



**JUST US 4 YOUTH**  
MENTOR | HEAL | DEVELOP

363 S. PARK AVE. SUITE 104, POMONA CA 91766

WWW.JU4Y.ORG | INFO@JU4Y.ORG



**Just Us 4 Youth**  
**Board of Directors Meeting**  
**April 24, 2023 | 5:00PM | Virtual Meeting**

<https://us02web.zoom.us/j/85035129264?pwd=V3lzbFB4SUZvenhEcjJ6YW9DMZMdz09>

Meeting ID: 850 3512 9264

Passcode: 019465

**April 24, 2023**  
**Just Us 4 Youth Board Meeting**  
**AGENDA**

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of Feb 27, 2023 Board Meeting Minutes (Pages 3-5)
5. Approval of Lupe Ruiz as Board Member (Page 6)
6. Presentation of JU4Y at Renacimiento Community Center
7. Information on Upcoming JU4Y Graduation
8. Discussion of Annual Meeting
9. Approval of Terms and Conditions of Construction Loan (Pages 7-8)
10. Discussion on Proposed FY 2023-24 Budget
11. Approval of Amendments to JU4Y By-Laws (Pages 9-20)
12. Approval of Second Chance Policy (Pages 21-23)
13. Board Member Comments
14. Executive Director's Report & Financial Reports (Pages 23-25)
15. JU4Y Program Updates (Pages 26-27)
16. Adjournment

**Board of Directors Meeting**  
**February 27, 2023 Minutes**

**1. Call to Order** - The meeting was called to order by Vice President Peter Hidalgo at 5:17PM.

**2. Roll Call** - Deanna Stanley called the roll:

<u>Present</u>	<u>Absent</u>
Peter Hildago, Vice President Dr. Tina Solorzano, Secretary Mario Rodriguez Sarah Watson Claudia Kidmy Derek Torry Jose Rivera Jeanette Ellis Royson	Adrian Greer, President Kimberly Johnson Natalie Delgado Artie Delgado Aurora Suarez Anthony Catanese

**3. Public Comment** - There were no public comments.

**4. Approval of December 12, 2022 Special Board Meeting Minutes** - The minutes were reviewed and a motion was made by Secretary Solorazano and seconded by member Rivera to approve the minutes. The motion passed unanimously.

**5. 2023 Board Meeting Schedule** - Director Vasquez reviewed the schedule for 2023 regular Board meetings. He reminded the Board that staff was in the process of coordinating the first annual fundraising gala to be held on Friday, September 1st and asked the Board to help in this effort and more information was to follow. There was no action required.

**6. Information Regarding Board Elections & Proposed By-Law Amendments** - Director Vasquez reminded the Board that as the agency has progressed, it is an appropriate time to re-examine the bylaws to ensure they are in alignment with the current

or planned future practices. He indicated that this would be discussed further at the next meeting.

**7. Request Made to City of Pomona at February 6, 2023 Council Meeting -**

Director Vasquez reported that he attended the February 3, 2023 Pomona City Council meeting as he felt an urgency to address the Council after three young lives were lost over a period of five days. He indicated these young men were a part of the JU4Y family and this hit the staff hard. He summarized the points made in his presentation that included: To quickly activate unused teen and community centers through partnerships with community based organizations (Kennedy, Renacimiento, Willie White, La Casita), make needed improvements at parks, improve workforce development opportunities for youth. Finally he requested the Council finalize the shared use agreement with Pomona Unified School District. He indicated that he remained hopeful that the City would do the right thing for our community.

**8. Update of STAY Program and Approval of Contract with Bithiah's Family**

**Services** - Director Vasquez reported that the STAY program began in September 2021 and is a 24/7 operation headquartered at First Presbyterian Church. He indicated that as a result of a recent successful grant, improvements in the program are being made. He indicated that staff sought services from a service provider with experience in the specialized field of working with vulnerable populations. He introduced founder Michelle Thompson who introduced herself and gave a brief overview of Bithiah's services. She invited the Board to a meet and greet at the Bithiah's headquarters on February 24 at 1035 S. Garey Avenue in Pomona from 6-8PM. After discussion a motion was made by member Jose Rivera and seconded by Derek Torry to approve the contract with Bithiah Family Services to provide support to the STAY program in the amount of no more than \$40,352 a month for a period of two years. The motion was approved unanimously.

**9. Executive Director's Report & Financial Reports** - Director Vasquez

introduced Lupe Ruiz, a Pomona resident and business owner who has submitted her application for becoming a member of the JU4Y Board. Director Vasquez reminded the Board that a recent grant award is allowing JU4Y to soon open a home for young first time mothers and their baby. The program is called Nurtured and Bithiah will also help with services for this program.. He also gave an update on the building.

