



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

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

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**Just Us 4 Youth  
Board of Directors Annual Meeting  
June 26, 2023 | 5:00PM | Renacimiento Community Center  
2383 Chanslor Street Pomona, CA**

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



**Meeting ID: 850 3512 9264  
Passcode: 019465**

**June 26, 2023**  
**Just Us 4 Youth Board of Directors**  
**Annual Meeting**  
**AGENDA**

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of Minutes of Regular Meeting of April 24, 2023 (Pages 3-6)
5. Election of Officers (Page 7)
6. Approval of Amendment to JU4Y Bylaws (Pages 8-19)
7. Adoption of FY 2024 Annual Budget (Pages 20-28)
8. Receive and File JU4Y Annual Report (sent separately)
9. Approval of Second Chance Policy (Pages 29-31)
10. Board Member Comments
11. Adjournment

**Just Us 4 Youth**  
**Board of Directors Meeting**  
**April 24, 2023 Minutes**

**1. Call to Order** - The meeting was called to order by Vice President Peter Hidalgo at 5:00PM.

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

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

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

**6. Approval of February 27, 2023 Board Meeting Minutes.** The minutes were reviewed and a motion was made by member Derek Torry and seconded by member Jose Rivera to approve the minutes. The motion passed unanimously.

**7. Approval of Lupe Ruiz as Board Member.** Lupe Ruiz shared her experience and background with the Board. She was excused to a virtual conference meeting room while the board entertained a nomination for membership. A motion was made by member Rivera and seconded by Member Torry to accept Lupe Ruiz as a member of the JU4Y Board effective immediately. The motion passed unanimously. Ms. Ruiz returned to the meeting and was

congratulated by the Vice Chair.

8. **Presentation of JU4Y at Renacimiento Community Center** Director Vasquez reminded the Board that he requested the City of Pomona to allow JU4Y2 use of the vacant and unused Renacimiento Community Center which is located in the Angela Chansler area of Pomona. He reviewed the programs that would offer services at the Community Center. Member Royston Ellis offered assistance with community engagement activities such as voter registrations and civic engagement slash legislation classes.
9. **Information on Upcoming Graduation** - Director Vasquez reminded the Board that May 18th was the second annual graduation banquet and asked member Rivera to share his experience on last year's graduation. Member Rivera indicated it was a rewarding opportunity to embrace and recognize student achievements especially for those who come from difficult situations. Raylene Gonzalez was introduced as one of the graduating students. Ms. Gonzales indicated that she was a student at Fremont high school and was on the verge of dropping out, she did not like school and was matched with mentor Christian Verduzco who helped her build confidence. She graduated early and is now helping as a tutor with the KEEP program at JU4Y. She credited JU4Y for her accomplishments.
10. **Annual Meeting** - Director Vasquez reminded the Board that the next meeting would be the annual meeting as required by the bylaws wherein election of officers will be held and the budget will be adopted. The meeting will be an in-person meeting held June 26 at the JU4Y main office located at 363 Park Ave. at 5:00 PM.
11. **Approval of Terms and Conditions of a Construction Loan** - Paul Hudak reviewed the two loan options and indicated at a prior meeting that the board directed staff to pursue a construction loan to complete the renovation of the building. He indicated he worked with a broker who presented two options, an 11% interest and another at 13% interest. Paul Hudak indicated the offer at 11% was likely to be withdrawn from the lender. Member Torry indicated he worked with this lender and affirmed that he believes this was the best offer that we could get because interest rates are expected to increase shortly the matter was discussed at length. After discussion a motion was made by Claudia Kidmy and seconded by Kimberly Johnson to approve staff to move forward with securing the loan outlined in the agenda at an interest rate of 13% only after six days. The six day delay will be a period Natalie Delgado will pursue her professional contacts to determine if better terms and conditions are available. The motion passed unanimously.

