



COMMUNITY ACTION

Bringing Hope Home

AGENDA REGULAR MEETING

(NOTE: IN THE ABSENCE OF A QUORUM OF THE BOARD OF DIRECTORS, THE EXECUTIVE COMMITTEE SHALL CONVENE THE MEETING.)

DATE: THURSDAY, SEPTEMBER 24, 2009

TIME: 6:00 PM

PLACE: COMMUNITY ACTION AGENCY
930 BRITTAN AVENUE
SAN CARLOS, CA 94070

PRESIDENT: WILLIAM BRADFORD

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA

**SPECIAL ORDER OF BUSINESS: SWEAR IN NEW BOARD MEMBER,
MS. JUDA TOLMASOFF**

Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact Grace Kanomata, Contracts Administration of the Community Action Agency (CAA) at least 2 working days before the meeting at (650) 595-1342 and/or grace@caasm.org. Notification in advance of the meeting will enable the CAA to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. Attendees to this meeting are reminded that other attendees may be sensitive to various chemical based products.

If you wish to address the Board, please complete the attached form and limit your presentation to two minutes.

You may now access the Community Action Agency of San Mateo County, Inc. Board of Directors Agenda via the Internet: www.caasm.org.

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4. APPROVAL OF MINUTES:	
a. Minutes of June 18, 2009 (4.a.)	A-1
b. Minutes of July 23, 2009 (4.b.)	B-1
c. Minutes of August 27, 2009 (4.c.)	C-1

5. **PUBLIC COMMENT**

If you wish to address the Board, please complete the attached form and limit your presentation to two minutes.

6. **CONSENT AGENDA - See Attached Consent Agenda for Details**

All items on the Consent Agenda are approved by one roll call motion unless a request is made either in part or in whole prior to approval of Agenda of the meeting that an item be withdrawn or transferred to the Regular Agenda. Any item on the Regular Agenda may be transferred to the Consent Agenda.

CONSENT AGENDA

a.

7. **CONSENT AGENDA ITEMS PULLED FOR DISCUSSION
(This item will include all contracts for board approval)**

a. Housing Preservation Grant Contract (7.a.)	1
b. City of Mountain View CDBG Contract, amended (7.b.)	5
c. Contract with Steve Gaul, IT Consultant, Extension (7.c.)	6
d. Contract with James H. Fritzsche, CPA, Extension (7.d.)	7

8. a. **BOARD PRESIDENT'S REPORT**

b. **EXECUTIVE DIRECTOR'S REPORT**

1. "Request for Attestation of My Signature" (8.b.1.)	11
2. Others	

c. **COMMITTEE REPORTS**

1. Planning/Programs/Safety, Board Management & Development Committee (7.c.1.)	12
2. Financial and Personnel Oversight Committee (7.c.2.)	176

If you wish to address the Board, please complete the attached form and limit your presentation to two minutes.

9. **OLD BUSINESS**
 - a. Second Reading of the Proposed By-Laws (8.a.) 202

10. **NEW BUSINESS**
 - a. Possible Follow-Up Board Meeting (If Necessary)
Saturday, September 26, 2009, San Jose Office
673 East Brokaw Road, San Jose, CA 95112

 - b. Draft Agenda for Tripartite Board Training, September 26, 2009
CAA Office, 673 East Brokaw Road, San Jose (10.b.) 203

11. **CLOSED SESSION:**
 - a. Regarding Personnel Issues
 - b. Regarding Potential Litigation with Legal Counsel Present
 - c. Report by Jim Fritzsche, CPA

12. **REPORT OUT OF CLOSED SESSION**

13. **ADJOURNMENT**

If you wish to address the Board, please complete the attached form and limit your presentation to two minutes.

COMMUNITY ACTION AGENCY OF SAN MATEO COUNTY, INC.
CONDUCT AND PROCEDURES AT BOARD MEETINGS

We are pleased to have you with us at this meeting and we hope you will return often.

The Community Action Agency is the policy-making agency for the Community Services Block Grant (War on Poverty) programs in this County on matters relating to poverty and human resources.

The Board meetings follow a scheduled order of business, in accordance with the Agenda for each meeting. The agenda is prepared one week prior to the regularly scheduled meeting held on the third Thursday of each month.

The recognized procedure for bringing matters to the attention of the Board is to contact the Community Action Agency Executive Director no later than the Tuesday before the regularly scheduled meeting.

Conduct at the meetings is the responsibility of the President. If you wish to speak on a specific item on the agenda, or present a new subject, we ask that you complete the form at the bottom of this page, and give it to a Board member or staff member prior to the start of the meeting for inclusion under Agenda Item #4, Public Comment. When that agenda item is reached, the President will call upon you and grant you approximately two minutes to make your presentation, unless this limitation is waived by a majority of the Board and/or at the discretion of the President.

If appropriate, the President may request that discussion on a new subject be deferred to the next meeting.

Undue interruptions and interferences will not be permitted, and we ask your cooperation in this matter if you wish to address the Board.

REQUEST TO ADDRESS THE BOARD OF DIRECTORS

To be submitted before the meeting is called to order

AGENDA ITEM: #4	"PUBLIC COMMENT":
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NAME: _____ PHONE: _____

ORGANIZATION: _____

ADDRESS: _____