 CALIFORNIA STATE CHAPTER

National Eligibility Workers Association

Professionals Associated Through Human Services

P.O. Box 400334 Hesperia, CA 92340

[www.calnew.org](http://www.calnew.org)

**CA State Board Meeting Minutes**

05/20/2017- 05/21/2017

Comfort Suites (191 N Tully Rd, Turlock, CA 953800

Harvest Hall (3800 Cornucopia Way Rm G)

**May 20th, 2017 at 9:15 A.M. - Comfort Suites**

Members Present: April, Annie (Ana), Sylvia, Araceli, Sandi, Mike, Phil, Amy, Gwen, Debbie, Endy, Teneisha, Tomeka

Members Excused: Lisa, Joy, and Connie

* Ice Breaker: How many years you have worked with the county and how many years you have been in human services. New information that has occurred since our last meeting.
* Contact List (Gwen) consisting of names, phone number, e-mail addresses, and birthday passed around to members present for review and corrections if necessary.
* Ginah and Mike met after the conference and was giving back the equipment and that she was going to step down as president and work Mike more into the president role. Since her passing, Mike has been working diligently to fill the role. Ginah had lupus and that was a big reason as to why she was sick at each state conference.
* 01/2017 Minutes:

Motion #1:

Motion made by April to accept the minutes as presented with the amendment of adding the O.C director’s full name.

Motion was seconded by Debbie

Accepted by all in attendance.

* History of CA NEW: CA NEW Binders were created and given to all members in attendance for NEW. Phil went over the history of NEW that is available in the binders for review.
  + Quorum under P&P the board is composed of 18 board members. 2nd page of the history under Chapter Governance 4th paragraph this information will need to be updated to what is reflected in the P&P.
* Robert’s Rules: Mike went over a brief summary of Robert’s Rules, and to refer to the information located in the binders for more information.
* P&P/Bi-Laws: Information has been updated, condensed, and is located in the binder for quick reference. All members need to review this document in regards to how the NEW state board members are to conduct themselves and their duties while on the board.
  + There are still documents to add to the NEW Board binder. When e-mails are sent out to the board members, members are expected to print out the document and update their binder themselves.
  + Mike recognized both April and Gwen for all of their hard work in putting the binders together for all of the board members.
  + Megan Sims and Kristen Bennett have resigned from the board
  + Robert’s last meeting was 01/2017
  + Ginah passed away in 04/2017
  + April is filling in Ginah’s position
  + There are 2 vacant positions on the board (Stanislaus, Sonoma, and San Joaquin county-maxed)
  + Make sure to read the P&Ps
* Correspondence: Donation for Ginah’s floral arrangement paid by Aracelli. Envelope passed around and members who were able to contribute a donation to reimburse her were taken.
* P.O. Box: Cost of the P.O. Box will be $108 this year.
* UC Davis: Mike & Gwen spoke with Kristen and Kate at UC Davis
  + UC Davis has received an $8,000 invoice for the attendees that attended the conference, however payment takes 6-8 weeks.
  + Feds have guidelines on paying for conference expenses. This will impact NEW with the counties that use UC Davis Days to pay for the conference.
    - Katy attended a County director’s meeting and relayed this information. Some counties are going to include this cost in the budget.
  + Ginah paid for the following things on her own:
    - Speakers- travel, daily rate, food, etc.
    - Printing
    - Mailing information to directors
  + Potential Dates for 2018 Conference
    - February 21st-23rd
  + Kate Would like a list of things that UC Davis can help with
    - Advertising conference
    - Willing to assist with conference call for the first year
    - Help develop and give input
    - Help put the program binder together.
  + Things that UC Davis can help us with
    - Instruction on how to submit papers for conference (allow 6-8 weeks)
    - List of all county directors- Kristen to give to Gwen
    - Printing Program: Kate will look into the cost. Ginah paid no overhead so was able to get it cheaper.
    - If we need instructors that have developed trainings may able able to help with presenters.
    - Registration: Tim Allen created the online registration. She is contacting Tim to see if he would be interested in the project.
  + Treasurer’s Report- Gwen
    - Outstanding Balances: Total about $15,000
      * $8,000- UC Davis ( should receive in the next 6-8 weeks)
      * $4999 CDSS (Received Thursday 5/18/17, not reflected on the treasurer report presented at the meeting)
      * $1500- Health Net
      * $900- Kern County
    - End of fiscal year was 04/30/2017. Books are ready to be audited, and will be audited at the July Board meeting.
      * The July board meeting will be held in Stockton. The auditing committee cannot have Gwen or Mike on it and must contain at least 1 new person. Mike elects Silvia, April and Debbie to complete the auditing on Friday Night.
    - 501 (C) has been completed and is normally due in April.
    - Board pays for the sleeping rooms for conferences and board meetings.
      * $0 cost if room is shared
      * If you want a room by yourself, individual will be responsible for ½ the cost.
      * July board meeting will not have a lot of individuals that room at the hotel
      * October board members will be sharing rooms
      * If members live with 30 minutes of meeting place, the board will not pay for that member’s lodging.