12. **Discussion on Budget** - Paul Hudak indicated the budget would be discussed at the next meeting and would include line items that would be very informative. Director Vasquez reminded the board that the new budget will reflect implementation of new policies that have been done over the past year.
13. **Approval of Amendment of JU4Y By-Laws** - Director Vasquez indicated the proposed amendments to the by-laws will be discussed at the next meeting.
14. **Approval of JU4Y Second Chance Policies** - Director Vasquez indicated the approval of second chance policies would be discussed at the next meeting. He indicated there were last minute revisions made that would be forwarded to the Board by the end of the day.
15. **Board Member Comments** - Member Ellis Royston indicated the NAACP was also reviewing its bylaws and the Pomona branch was celebrating its 10 year anniversary in September.

Member Natalie Delgado shared that she and Artie Delgado hosted a young male for the weekend, who was homeless and had no support. She stated that this gentleman was referred by Eric Vasquez and that it was an extremely rewarding opportunity. She stressed the need to find housing for males.

Member Rodriguez indicated he had ten jobs available for youth in the foster system ages 18 through 19 years old for 400 hours.

Member Rivera indicated he was teaching small groups learning theories for them to implement them in everyday life. He indicated the members were to work with [Eric Vasquez](#) on projects.

Vice Chair Hidalgo reported that the Mt. SAC President is retiring and the new president is Dr. Martha Garcia. He indicated Dr. Garcia is from an immigrant family, raised by a single mother. He also reported that University of LaVerne's President was also retiring and recruitment for a replacement is underway. Lastly, he reported that the LA County Fair was beginning on May 5th through the end of May and encouraged everyone to attend.

16. **Executive Director's Report** - Director Vasquez gave an update on staffing issues and staff changes. He also announced that the nurtured home is open and that they have their first client and offered the Board tours. He announced the September 1st fundraising gala that would be held at the Mountain View golf course.

17. **Program Updates** - Director Vasquez reminded the board that the program updates information was in the board packet and shared a slide with summaries of the stuff the programs were participating in over the past two months there was no further business the meeting was adjourned at 6:36 PM.

**Memo to:** Just Us 4 Youth Board of Directors  
**From:** Eric Vasquez, Chief Executive Officer  
**Date:** April 24, 2023  
**Subject:** Election of Officers

The Just Us 4 Youth by-laws call for the election of Officers at its Annual meeting for seats effective July 1. The term limits, under the current by-laws are one year. However, at this meeting you will review and consider incorporating amendments to the by-laws that include extending the term to two years or terms at any other term at the pleasure of the Board.

The following members have requested to serve in the following positions:

President - Peter Hidalgo

Vice President - Jose Rivera

Secretary - Dr. [Tina Solorzano](#)

Treasurer: Natalie Delgado

**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 by-laws.

# 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~~ **Chair** 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~~ **Chair**, 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:** Just Us 4 Youth Board of Directors  
**From:** Eric Vasquez, Chief Executive Officer  
**Date:** April 24, 2023  
**Subject:** Adoption of Fiscal Year 2023-2024 Budget

The following is a comprehensive breakdown of the revenues and expenses anticipated for the upcoming fiscal year, making up our 2023/24 Annual Budget.

We will answer any questions you may have at the meeting.

**Recommendation**

Approval of the FY 2023/24 budget.