**10. JU4Y Program Updates** - Director Vasquez referenced the program update reports were in the agenda but there was no action required.

**11. Adjournment** - The meeting was adjourned at 6:29PM. The next meeting will be held on April 24, 2023.

**TO: JU4Y Board of Directors**  
**FROM: Adrian Greer, Board President/Nominating Committee Chair**  
**DATE: April 24, 2023**  
**SUBJECT: Approval of Lupe Ruiz to JU4Y Board of Directors**

As you all may remember, last month we introduced Lupe Ruiz who submitted an application from Lupe Ruiz to be considered for a seat on the Board of Just Us 4 Youth. Lupe is a small business owner, a licensed real estate agent and Pomona resident. She serves as Director of Scholarships at Cal Poly Pomona, and Ambassador for the National Latina Women Association - Inland Empire.

She is passionate about helping the underserved and understands the missions and values of Just Us 4 Youth.

**Recommendation**

Approve Lupe Ruiz as a member of the JU4Y Board effective immediately.

**TO: JU4Y Board of Directors**  
**FROM: Eric Vasquez, Chief Executive Officer/Paul Hudak, Director of Operations**  
**DATE: April 24, 2023**  
**SUBJECT: Approval of Terms and Conditions of a Construction Loan**

Several months ago, we made the Board aware of our need to obtain a construction loan for the JU4Y headquarters at 304-330 W. Orange Grove Avenue and 1269 Park Avenue, Pomona, CA. The properties have an estimated value of \$3 million. Construction has experienced a series of unforeseen delays that staff has aggressively been working to resolve. In the meantime, the need for funds for construction has also become a priority. As mentioned last year, interest rates were rising and we have been seeking options for a loan to complete the buildings.

Both options will be drawdowns, meaning release of funds will be initiated as work progresses. Funds will be held in an escrow account and both loans are subject to a satisfactory MAI appraisal, title policy, satisfactory environmental report, satisfactory financial information and property insurance paid for the term of the loan. We have narrowed down two options for your consideration:

**Option A**

Lender: Private Mortgage Financing

Loan Amount: \$1,600,000

Interest Rate: 13%

Points: 4 (paid at closing) to PMF for a 12 month loan term or 6 points for a 24 month loan, additional fee to broker as agreed by borrower and broker

Term: 12 Months or 24 Months

Payment: Interest only, monthly at \$17,333.33 per month

Prepayment Penalty: Interest is guaranteed for six months. Loan may be paid off after 6 months without penalty.

Acceptance of this loan will require a deposit of \$5,500.

**Option B**

Lender: Hanover Mortgage Company

Loan Amount \$1,650,000

Interest Rate: 11%

Term: 12 months or 24 months

Payment: \$15,316.86 with balloon payment of \$1,662,894.85 due at end of year 1

Prepayment Penalty: There is no option to prepay this loan.

Acceptance of this loan will require an estimated \$12,463 to close.

In addition, staff is requesting to enter into a contract with Burriss law to help navigate us through this transaction. The firm will be used on a as-needed basis only, at hourly rates of : \$500 - shareholder attorneys, \$450 - senior associate attorneys, \$400 - mid-level associate attorneys, \$375 - junior associate attorneys, \$300 for paralegals and law clerks and \$225 for legal assistants and administrative staff. An advance retainer will be required in the amount of \$5,000 for which Burriss will bill against. Any unused funds will be returned to JU4Y. It is staff's intent to keep legal expenses at a minimum. A [sample contract](#) is attached.

**Recommendation**

Staff recommends review of the two loan options and that the Board give staff direction to secure a construction loan.



**Memo to:** Just Us 4 Youth Board of Directors  
**From:** Eric Vasquez, Chief Executive Officer  
**Date:** April 24, 2023  
**Subject:** Proposed By-Law Changes

The JU4Y bylaws were adopted in 2014 when the agency was newly created and as the agency transitioned, they were reviewed again in 2017 but no changes were incorporated. It is an appropriate time to review the by-laws as they currently exist and update them accordingly. A copy of the proposed amended by-laws is attached.

