



SAN BENITO COUNTY COMMUNITY ACTION BOARD (CAB)

1161 San Felipe Road, Building B, Hollister, CA 95023

Mission: The Community Action Board is committed to advocate for the vulnerable population in our community with resources, knowledge, and opportunities for advancement and independence.

Vision: Ending Poverty by Empowering People

MINUTES

Thursday May 12, 2022 at 5:15 P.M.

CANCELLED 5:00 P.M. – 5:15 P.M. An election will be held to vote on the applications received for the Representative of the Poor Vacancies. Results will be announced during the regular CAB meeting.

Representatives of the poor from each supervisorial district shall be democratically selected by members of the public attending public meetings of the CAB, who live within the supervisorial district to be represented. Representatives elected to each supervisorial district must live in the district.

- District #5 Representative of the Poor – Michael Salinas
District #5 Representative of the Poor – Keri Battin

Please join us at 5:15 P.M. for an overview of actions items from the April 19, 2022 meeting.
Special meeting attendance

Table with 4 columns: District, Representing the Low-Income (L), Representing the Board of Supervisors (P), and Representing the Private Sector (PR). Rows include Districts 1-Dirks, 2-Kosmicki, 3-Hernandez, 4-Tiffany, and 5-Gonzales.

- I. 5:15 P.M. Overview of the April 19, 2022 Agenda: The board and staff provided an overview of the April 19th agenda to ensure those that attended the onsite meeting understood all agenda items discussed.
A. Bylaws: There were additional edits to the bylaws based on input from the County Counsel which will be discussed further during the regular CAB meeting.
B. Board Membership: This will be explained during the regular meeting when the full CAB is present.
C. Youth Alliance: Clarify a Letter of Support for the Youth Alliance was approved.
D. Racial Equity: Approved an ad hoc committee. This item is on the agenda to seek volunteers.



Chair, Ellen Laitinen called the Regular CAB meeting to order at 5:30 P.M.

II. 5:30 P.M. General:

<i>Standard 5.5 The department's tripartite board/advisory body meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its governing documents. Quorum Met: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> ex=Excused Absence</i>						
District	Representing the Low-Income (L)		Representing the Board of Supervisors (P)		Representing the Private Sector (PR)	
1-Dirks	<input type="checkbox"/>	VACANT	<input checked="" type="checkbox"/>	Amy Bravo	<input checked="" type="checkbox"/>	Ellen Laitinen - <u>Chair</u>
2-Kosmicki	<input checked="" type="checkbox"/>	Nelda Escamilla - <u>V Chair</u>	<input checked="" type="checkbox"/>	Yolanda Delgado	<input checked="" type="checkbox"/>	Jessica Wohlander
3-Hernandez	<input checked="" type="checkbox"/>	Juan Cruz	<input checked="" type="checkbox"/>	Tonia Sunseri	<input checked="" type="checkbox"/>	Christy Eggers
4-Tiffany	<input checked="" type="checkbox"/>	Daren Kortsen	<input checked="" type="checkbox"/>	Mel Tungate	<input checked="" type="checkbox"/>	Dennis Wightman
5-Gonzales	<input type="checkbox"/>	VACANT	<input type="checkbox"/>	VACANT	<input checked="" type="checkbox"/>	Jim Whitehead-Secretary

Staff: Andi Anderson, Enrique Arreola

A. Amendments to the Agenda:

1. **Retreat:** Month of August, the CAB Training could also be addressed utilizing the CapLAW Trainings discuss in Item III C. Think about 3 dates in August 6, 20, or 27th.
2. **In Person Meeting:** Suggested beginning in person meetings in June, however; after discussion the board opted to have a virtual meeting. County Counsel indicated that if we continue meetings via Zoom a resolution needs to be completed.

B. Public Comment Period: No public comments were received.

III. Regular Agenda:

A. Roll Call: Roll was taken to determine excused absences for attendance requirements. All members were present

B. Approval of Minutes:

1. **CAB Meeting:** The April 19, 2022 CAB meeting minutes were approved as presented. *Motion/Second/Concur (M/S/C) Mel Tungate/Yolanda Delgado.*
2. **Strategic Planning Committee (SPC) Meeting:** The April 19, 2022 SPC meeting minutes were enclosed for board information.

C. CAB Training & Volunteer Hours: *Standard 5.8: The governing board members have been provided training on their duties and responsibilities within the past 2 years.* Reminder to board members to submit any volunteer hours for activities where CAB was promoted/represented. Staff shared how board members can access the CalCAPA training videos that are available for CAB viewing on the website at: <https://www.sbccab.com/about>. New member orientation will be scheduled in early June. Discussed completing the CapLAW All A-Board online trainings independently or in person. The following individuals indicated they prefer to complete independently: Christy Eggers, Yolanda Delgado, Daren Kortsen.

Staff will e-mail the link for the CapLAW training is: (https://resources.caplaw.org/?_sft_resource_type=video&_sfm_creation_year=2000%202022)

IV. Consent Items: All items will be voted on and approved unless the board wishes to discuss further. In which case, the board may request it to be pulled and placed in the Action Items/Discussion Items Section: *M/S/C Mel Tungate/Yolanda Delgado*

A. Homeless Shelter & Transitional Housing Report: Enclosed were the monthly reports for March 2022.

B. Community Services Block Grant and other Grant updates, Additional Information and Discussion: *Standard 5.9 The department's tripartite board/advisory body receives programmatic reports at each regular board/advisory meeting. Standard 8.7 The tripartite board/advisory body receives financial reports at each regular meeting, for those program(s) the body advises, as allowed by local government procedure.*

1. **Annual Program Outcomes**: Enclosed was a report on services provided from January 1, 2021 –December 31, 2021 for CSWD programs to include winter, shelter program, emergency rental assistance, LIHEAP, etc.
- C. **Community Development Block Grant (CDBG)**: The Notice of Funding Availability (NOFA) has been released. Staff will be applying for a Public Service Activity on homeless services. The application is due June 20, 2022. Attached was a memo for board's information.
- D. **Annual CalCAPA Conference**: The CalCAPA Conference is scheduled for November 1-4, 2022 in San Diego. Staff is planning on attending.
- E. **Summer Youth Program Update**: CAB recommended to designate up to \$30,000 of the CSBG CARES Funds pending State approval as an allowable activity. The State confirmed this is an allowable expense, however there is only \$18,227.28 remaining.

