

**SAN JOSE CONSERVATION CORPS + CHARTER SCHOOL**  
**CONSERVATION CORPS - Board of Directors Meeting MINUTES**  
**Thursday April 2, 2020 7:30 - 8:15am**  
**Conference Call**

**CALL TO ORDER** (Time: 7:33 am) by Sandra

**BOARD MEMBER ROLL CALL** (as noted below) P-Present; A-Absent

P	Sandra Murillo (President)	P	Mahmood Khan	P	Ramon Zaragoza
P	Liz Hunt (Vice President)	A	Jim Stoch	P	Chris Cruz
P	Leslie Brown (Treasurer)	P	Steve Lopes	A	Brenda Herrmann
P	Hamid Saadat (Past President)	P	John Medina	P	Bedriye Usta

**Staff in attendance:** Dorsey Moore (CEO), Sal Munoz (Deputy Director), Kim Nguyen (Controller), Rahul Sharma (Charter School Principal)

**AGENDA APPROVAL**

Dorsey stated that we will take off the items for approval because they are required. Motion to approve agenda as revised: Hamid Second: Liz Vote: Sandra, yes; Liz yes; Leslie yes; Hamid yes; Mahmood yes; Steve yes; John yes; Ramon yes; Chris yes; Bedriye yes. *Agenda is approved.*

**APPROVAL OF MINUTES**

Sandra Murillo called for approval of the March 5, 2020 Conservation Corps Board meeting minutes. Motion: Hamid Second: Chris Vote: Sandra, yes; Liz yes; Leslie yes; Hamid yes; Mahmood yes; Steve yes; John yes; Ramon yes; Chris yes; Bedriye yes. *Minutes are approved.*

**NEW BUSINESS**

**1. Impact of Coronavirus on Our Agency** – Dorsey and Sal reported that the coronavirus situation has had a significant impact on our operations. We are contractually obligated to continue to work and are considered to be an essential service. We conducted an assessment of high risk staff and determined how they could work safely. All staff are working; those that can work remotely are doing so. Only 5 are working on site. We have allowed corps members to stay at home if they self-assessed as being high risk.

We have been considered to be an emergency response organization going back to our inception with the Loma Prieta earthquake and more recently helping with floods in 1998 and 2017. On March 19<sup>th</sup> the Governor said the state is employing conservation corps throughout the state to help with emergency response, which is being organized by each county. The County Office of Supportive Housing is creating pop-up shelters to mitigate risk to the homeless community. We will be working with groups that operate the shelters and started work yesterday at the county fairgrounds to create the structure. This will be a low-risk shelter for people who do not present any symptoms for coronavirus. We have trained staff and corps members on what to expect. We are doing a contract for \$250,000 for this work, and will add to it as time goes on as necessary to cover our costs. We will be capturing

and entering all the electronic data for the homeless population. Staff and corps members will be trained on the HMIS.

We are helping set up the facility and will be unloading supplies, setting up beds, etc. After that we will have 3 crews to manage the facility for 24 hours/day. There will always be someone from the county present. When the shelter is up and running they are planning for 3 corps members and 1 supervisor to be on site at all times. There will be 20 homeless people per 1 corps member. They will house 60 homeless people at county fairgrounds and are meeting every day to assess the needs. Personal Protective Equipment has not been required because no homeless present. As we move forward we will have PPE. We are following social distancing protocol as much as possible while working and transporting people.

Caltrans initially was the only entity that is open and able to receive our crews. We have had 6-7 crews working, 3-4 in San Jose and 2-3 in SF. Anyone who is available to work has been offered work. Caltrans has been good at facilitating and identifying work that needs to be done. Board members suggested that we maintain social distancing as much as possible so that the whole crew does not have to be quarantined. We have kept the crews the same and not changed them, and have also kept distance between the project teams.

Once homeless people are on site, we will need to check regularly to maintain social distancing protocol. We have ordered forehead thermometers and pulse oximeters so can check on the health of our staff and corps members. Sal will remind supervisors to tell corps members to wash their hands.

The recycling team is being queued up to work on food security activities. Trucks are being driven by single people and the amount of material has been significantly less so there is no need for a helper. The work we are doing for Caltrans for fire mitigation is also an essential service. The recycling team is doing online training. Our funding allocation allows us to do this although we had to get special permission from the state to have staff work remotely.

We are working with Hunger at Home and potentially with Second Harvest Food Bank. Our recycling and AmeriCorps teams may be replacing the National Guardsmen who are currently at SHFB and want to transition out and work on other projects.

## **2. Board Committee Updates**

- a. **Executive** – No report.
- b. **Governance** – No report.
- c. **Finance** – Kim reviewed the finances for the Corps for February 2020.
- d. **Fund Development** – Our luncheon has been postponed to the fall.
- e. **New Business Development (Housing Solutions)** – Dorsey reported that the housing solutions work continues. We had a huge success in that the County Board of Supervisors approved the zoning change on March 10<sup>th</sup>. There is now a 30 day appeal process so we can progress forward on April 10<sup>th</sup>. On March 25<sup>th</sup>

the city of San Jose planning commission unanimously approved our proposal so we are planning to get final approval from the city council on April 14<sup>th</sup>. Vieny is working with the City to build 30 units for corps members and staff; there may be some CDBG funding to build them. We are working on financial per forma and risk management activities on scaling the project. We are also looking at finding a larger construction area to do work in. We are talking to Cindy Chavez about using Fiesta Hall at the county fairgrounds since it can't hold events. We are working on a 60 second video to explain the concept of our living units to reach out to homeowners, which will hopefully be done next week.