A summary of the by-law changes are as follows:

- Gender-Neutral Language - In response to the adoption of the Inclusion, Diversity and Equity policy, the by-laws will replace gender identifier language with non-gender terms.
- At Promise – In accordance with State law that recognized the harm of terming youth “at risk”, this reference has been revised to “at-promise”. JU4Y is committed to the promise these youth hold.
- Update Description of Services – The original language referred to our services as, in addition to other things, supporting ‘teens’. This term has been revised to ‘youth and young adults’ (original language includes and will continue to include families). Language referencing our transitional housing program(s) has also been added.
- Number of Board Members - The number of Board members shall be increased to no more than 17 with two seats reserved for students. The original by-laws stated the Board shall be no less than three members and no more than nine members but language included the ability to increase that number.
- Student Board Member & Terms - The tenure of each student Board member shall be a term of one year. This will allow students’ participation and a chance to strengthen leadership skills and experience community involvement.
- Budget Approval - The amount requested for approval of expenses above what is included in the adopted budget is requested to be increased from \$600 to \$3000. The original amount was set in 2015 when the agency was in its infancy and the value of expenditures has increased since then, thus it is reasonable to increase the value.
- Officer terms – The terms for the Executive Officers in the original bylaws were set at one-year terms. The Officers are the President, Vice President, Secretary and Treasurer. It is fair and reasonable to expect a commitment of officer responsibilities of two years. This will enable the members to better serve as an Executive Board member for JU4Y.

- Fiscal Year – The Board recently adopted the fiscal year change from a calendar year to a July 1 - June 30 fiscal year.
- Executive Director Responsibilities – The existing by-laws did not address specific inclusion of the Executive Director having the overall financial responsibilities of the agency, though it was assumed in the general description of the role. Wording was added to better capture this.

**Recommendation**

Review and adopt the revised bylaws.

# Amended Bylaws

## Just Us 4 Youth

### ARTICLE I. NAME OF CORPORATION

The name of the organization is Just Us 4 Youth

### ARTICLE II. CORPORATE PURPOSE

#### Section 1. Non-profit Purpose

This corporation is a non-profit public benefit corporation and is not organized for the private gain of any person it is organized under the nonprofit public benefit corporation law for public and charitable purposes that qualify as exempt organizations under section code 501 (c)(3) of the Internal Revenue Code, or corresponding sections of any future federal tax code.

#### Section 2. Specific Purpose

Just Us 4 Youth is an ~~youth~~ organization that provides advocacy and support for ~~teens~~ youth, young adults and families who are considered “~~at risk~~” “at promise”. We work with youth who are referred by the juvenile justice system, public schools and the community at large.

The specific objectives and purposes of this organization shall be:

- a. to engage urban youth and families in life changing mentorship relationships
- b. to serve school districts and the community by providing restorative justice programs
- c. to provide opportunities for one-on-one and small group mentoring for youth, community members and families
- d. to provide opportunities for creative art music expression create recreational activities counseling and learn job skills through non paid job internships
- e. to recruit train youth mentors
- f. to sponsor, host and or participate in events and activities that reinforce our general purposes

g. to provide youth service opportunities to cultivate the spirit of volunteerism

h. to provide through our transitional housing programs a safe space, with resources to help those formerly unhoused to obtain the skills, knowledge and experience to become independent.

## **ARTICLE 3. BOARD OF DIRECTORS**

### **Section 1. General Powers**

The affairs of the corporation shall be managed by its Board of Directors. The Board of Directors shall have control of and be responsible for the management of the affairs and the property of the corporation.

### **Section 2. Number, Tenure, Requirements and Qualifications**

The number of directors shall be fixed from time to time by the directors but shall consist of no less than ~~3 no more than~~ nine and **no more than 17** including the following officers: the President, Vice President, Secretary and the Treasurer. **Two seats shall be open to students.**

The members of the Board of Directors shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successor shall be duly elected and qualified. All members of the Board of Directors and Advisory Council must be approved by a majority of the members present and voting. No vote on new members of the Board of Directors or Advisory Council shall be held unless a quorum of the Board of Directors is present as provided in Section 6 of this article.

Board of Directors shall serve four-year terms. Their terms shall be staggered so that at the time of each annual meeting the terms of approximately one third (1/3) of all members of the Board of Directors shall expire. A Board member's application can be renewed and approved at the end of their four year term. Each member of the Board of Directors shall attend at least 80% of the meetings of the Board per year. **Students serving on the Board shall have a tenure of one year in order to allow other students' participation.**

### **Section 3. Regular and Annual Meetings**

An annual meeting of the Board of Directors shall be held at a time and day and the month every year at a location designated by the Executive Committee of the Board of Directors. Regular quarterly

Board meetings will be held with the Board of Directors with at least seven-day notification to all members present to all members to attend.

