

**Meeting of the Board of Directors
12:00pm, Monday, December 16, 2024
Meeting Minutes**

Board Members Present: Gracie Torres, Ex-officio (voting), Susan Allen, CalMutuals/JPRIMA (voting); Pacal Cornejo, EMWD (voting); Jasmin Hall, IEUA (voting), Angela Garcia, WVWD (voting), Lisa Dye, IEUA (alternate)

Staff Members: Scott Goodell, JVS/IEWorks, Elizabeth Toups, JVS/IEWorks, Kelcie Wong, JVS.

Pursuant to Assembly Bill 361, this meeting was conducted via teleconference to minimize the spread of COVID-19.

Call to order at 12:02pm by Gracie.

1. **PLEDGE OF ALLEGIANCE** – Kelcie led the group in the Pledge of Allegiance.
2. **DETERMINATION OF A QUORUM** - Scott called the roll of Board members present and announced the presence of a quorum.
3. **PUBLIC COMMENT**- Scott announced that, pursuant to Government Code Section 54954.3, to make a Public Comment, members of the public should click on the hand symbol on your screen to be placed in the queue, and when recognized and un-muted, they should announce their name for the record. No public comments were shared.
4. **ADDITIONAL ITEMS TO THE AGENDA** - Scott asked for any additional agenda items for the meeting and, hearing none, called for adoption of the agenda. Announced that there were no additional items to add to the agenda
5. **CONSENT CALENDAR**
 - 5A. **Approve the minutes of October 21, 2024, Meeting of Board of Directors.**
The minutes were reviewed by the group. No changes were needed.

The motion to approve the Consent Calendar as presented was moved by Susan and seconded by Pacal. The roll was called with four members voting yes and one member abstaining. The motion passed.

	AYES:	NOES:	ABSENT:	ABSTAIN:
Representative of Member Agency CalMutuals/JPRIMA	X			
Ex Officio Representative	X			
Representative of Member Agency IEUA	X			
Representative of Member Agency EMWD	X			
Representative of Member Agency WVWD				X

6. CONSIDERATION OF IEWORKS NEW IEWORKS BANK ACCOUNT SIGNATORY

Scott reviewed the need for Dianne Landeros, IEWorks Bookkeeper, to be a signatory on the IEWorks bank account, as Scott is leaving IEWorks and has been facilitating bank transactions. Scott reviewed the expense approval process and recommended Board approval.

The motion to approve adding Dianne Landeros, IEWorks Bookkeeper, as a signatory on the IEWorks bank account as presented was moved by Pacal and seconded by Jasmin. The roll was called with four members voting yes and one member abstaining. The motion passed.

	AYES:	NOES:	ABSENT:	ABSTAIN:
Representative of Member Agency CalMutuals/JPRIMA			X	
Ex Officio Representative	X			
Representative of Member Agency IEUA	X			
Representative of Member Agency EMWD	X			
Representative of Member Agency WVWD	X			

INFORMATIONAL ITEMS

1. CONSIDERATION OF IEWORKS 501C.3 STATUS UPDATE

Savannah Skelton, IEWorks Legal Counsel, provided an update on the 501c.3 process. Savannah is working with the IRS staff to determine whether IEWorks meets the definition of a Public Charity or a Private Charity. Savannah recommends continuing to pursue Public Charity status. Savannah will report back to Elizabeth after Scott's departure, once the status is confirmed. No action was taken.

2. CONSIDERATION OF IEWORKS FINANCE COMMITTEE UPDATE

Scott presented an updated Financial Summary for FY 2024-25, highlighting expenses paid and revenue received from agency fees paid and interest earned on CDs. To date, all six signatory agencies have submitted their annual fees, though one payment is still in process, due to a mailing issue. No action was taken.

3. IEWORKS MANAGER'S REPORT

Scott presented his written report on IEWorks activities, including an update on internship, incumbent worker training, grant funding opportunities, community outreach and advocacy work, and a summary of accomplishments since 2021. No action was taken.

4. IEWORKS REGULAR BOARD MEETING DATES

The Board was reminded of upcoming meeting dates:

- February 17th, 12:00 noon (This meeting will need to be rescheduled as it is a federal holiday. Elizabeth will follow up with the Board to identify another date.)
- April 21st, 12:00 noon

5. CLOSED SESSION- Gracie announced there were no items for the closed session.

6. ADJOURNMENT

Gracie moved to adjourn the meeting at 1:06pm.

In compliance with the Americans with Disabilities Act (ADA), if special assistance is needed to participate in the meeting, please contact the IEWorks Manager at (415) 802-5576 for assistance to enable IEWorks to make reasonable accommodations.

All public records relating to an agenda item on this agenda are available for public inspection at the time the record is distributed to all, or a majority of all, members of the Board. Request for such records shall be made available by emailing the IEWorks Manager at sgoodell@jvs.org.

Agendas are available at the IEWorks website, www.ieworks.org.

EXHAUSTION OF ADMINISTRATIVE REMEDIES – If you challenge an IEWorks action in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the IEWorks Manager at, or prior to, the public hearing. Any written correspondence delivered to the IEWorks office before the IEWorks' final action on a matter will become a part of the administrative record.