



**CIVICORPS
BOARD OF DIRECTORS MEETING
101 Myrtle Street, Oakland, CA 94607
Wednesday; August 18, 2021
6:00 pm**

Due to COVID-19 shelter-in-place and Governor's Executive Order N-25-20 Members of the Board will be calling in from various locations. Public are also able to join the meeting via:

Join Zoom Meeting
<https://us02web.zoom.us/j/85862328221?pwd=TTdhVHlxeTgwTUJVNDJYdGsrekJhUT09>

**Meeting ID: 858 6232 8221
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MINUTES

1. **Roll Call & Approval of Agenda** (2 minutes – *action item*)

Board Members Present

Nita Kirby
Eduardo Chaidez
Steven Hanson
Eric Premack
Amy Slater
Robbie Yohai

Board Members Absent

Aja Cooper
Gary Lyla
Joel Rogers

Staff Members Present

Tessa Nicholas
Brian Hickey
Rachel Eisner

Agenda is approved upon removal of closed session.

2. **Executive Director Update** (2 minutes)

Tessa provided update covering the activities since June which included graduation, transition into partnership with Opportunity Academy, Corpsmember success and numbers, and upcoming projects. She also provided information regarding COVID testing and vaccine clinics.

3. **Public Comment on non-agenda items** (10 minutes)

Please limit comments to a maximum of two minutes per speaker. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation. If there are more than five members of the public who wish to speak time will be reduced equally in order to stay within the 10 minutes allotted.

No public comment.

4. **Board Chair Remarks** (2 minutes)

Nita asks the board to join or visit Corpsmembers, whether through a tour, riding with a crew, or going to a Community Meeting. Obviously as COVID-19 protocols allows.

Nita also wants to discuss board recruitment and other board business but have been unable to do an in-person retreat. She suggests to find time to get together in an outdoor, casual environment to connect. Nita asks the Board to please make yourself available and be present.

5. **Report Back on Closed Session Actions** (2 minutes)

There were no actions taken during closed session of May 19, 2021 Board Meeting.

6. **Approval of Consent Agenda** (2 minutes – *action item*)

- Minutes for meeting of May 19, 2021
- Minutes for Special Meeting of May 26, 2021
- CalRecycle End of Cycle Report for FY'20

Consent Agenda is approved.

Nita asks if there are any questions on the items in Board Package. There were none.

7. **Education Program Transition** (10 minutes)

Update on Opportunity Academy integration and student transitions

- Yvette presents the timeline of the educational program transition to Opportunity Academy, with Civicorps at the tail end of the transition.
- On June 21st, Opportunity Academy moved into Myrtle Street.
- Yvette's team was able to plan ahead and translate portfolio objectives into credits, a key and vital part during this transition as they couldn't transition students without this step and it was a time consuming process.
- On June 23rd, Civicorps staff comprised of Yvette, Mr. Dunn, Annette and Tessa met with Opportunity Academy staff to talk about the process of how enrollment can happen, such as the onboarding process and reviewing student transcripts since Opportunity Academy processes transcripts differently.
- By July 15th, Ms. Whitney's class was full of students and a second teacher was hired.
- On July 26th, Ms. Haro started at Myrtle St., was brought up to speed and had her students scheduled. During this time, Ms. Whitney started to meet with students in-person for independent study.
- A new tracking system was needed as some crews had academy students and vice-a-versa.
- Out of 51 active students at the time of the Charter closure, 47 transferred to Opportunity Academy with 4 remaining to be scheduled and on-boarded hopefully by end of this week or next week
- So far, the students are happy with the flexibility and communication that's happening.
- Corpsmembers are able to apply online and do online intake while a few are still doing the paper application. Corpsmembers must first complete 3 probationary weeks at the Job Training Center. At the completion of the 3 weeks, Civicorps communicates with Opportunity Academy to enroll qualifying Corpsmembers into the classes.
- Back in the format of training and workshops: last Friday an in-person Community Meeting was held; a virtual college visit with Merritt College occurred where JAB also held in-person signups for college courses; Resume and cover letter workshops have happened; and a driver's education course is underway.
- The Academy team put together a Conservation Investment Program checklist to track Corpsmember successes and progress. A checklist of accomplishments geared towards career readiness with an added incentive to complete: \$300 bonus and a 50 cent raise. The checklist is incorporated into CorpsNet database for ease of pulling transcripts.

Nita asks a clarifying question: is it a new policy that in order to get into Opportunity Academy, a Corpsmember must first be enrolled as a Conservation Intern?

Yvette responds yes, while Academy students who have been part of the program for more than 90 days can be grandfathered into the new Opportunity Academy model. Anyone new would have to enroll into the Conservation program.

Nita asks that if they are not part of the Conservation program, must they enter Opportunity Academy at another location? The answer is yes.

Eric asks if there are any challenges with regards to transition from a high school diploma program to a credit-based? From the students' perspective, do they think they get as much credit or accomplishment?