#### **Section 4. Special Meetings**

Special meetings of the Board of Directors may be called by or at the request of the President or any two members of the Board of Directors. The person or persons authorized to call special meetings of the Board of Directors may affix any location as a meeting site. Notice shall be given at least two days in advance by telephone, electronic method or by written notice. Live video meetings are acceptable.

#### **Section 5. Quorum**

The presence in person or by video meetings of a two third majority of the current members of the Board of Directors shall be necessary at any meeting to constitute a quorum to transact business unless law requires a greater number.

#### **Section 6. Forfeiture**

Any member of the Board of Directors who fails to fulfill ~~his or her~~ **their** requirements as set forth in Section 2 of this article shall automatically forfeit ~~his or her~~ **their** seat on the Board. The Secretary shall notify the Director in writing that ~~his or her~~ their seat has been declared vacant and the Board of Directors may forthwith immediately proceed to fill the declared vacancy. Members of the Board of Directors who are removed for failure to meet any or all of the requirements of Section 2 of this article are not entitled to vote at the annual meeting.

#### **Section 7. Vacancies**

Whenever any vacancy occurs in the Board of Directors it may be filled without undue delay by a majority of the vote of the remaining members of the Board of Directors at a regular meeting. Vacancies may be created and filled according to specific methods approved by the Board of Directors

#### **Section 8. Compensation**

Members of the Board of Directors shall not receive competition compensation for their services.

#### **Section 9. Informal Action of Directors**

Any meeting required by law to be taken at a meeting of the Directors may be taken without a meeting if a consent in writing setting forth the action taking shall be signed by two thirds (2/3) of all of the Directors following notice of the intended action to all members of the Board of Directors.

## **Section 10. Advisory Council**

An Advisory Council may be created whose members shall be elected by the members of the Board of Directors annually but who shall have no duties, voting privileges nor obligations for attendance at regular meetings of the Board. Advisory Council members may attend said meetings at the invitation of a member of the Board of Directors. Members of the Advisory Council shall possess the desire to serve their community and support the work of the corporation by providing expertise and professional knowledge.

## **Section 11 Parliamentary Procedure**

Any questions concerning parliamentary procedure at meetings shall be determined by the President by reference to Robert's Rules of Order.

## **Section 12. Removal**

Any member of the Board of Directors or members of the Advisory Council may be removed with or without cause at any time by a vote of three quarters (3/4) of the members of the Board of Directors. If in their judgment, the best interests of the corporation would be served thereby. Each member of the Board of Directors must receive written notice of their proposed removal at least 10 days in advance of the proposed action. An officer who has been removed as a member of the Board of Directors shall automatically be removed from office.

Members of the Board of Directors who were removed for failure to meet the minimum requirement in Section 2 of this article in these bylaws automatically forfeit their position on the Board pursuant to Section 6 of this Article and are not entitled to the removal procedure outlined in Section 12 of this Article.

## **ARTICLE IV. OFFICERS**

The Officers of this Board shall be the President, Vice President, Secretary, and the Treasurer. All Officers shall have the status of active members of the Board and henceforth shall be known as the Executive Committee.

### **Section 1. President**

The President shall preside as ~~Chairman~~ **Chairperson** at all meetings of the membership. The President shall have the following duties:

- a. ~~He/She~~ **They** shall preside at all meetings of the Executive Committee

- b. He/She They shall have general and active management of the business of this Board.
- c. He/She They shall see that all orders and resolutions of the Executive Committee are brought to the general Board.
- d. He/She They shall have general superintendence and direction of all other officers of this corporation and see that their duties are properly informed.
- e. He/She They shall submit a report of the operations of the program for fiscal year to the general Board at the annual meeting and from time to time shall report to the Board all matters that may affect this program.
- f. He/She They shall be ex-officio member of all standing committees and shall have the power to and shall have the power and duties usually vested in the office of President.

## **Section 2. Vice President**

The Vice President shall be vested with all the powers and shall perform all the duties of the President during the absence of the latter. The Vice President's duties are:

- a. He/She They shall have the duty of chairing the respective committees and such other duties as may from time to time be determined by the Executive Committee

## **Section 3. Secretary**

The Secretary shall attend all meetings of the general Board and the Executive Committee.

He/She They is shall to be assisted by a staff member, who will assist ~~him or her~~ the Secretary in acting as Clerk thereof. The Secretary's duties shall consist of:

- a. He/She They shall record all votes and minutes of the proceedings in ~~a book~~ electronic form to be kept for that purpose. He/She They, in concert with the President, shall make arrangements for all meetings of the Board (who may delegate to staff person) including the annual meeting of the organization.
- b. Assisted by a staff member, He/She they shall send notices of all meetings to the members of the Board and shall make reservations for the meetings.
- c. He/She They shall perform all official correspondence from the Advisory Board as may be prescribed by the Board of Directors or the President.