**JUST US 4 YOUTH FY 23/24 PROPOSED BUDGET**

Revenue	FY 2023-24
<b>3210 Contracts -PUSD</b>	
3210.1 Grow	\$ 42,540.00
3210.2 PAC'D	\$ 1,000,404.00
3210.3 RES'Q	\$ 203,832.00
3210.6 K.E.E.P (School of Arts)	\$ 23,688.00
3210.7 K.E.E.P (10 Schools)	\$ 2,941,920.00
3210.8 Sports	
3210.9 OnPoint	\$ 483,840.00
3210.10 Connect	\$ 126,000.00
3210.11 T.R.E.E	
RJ and Care	\$ 56,011.00
BEATS Program	\$ 72,000.00
YES	\$ 6,624.00
<b>Total 3210 Contracts -PUSD</b>	<b>\$ 4,956,859.00</b>
<b>3270 Contracts SGUSD</b>	
3270.1 TREE	\$ 28,360.00
3270.2 RES'Q	\$ 64,368.00
3270.3 On-Point	\$ 57,600.00
3270.4 Connect	\$ 31,104.00
3270.5 Grow	\$ 7,090.00
<b>Total 3270 Contracts SGUSD</b>	<b>\$ 188,522.00</b>
<b>3280 Contracts SIA Tech</b>	<b>\$ 76,680.00</b>
<b>Contracts Cal Poly Pomona</b>	<b>\$ 4,681.60</b>
<b>New District Contracts</b>	
<b>4000 Revenue from Direct Contributions</b>	
4010 Individual contributions	\$ 60,000.00
4011 Restricted individual contributions	\$ 5,000.00
4015 Board contributions	\$ 15,600.00
4020 Corporate contributions	\$ 10,000.00
4025 University, College and/or Institutions	\$ 5,000.00
4030 Faith based contributions	\$ 7,000.00
4040 Employee Contributions	\$ 2,500.00
4050 Living Trusts/Personal Foundations	\$ 1,000.00
<b>Total 4000 Revenue from Direct Contributions</b>	<b>\$ 106,100.00</b>

<b>4200 Revenue from non-government grants</b>	
4210 Corporate / business grants	\$ 50,000.00
4230 Foundation/Trust Grants	\$ 100,000.00
4250 Nonprofit organization grants	\$ 40,000.00
<b>Total 4200 Revenue from non-government grants</b>	<b>\$ 190,000.00</b>
<b>4400 Revenue from indirect contributions</b>	
4420 Affiliated organizations revenue	
4430 Fundraising agencies revenue	
<b>Total 4400 Revenue from indirect contributions</b>	
<b>4500 Revenue from government grants</b>	
4510 Federal Grants	
4520 State grants	
4521 CDCR Grant	\$ 21,883.00
4522 CalVIP Grant	\$ 481,704.80
4523 CDCI Grant	
<b>Total 4520 State Grants</b>	<b>\$ 503,587.80</b>
4530 Local government grants	
4531 SOCVI	\$ 300,000.00
4532 CDBG (County of LA)	\$ 250,000.00
4533 LACOE Grant (Safe Passages)	\$ 232,500.00
4537 Los Angeles Homeless Services Authority (LAHSA)	\$ 513,321.00
4538 LA84 Foundation	
Ahmanson Grant (Building Renovations)	
Sony Grant (50k cash; 50k electronic gift)	
Tri-City	
<b>Total 4530 Local government grants</b>	<b>\$ 1,295,821.00</b>
<b>Total 4500 Revenue from government grants</b>	<b>\$ 1,799,408.80</b>
Interest Income	\$ 700.00
Construction Loan	\$ 1,600,000.00
<b>Total Revenue</b>	<b>\$ 8,922,951.40</b>
<b>GROSS PROFIT</b>	<b>\$ 8,922,951.40</b>
<b>Expenditures</b>	
6000 Salary and Benefits	
6005 Payroll Expenditures-Workers Comp Insurance	\$ 148,749.00
6010 Payroll Tax	\$ 395,813.59
6025 DEVELOPMENT	
6030 MENTOR Program	

6060 Payroll processing fees	\$ 24,988.00
6065 All Staff	
6066 HR Expenses	\$ 21,770.56
6070 Employees - Hourly	
6070-1 Administrative Assistants	\$ 128,960.00
6070-2 DATA	
6070-3 Donor Relations	
6070-4 Grant	
6070-5 Graphics	\$ 64,480.00
6070-7 Learning & Development	\$ 64,480.00
6070-8 General (No department)	
Total 6070 Employees - Hourly	\$ 304,678.56
6075 Salary - Management	\$ 467,180.00
6080 Independent Contractors	\$ 76,960.00
6080-1 Human Resources	\$ 72,000.00
6080-10 RJ & Care	
6080-12 KEEP	\$ 10,800.00
6080-13 RESQ	
6080-2 Accounting & Tax	\$ 50,400.00
6080-3 Social Media	\$ 21,600.00
6080-4 Operations	
6080-5 Data Support	\$ 9,000.00
6080-7 Graphic design	\$ 10,800.00
6080-8 Donor Relations	
6080-9 LCSW (Selena)	\$ 19,500.00
Total 6080 Independent Contractors	\$ 194,100.00
6090 Athletics	
6095 Employee Health Insurance	\$ 274,024.79
Employee Life Insurance	\$ 6,336.00
Total 6000 Salary and Benefits	\$ 1,323,701.94
8000 GENERAL & ADMINISTRATIVE	
8100 Administrative Costs	
8110 Office Expenses & Supplies	\$ 6,196.78
8115 Office Equipment	\$ 825.00
8130 Telephone & telecommunications	\$ 3,604.66
8140 Postage & shipping	\$ 247.59
8141 Insurance	\$ 42,949.85