Motion #2:

Motion made by Araceli to accept the sleeping room for conference accommodations stated above.

Motion was seconded by Endy

Accepted by all in attendance.

* + - * Since the Great Wolf Lodge comped our AV equipment for the January 2017 State Conference, we will hold our October 2017 Board Meeting at the Great Wolf Lodge.
* Board Meeting will resume back to its normal quarterly months: January, April, July, and October
  + July’s board meeting will consist of 3 days: July 28th –July 30th 2017
    - Friday- 1PM-5PM
    - Saturday – All day
    - Sunday – ending about noon
  + October’s board meeting dates will be October 20th – October 22nd 2017
    - Friday – 1PM-5PM
    - Saturday- All Day
    - Sunday – ending about noon
* The NEW California State Conference will be held in February of 2018 to accommodate the CDSS conference held close to January.
* 2018 Possible Conference Themes (February 2018)
  + Mike and Ginah had previously met with the San Joaquin County director to discuss San Joaquin’s theme which is: Greatness Grows Here.
    - Possible Conference Themes:
      * NEW: PATHS Grows Greatness
      * Grow to Greater Heights with NEW: PATHS
      * Grow in Greatness through NEW: PATHS
      * Let Stock be part of your growth
      * Greatness grows in Stockton
      * Greatness grows in San Joaquin
      * Let Stockton be your pathway to growth
      * Let San Joaquin be your pathway to growth
      * Plant your seeds of greatness with NEW: PATHS in Stockton
      * Root your greatness in NEW: PATHS
      * Plant and Grow to Greatness in NEW: PATHS
      * The Greatness in NEW: PATHS in your ability to prosper
      * Plant the seed of greatness in San Joaquin
      * Join NEW: PATHS as we grow in greatness in San Joaquin
      * Let your greatness grow in San Joaquin
      * The price of greatness is Growth
      * Grow to greatness here with NEW: PATHS in San Joaquin
      * Greatness grows knowledge in San Joaquin
      * Your growth leads to the hunger of greatness
      * Grow the seeds of greatness in NEW: PATHS
      * Greatness is the seed planted in San Joaquin
      * The seed of greatness grows in NEW: APTHS
      * Greatness grows through NEW: PATHS in San Joaquin\*
      * Greatness grows though San Joaquin
      * Experience your greatness in San Joaquin\*
      * Revitalize your greatness in San Joaquin
      * Regenerate your greatness in San Joaquin
      * Rejuvenate your greatness in San Joaquin
      * Grow your passion for NEW: PATHS in San Joaquin
      * Re-energize your passion for NEW: PATHS in San Joaquin
      * Rejuvenate your passion for greatness in San Joaquin
    - Top 2 selections:
      * Greatness grows through New: PATHS in San Joaquin
      * Experience your greatness in San Joaquin
    - Theme voted on and selected:
      * **“Greatness grows through NEW: PATHS in San Joaquin”**
* Hilton Honors: Expenditures for board meeting, points accumulate to get discounts and deals. Previous individuals who have had it under their name for the board: Donna Biscard- 1999 and Bill McKnight-2007. The name can be changed over at any time.
* Board Birthdays will be recognized and celebrated as shown below:
  + December, January, February- January
  + March, April, May- April
  + June, July, Aug- July
  + Sept, Oct, Nov- Oct

