



Northwest Communities Education Center

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NORTHWEST COMMUNITIES' EDUCATION CENTER BOARD MEETING MINUTES

January 04, 2022 12:00 pm

April 05, 2022 12:00 pm

June 07, 2022 12:00 pm

Every meeting it is by zoom if want to participate
reach out to:

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to receive the zoom link

**NORTHWEST COMMUNITIES' EDUCATION CENTER
BOARD MEETING MINUTES
June 7, 2022**

BOARD MEMBERS PRESENT STAFF PRESENT

James Caudle
David Gasca
Michelle Danley
Gregory J. Ma
Augie Delgado
Erasmio Gamboa, Ph.D.
Felipe Trinidad-Martinez
Silverio Vivanco Sanchez

Rogelio Riojas	Jerry Garcia, Ph.D.
Michael Leong	Seth Lundgaard
Alex Narvaez, D.D.S.	Harshiem Ross
Dustin Greer	Angelica Barajas
Hanten Day	Jesus Sanchez
Vinay Sayala	Jeffrey Gibbs, M.D.
Mary Bartolo	Ricardo Jimenez, M.D.
Nicholas Ramirez	Kristina Hoeschen

CALL TO ORDER

Mr. Ma called the meeting to order at 12:59 p.m.

APPROVAL OF AGENDA

Mr. Ma asked if there were any changes in the agenda. Ms. Hoeschen stated that the Agenda in Diligent was a carry-over from the last meeting's agenda for the Budget Review, which will not be occurring. **Dr. Gamboa moved to approve the agenda as amended. Mr. Caudle seconded the motion. Motion passed unanimously.**

APPROVAL OF MINUTES

Mr. Leong stated that there are three sets of minutes for the Board to approve. He said that the first is the Board's regular meeting held on January 4, 2022, that the second is the Board meeting of April 5, 2022 held to approve the budget submitted to the Corporation for Public Broadcasting, and that the third is the Executive Committee meeting of May 9, 2022 held to hear an employee grievance. Mr. Ma asked for a motion to approve each of the minutes.

Mr. Caudle moved to approve the minutes of the January 4, 2022 Board Meeting. Ms. Danley seconded the Motion. Motion passed unanimously.

Mr. Caudle moved to approve the minutes of the April 5, 2022 Board Meeting. Mr. Delgado seconded the Motion. Motion passed unanimously.

Mr. Caudle moved to approve the minutes of the May 9, 2022 Executive Committee Meeting. Dr. Gamboa seconded the Motion. Motion passed unanimously

Mr. Ma asked for Dr. Gamboa to provide a summary of the Executive Committee meeting for the rest of the Board. Dr. Gamboa stated that the Executive Committee met with the grieving employee who was assisted by a representative from the Teamsters Union who also interpreted for the employee. He said that after the employee presented her grievance, Mr. Leong presented the management response. He said that subsequently, the Committee issued a decision which

addressed and resolved the employee's grievance. Dr. Gamboa stated that he felt that the grievance meeting went well. Mr. Leong said that he has received a letter from the Teamsters closing the grievance. He said that the grieving employee had various complaints about being treated unfairly, but that her specific requested remedies were that an investigation be done by management and that her pay be reviewed. He said that the Teamsters felt that the NCEC management had provided the requested remedies and that the grievance is now fully resolved.

EXECUTIVE REPORT

Mr. Leong reported that a former employee had filed a complaint with the National Labor Relations Board against the Teamsters. He said that the NLRB provided notification of this to NCEC, but made it clear that the charges were not against either NCEC or Sea Mar. He said that the charge against the Teamsters was that of inadequate representation. He stated that the complainant no longer works at NCEC.

FINANCIAL REPORT

Mr. Greer presented the Balance Sheet for April 2022. He reported Current Assets at \$1,616,174.03, an increase of \$17,447.09 and Total Assets at \$3,405,318.55, an increase of \$13,178.49. He reported Total Liabilities at \$611,791.48, a decrease of \$12,806.63 and Total Equity at \$2,793,527.07, an increase of \$25,985.12.