8150 Fundraising Expense & Partner service donations	\$ 8,362.20
8170 Printing & Copying	\$ 585.17
8180 Dues & Subscriptions	\$ 13,974.46
8185 Legal & Professional Fees	\$ 1,621.40
8190 Misc fees	\$ -
8195 Website expenses	\$ -
8196 Computer Equipment, Wires, Monitors	\$ 1,537.17
8197 Advertising/Marketing/Promotions	\$ 3,563.27
8198 Auto Expenses	\$ 5,730.16
8199 Event Expenses	\$ 933.76
<b>Total 8100 Administrative Costs</b>	<b>\$ 90,131.47</b>
8200 Facility & equipment expenses	
8210 Rent, parking, & other occupancy	\$ 33,600.00
8220 Utilities	\$ 1,166.52
8230 Consulting fees	\$ 1,980.00
8260 Repair & Maintenance	\$ 11,120.95
8261 Security Services	\$ 67,860.00
8280 Property Tax	\$ 3,000.00
8290 Mortgage Interest	
<b>Total 8200 Facility &amp; equipment expenses</b>	<b>\$ 115,727.47</b>
8300 Travel & meetings expenses	
8310 Travel	\$ 4,772.58
8320 Conferences, conventions & meetings	
8330 Lodging	\$ 1,579.15
8340 Meals	\$ 2,602.29
8370 Committee expenses	
<b>Total 8300 Travel &amp; meetings expenses</b>	<b>\$ 8,954.02</b>
8350 Staff Expenses	
8360 Staff Meetings	
8380 Staff Development	\$ 13,986.45
8385 Staff Uniforms, lanyards, etc...	\$ 5,655.30
<b>Total 8350 Staff Expenses</b>	<b>\$ 19,641.75</b>
8390 Contract service expenses	
8391 Paypal fees	\$ 77.75
8393 Stripe fees	\$ 984.91
8395 Counselling Fees	\$ -
8397 Temporary help	\$ 8,767.99



Total 8390 Contract service expenses	\$ 9,830.65
8600 Business expenses	
8610 Bad debt expense	
8620 IRS- Back Taxes	
8630 Bank charges	\$ 307.66
8650 Tax & Licenses	\$ 2,501.60
8660 Fines, penalties, judgements	\$ -
8661 BUS DMV FEE	\$ -
Total 8600 Business expenses	\$ 2,809.26
8700 Volunteer/Donor Expenses	\$ 500.00
8705 Donor/Potential Donor Meal/Mtg	\$ 1,844.76
8706 Commissions & fees	
8710 Donor Meal	
8713 Volunteer Program Materials	
8714 Student supplies	
8711 Volunteer/Board Appreciation	
8717 Acct Not Assigned - Volunteer/Donor	
Total 8700 Volunteer/Donor Expenses	\$ 2,344.76
Total 8000 GENERAL & ADMINISTRATIVE	\$ 249,439.38
8125 Facility Supplies	
8400 PROGRAM EXPENSES	
8401 Mentor/Connect Program Expenses	
8401-3 Mentor gas/travel	\$ 6,750.00
8401-5 Connect Program Supplies	\$ 14,300.00
8401-6 Connect Salaries	\$ 110,919.96
8401-7 Connect Rent	
Others	
Total 8401 Mentor/Connect Program Expenses	\$ 131,969.96
8402 On Point Program Expenses	
8402-1 ON-Point Supplies	\$ 1,908.00
8402-2 On-Point - Misc Fees	\$ 3,000.00
8402-4 ON-POINT -Meals	
8402-5 On-Point - Travel/Gas	\$ 2,214.00
8402-7 On-Point Salaries	\$ 248,560.00
8402-8 On-Point Training	\$ 457.00
Total 8402 On Point Program Expenses	\$ 256,139.00
8403 T.A.Y- Transitional Aged Youth Expenses	