-Lunch taken at 12-

Meeting reconvened at 12:43PM

* Mike and Gwen had a conference call with UC Davis and obtained the following information.
* Ginah’s family is very overwhelmed. Kate is not sure when to reach out to the family at this time.
* Anything that Ginah had at home has not been gone through yet.
* List of items that she may have:
  + Gavel
  + NEW History Board
  + Charter
  + Kate just found some paperwork, not sure what it entails, but Kristen will get information to Mike.
  + Display Board
  + Banners
  + Table Cloths (Gwen has one)
  + Camera
* UC Davis Information
  + New development- Feds have new guidelines that will not allow the County directors to use UC Davis Days, they will need to put the UC Davis days into their budgets.
  + Trainers would do a free training.
  + 7-8 speakers can come from the county. Travel, daily rate, etc. may not be an issue for 2018 if they are from Stockton area.
  + Dan Witherall may still come and be a speaker.
  + Printing Costs: Will now be done outside of UC Davis. We will need to check into it to see how much it did cost.
    - Will need to see if we can get things a lower cost, since it may be done outside of UC Davis it may cost us more.
    - Mailing out information to all of the directors
      * Advertising with directors
      * Save the dates
      * Book of Current County Directors
    - Program: Looking into the people that UC Davis contracts through
      * Call for instructors: Subjects and workshops
      * Workshops will need to be done for free
  + Kate who is the director of UC Davis is very accommodating has been very helpful in this transition of workload and information with California NEW: PATHS.
* Tim Allen- Outside of UC Davis but an individual who can help setup and assist us with putting together our conference.
  + One-time fee (per diem)
  + Works through Event Bright
  + Gwen will look into this individual to find out the cost and we will discuss more about this at a later time.
* CDSS and SNF
  + Names were asked for, Kate will get the names and phone number to us for Call for Presenters for 2018 Conference.
  + Possibly bigger sponsors for us
  + Hold the director’s panel
* UC Davis Rep will be a consultant for us. Kate will put a flyer together and send out for us.
* Drop box needs to be cleared out that contains our inventory. April has been put in charge of this.
* CDSS contact person Kim Macoy Wade; Debbie will contact her regional person.
* Google Docs- Can be used to share information if you have a Gmail account; also 15 GB given free.
* Chapter Goals Selection
  + SMART
    - S- Specific
    - M- Measurable
    - A- Attainable
    - R- Reliable/Reasonable
    - Timely
  + Activate a new chapter- 3 votes
  + Increase membership by 5- 7 votes
  + Reactivate an inactive chapter – 7 votes
  + Fundraising efforts outside of conference -6 votes
    - Could be on website
  + Obtain one additional sponsor- 0 votes
  + Increase vendors at event by two- 1 vote
  + Get fundraising up and running on website- 0 votes
  + Convert/Complete website over to new site (complete website conversion) – 9 votes
  + Increase director support by one- 1 vote
  + Increase director membership by one- 3 votes
    - Top 3 Goals:
      * Increase membership by 5%
      * Reactivate an inactive chapter
      * Complete website conversion
* 2018 Conference Committees:
  + Site Chair: Chair- Tomeka
    - Mike (Stockton)
  + Program Chair: Chair- April
    - Debbie, Gwen, Teneisha
  + First Timers & Moderators: Chair- Sandi
    - Connie
  + Registration Team: Chair- Araceli
    - Silvia & Annie
  + Items for Conference Bags: Chair- Amy
    - Mike & Tomeka
  + On Time Prizes: Chair- Endy
    - Lisa
  + Evaluations: Chair- Annie
    - Endy & Araceli
  + Sponsors: Chair- Joy
    - Sandi
  + Website: Chair- Debbie
    - Teneisha, Gwen, April
  + Vendors: Chair- Phil
    - April
  + Networking Game: Chair- Silvvia
    - Connie
  + Equipment/Audio Visual:
    - Endy, Mike, Cesar (?)- if we can pay for his expenses
  + Photographer(s):
    - Endy, Silvia, &Teneisha
  + SEP Funds: President (Mike)
  + Signage: Chair- Connie
    - Lisa
  + Presidents Reception:
    - Gwen & April
  + Thursday Night Event (if needed):
    - Endy & Amy
  + Eligibility Expert Game: Chair- Debbie
    - Joy
* Board Committees:
  + Website: Chair- Teneisha
    - Debbie, Amy, & Connie
  + Fundraising: Chair- April
    - Sandi, Tomeka, and Lisa
  + By-Laws: Chair- Gwen
    - Anna, Araceli, and Phil
  + Membership: Chair- Endy
    - Tomeka, Joy, Silvia
  + Legislative: Chair- Phil
    - Endy, Anna, & Sandi
  + Publicity: Chair- Connie
    - Teneisha, Silvia, & Lisa
  + Professional Development: Chair- Amy
    - Tomeka, Joy & April
  + Finance: Chair- Debbie
    - Gwen, Araceli & Endy
* Elections for VP, Secretary, and 3 executive members
  + Nominations for VP:
    - Teneisha- Declined
    - Araceli- Declined
    - Phil-Accepted
    - Tomeka- Accepted
    - Gwen- Declined

