, and advocacy—and discussed how these values will guide organizational culture, decision-making, and communications.
- Pat then reviewed the results of her recent CEO Listening Sessions which closely tracked CommUnify's 2025 Employee Satisfaction Survey results and identified opportunities for she and the Leadership Team to improve.



CalAIM Implementation: Update

- Pat informed the Board that the CalAIM implementation phase has been successfully completed and that services have begun for youth and families transitioning from the Familias Seguras program. She also shared that, as the AFLP program sunsets in 2027, CommUnify plans to leverage the CalAIM program to continue serving eligible AFLP families, helping to ensure continuity of care and support.



CalCAPA Advocacy Days (May 13 -14)



- Pat reported that she and other CommUnify staff members attended the CalCAPA Advocacy Days in Sacramento, where they engaged with state legislators, including Pro Senate President Pro Tempore Monique Limon, members of Assemblymember Gregg Hart's staff, and other stakeholders to advocate issues impacting community action agencies and the individuals and families CommUnify serves.



- Pat shared that the upcoming Board Retreat is scheduled for September 11 from 10:00 a.m. to 3:00 p.m. at the Landsby Hotel. She noted that the retreat will include Board Governance Training, as well as a review and update of the Board Bylaws.

9. CFO REPORT:

Income Statement

Current YTD vs Budget YTD

	Budget YTD 05/31/2026	Current YTD 05/31/2026	VS YTD Budget Variance	VS Budget % Variance
REVENUE				
Special Events, Net	-	(11,083)	(11,083)	0.0%
Federal Agencies	5,874,377	5,507,952	(366,425)	-6.2%
State Agencies	4,176,636	3,797,847	(378,789)	-9.1%
Local Government	892,621	781,213	(111,408)	-12.5%
Contributions	261,661	167,708	(93,953)	-35.9%
Program Income	-	83,333	83,333	0.0%
Other	-	2,290	2,290	0.0%
In-Kind Donations	258,333	194,304	(64,030)	-24.8%
Revenue Subtotal	11,463,628	10,523,564	(940,064)	-7.5%
Investment Income	-	85,166	85,166	0.0%
Total Revenue	**11,463,628**	**10,608,731**	**(854,897)**	**-7.5%**
Expenses				
Personnel	7,239,171	6,857,205	(381,965)	-5.3%
Direct Expenses	2,938,079	2,548,169	(389,910)	9.7%
Administrative Overhead	1,535,669	1,469,333	(66,336)	-4.3%
Total Expenses	**11,712,918**	**10,874,707**	**(838,211)**	**-7.2%**
CHANGE IN NET ASSETS	**(249,290)**	**(265,977)**	**(16,686)**	

- Grant provided the Board with a financial update. He noted that so far, this fiscal year there is a loss of revenue due to the sunsetting of several programs within the Family Youth Services (FYS) department. He reported that grant receivables are current at this time. Grant also shared that the agency recently finalized its audit, with the results to be presented later in the meeting. Additionally, he noted that the agency's investments experienced growth this year. Finally, he stated that he will be updating fiscal policies and procedures in the last quarter of 2026.

May-26 Head Start

HEAD START Project Year: 2026 Period: May 2026	1/1/26 - 12/31/26 Project Budget	Period: May 2026 1/1/26 - 12/31/26 YTD Project	FAV (UNFAV) 41.7% Var to Budget $	Budget Dollars Remaining	58.3% % Budget Remaining
Federal Revenue	10,498,792	3,891,654	(482,842)	6,607,138	62.9%
Federal Revenue - T & TA	94,897	12,545	(26,995)	82,352	86.8%
USDA Reimbursements	550,000	205,184	(23,982)	344,816	62.7%
State Revenue	4,542,435	2,049,517	156,836	2,492,918	54.9%
QRIS	145,000	20,624	(39,793)	124,376	85.8%
Other Revenue	-	16,552	16,552	(16,552)	0.0%
In-kind Revenue	575,000	185,154	(54,429)	389,846	67.8%
Revenue:	**16,406,124**	**6,381,502**	**(454,383)**	**10,024,622**	**61.1%**
Employee Expenses:	11,044,081	4,212,647	389,053	6,831,434	61.9%
Contracts:	300,000	212,862	(87,862)	87,138	29.0%
Meal Expense:	680,000	130,353	152,981	549,647	80.8%
Supplies:	280,000	144,198	(27,531)	135,802	48.5%
Facility Expenses:	1,269,500	477,057	51,901	792,443	62.4%
Misc Expenses:	313,370	160,611	(30,041)	152,759	48.7%
Indirect Costs:	1,944,173	858,620	(48,548)	1,085,553	55.8%
Cost W/O In-Kind:	15,831,124	6,196,348	399,953	9,634,776	60.9%
In-Kind Expenses:	575,000	185,154	54,429	389,846	67.8%
Expenses:	**16,406,124**	**6,381,502**	**454,383**	**10,024,622**	**61.1%**