Mr. Greer presented the Profit and Loss Statement for April 2022. He reported Total Income at \$115,842.19, a decrease of \$97,424.28 due to the booking last month of a grant from the Department of Health related to COVID efforts. He reported Total Expenses at \$89,857.07, a decrease of \$45,897.04 and Net Income at \$25,985.12. Mr. Riojas asked if the Financial Statements reflect only the monthly performance. Mr. Greer said that is only monthly. Mr. Riojas asked Mr. Greer to revised future presentations to provide year-to-date information. **Mr. Caudle moved to approve the Financial Statements for April 2022 as presented. Ms. Danley seconded the Motion. Motion passed unanimously.**

ADJOURNMENT

There being no further business, Mr. Ma adjourned the meeting at 1:14 p.m.

Signature of Board Officer

Date

**NORTHWEST COMMUNITIES' EDUCATION CENTER
BOARD MEETING MINUTES
April 5, 2022**

BOARD MEMBERS PRESENT STAFF PRESENT

James Caudle
David Gasca
Michelle Danley
Gregory J. Ma
Augie Delgado

Rogelio Riojas Jerry Garcia, Ph.D.
Michael Leong Seth Lundgaard
Alex Narvaez, D.D.S. Nicholas Ramirez
Dustin Greer Claudia D'Allegri
Hanten Day, M.D. Jesus Sanchez
Mary Bartolo Ricardo Jimenez, M.D.
Jose Bazan Kristina Hoeschen
Harshiem Ross

ABSENT

Silverio Vivanco Sanchez
Erasmus Gamboa, Ph.D.
Felipe Trinidad-Martinez
Erasmus Gamboa, Ph.D.

CALL TO ORDER

Mr. Ma called the meeting to order at 1:11 p.m.

APPROVAL OF AGENDA

Mr. Ma asked if there were any changes in the agenda. **Ms. Danley moved to approve the agenda. Mr. Delgado seconded the motion. Motion passed unanimously.**

BUDGET

Mr. Greer presented the 2022 Projected Budget. He stated that the Total Personnel Cost is budgeted at \$781,597 and that the Total Non-Personnel Cost is budgeted at \$258,431. He said that Total Expenses for 2022 is budgeted at \$1,040,028. He said that this Budget does not present revenues because the Corporation for Public Broadcasting is only requiring the submission of the budget of expenses. **Mr. Caudle moved to approve the 2022 Budget as presented. Mr. Gasca seconded the Motion. Motion passed unanimously.**

ELECTION OF BOARD MEMBERS

Mr. Ma stated that election of Board members with expiring terms needs to be held. **Mr. Delgado moved to elect Mr. Caudle, Mr. Trinidad-Martinez and Ms. Danley for another term on the Board. Mr. Caudle seconded the Motion. Motion passed unanimously.**

ELECTION OF OFFICERS

Ms. Danley moved to elect Mr. Ma as Chair of the Board, Mr. Delgado as First Vice-Chair, Mr. Gasca as Second Vice-Chair, Mr. Caudle as Treasurer and Dr. Gamboa as Secretary. Mr. Caudle seconded the Motion. Motion passed unanimously.

ADJOURNMENT

There being no further business, Mr. Ma adjourned the meeting at 1:15 p.m.

Signature of Board Officer

Date

**NORTHWEST COMMUNITIES' EDUCATION CENTER
BOARD MEETING MINUTES
January 4, 2022**

BOARD MEMBERS PRESENT STAFF PRESENT

James Caudle
Erasmus Gamboa, Ph.D.
Michelle Danley
Gregory J. Ma
Augie Delgado
David Gasca

Rogelio Riojas Vinay Sayala
Michael Leong Seth Lundgaard
Alex Narvaez, D.D.S. Jerry Garcia, Ph.D.
Dustin Greer Claudia D'Allegr
Hanten Day, M.D. Jesus Sanchez
Mary Bartolo Ricardo Jimenez, M.D.
Jorge Madrazo Kristina Hoeschen
Jeffrey Gibbs, M.D.

ABSENT

Katherine Lowe
Silverio Vivanco Sanchez
Felipe Trinidad-Martinez

CALL TO ORDER

Mr. Ma called the meeting to order at 12:42 p.m.