Motion #3:

Motion made by Debbie to close nominations for VP.

Motion was seconded by Amy

Voting occurred and Tomeka is the new Vice President (2 year term)

* Nominations for Secretary:
  + Teneisha- Accepted

Motion #4:

Motion made by Debbie to close nominations for Secretary.

Motion was seconded by Endy

No voting occurred, Teneisha is the new secretary (2 year term)

* Nominations for Executive Board
  + Phil- Accepted
  + Araceli- Accepted
  + Endy- Accepted
  + Debbie- Accepted
  + Amy- Accepted
  + April- Accepted

Motion #5:

Motion made by Phil to close nominations for the executive board.

Motion was seconded by April

Voting occurred and the new executive board members are: Araceli, Debbie, and April (1 year term)

Meeting adjourned at 4:51PM

**May 21st, 2017 at 8:03 A.M. – Harvest Hall**

Meeting called to order at 8:03 A.M. by Michael and board recessed until 8:30 A.M. to allow travel time for board members

Meeting called back to order at 8:29 A.M.

Members Present: Mike, Gwen, Teneisha, Araceli, April, Phil, Silivia, Annie, Tomeka, Endy, Sandi, Lisa, Amy, and Debbie.

Members Excused: Connie and Joy

* Icebreaker was given again since this is Lisa’s first meeting and give the opportunity to get to know the board members. Lisa was informed what committees she was on since she was not at the meeting yesterday (05/20/17).
* Endy brought forth the concern that we he had received many complaints regarding the DJ that was at our last conference. The DJ that was there was a replacement sent in his place. Gwen brought forth that the contract was put into place before this next conference, and April stated that she was aware that the replacement (the individual’s partner) would be coming in his place since he was having surgery. April also stated that Ginah picked the type of music for the Dj to play at the conference. Endy expressed that individuals did not like the type of music played. Endy also brought forth information about a new DJ Billy and we can look to him as a possibility with the conference.
* Mike shared that he was able to review the evaluations that were completed at the conference before passing them on to Ginah. Mike stated that he does not recall seeing anything on the evaluations about the DJ, but he does recall that some did not like the buffet style of food, and the opening keynote speaker some liked her and others did not.
* Suggestion was made by Mike for the Stockton mayor to be the opening speaker for 2018 conference. He is the youngest mayor to be elected in history- Mike will ask him to be the opening speaker for the Conference.
* 2019 Conference Site: 2019 location will need to be finalized at the 07/2017 business meeting
* April will have more information about a possible Palm Springs location by the 07/2017 board meeting
* Gwen will possibly have a drafted proposal with a hotel in Bakersfield as possible location for the conference. Gwen states that the drafted proposal by next week.
* Gwen will look into a hotel that the Board has hosted a previous conference at in Ventura
* Board Meetings: Will be held Fri (1PM-5PM), Sat (8AM-5PM) and Sunday (8AM-Noon)