Yvette responds that students are happy to be so close to finishing since the new model finds them needing only one more class to finish.

Eric expressed appreciation at the work put into the transition.

Nita asks Annette if she observes any of the concerns that were voiced prior to transition. Are serving our Corpsmembers?

Annette responds that she doesn't think there are any Corpsmembers left in dust. There is a learning curve to get used to independent study, however, such as being physically present at Myrtle despite a lack of classes.

Tessa wants to give a huge shout-out to Yvette, Annette, and Mr. Dunn. The three of them, under Yvette's leadership, have worked magic. To engage almost all 51 into a new transition is a feat. The past 3 months have been amazing despite still working out the kinks and figuring out the communications channel and things that have been overlooked and haven't been thought about, but she applauds the team.

8. **Golden West Project (10 minutes)**

Red Star Yeast site on 5th Street between Mandela Parkway & Kirkham Street

Update and discussion on possibility of issuing a letter of support of the Golden West Project to The Michaels Organization / funding opportunity

- Rachel presents the Golden West Project with the purpose of informing the Board of the real estate developers behind this project, as a way to see if there are any concerns regarding going on record in support of the development.
- Civicorps was asked if they can issue a letter of support to the Oakland Housing Commission.
- Rachel reached out to community partners to gather information, and so far, there have been no red flags. She reached out to Councilmember Carroll Fife's office, who has no explicit opposition to the project.
- Rachel will draft a letter of support and Robbie will review the draft letter.

9. **Finance Report (10 minutes)**

Update on PPP loan forgiveness and timeline for FY'21 final report

- The PPP loan has been approved and forgiven. Brian will present it as a separate line in the next Board meeting.
- Brian will contact Robbie and contact the Finance Committee before the September Board meeting.

10. **FY'22 Board Meeting Calendar (10 minutes – action item)**

Review and approve schedule for FY'22 meetings

Nita states that Board meetings will continue to be via Zoom for the fall-winter but at some point if it's acceptable be in one room together, we will transition to in-person meetings.

- Tessa encourages the Board to come visit Civicorps, whether to check out a crew, visit a Community Meeting or training, come see Recycling program in action, etc. We will follow up with specific opportunities.

Proposed Board Meeting schedule for FY22 is approved.

11. **Board Member Terms and Recruitment** (20 minutes – *action item*)

- Approval of Resolution #2022-001; Affirming Election of Directors
- Discussion regarding vacancies, board composition, and plans to recruit new members

Motion to approve. Approval of Resolution #2022-001 passed.

- Rachel presents diagram of qualities we may look for in potential Board members.
- Rachel proposed a one-time meeting of a Blue Ribbon Nominating Committee. The hope is to populate this committee with a diversity of potential members from community partners, referral network, board chairs of other organizations, or perhaps board members of foundations, program officers, faith leaders, nonprofit executive directors, or leaders from sponsor agencies like EBMUD or EBRPD.
- This method to come up with ideas for folks to consider nominating to Civicorps Board.
- Rachel asks if a) the Board would like to help put together this one-time event: set the date, issue invitations, to have a robust group of nominees to vet or b) Nita with Rachel's support will move forward to nail a date down and put together invitations.

Nita would like as much board engagement as much as possible, but don't want this process to drag on.

Steven asks if we can get sponsor for this event. He would also like to help.

Tessa restates that Nita, Steven, and Rachel will plan.

Amy states to give any names to be pushed forward to Rachel.

12. **Bylaws and Conflict of Interest Policy** (30 minutes – *action item*)

- Discussion and approval of updated bylaws
 - Resolution #2022-002; Amended and Restated Bylaws
- Discussion and approval of updated Conflict of Interest policy
 - Resolution #2022-003; Adoption of Amended Conflict of Interest Policy

Amy states she went through this exercise 3 years ago to bring Civicorps bylaws into conformity with then existing statutes. Now that Opportunity Academy has taken over our education program, there is no charter school and thus Civicorps is no longer under the purview of the Brown Act. Amy amended the bylaws to excise all Brown Act language. The bylaws were not changed in a significant fashion.

Motion passed to approve Resolution #2022-002.

Amy says Resolution #2022-003 is very straight forward, i.e., if any financial conflict of interest occurs.

Motion to rescind previous resolution and substitute with new one is passed.

13. **Closed Session** (20 minutes)

Conference with Labor Negotiators (California Government Code 54957.6)

Agency designated representatives: Tessa Nicholas, Brian Hickey, Audrey Blanson, Rachel Eisner, and Justin Otto Sceva, Senior Counsel, Sloan Sakai Yeung Wong

Closed session canceled upon approval of agenda.

14. **Adjournment**

Meeting adjourned at 7:15 p.m.

Next Scheduled Board Meeting:

Wednesday, September 8, 2021; 6:00pm

Civicorps, 101 Myrtle Street, Oakland, CA 94607