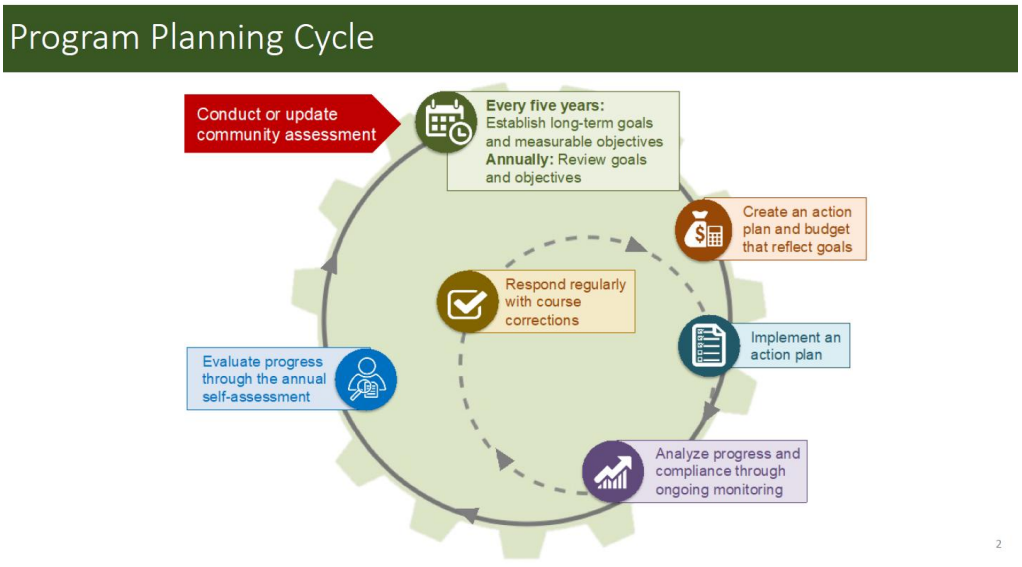
Fiscal Department Update

- Mid-year forecasting set to begin July 1st
- Fesler property escrow closing by July 10th
- 2H 2026 will focus on updates to policies and procedures and financial reporting upgrades

10. PRESENTATIONS/TRAININGS:

10a. **Head Start/Early Head Start Update,** Jennifer Macdonald, Children's Services Director.

- **Head Start Program Monitoring and Quality Improvement**
  - Jennifer explained the ongoing monitoring and quality improvement cycle for the Head Start program, which includes setting new program goals, implementing action plans, and ongoing monitoring throughout the year.
  - Discussion on the program self-evaluation process, which guides the goal setting and grant application for the next five years.
  - She also highlights positive feedback from CSPP on the use of the teacher-child interaction assessment and cultural responsiveness in the program.



Quality Improvement

A Program Self Assessment will be conducted annually for the purpose of evaluating program effectiveness in meeting goals and objectives, implementing federal and state regulations, and for ongoing improvement.

Program Self-Assessment will include aggregated data analysis of staff and parent surveys, Environmental Rating Scales, DRDP child outcomes, CLASS scores of Teacher/Child Interactions, parent/family engagement data, and professional development data to measure the effectiveness of these systems in promoting school readiness.

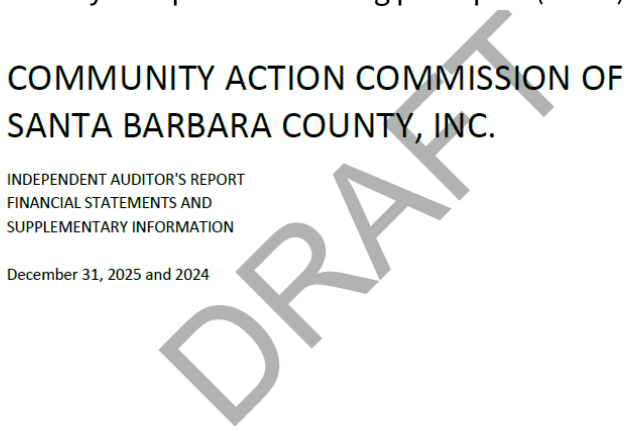
The Program Goals and Objectives will address the result of the community assessment and program self-assessment information. Therefore, the goals and objectives will be formulated, or revised as needed, annually following the gathering and analysis of the Community and Program Self-Assessments.

Program Goals and Objectives will be compatible with, and related to, the agency strategic planning, goals, and objective. These goals will guide the program toward ongoing improvement in accomplishing our mission.

10a. **2025 Single Audit**, Chris Harris, Hutchinson & Bloodgood, LLP

- Chris Harris, CPA provided an overview of the audit process and highlights the smooth and efficient audit conducted by the team.

Discussion on the financial statements with Chris reporting an unmodified or clean opinion and that the financial statements present fairly, in all material respects, the financial position of the organization and the changes in its net assets and its cash flows are in accordance with U.S. generally accepted accounting principles (GAAP).


COMMUNITY ACTION COMMISSION OF
SANTA BARBARA COUNTY, INC.

INDEPENDENT AUDITOR'S REPORT
FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION

December 31, 2025 and 2024

Motion to approve the audit report is moved by Oscar and seconded by Hilda, approved unanimously.

