

**SAN JOSE CONSERVATION CORPS + CHARTER SCHOOL**  
**CONSERVATION CORPS - Board of Directors Meeting MINUTES**  
**Thursday, November 4, 2021**  
**Meeting held via ZOOM**

**CALL TO ORDER** (Time:8:10)

**Board Members** A= Absent, P=Present

P	Liz Hunt (President)	P	Sandra Murillo (Past President)	P	Leslie Brown
A	Ramon Zaragoza (Vice President)	P	Jim Stoch (joined 8:39)	P	John Medina
A	Bedriye Usta (Treasurer)	A	Steve Lopes	P	Chris Cruz
P	Brenda Herrmann (Secretary)	P	Hamid Saadat		

*Staff Present:* Andrea Maes, Dorsey Moore, Jaime Croteau, Kim Nguyen, Rahul Sharma & Sheila Lau

**AGENDA APPROVAL** - On a motion made by Hamid and seconded by Sandra, the Board unanimously approved the agenda.

**CONSENT AGENDA APPROVAL** - On a motion made by Hamid and seconded by Brenda, the Board unanimously approved the October 7, 2021 Conservation Corps Board meeting minutes.

**NEW BUSINESS**

**1. Committee Updates**

**a. Executive**

- i. *New Board members* - Alex Webb attended the Board meeting for the first time today. Alex talked about why he wanted to join the Board. On a motion made by Chris and seconded by Hamid, the Board unanimously approved Alex Webb to join the Board.
- ii. *Strategic planning process* - We are looking for a strategic planning consultant and Sheila sent an email to collect dates that the Board members will not be available in spring 2022..

**b. Governance**

- i. *Board Forms* - The Annual Board forms were submitted on time.
- ii. *New Board Members* - We are hoping to have 2 more board members in the December meeting. The goal is to get 5 new board members before we do strategic planning.

**c. HR**

- i. *Salary Study Update* - We also completed a salary study using the fair pay survey to see if our staff fell within the range. There was 5 staff who were below the range. The HR committee will be working on this.

**d. Finance**

- i. **APPROVAL:** *September 2021 Financial Report*
  - o Kim presented the financial report. There was a huge decrease in cash (-837K) compared to the prior month. The Corps was using our cash to cover the expenses for the Resilience Corps due to the contract taking a longer time to get finalized.
  - o We are looking to establish an operational reserve policy and fund.
  - o On a motion made by Sandra and seconded by Brenda, the

Board unanimously approved the September 2021 Financial Report.

- ii. *Annual financial audit update* - The Audit Committee will meet this month to review the Annual Financial Audit. A doodle poll was sent out by Sheila to find 2 dates to meet.
- iii. **APPROVAL:** *Creation of an operational reserve and a Financial Reserve Policy*
  - On a motion made by Sandra and seconded by Chris, the Board unanimously approved the creation of an operational reserve and a Financial Reserve Policy.
- iv. **APPROVAL:** *Increase line of credit to \$1,000,000*
  - We have submitted the application and are now waiting for approval.
  - On a motion made by Sandra and seconded by Chris, the Board unanimously approved to increase the line of credit to \$1,000,000.

- e. **New Business Development** - Dorsey updated the Board about activating 4 additional tiny homes at the Berger campus for a total of 10. We are partnering with Bill Wilson Center to convert the Pavilion Inn with a timeline of 8 to 9 months for transitional housing.
  - i. Our support services are working to help transition students and corps members (CMs) in and out of tiny homes.
  - ii. We are looking to collaborate with MetroEd and looking for a new warehouse to build units. We need 5,000-10,000 square feet to build units.

## 2. CEO Update – Dorsey

- a. *Emergency Response* - The emergency shelters may be ending in December. For the Food Boxing contract, we are providing about 110 CMs a day in three different warehouses. The City was thinking about extending the contract until June 2022, but we won't know officially until November 30th. We were using visiting Corps members to meet the required numbers, but now we are able to fulfill those numbers with our own CMs. We are still down 1 Supervisor.
- b. *Resilience Corps (RC)* - RC is hitting its stride and we are at 89 CMs in the program. We are bringing on more than 10-12 new RC CMs in mid-November. The County is talking about hiring our Resilience CMs.
- c. *Career Readiness* - We are working with Work2Future to help with the transition to career readiness.
- d. *Prop 68 Audit* - This was completed this past week in which they audited our purchases and funding. We will be making changes to our purchasing process to make sure that this audit will be easier in the future if we need to complete it again.
- e. *Annual Report CY2020* - Jaime Croteau reviewed the report, which highlighted our response during the first year of the pandemic. In Calendar Year 2020 we served 351 students and 366 corps members.
- f. Jaime is also working on a Quarter 1 update to send out to Board members and all staff.
- g. *Communications and Marketing* - We have full-time communication and marketing manager, Patrick Boyle, and 2 interns, Julianne Enge and Dervla Church. They are going on-site to collect content and are pushing out new content on social media.

**ADJOURNMENT** (Time: 9:02 AM)