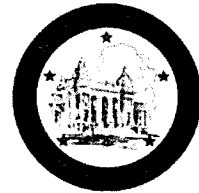


**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 2.9
(ID # 11569)**

MEETING DATE:
Tuesday, January 7, 2020

FROM: RUHS-PUBLIC HEALTH:

SUBJECT: RIVERSIDE UNIVERSITY HEALTH SYSTEM - PUBLIC HEALTH/ COMMUNITY ACTION PARTNERSHIP: Approval of the Amended Bylaws of the Riverside County Community Action Commission; All Districts. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the amended Bylaws of the Riverside County Community Action Commission.

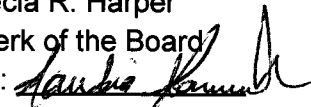
ACTION:Consent


Kim Saruwatari, Director of Public Health 12/18/2019

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: January 7, 2020
xc: RUHS-Public Health

Kecia R. Harper
Clerk of the Board
By: 
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$0	\$0	\$0	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: N/A			Budget Adjustment: N/A	
			For Fiscal Year: N/A	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Board of Supervisors last approved the bylaws of the Community Action Commission on April 5, 2016, Agenda Item #2-3. Proposed changes were needed to delete outdated information, provide clarity and to ensure compliance with applicable laws and regulations. The Community Action Commission approved the attached bylaws on November 21, 2019.

A summary of proposed changes are as follows:


Summary of Proposed Changes	
Article I Community Action Commission	<ul style="list-style-type: none"> No substantive changes
Article II Commission Composition	<ul style="list-style-type: none"> Added alternate member representative
Article III Commission Selection Procedures	<ul style="list-style-type: none"> Added expectations for alternate
Article IV Terms	<ul style="list-style-type: none"> Terms increased from four years to six years for low income and private sector representatives
Article V Vacancies and Resignations	<ul style="list-style-type: none"> Specified that alternate assumes vacancy
Article VI Powers of the Commission	<ul style="list-style-type: none"> Removes sections 2-7, now included in the delineation of powers
Article VII Officers and Elections	<ul style="list-style-type: none"> Defined Officer succession, now allows Officer to serve additional year
Article VIII Conduct	<ul style="list-style-type: none"> New wording & process for removal of a Commissioner
Article IX Committees and Duties	<ul style="list-style-type: none"> Clarified roles of the Executive Committee
Article X – Meeting of the Commission &	<ul style="list-style-type: none"> No substantive changes

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

Committees	
Article XI – Compensation, Reimbursements & Allowances	<ul style="list-style-type: none"> • No substantive changes
Article XII Amendment of Bylaws	<ul style="list-style-type: none"> • No substantive changes
Article XIII Public Access to Records	<ul style="list-style-type: none"> • No substantive changes
Exhibit A Delineation of Powers	<p>Powers of the Governing Board:</p> <ul style="list-style-type: none"> • Clarifies selection of the Community Action Executive Director to the appropriate Department Head <p>Powers of the Commission:</p> <ul style="list-style-type: none"> • Provide for the participation of the Commission Chair in the selection of the Community Action Executive Director • Clarified the roles of the Board of Supervisors (Governing Board) and the Community Action Commission

ATTACHMENTS:

- Proposed Amended Bylaws of the Community Action Commission – Riverside Bylaws


Brianna Lantajo, Management Analyst

12/30/2019



Gregory V. Priamos, Director County Counsel

12/23/2019

Community Action Commission - Riverside Bylaws

ARTICLE I

COMMUNITY ACTION COMMISSION

Section 1. **Name:** The name of the entity is the Community Action Commission (CAC). The Community Action Commission is located in Riverside, California.

Section 2. **History:** The County of Riverside as a political subdivision of the State of California designated itself as a Community Action Agency on July 1, 1979.

Section 3. **Purpose:** The Community Action Partnership of Riverside County (CAP Riverside) has been designated as the Community Action Agency for Riverside County to serve as the County's anti-poverty agency.

CAP Riverside is a public agency which is responsible for planning, developing and executing the Community Action Program in the County of Riverside in order to alleviate poverty and promote self-sufficiency.

The CAC advises the Riverside County Board of Supervisors (Board of Supervisors) on the administration of Community Action programs and assures decision-making and participation by low-income individuals in the development, planning, implementation and evaluation of Community Action Programs.