8403-1 Gas, moving costs and travel reimbursement	\$ 2,400.00
8403-11 TAY Salaries	\$ 465,120.00
8403-12 Other	\$ 29,600.00
8403-13 TAY Program/Event Supplies	\$ 1,300.00
8403-2 House repairs and maintenance	
8403-3 Housing supplies	
8403-4 Rent-Tay Housing	
8403-5 Tay Clothing stipend	
8403-6 Tay-Development activities	
8403-7 Utilities	
8403-8 Vital Records	
8403-9 Food	\$ 7,200.00
8403-10 Internet	
8403-14 Security	
8403-15 Operations Expenses	\$ 81,640.00
Total 8403 T.A.Y- Transitional Aged Youth Expenses	\$ 587,260.00
8404 Student Outreach Expenses	
8404-1 Influence Night	
8404-2 STUDENT RETREAT	
8404-3 Student Food	
8404-4 Student Clothing	
8404-5 Student Benevolence	
8404-7 Student Incentives/Awards/Recognition	
8404-8 Repair & Maintenance Bus	
8404-9 School Supplies	
8580 STUDENT CAMP FEES (deleted)	
Total 8404 Student Outreach Expenses	
8405 KEEP Program	
8405-1 Program supplies	\$ 10,922.60
8405-2 KEEP Salaries	\$ 1,128,159.96
8405-3 Food	
8405-4 Travel & Gas	
8405-6 Other	\$ 800.00
Total 8405 KEEP Program	\$ 1,139,882.56
8406 Community Collaborative Expenses	
8407 R & J CARE PROGRAM	
8407-1 Care Program Supplies	\$ 1,908.00

8407-2 R & J Food	
8407-4 R&J Salaries	\$ 148,720.00
8407-5 RJ & Care Operating Expenses	
8407-6 RJ & Care Travel	\$ 2,214.00
8407-7 RJ & Care Training	\$ 207.00
8407-8 RJ & Care Other	\$ 3,000.00
<b>Total 8407 R &amp; J CARE PROGRAM</b>	<b>\$ 156,049.00</b>
8408 RES'Q Program	
8408-1 Travel & Gas	\$ 10,824.00
8408-2 Supplies	
8408-3 RES-Q Salaries	\$ 269,320.00
8408-4 RES'Q Food	
8408-5 Other	\$ 300.00
8408-6 Training and Self-Care	\$ 1,753.00
<b>Total 8408 RES'Q Program</b>	<b>\$ 282,197.00</b>
8412 PACD Program	
8412-1 Transportation	\$ 1,476.00
8412-2 Salaries	\$ 480,480.00
8412-3 Food	
8412-4 Supplies	
8412-5 Training and Self-care	\$ 621.00
8412-6 Other Costs	
Mileage	
<b>Total 8412 PACD Program</b>	<b>\$ 482,577.00</b>
8415 Tree Program	
8415-1 Supplies	\$ 2,050.00
8415-2 Salaries	\$ 64,480.00
8415-3 Traveling	\$ 2,214.00
8415-4 Staff Training and Self-Care	
8415-5 Other	
<b>Total 8415 Tree Program</b>	<b>\$ 68,744.00</b>
VIP Program	
VIP Salaries	\$ 316,160.00
VIP Services and Supplies	\$ 14,304.00
VIP Health and Wellness	
VIP Operating expense	\$ 14,400.00
VIP Equipment	