**2019** our conference will be in Southern California

**2020** conference will be in Northern California

Board Room proposals: We will stick to the 3rd week in the month in Jan, April, July, & October

**2018 Dates:**

Jan: (Conference moved to Feb 21st-23rd for 2018) Conference (stk)

April: 20-22 (south)

July: 20-22 (north)

October: 19-21 (south)

**2019 Dates:**

Jan: 23-25 (South)

April:

July:

October:

* Stockton Conference Information: Information was given at first to give a rate of $99 however it has increased to $119 because we are cutting the # of room guarantees. The Point of Contact has let us know that for every $2 we spend on F&B he can contribute $1 towards the meeting room costs.

Motion #1:

Motion made by Tomeka for the board to get the 2 for 2 deal

**Motion Amended**: Tomeka moves that NEW goes for a flat rate for F&B to reduce the cost (free) for the meeting rooms.

Motion was seconded by Endy

Motion carried by all in attendance

* F&B starting flat rate of $5,000 and room rate of $99/night
* Workshop Ideas for 2018 Conference:
* IHSS - **Mike**
* Town Hall (CW,CF, MC) - **program**
* Intake - **Mike**
* C-IV (Calaces)- **Debbie**
* CalHeers - **Debbie**
* Retirement Planning- **Phil/Tomeka**
* Health Net - **program**
* Zumba (Andy)- **program**
* Nutrition (SNAP program)- **Mike**
* Clerical
* Welfare Fraud - **Mike**
* Foster Care (program)- **program**
* Safety for the Human Services Individual- **Amy**
* Cyber Security- **Amy**
* Financial Empowerment- **Phil/Tomeka**
* Homelessness - **Sandi**
* Appeals - **Endy**
* Quality Control- **Amy**
* Team Building - **Gwen**
* Altegra Heath **program**
* How to Promote **UC Davis**
* Non-MAGI **Teneisha**
* Mental Health (wellbeing)- **Amy**
* Self Esteem (dealing with low moral)- **Amy**
* Community Resources/211 **Annie**
* Professional Communication- **Teneisha**
* Dress for success
* Phone Etiquette - **Araceli**
* Meditation/Relaxation- **Amy**
* VITA
* Day Spa at your Desk- **Phil**
* First aid/CPR
* Professional use of social media - **UC Davis**
* How to supervisor - **Debbie**
* Time management **UC Davis**
* Organizational Skills **UC Davis**
* Office Ergonomics **Tomeka**
* Membership
  + Send a letter to all active counties. Will need to contact presidents to see how much we can assist them.
  + Try and promote and bring back information to counties.
  + Put something on the website about “How to Become a Member”
* P&P

Motion # 2:

Motion made by Amy that we accept the drafted P&P as amended during 05/20/2017 board meeting

Motion was seconded by Araceli

Motion carried by all in attendance

* + Things to Add:
    - Training on-line: where to go to see it
    - P&P and by-laws need to be added to the website
    - Create new binders for all members
    - Bring things we are doing (procedures, forms, etc.)
* Sandi will check that the hyperlinks on the website are all active
* Phil will look into and check with the state in regards to current legislation being proposed.
* Anna will review for national legislation information and give highlights
* Finance:
  + Assist and support website
  + Paying membership- up to 3 years
  + Budget- UC Davis not a voting membership
    - Kate will bay up to 3 years
  + Payment reviewer: Araceli
  + Obstacle- How to save for the conference.
    - $20 postage
    - $50 ballot
    - $105 misc.
      * Total: $175

Motion # 3:

Motion made by Debbie hat we accept the amended budget

Motion was seconded by Araceli

Motion carried by all in attendance

* Group photo postponed until 07/2017. Board shirt is not mandatory but is recommended

Meeting adjourned at 11:30am