Section 4. **Organization:** The Community Action Agency is comprised of the Board of Supervisors, as the Governing Board and the designating officials, the Community Action Commission as an administering board, and the paid staff.

ARTICLE II

COMMISSION COMPOSITION

The CAC is a tripartite board composed of a minimum of fifteen (15) members representing three sectors.

Section 1. **Public Sector Members:** One-third (1/3) of the tripartite board members shall be elected public officials, holding office on the date of selection or their designated representatives.

Section 2. **Low Income Sector Members:** At least one third (1/3) of the tripartite board members shall be low income individuals or shall be representatives of the low-income community. The low-income sectors will have an alternate representing each Riverside County supervisorial district.

Section 3. **Private Sector Members:** The remainder of the tripartite board shall be members of business, industry, labor, religious, law enforcement, education or other major group and interests in the community served.

Community Action Commission - Riverside Bylaws

ARTICLE III

COMMISSION SELECTION PROCEDURES

Members of the Commission are selected in a manner as to ensure that they speak and act on behalf of the group or organization which they represent.

Section 1. Selection Procedure for Public Sector Commissioners: Public Sector Members shall be elected officials of cities within the County of Riverside. The representative cities of the public sector shall be determined by the Commission. The City of Riverside will hold one (1) permanent seat.

Section 2. Selection Procedure for Low-Income Sector Commissioners: The representatives of the low-income sector shall be persons chosen in accordance with democratic selection procedures adequate to assure that these members are representative of low-income individuals and families in the neighborhood served; reside in the neighborhood served; and are able to participate actively in the development, planning, implementation, and evaluation of the program. An alternate will be selected using the same democratic selection procedures. Each alternate is expected to appear and participate in all regular meetings as if they were a member. Each alternate has the right to vote at a regular meeting in the absence of the primary member.

a. Candidate requirements:

- (1) Be at least 18 years of age.
- (2) Reside in the supervisorial district where the vacancy exists.
- (3) Submit an application to the CAC.
- (4) Candidates need not themselves be low-income; however, Preference in selection shall be given to low-income individuals.
- (5) May not be a County of Riverside staff person.

Section 3. Selection Procedure for Private Sector Commissioner: Private Sector Members shall be selected to ensure that the CAC will have broad community involvement. The organizations selected shall correspond with the priority areas of the Community Needs Assessment. Each organization shall be required to disclose any affiliation or potential conflict of interest. The CAC shall determine the type of private sector representation from among business, industry, labor, religious, law enforcement, education or other service organizations. Each organization chosen by the CAC will be required to send written confirmation of their chosen representative.

Community Action Commission - Riverside Bylaws

ARTICLE IV

TERMS

- Section 1. **Public Sector Commissioner:** The term may be equal in duration to their term as the Public Official, or four (4) years, whichever is less. The Public Official, or their designee, shall serve only while the Public Official continues to hold public office.
- Section 2. **Low-Income Sector Commissioner:** The term shall be six (6) years. A Low-Income Sector Commissioner shall only continue to serve so long as they reside in the area they represent.
- Section 3. **Private Sector Commissioner:** The term shall be six (6) years. A Private Sector Commissioner shall serve only while he/she continues to be associated with the organization that designated him/her.
- Section 4. **Term Limits:** Members who serve in a sector a total of 2 terms must leave the CAC for one year before returning to the same sector.
- Section 5. **Staggering Terms:** Appointments and Terms for the Private Sector and Low Income Sector may be staggered to provide for continuity.

ARTICLE V

VACANCIES AND RESIGNATION

The CAC shall take steps to ensure that vacant seats are filled in a timely manner.

- Section 1. **Public Sector Vacancies:** The CAC will request that the Public Official or the designated city fill the vacancy, subject to the approval of the CAC.
- Section 2. **Low-Income Sector Vacancies:** The alternate will assume the vacancy for the remainder of the term so long as they continue to meet the low-income sector requirements. Failure to assume the vacancy is considered a resignation.
- Section 3. **Private Sector Vacancies:** The CAC shall request the Private Sector Organization to designate another individual to fill the vacancy for the remainder of the term, subject to approval by the CAC.
- Section 4. **Resignations:** Any member of the CAC may resign at any time by so stating at a duly held meeting of the Commission with a quorum present, or in writing to the CAC Chairperson and the Executive Director, if unable to attend.