VIP Other	\$ 46,116.00
VIP Travel	\$ 10,332.00
VIP Training	\$ 4,223.00
VIP Program Total	\$ 405,535.00
<b>Total 8400 PROGRAM EXPENSES</b>	<b>\$ 3,510,353.52</b>
<b>8500 GRANTS</b>	
8501 SOCVI Grant	
8501-1 Salaries	
8501-2 Employee Benefits (Health Ins & Workers Comp)	
8501-3 Operating Expenses	
8501-4 Program Supplies	
8501-5 Travel & Gas	
8501-6 Training	
8501-7 Other Costs/Indirect Costs	
Total 8501 SOCVI Grant	
8502 CDBG (County of LA)	
8502-1 Salaries	
8502-2 Employee Benefits (Health Ins & Workers Comp)	
8502-3 Operating Expenses	
8502-4 Program Supplies	
8502-5 Travel & Gas	
8502-6 Training	
8502-7 Other Costs/Indirect Costs	
Monthly Loan costs	\$ 192,000.00
Building Construction	\$ 1,600,000.00
Loan Closing costs and Payments	\$ 275,000.00
Total 8502 CDBG (County of LA)	
<b>Total 8500 GRANTS</b>	
<b>Uncategorized Expense</b>	
Total Expenditures	\$ 7,492,376.61
<b>NET OPERATING REVENUE</b>	<b>\$ 1,430,574.79</b>
Other Expenditures Miscellaneous	
Total Other Expenditures	
<b>NET OTHER REVENUE</b>	
<b>NET REVENUE</b>	

**Memo to:** Just Us 4 Youth Board of Directors  
**From:** Eric Vasquez, Chief Executive Officer  
**Date:** June 26, 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**  
(Board approved June 26, 2023)

Just Us 4 Youth is committed to providing equal employment opportunities to all qualified applicants and employees. We believe that everyone should have a fair chance at employment, regardless of their criminal record.

In accordance with California law, we will not ask about an applicant's criminal record until after a conditional offer of employment has been made. If a criminal record is revealed during the background check, we will evaluate the relevance of the offense to the job duties and responsibilities, the amount of time that has passed since the offense occurred, and any evidence of rehabilitation or positive change since the offense.

We will provide the applicant or employee with a copy of the background check report and an opportunity to respond and explain any information contained in the report.

If the criminal record is found to be relevant to the job duties and responsibilities, we will provide the applicant or employee with an opportunity to discuss the matter with us and determine whether any reasonable accommodations can be made to enable them to perform the essential functions of the job.

We will only take adverse action based on criminal history after conducting an individualized assessment and determining that the criminal history is directly related to the job duties and responsibilities and that exclusion is necessary to avoid a risk to property or safety.

We will comply with all applicable federal and state laws regarding fair chance hiring, including but not limited to California's Ban the Box law, the Fair Chance Act, and any local ordinances or regulations.

We believe that everyone deserves a fair chance at employment, and we are committed to providing equal opportunities to all qualified applicants and employees, regardless of their criminal history.

**Non-Discrimination:** We do not discriminate against job applicants on the basis of their criminal history, except as required by law.

**Individualized Assessment:** We will conduct an individualized assessment of each applicant with a criminal record to determine whether the criminal history has a direct and adverse relationship with the specific job duties of the position sought.

**Notice:** We will provide notice to the applicant if we are considering not hiring them based on their criminal history and provide them an opportunity to provide additional information to support their application.

**Fair Credit Reporting Act (FCRA):** We will comply with the FCRA when conducting background checks and will provide applicants with a copy of their background check report and a summary of their rights under the FCRA.

**Timing:** We will not inquire about an applicant's criminal history until after a conditional offer of employment has been made.

**Job-Relatedness:** We will only consider criminal history that is job-related and consistent with business necessity.

**Rehabilitation:** We will consider evidence of rehabilitation and mitigating factors, such as the age at the time of the offense, the length of time since the offense, and any evidence of good conduct since the offense.

**Privacy:** We will maintain the confidentiality of an applicant's criminal history and use it only for the purpose of evaluating their fitness for employment.

**Compliance:** We will comply with all applicable state and federal laws, including but not limited to the California Fair Chance Act and Title VII of the Civil Rights Act of 1964. By adopting this policy, we are committed to providing equal employment opportunities to all qualified applicants and reducing barriers to employment for those with criminal records.