APPROVAL OF AGENDA

Mr. Ma asked if there were any changes in the agenda. **Mr. Delgado moved to approve the agenda. Mr. Caudle seconded the motion. Motion passed unanimously.**

APPROVAL OF MINUTES

Mr. Ma asked for a motion to approve the minutes of the September 7, 2021 Board meeting. **Mr. Caudle moved to approve the minutes of the September 7, 2021 Board meeting. Ms. Danley seconded the Motion. Motion passed unanimously.**

EXECUTIVE REPORT

Mr. Leong stated that Mr. Alaniz' Management Report described the grants that he has successfully obtained for NCEC, and that NCEC has been doing well as a result. He said that much of the grant funding has been around efforts of outreach, education and prevention in the areas of opioid addiction and the COVID pandemic. He reported that Mr. Alaniz, working with the Growers' Association and others, is pursuing a funding opportunity to distribute relief funds for agricultural workers disbursed by the Department of Agriculture to help agricultural workers with expenses related to the pandemic. He said that the relief funds will consist of cash disbursements and that those qualifying to receive these funds would be farmworkers, processing workers including meat packers, and grocery store workers. He said that Sea Mar's efforts will be on farmworkers and not the grocery store workers. Dr. Gamboa asked if Skagit Valley's workers would be included. Mr. Leong said that NCEC's proposal would be for the reach to be state-wide and not limited to Yakima County. Dr. Gamboa stated that he is conflicted with this program because he does not believe that large grocery store chains need the help. Mr. Riojas stated that

the relief is going to the workers and that the amount of relief is only about \$600 per worker. He said that the total amount which NCEC is considering applying to USDA for is \$40 Million. Mr. Leong stated that the corporate grocery entities would not receive these funds, as would the farm-owners not receive these funds.

Mr. Leong stated that another effort which NCEC shall be pursuing is an greenhouse emissions reduction program for farmworkers. He said that the State legislature had enacted a cap and trade program whereby the production of green house emissions are capped and allowances under the caps are traded. He said that the program will generate substantial revenues which are intended to be used for efforts to further reduce greenhouse emissions. He said that NCEC and Sea Mar are working with Representatives Ybarra and Chandler and with the Grower's Association to fashion a legislative proposal to take some of the revenues generated by the cap and trade program for grants for solar panels, weatherization and energy-efficient appliance upgrades for homes of farmworkers. He said that this would be modeled after a similar successful program in California.

FINANCIAL REPORT

Mr. Greer presented the Balance Sheet for November 2021. He reported Total Current Assets at \$1,673,187.13 and Total Assets at \$3,504,468.94, an increase of \$72,409.24. He reported Total Liabilities at \$534,271.98, a decrease of \$148,944, and Total Equity at \$2,970,196.96, an increase of \$221,353.39. Mr. Riojas said that the Accounts Receivable amount of \$1,436,504.84 represents rent payments advanced by NCEC under the terms of the rent assistance grant. He said that when the County reimbursed NCEC for the rent assistance, the Accounts Receivable will be converted to Cash. He said that NCEC is very healthy financially, in great part due to the efforts of Mr. Alaniz in pursuing grants. He said that the COVID pandemic has resulted in grant opportunities to NCEC in addressing the pandemic. Mr. Greer presented the Income Statement for November 2021. He reported Gross Profit at \$613,255.81, a decrease of \$200,621.90 mostly related to the timing of the rental assistance disbursements. He reported Total Expense at \$391,902.42, a decrease of \$432,346.52, also related to the timing of rental assistance disbursements. He reported Total Net Income at \$221,353.39 compared to a Net Loss in the prior month of \$10,371.23. **Mr. Delgado moved to approve the Financial Statements for November 2021 as presented. Mr. Caudle seconded the Motion. Motion passed unanimously.**

ELECTION OF SECRETARY

Ms. Danley stated that the vacancy in the position of Board Secretary needs to be filled. **Ms. Danley nominated Dr. Erasmo Gamboa to the office of Secretary. Mr. Caudle seconded the nomination. Dr. Gamboa was unanimously elected Secretary.**

ADJOURNMENT

There being no further business, Mr. Ma adjourned the meeting at 12:59 p.m.

Signature of Board Officer

Date