Community Action Commission - Riverside Bylaws

ARTICLE VI

POWERS OF THE COMMISSION

- Section 1. Delineation of Powers Agreement: The powers of the CAC are set forth in the California Government Code Section 12752.1 and the Delineation of Powers Agreement. The Delineation of Powers between the Board of Supervisors and Community Action Commission is attached hereto as Exhibit A and is incorporated herein by this reference.

Community Action Commission - Riverside Bylaws

ARTICLE VII

OFFICERS AND ELECTIONS

- Section 1. Officers: The officers shall be a Chairperson, a Vice-Chairperson, a Secretary, and the Immediate Past Chairperson. Every two years, each officer shall succeed to the next highest office provided they are members in good standing based on the Commission Code of Conduct. The position of Secretary shall be filled and the other officers shall be ratified by the membership at the November regular meeting of the Commission and shall take office in January.
- Section 2. Terms: Officers shall hold office for a period of two (2) years in the same position.
- a. Officers shall be elected by majority vote.
 - b. An officer may serve for an additional year (total of 3 years) subject to approval by the CAC.
- Section 3. Duties of Officers:
- a. Chairperson: The Chairperson shall preside over all meetings of the CAC and the Executive Committee. The Chairperson shall provide the initiative and leadership necessary for their proper functioning, with the assistance of the Executive Director. The Chairperson will serve as the CAC's point for communications with the Board of Supervisors and the principle point for communicating the CAC's decisions and directives to the Executive Director regarding CAP Riverside.
 - b. Vice-Chairperson: The Vice-Chairperson shall serve in the absence of the Chairperson. The Vice-Chairperson shall carry out the other duties as requested by the Chairperson. The Vice-Chairperson shall serve as the Chairperson of the Planning, Evaluation, and Finance Committee (PE&F).
 - c. Secretary: The Secretary shall be responsible for ensuring those minutes of each official meeting of the Commission is recorded, and that any errors in the minutes are presented to the Commission for correction. The Secretary shall be the official signatory of documents and records of the CAC. The Secretary may obtain services and assistance through the Executive Director in recording of minutes and in maintaining custodial files of the CAC's documents and records. The Secretary shall serve as Chairperson of the Membership Committee. The Secretary shall serve as the Chairperson in the absence of The Chairperson and the Vice-Chairperson.
 - d. Ex-Officio Member: The immediate past Chairperson shall serve as the Ex-Officio member on the Executive Committee for a maximum of two years.
- Section 4. Election of Officers: Officers may be elected during the meeting held in November of each year. Officers shall take office and assume their duties in January.
- a. Nomination of officers: The Ad-Hoc Nominating Committee shall present the slate of officers to the Commission for a majority vote.

Community Action Commission - Riverside Bylaws

- b. Officers must be members of the CAC and have at least two years left on their Membership term or be eligible for an additional term.

Section 5. Vacancies:

- a. The officers' move up the slate and a new Secretary may be appointed. The appointment to fill a vacant office shall be for the unexpired term.

Section 6. Removal of an Officer: Officers of the CAC may be removed:

- a. The officer shall be given notice of the intent of removal in a manner determined by the CAC.
- b. The officer shall be given an opportunity to respond.
- c. Removal of an Officer requires a two-thirds (2/3) vote of the Commission present at the regular meeting duly called for that purpose with a quorum present. Voting shall be conducted by closed ballot.

Section 7. Resignation: Any officer may resign at any time by so stating at a duly held meeting with a quorum present, or in writing if unable to attend.

Community Action Commission - Riverside Bylaws

ARTICLE VIII

CONDUCT

Section 1. Code of Conduct: CAC members shall conduct themselves in accordance with the County of Riverside Code of Ethics and the Commission Code of Conduct.

- a. Ethics Training: CAC members shall attend and complete an ethics training program every two years pursuant to Board of Supervisors Policy. Newly appointed members must complete their initial ethics training within one year of appointment.

Section 2. Conflicts of Interest: Each Commission member shall certify in writing that he/she is not in conflict of interest in accordance with applicable state or local requirements.

- a. Commission members may not vote or participate in discussion on matters involving recommendations for funding of an organization if:

- (1) The Commissioner or an immediate family member is employed by the proposed delegate agency or organization. "Immediate family members" means: spouse, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, and adopted and step family members.