M/S/A	**Oscar Gutierrez**	**Hilda Zacarias**	**Approved**

10b. **Strategic Plan: Implementation Update**, ASPIRE Consultants

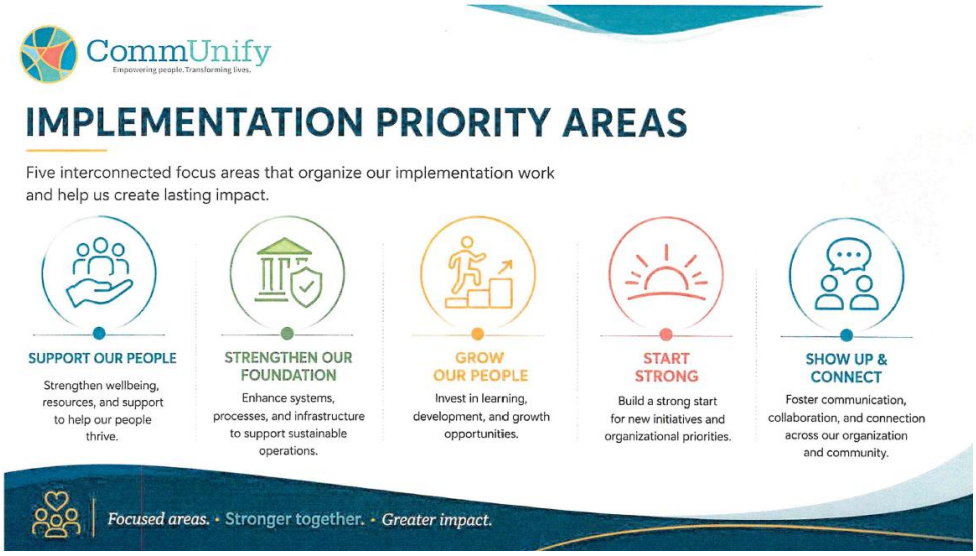
- Christine highlighted the commitment and investment of the staff and board in the strategic plan.

- Christine emphasized the importance of bringing the strategic plan to life within the agency to make a difference in people's lives.



Observations and Acknowledgements:

- Christine shared her observations of the community's commitment and the solid leadership of Pat and the operations team.
- Christine acknowledged the investment made by the board and staff in the strategic plan.
- She also highlighted the staff's genuine care for each other and the organization, emphasizing that people matter.
- Christine introduced three big ideas: healthy organizations create conditions for great employees, focus creates progress, and communication is crucial.



Strategic Goals and Implementation Priorities

- Christine discussed the strategic goals set by the board and the need to bring them to life within the organization.
- Christine mentioned the five priority areas identified by the management and planning committee: people matter, fiscal foundation, leadership development, onboarding new employees, and community engagement.
- Christine explained the quick start plan focused on staff updates, communication, and belonging to create a stronger connection across CommUnify.
- She also outlined the desired outcomes of the quick start plan, including stronger employee connection, greater engagement, and a sustainable communication and engagement framework.

Challenges and Gaps in Implementation

- Christine identified the gap in helping employees understand how their work connects to the strategic plan goals.
- Christine emphasized the importance of connecting the dots for employees to feel success in their work.
- Christine highlighted the new values adopted: belonging, service, and advocacy.
- Christine commended the leadership and governance of the board and staff, asking for continued support in communication and messaging.



Closing Remarks and Board Comments

- Christine thanked the board for their governance and support, emphasizing the importance of a strong, stable workforce.

- Christine asked the board to continue supporting the year one focus on communication and messaging.

11. INFORMATIONAL ITEMS: UPCOMING MEETINGS/EVENTS:

a. **Children's Services Policy Council Meeting**: 7/22/26 @5:30pm -7:30pm (Zoom)

b. **Quarterly Management Team Meeting:** 7/24/26 @ 9:15am – 3:15pm (Location: Dick DeWees Community Center – Lompoc)

c. **CSBG Site Monitoring:** 8/4/26 – 8/6/26 (In-Person)

d. **Executive Committee Meeting:** 8/5/26 @ 12-1pm (Zoom)

e. **Planning Committee Meeting**: 8/14/26 @ 9-10:30am (Zoom)

f. **Personnel Committee Meeting**: 8/17/26 @ 1:30 – 2:30pm (Zoom)

g. **Head Starters/Ambassador's Committee Meeting**: 8/17/26 @3-4pm (Zoom)

h. **Finance/Audit Committee Meeting**: 8/24/26 @ 12pm – 1pm (Zoom)

i. **Children's Services Policy Council: Meeting and Recognition Luncheon**: 8/29/26 @10am-1pm @ Hilton Garden Inn - Lompoc

j. **Board Meeting:** 9/9/26 @6 – 7:30pm (Location: The Landsby Hotel, Solvang)

k. **Board Retreat:** 9/11/26 @ 10am – 3pm (Location: The Landsby Hotel, Solvang)

***See Board Calendar for complete list of upcoming meetings.**

12. ADJOURN:

Meeting adjourned at 7:36pm