**3. CEO Report** – See above.

**4. Next Board Meeting** – will be on Thursday, May 7, 2020, 7:30 – 8:15 am.

**ADJOURNMENT** (Time: 8:11am) Sandra Murillo called for a motion to adjourn the meeting. Motion: Hamid, Second: Steve. Vote: Sandra, yes; Liz yes; Hamid yes; Mahmood yes; Steve yes; John yes; Ramon yes; Chris yes; Bedriye yes. *Meeting is adjourned.*

**SAN JOSE CONSERVATION CORPS & CHARTER SCHOOL**  
**CHARTER SCHOOL - Board of Directors Meeting MINUTES**  
**Thursday April 2, 2020 8:15 - 9:00am**  
**Conference Call**

**CALL TO ORDER** (Time: 8:13am) by Sandra has been approval by the governor to relax the brown act requirements

**BOARD MEMBER ROLL CALL** (as noted below) P-Present; A-Absent

P	Sandra Murillo (President)	P	Hamid Saadat (Past President)	P	John Medina
P	Liz Hunt (Vice President)	P	Mahmood Khan	P	Ramon Zaragoza
A	Leslie Brown (Treasurer)	A	Jim Stoch		
	(Secretary)	P	Steve Lopes		

**Staff in attendance:** Dorsey Moore (CEO), Sal Munoz (Deputy Director), Kim Nguyen (Controller), Rahul Sharma (Charter School Principal)

**PUBLIC COMMENT**

This portion of the meeting is reserved for persons desiring to address the Board as posted publicly outside of the Berger drive building. There were no public members present desiring to comment.

**APPROVAL OF AGENDA**

Liz noted that items 1.b.iii. 1 & 2 should be removed from the agenda. Motion to approve the agenda as amended: Hamid: Second: Steve. Vote: Sandra, yes; Liz yes: Hamid yes; Mahmood yes; Steve yes; John yes; Ramon yes. *Agenda is approved.*

**APPROVAL OF MINUTES**

Review and approval of March 5, 2020 SJCC Charter School Board meeting minutes, and March 16, 2020 SJCC Charter School Board emergency meeting minutes. The emergency meeting was to approve the change in the school schedule. The motion to approve was made by Hamid, and seconded by Liz. Vote: Sandra, yes; Liz yes: Hamid yes; Mahmood yes; Steve yes; John yes; Ramon yes. *Minutes are approved.*

**NEW BUSINESS**

Members of the public had the opportunity to comment on any matter on the Agenda. There were no public members present desiring to comment.

1. **Board Committee Updates** – Sandra
  - a. **Executive** – No updates
  - b. **Governance** –
    - i. *FPPC Form 700 Process and timeline* – this form is required by all Charter School Board members, and the deadline has been extended from April 1<sup>st</sup> to June 1<sup>st</sup> to submit. Please send it to Kim. If we do not file it on time there will be penalties to the organization.
    - ii. *Brown Act Training* – Liz asked everyone to do the online Brown act training. Kim will let us know who needs to complete it. Liz will forward info on the Brown Act training to everyone.
  - c. **Charter School** – Rahul gave an update; the coronavirus situation has had a significant impact on the Charter School. We are not running classroom

based instruction and have been doing distance learning since March 7<sup>th</sup>. The governor has passed several acts regarding schools. The P2 date was officially changed to 2/29 which impacts funding for the next year. On 2/29 our P2 was 138.4 which is above the budget of 130 so financially we will be in a good place next year. The governor also waived the minutes requirement for schools so we won't need to make up any days in the summer. State testing of schools has also been suspended. Schools are closed until May 1<sup>st</sup> and we don't anticipate schools opening before end of school year which is June 14<sup>th</sup>. It will be up to each individual county if want to re-open schools but we are not expecting that to happen. We just launched online learning this week and 50% of students are online and doing the work and daily check-ins; we are addressing connectivity issues to get access for all students. We are trying to get all students on line and hope to get 100-120. No students' grade should be impacted negatively during this time because of how instruction is being delivered. We anticipate rescheduling the graduation to the fall.

d. **Finance** – Kim reviewed the finances for the Charter School for February 2020.

2. **CEO Report** – Dorsey said we will see some hits in the finances ie no lease revenue of \$58,000 since the catering businesses are closed, and \$80,000 from not having the luncheon. Andrea is working on doing an online donation plea to mitigate the loss. Revenue from projects should be ok. Kim is working on getting disaster loans; we have also filed for an emergency grant and other grants so are aggressively working to offset the financial losses.

3. **Next Board Meeting** - Liz announced that the next meeting will be on Thursday, May 7, 2020, 8:15 – 9:00am at Berger Drive Campus

**ADJOURNMENT** (Time: 8:32am) Liz Hunt called a motion to adjourn the meeting. Hamid Saadat made the motion and Steve Lopes seconded it. Vote: Sandra, yes; Liz yes; Hamid yes; Mahmood yes; Steve yes; John yes; Ramon yes. *Meeting is adjourned.*