- (2) The Commissioner sits on the board of a proposed delegate agency or organization.

- b. Neither Commissioners nor members of their immediate family can be employed by CAP Riverside or receive a salary from programs funded by CAP Riverside.

Section 3. Removal of a CAC Commissioner:

The Executive Committee may, on its own motion, or at the request of the Commission, review a member's or alternate's conduct for a recommendation of removal from the Commission.

Grounds for removal shall include:

1. Conduct detrimental to the duties, functions, mission and responsibilities of Community Action Partnership and CAC.
2. Failure and refusal to comply with the bylaws.
3. Failure and refusal to comply with the Code of Ethics or Code of Conduct.
4. Failure and refusal to comply with CAC Rules of Order and Decorum.
5. Absence from three meetings in a calendar year unless excused by the Commission.
6. If the Private Sector Commissioner is no longer a member of the participating organization.

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7. If the Low-Income Sector Commissioner moves out of the area they represent.

Section 4. Process for Removal: The process for removal shall be as follows:

- a. Written notice to the Commissioner/alternate of the conduct constituting grounds for removal within 30 days of the offending conduct and providing the opportunity to meet with the Executive Committee,
- b. Meeting of the Executive Committee to hear from the Commissioner/alternate to determine whether the Committee should recommend removal to the Commission.
- c. If a determination is made to recommend removal of the Commissioner/alternate, that recommendation will be submitted to the Commission at its next regular meeting with at least 10 days advance notice to the Commission and the Commissioner/alternate in question.
- d. In such a circumstance, the Commissioner/alternate will be provided with an opportunity to address the recommendation with the Commission.
- e. A two-thirds vote of the CAC members present shall be required to approve the removal of the Commissioner/alternate.

Section 5. Leave of Absence: A commissioner may request to be granted a leave of absence for no more than a three-month period. The request must be approved by the Executive Committee. The leave of absence will be in effect from the date of approval. The attendance requirement shall not apply when a Commissioner is on an approved leave of absence.

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ARTICLE IX **COMMITTEES AND DUTIES**

Each committee serves as a working extension of the CAC in its consideration of issues, opportunities and plans in the area of the committee's particular interest. As such, the committee shall receive assignments from and report findings and recommendations to the CAC.

- Section 1. **Standing Committees:** Standing committees may be formed as needed by a majority vote of CAC members present. All standing committees shall be composed of CAC members. Committee membership shall fairly reflect the composition of the CAC to the extent possible. The Chairperson of each standing committee shall be appointed by the CAC Chairperson. The standing committee chairperson shall be responsible for providing the leadership and direction necessary to carry out the committee's goals and functions. The committee chairperson shall provide a report on the committee's activities at the regular CAC meetings.
- Section 2. **Executive Committee:** The Executive Committee shall be composed of the officers of the CAC. The CAC Chairperson shall serve as Chairperson of the Executive Committee. The Executive Committee shall be responsible for the following:
- a. The Executive Committee shall have and may exercise the authority of the Commission in the management of the affairs and activities of the Commission between meetings, subject to such limitations or restrictions as the Commission may from time to time impose.
 - b. The CAC Chairperson, on behalf of the Executive Committee, shall approve the agenda for each regular monthly meeting.
 - c. The CAC Chairperson provides input on selection and annual performance review of the Executive Director.
- Section 3. **Planning, Evaluation and Finance Committee:** The PE&F Committee shall be composed of at least three (3) Commission members, one from each sector (when possible) and shall recommend action to the CAC for vote. The PE&F Committee shall make recommendations on grant applications, needs assessments, selection of delegate agencies and other program and funding matters. The PE&F Committee will review and comment on various agreements and recommend approval to the full Commission. The Vice-Chairperson shall serve as Chairperson of the PE&F Committee.
- Section 4. **Membership Committee:** The Membership Committee shall be composed of at least three (3) members, one from each sector (when possible), and shall monitor and ensure that the CAC composition is in compliance with the Bylaws. The Secretary shall serve as Chairperson of the Membership Committee.
- Section 5. **Ad-hoc Committees:** In addition to Standing Committees, the CAC operates with special (Ad-hoc) committees as the need arises. The Ad-hoc Committee shall be composed of at least three CAC members and may include non-members. The Chairperson of each special committee shall be appointed by the CAC Chairperson at inception of the committee. The

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purpose of the committee must so be stated in the creating motion. When the committee's purpose has been achieved, the committee shall be dissolved.