#### **Section 4. Treasurer**

The Treasurer's duties shall be:

- a. ~~He/She~~ **They** shall submit all financial reports for income raised and expenditures of funds and submit proposed expenditures by the Executive Director exceeding ~~\$600~~ **\$2500** not included in the already approved budget (such as insurance equipment, furniture rental leases of office space etc.) for approval from the Board of Directors.
- b. ~~He/She~~ **They** shall have the right of inspection of the funds resting with the Executive Director or staff delegated of Just Us 4 Youth including budgets and subsequent audit reports.
- c. ~~He/She~~ **They** shall assist in direct audits of the funds of the program according to funding source guidelines and generally accepted accounting principles.
- d. ~~He/She~~ **They** shall perform such other duties as may be prescribed by the Board of Directors or the President under whose supervision ~~He/She~~ they shall be.

#### **Section 5. Election of Officers**

The Nominating Committee shall submit at the meeting prior to the annual meeting the names of the persons of those persons for the respective officers of the Board of Directors. Nominations shall also be received from the floor after the report of the Nominating Committee. The election shall be held at the annual meeting of the Board of Directors. Those officers shall serve a term of ~~one year~~ **two years** commencing the next meeting following the annual meeting.

#### **Section 6. Removal of Officer**

The Board of Directors, with the concurrence of 3/4 of the Board voting at the meeting, may remove any officer of the Board of Directors and elect a successor for the unexpired term. No officer of the Board of Directors shall be expelled without an opportunity to be heard and notice of such motion of expulsion shall be given to the member in writing 20 days prior to the meeting at which a motion shall be presented setting forth the reason of the Board of such expulsion.

#### **Section 7. Vacancies**

The Nominating Committee shall also be responsible for nominating persons to fill the vacancies which occur between annual meetings including those of officers. Nominations shall be sent in writing



to members of the Board at least two weeks prior to the next meeting at which election will be held the persons so elected to hold membership of office for the unexpired term in respect to vacancy occurred.

## **ARTICLE 5. COMMITTEES**

### **Section 1. Committee Formation**

The Board may create committees as needed such as fundraising, public relations, housing, data collection, etc. The Board ~~Chairman~~ **Chairperson**, usually the President, appoints all Committee chairs. Committees will be given instructions and directions as to what is requested of them. They will be responsible for keeping the minutes of committee meetings and be required to report back to the main Board their findings and recommendations.

### **Section 2. Executive Committee**

The four Officers serve as members of the Executive Committee. Except for the power to amend the Articles of Incorporation and Bylaws, the Executive Committee shall have all of the powers and authorities of the Board of Directors in the intervals between meetings of the Board of Directors and is subject to the direction and control of the full Board.

### **Section 3. Finance Committee**

The Treasurer is the Chair of the Finance Committee which includes three other Board members. The Finance Committee is responsible for developing and reviewing fiscal procedures, fundraising plans and the annual budget with staff and other Board members. The Board must approve the budget and all expenditures must be within the budget any major changes in the budget must be approved by the Board or the Executive Committee. The fiscal year shall be ~~the calendar year~~ **July 1 – June 30**. Annual reports are required to be submitted to the Board showing income expenditures and pending income. The financial records of the organizations are public information and shall be made available to the Board members and the public.

## **ARTICLE 6. CORPORATE STAFF**

### **Section 1. Executive Director**

The Board of Directors shall hire an Executive Director who shall serve at the will of the Board. The Executive Director shall have immediate and overall supervision of **the finances and** operations of the corporation and shall direct the day-to-day business of the corporation maintain the properties of the

corporation, hire, discharge and determine the salaries and other compensation of all staff members under the Executive Director's supervision and perform such additional duties as may be directed by the Executive Committee or the Board of Directors. No individual officer or Executive Committee or members of the Board of Directors may instruct the Executive Director or any other employee. The Executive Director shall make such reports at the Board and Executive Committee meetings as shall be required by the President or the Board.

The Executive Director shall be an ad hoc member of all committees.

The Executive Director may be hired at any meeting of the Board of Directors by a majority vote and shall serve until removed by the Board of Directors upon an affirmative vote of three quarters (3/4) of the Board members present at any meeting of the Board of Directors. Such removal may be with or without cause.