V. **Action Items/Discussion Items**:

A. **Board Membership**:

1. **Results from the Representative of the Poor Elections at 5:15 P.M**: The Chair informed those in attendance that the election for tonight was cancelled to a future CAB meeting due to the erroneous categorization of two of the applicants on the CAB Agenda which were voted on at the April 19th meeting. The CAB respectfully asked that the vote for the Category III representatives be nullified, and a new election be scheduled with the correct applicants for Category III and the CAB nullify the vote taken for District 5. *Table election to future meeting.*
2. **Representative of the Public Sector (BOS)**: Approve the application of Thressa Walker-Shaw for District #5, Representative of the Board of Supervisors. *M/S/C Christi Eggers/Jim Whitehead.*

B. **CAB Membership Application**: The revised CAB Membership Application was enclosed for review and approval. Added low-income certification information in two locations. Motion to approve CAB Application with the two revisions as presented. *M/S/C Amy Bravo/Nelda Escamilla*

C. **Youth Alliance Youth Impact Center (YIC)**: CAB agreed to provide a letter of support for the YIC. The Youth ad hoc Committee is closing the survey on May 21, 2022 and has a meeting planned to discuss next steps. This way, between now and next meeting, the CAB can have a better understanding of the needs of the community and if a financial partnership is something the CAB wishes to pursue. Follow-up discussion resulted in the CAB requesting to tour of the Youth Alliance YIC between now and the June meeting. Christi will call to see about scheduling and staff will survey board members on dates, early evening. Staff shared that at this time the Youth Alliance doesn't need a letter of support, but verbally supporting the Youth Alliance will suffice. *TABLE*

D. **Racial Equity ad hoc Committee**: Discuss CAB volunteers who may want to be part of the new Ad Hoc Committee regarding Racial Equity. Staff will provide a more formal presentation on the role of this committee. Staff will provide information on Racial Equity provided by Santa Cruz CAB. Volunteers: Yolanda Delgado, Amy Bravo, Jessica Wohlander, Nelda Escamilla. Motion to approve ad hoc committee members. *M/S/C Christi Eggers/Mel Tungate*

VI. **Committee Updates**:

A. **Strategic Planning Committee (SPC)**: *Standard 6.1 The department has a strategic plan, or comparable planning document, in place that has been reviewed and accepted by the tripartite board/advisory body within the past 5 years. If the department does not have a plan, the tripartite board/advisory body will develop the plan.* The SPC met April 19, 2022 at 5:00 P.M. to review and update their goals. There is no other update at this time.

B. **Ad Hoc Committee for Youth (YC)**: Staff and Committee members reported on their meeting held on May 11, 2022 and shared the following next steps:

1. **Survey End Date**: May 20, 2022
2. **Prizes**: Scheduled an outreach meeting Sunday, May 22, 2022 from 3-4 P.M. and will invite youth who completed the survey, CAB members & Youth Alliance.
3. **Next Steps**: Discussed what to do with the results of the survey, how to share results with partners.
4. **Youth Rally**: Discussed the possibility of hosting a Virtual Youth Rally. Would be better to do an in-person youth rally. To do a rally on a smaller scale and have CAB participation. Identify goal of the rally, focus and purpose. Need a year lead up time, possibly schedule for next summer, June 2023. Youth stated it would be good to do a small-scale rally in late July or early August and then have a larger scale for June 2023. Maybe organize something with the CAB and the Youth Alliance.
5. **Community Outreach**: Discussed was attending the various upcoming events in the community as a way to outreach and solicit youth involvement in the youth rally. Upcoming events are: Fentanyl Event-June 11, 2022, Kids at the Park-June 15, 2022, National Night Out-August 2, 2022. Staff will verify Daren Kortsen desire to serve on this committee. To keep youth engaged, Gabriella wanted to have something this year to create a Bridge to the youth. Follow-up. Discussed scheduling a mini youth rally on June 10, 17 or 24.

C. **Committees**:

1. **Bylaws**: The Bylaws Committee met on May 3, 2022 and made revisions. Based on recommendations of staff and County Counsel there was a need for additional revisions as explained and reviewed by staff and committee members. In order to allow time for committee members to review said changes this item is tabled *to the next meeting*.
2. **Home Loan Committee**: Staff has requested further direction from County Admin Office on the appointment of the BOS representative on this committee and is awaiting their response.
3. **Membership Committee**: Staff and Committee members provided an update on recruitment efforts and possible new member leads.

D. **Outreach/Volunteer Opportunities**: Staff and board members may provide an update on upcoming outreach/volunteer opportunities to promote the CAB.

1. **Leadership Luncheon**: CAB to approve the date for the leadership luncheon for Wednesday, September 21, 2022 from 12-1:30 P.M. *M/S/C Tonia Susneri/ Nelda Escamilla*.

VII. **Additional Information**:

VIII. **Adjournment**: *M/S/C Amy Bravo/Mel Tungate 7:21 P.M.*

The next CAB meeting is scheduled for June 9, 2022 at 5:30 P.M.