ARTICLE X

MEETINGS OF THE COMMISSION AND COMMITTEES

- Section 1. **Meetings:** All meetings of the CAC shall be conducted in accordance with the Ralph M. Brown Act (Brown Act).
- Section 2. **Meeting Rules:** The CAC and each committee of the CAC shall conduct their meetings and discharge their duties in accordance with the rules, procedures and meeting calendar which the Commission and committee sets for itself on the occasion of its first meeting following appointment of its slate of officers.
- Section 3. **Notification of Meetings:** Written notice of the time, date, location and agenda of each meeting shall be given pursuant to the Brown Act.
- Section 4. **Rules of Order and Procedure for Conduct of Meetings:** The Robert's Rules of Order, will serve as the guidelines for the conduct of CAC meetings and for parliamentary procedures within each meeting, except when they are in conflict with these Bylaws, the CAC Bylaws shall prevail.
- Section 5. **Quorum:** A quorum must be present while the meeting is in session. A quorum of the CAC shall consist of fifty-one percent (51 %) of the voting membership, not counting vacant seats. Each attending CAC Commissioner shall sign the attendance roster which shall be filed at CAP Riverside. The affirmative vote of 51% of those members present shall be required in order to take action on a matter of regular business.
- a. The only business the CAC shall transact in absence of a quorum is to:
 1. Take measures necessary to obtain a quorum;
 2. Fix the date and time to which to adjourn;
 3. Adjourn to take a recess; and/or
 4. Continue the entire agenda to the next meeting.
- Section 6. **Canceling Meetings:** The CAC may dispense with any regular meeting by an affirmative vote of a quorum of the CAC made at any proceeding regular meeting.
- Section 7. **Minutes:** Written minutes shall be kept for each meeting and shall include the following information: (1) The date and place of the meeting; (2) The kind of meeting held (such as special or regular); (3) A record of votes on all CAC motions; (4) Whether the minutes of the previous meetings were approved; and (5) The time the meeting started and adjourned.
- a. The minutes of previous meetings shall be sent to all CAC Commissioners at least three (3) days before the meeting.
 - b. The minutes shall be made available for public inspection.

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c. The CAC Secretary shall sign the official minutes upon approval.

Section 8. Proxy Voting: Voting by proxy is not permitted.

Section 9. Special/Emergency Meetings: Special and or Emergency meetings of the Commission may be called at any time by the Chairperson or by a quorum of the Commission. The notice of the special meeting shall specify the time, place, and business to be transacted, and no other business shall be considered unless in accordance with, and under the provisions of the Brown Act.

ARTICLE XI

COMPENSATION/REIMBURSEMENTS AND ALLOWANCES

Section 1. Compensation: Regular compensation is prohibited.

Section 2. Reimbursements and Allowances: Reimbursements and Allowances for CAC Members may be permitted. Allowance may be defined as reimbursement for childcare, travel, and certain meals.

Community Action Commission - Riverside Bylaws

ARTICLE XII

AMENDMENT OF BYLAWS

- Section 1. Notification for Bylaws Changes: Every Commissioner of the CAC must be notified at least ten (10) days in advance of any meeting at which the CAC is to consider amendments to, or recommendation of amendments to the bylaws. Every member of the CAC will be provided a copy of the proposed amendments to the bylaws at least ten (10) days prior to the meeting duly called for that purpose.
- Section 2. Voting on Recommended Amendments: An affirmative vote of a quorum of the CAC is required to approve an initiative which would amend the bylaws or which recommends such a matter to the Board of Supervisors.
- Section 3. Bylaws Amendments Requiring Approval by the Board of Supervisors: Upon an affirmative vote of a quorum of the CAC, the recommended amendments to the bylaws will be submitted to the Board of Supervisors for approval.
- Section 4. Bylaws Amendments Not Requiring Approval by the Board of Supervisors: The CAC may amend without consent from the Board of Supervisors, those sections that are delegated to the CAC pursuant to the Delineation of Powers between the Board of Supervisors and the Community Action Commission (Attached hereto as Exhibit A).
- Section 5. Copy to CSD: A copy of CAC Bylaws and all amendments shall be submitted to the California Department of Community Services and Development in accordance with CSBG Regulations (California Government Code Section 12752.1).