## **ARTICLE 7. CONFLICT OF INTEREST & COMPENSATION**

### **Section 1. Purpose of Policy**

The purpose of the Conflict of Interest policy is to protect this tax exempt organization's interest when it is contemplating entering into a transaction or arrangement that may might benefit the private interest of an officer or Board of Directors of the organization or might result in a possible excess benefit governing conflict of interest applicable to nonprofit and charitable organizations.

### **Section 2. Definitions**

#### **a. Interested Person**

Any Board of Director, principal officer, or member of a committee with governing Board delegated powers, who has direct or indirect financial interest as defined below is an interested person:

#### **b. Financial Interest**

A person has a financial interest if the person has directly or indirectly through business investments or family

1. An ownership or invested investment interest in any entity with which the organization has a transaction or arrangement.

2. A compensation arrangement with the organization with any entity or individual with which the organization has a transaction arrangement.

3. A potential ownership or investment interest in, or compensation arrangement with any entity or individual with which the organization is negotiating a transaction.

Compensation includes direct or indirect remuneration as well as gifts or favors that are substantial.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing Board or committee decides that a conflict of interest exists.

### **Section 3. Procedures**

a. **Duty of Disclosure.** About any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with the governing Board delegated.

b. **Violations of Conflict of Interest Policy.**

1. If the Governing Board or Committee has reasonable cause to believe a member has failed to disclose actual or possible conflict of interest it shall inform the member of the basis for such relief and afford the member an opportunity to explain the alleged failure to disclose.

2. If after a hearing of the member's response and after further investigation, as warranted by circumstances, the Governing Board or Committee determines the member has failed to disclose an actual or possible conflict of interest it shall take appropriate disciplinary and corrective action.

### **Section 4. Annual Statements**

Each Director, principal officer and member of a Committee with Governing Board delegated powers shall annually sign a statement which affirms such person:

a. Has received a copy of the conflict of interest policy

b. Has read and understands the policy

c. Has agreed to comply with the policy and

d. Understands the organization is charitable and to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

## **ARTICLE 8. INDEMNIFICATION**

### **Section 1. Insurance**

The corporation may purchase and maintain insurance on behalf of any person who is or was a member director officer employee or agent against liability asserted against such person and incurred by such person in any such capacity or arising out of such person's status as such whether the corporation would have the power or obligation to indemnify such person against such liability under this Article.

## **ARTICLE 9. BOOKS & RECORDS**

The corporations shall keep complete books and records of accounts and minutes of the proceedings of the Board of Directors.

## **ARTICLE 10. AMENDMENTS**

### **Section 1. Articles of Incorporation**

The Articles may be amended in any manner at any regular or special meeting of the Board of Directors provided that specific written notice of the proposed amendments of the articles setting forth the proposed amendment or a summary of the changes to be affected thereby shall be given to each director at least three days in advance of such meeting if delivered personally electronically by e-mail or at least five days if delivered by mail as required by the articles any amendments to article two of the articles show require the affirmative vote of all directors than in office all other amendments of the article shall require the affirmative vote of an absolute majority of directors in office.

### **Section 2. Bylaws**

The Board of Directors may amend these bylaws by majority of vote at a regular or special meeting written notice setting forth proposed amendments or summary of the changes to be affected thereby shall be given to each director within the time and manner provided the giving notice meaning the giving of notice of meetings of directors.

**Memo to:** JU4Y Board of Directors  
**From:** Eric Vasquez, Chief Executive Officer  
**Date:** April 24, 2023  
**Subject:** Second Chance Policies

As you are aware, as a part of our belief in restorative justice and care, JU4Y has a commitment to the community to provide every resource possible to enable at-risk people to become productive and resourceful members of their community. We believe all people deserve a chance and in most cases, second chances.

**Recommendation**

Staff recommends the Board adopt the JU4Y Second Chance Policy.

## Just Us 4 Youth Second Chance Policy

Just Us 4 Youth is a non-profit organization that values the concept of embracing those considered 'at promise'. We see promise in our community and in particular, those who have experienced harm, unfortunate circumstances and missteps in life that have resulted in being formerly incarcerated. We are committed to supporting the notion of second chances, embracing the reformative concepts of rehabilitation and redemption. JU4Y is committed to second chance hiring and "banned the box" to help ensure that qualified applicants with criminal backgrounds receive the same consideration as any other applicant, when their record has no bearing on job requirements. We believe that formerly incarcerated persons who do not have access to basic needs such as housing, employment and education are at a much higher risk of recidivism.

We have had tremendous success with hiring and maintaining staff with lived experiences. Those staff and volunteers appear to have the ability to better gain the trust of some of our clients so their value is undeniable. JU4Y extends second chances in its hiring practices in keeping with the values and mission of *compassion, healing, transformation, mentoring, creativity, reconciliation, diversity, excellence, integrity and passion.*

JU4Y strives to hire employees who are the best fit for positions available. In addition to experience and skills we also place value on their commitment to the betterment of others and to the community, regardless of their past. As a part of our employment onboarding practices JU4Y performs live scan fingerprint background checks on each potential employee and volunteer.

All offers of employment at JU4Y are contingent upon clear results of a thorough background check. Background checks will be conducted on all final candidates and on all employees who are promoted, as deemed necessary.

Background checks will include:

- Social Security Verification: validates the Social Security number, date of birth and former addresses.
- Criminal History: includes review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:
  - o The nature of the crime and its relationship to the position.
  - o The time since the conviction.
  - o The number (if more than one) of convictions.

o Whether hiring, transferring or promoting the applicant would pose an unreasonable risk to the business, its employees or its customers and vendors.

The following additional background searches will be required if applicable to the position:

- Motor Vehicle Records: provides a report on an individual;s driving history in the state requested. This search will be run when driving is an essential requirement of the position.
- Credit History: confirms candidate’s credit history. This search will be run for positions that involve management of JU4Y funds and/or handling of cash or credit cards.

#### Procedure

Final candidates must complete a background check authorization form and return it to Human Resources at the time the offer of employment is extended.

Human Resources will order the background check upon receipt of the signed release form, and either internal HR staff or an employment screening service will conduct the checks. A designated HR representative will review all results. The HR representative will notify the hiring manager regarding the results of the check. In instances where negative or incomplete information is obtained, the appropriate management will assess the potential risks and liabilities related to the job requirements and determine whether the individual should be hired. If a decision not to hire or promote a candidate is made based on the results of a background check, there may be certain additional Fair Credit Reporting Act (FCRA) requirements that will be handled by Human Resources in conjunction with the employment screening service (if applicable).

Background check information will be maintained in a file separate from employee’s personnel files for a minimum of five years.

Just Us 4 Youth reserves the right to modify this policy at any time without notice.

**TO: JU4Y Board of Directors**  
**FROM: Eric Vasquez, Executive Director**  
**DATE: April 24, 2023**  
**SUBJECT: Executive Director's Report**

The following is for your information and discussion if you have questions.

**Organization** - As most of you know it is not uncommon for us to reduce hours or reduce the level of staffing as we get closer to the end of the school year. Many of our services are in schools and the greatest number of staffing are those servicing schools. We have recently begun reductions in this area.

However, we have had to also make the very difficult financial decision with regard to staffing due to significant delay in receiving payments for our services. We handled this with as much care as possible, reducing hours and elimination of positions in the programs that were affected by payment delays. The affected staff were reassured that they would be kept updated should our financial position allowed us room to revisit this decision. In addition we also extended a promise to assist them with letters of recommendations and help with applying for other means of assistance.

We continue to reach out to our funding partners to try to not only receive what is outstanding but to find the means to eliminate delays moving forward. We are also aggressively seeking alternative funding opportunities. We are confident that our efforts will reap future benefits.

**Good News** - JU4Y was selected to participate in [LA County's Alternatives to Incarceration \(ATI\) Incubation Academy](#) for capacity building efforts. The academy will provide training, funding and technical assistance to new and existing community-based organizations, especially those who serve underrepresented and justice-involved people. Our Leadership Team will be involved on the organization's behalf.

JU4Y is in the process of solidifying a contract with Pomona USD to support Simons Middle School with 4 hours of On-Point and 3 hours of Connect services for 14 weeks.

**Young People's Conference** - We're planning for our Young Men's Conference that will be held on June 17 and Young Women's Conference that will be held on June 24th. Each will feature healing circles, mentor matching, career workforce, continuing education resources along with self care stations for such things as barbers for hair cuts and guest speakers. The theme of both conferences will be "Taking My Place" and will serve to provide resources for our youth to empower themselves. Both will be held from 10:30AM-3:00PM. We will provide the location once we finalize this task. We have received a \$5000 commitment from LA County and are hopeful the City of Pomona will match this amount.



**Meet & Greet** - We're proud to introduce Railene Gonzales who will be graduating this year. Railene is from Fremont High and has been participating in JU4Y programs for about four years. Her plans after graduation is to attend community college (either Mt. Sac or Citrus) to study criminal justice and social work.