ARTICLE XIII

PUBLIC ACCESS TO RECORDS

Any person who wishes to inspect or copy CAC records regularly maintained by CAP Riverside may do so after making a request to the CAP administration. Information will be provided pursuant to the Public Records Act and any other applicable laws.

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EXHIBIT A

DELINEATION OF POWERS
BETWEEN GOVERNING BOARD AND COMMUNITY ACTION COMMISSION

County of Riverside
Community Action Agency
DELINEATION OF POWERS
BETWEEN GOVERNING BOARD AND COMMUNITY ACTION COMMISSION

It is the desire of the Board of Supervisors of the County of Riverside in their capacity as the Governing Board of the Community Action Agency (CAA) to maintain relationships, with the Community Action Commission (CAC) and other organizational elements of the CAA and community, which are harmonious and most conducive to effective performance of the Community Action Programs in Riverside County. The following delineation of powers between the Governing Board and the CAC recognizes that certain responsibilities exist which the Governing Board, under the State of California Community Services Block Grant (CSBG), cannot delegate. This specifically includes responsibility for proper use of funds and the continued viability of the program of the Community Action Agency.

I. POWERS OF THE GOVERNING BOARD (Board of Supervisors)

The Governing Board, within the framework of the CSBG regulations and the California Government Code Section 12752.1 and other applicable funding sources, will:

- a. After consideration of the recommendations of the CAC, approve program plans and priorities;
- b. Determine and approve all personnel policies;
- c. Determine and approve all fiscal policies and budgets;
- d. Determine and approve all administrative policies and procedures;
- e. Delegate selection of the CAA Executive Director to the appropriate Department Head (if CAA is part of a County Department), or select the CAA Executive Director if the CAA is a stand-alone Department;
- f. Approve the Riverside County Community Action Plan;
- g. Receive and file an annual report and conduct an annual meeting or Board Workshop with the CAC;
- h. Approve the By-Laws for the CAA as outlined in California Government Code Section 12752.1; and
- i. Retain authority to expand or contract, alter, or amend any of the powers or responsibilities delegated to the CAC.

II. POWERS OF THE COMMUNITY ACTION COMMISSION (CAC)

The Community Action Commission shall have the following duties and responsibilities in accordance with CSBG regulations And California Government Code Section 12752.1:

- a. Assume those powers and responsibilities which are expressly delegated to the Commission by the Governing Board;
- b. Determine governing rules and procedures, select officers, and determine the date, time and location of meetings;
- c. Provide input to the CAA Executive Director on the CAA's major personnel, organizational and program policies;
- d. Oversight of all program, administrative and financial policies and procedures adopted by the Governing Board for the implementation of the Community Action Programs;
- e. Approve, subject to ratification by the designating officials (BOS), all fiscal policies, procedures, program proposals, budgets and sub-contractor agreements;
- f. Direct the CAA to undergo annual outside audits;
- g. Approve the Annual Report, the Community Action Plan, and the Community Needs Assessment prior to the submission for the Governing Board approval;
- h. Provide for the participation of the Commission Chair in the selection of the CAA Executive Director;
- i. Oversee the extent and the quality of participation of the poor in the programs of the CAA; and
- j. Make recommendations to the Governing Board concerning the exercise of any of the Board's powers.

The Board of Supervisors will give the members of the CAC sufficient advance notice of any actions the Board contemplates taking concerning the Community Action Agency Programs to allow the CAC an opportunity to make recommendations and provide input to the decision-making process. The CAC shall be a continuous and effective mechanism for securing broad community involvement in the programs implemented under the Community Action Program.

The term "oversight" in Part II, Section d above shall be defined as the delegation of the authority to periodically review, investigate and evaluate adherence of the staff of the CAA and sub-contractors (e.g., delegate agencies) to the policies and procedures established by the CSBG and by the Board of Supervisors of the County of Riverside for the implementation of the Community Action Programs. It is recognized that authority for the day-to-day supervision of CAA and the Community Action Programs is vested in the Executive Director of the CAA; however, the CAC may request that the Executive Director provide them with timely and detailed reports on the implementation of the Community Action Programs and any other assistance the CAC may require to carry out the duties and responsibilities specified in Part II.