**Financial Statements** - The financial reports are attached.

[https://drive.google.com/file/d/17haC7ee4GXe4ah6hjaO9EVZuuZNgHdlk/view?usp=share\\_link](https://drive.google.com/file/d/17haC7ee4GXe4ah6hjaO9EVZuuZNgHdlk/view?usp=share_link)

[https://drive.google.com/file/d/1HJA\\_igVuLWx2Qznbu9Z7B9j6KDJ\\_W4D5/view?usp=share\\_link](https://drive.google.com/file/d/1HJA_igVuLWx2Qznbu9Z7B9j6KDJ_W4D5/view?usp=share_link)

**TO:** JU4Y Board of Directors  
**FROM:** Eric Vasquez, Executive Director  
**DATE:** April 24, 2023  
**SUBJECT:** JU4Y Program Updates

The following are program updates from the past two months.

**STAY** - The Bithiah team is now on board enabling us to hold morning and evening circles, lots of activities including SPA Night, movie night, Mi Cafecito hour at the library, and an upcoming picnic in the park. The Bithia team is continuing to provide high quality labor and mentoring services for our residents.

Our STAY facilities have been renovated. Bithiah's Family Services partnered with Living Spaces and agreed with the church to completely remodel our common room (known as the theater room). This room will have all new flooring, paint, and furniture once complete. Next up, will be new bedrooms! Our STAY Nurtured maternity home opens on Monday, 4/17 with 3 potential clients and their babies. Collaborations continue with the PAC'D Program with our intake procedures, YES with job training, VIP with street outreach, TREE with STAY Nurtured and Connect for volunteering opportunities.

All of the JU4Y programs are collaborating to prepare for summertime community engagement events, including Friday Night Lights and Throwback Thursdays.

**ON POINT** - The team along with Pomona High School students participated in a community clean up near Pomona High last month. As mentioned earlier, the team is busy working on graduation preparation for the 2nd Annual Senior graduation banquet celebrating 50 seniors at the Pomona Mining Company on May 18 from 6-8:30PM. This program is also collaborating with other programs such as VIP and RESQ to ensure that students are being supported.

**Outreach** - Tremale Radcliff recently assumed a new role in the organization as Field Representative. In addition to keeping his commitment to the YES program, his responsibilities also allow him to represent JU4Y at various community events and meetings. He attended the Pomona Valley & Riverview Probation Resource Fair, a Gun Violence Prevention Platform Press event. He also attended several school district board meetings to provide updates and reassure the Board and community that JU4Y is ready for summer and the next school year. Finally, he has been actively involved in getting the Renacimiento Community Center up and running. A town hall is planned for April 26.

**Restorative Justice+Care** - JU4Y has received a \$294,500 grant, July 2023-June 2025, from CDCR to expand our prison-based restorative justice programs to other state prisons beyond California Institution for Men.

During February and March, RJ+Care served local campuses by holding listening circles with PUSD students after harm that happened at Fremont Academy, Simons Middle School, Golden Springs Elementary School, and Diamond Ranch HS. We began training Cal Poly Pomona's Project Rebound staff in developing restorative curriculum for juvenile detention facilities. And we began a community engagement project around listening circle facilitation with an upper-division "Power & Oppression" class from University of La Verne. We served community members who are incarcerated, through our Victim Offender Education Group and Restorative Parenting classes at California Institution for Men. And we sent Pen Pals 4 Youth letters to several incarcerated young adults.

We also held our first "Taking RJ to the Streets" listening circle with 12 high-school youth. We are partnering with Pomona Public Library, The Climate Initiative, and hopefully CHERP to train and facilitate with several at-risk youth to hold several "Urban BIPOC Community Conversation" circles this coming summer around issues of concern about Pomona's environmental issues. Kudos to our new Field Rep, Tremale Ratcliffe, for bringing this together.

**Connect** - We are currently working on transitioning from Thursday connect events to Friday connect events. In May we will be beginning a new rotation of clusters. We are planning on offering an adventure cluster, art cluster and others which are still being planned.

**TREE** - Holding community groups on Wednesdays, Self Care Cluster on Fridays & Bread giveaways. TREE will begin serving in the Renacimiento community center on Mondays and Fridays in May. We will begin serving STAY Nurtured clients with case management. We receive donated bread from Lemon Drop on Wednesdays and Thursday nights. We arrange for programs who need snacks to have pastries for their weekly meetings. Collaborating with STAY & PACD to do case management with STAY Nurtured. We are examining how to get more dads in the community involved in our programming. We currently have one dad who shows up regularly to our Wednesday group. We are working with APU to strategize on how to increase this number. We will meet with APU business class 4/18 to hear their suggestions.