



SAN BENITO COUNTY

TRACEY BELTON
DIRECTOR

Health & Human Services Agency

COMMUNITY SERVICES & WORKFORCE DEVELOPMENT

1161 SAN FELIPE ROAD, BLDG B • HOLLISTER, CA 95023

(831) 637-9293 • FAX (831) 637-0996

SAN BENITO COUNTY COMMUNITY ACTION BOARD (CAB)

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

This meeting will be held via ZOOM Only

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

AGENDA

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

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.

THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER N-29-20 DATED MARCH 17, 2020, WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT.

At this time, the Board is continuing to hold board meetings to conduct essential business. Members of the public are encouraged to participate electronically. Based on guidance from the California Department of Public Health, the Governor's Executive Order and Office, and the San Benito County Public Health Officer,

Join Zoom Meeting

<https://us06web.zoom.us/j/93659942862?pwd=YmY0VHN0NnU2dEh0Ynk5ckY0ZngyZz09>

Meeting ID: 936 5994 2862 - Passcode: 252970

One tap mobile

+14086380968,,93659942862#,,, *252970# US (San Jose)

+16699006833,,93659942862#,,, *252970# US (San Jose)



COMMUNITY ACTION BOARD & WORKFORCE Development BOARD

SERVING SAN BENITO COUNTY SINCE 1978

The County CSWD is an equal opportunity employer/program



The County of San Benito complies with the Americans with Disabilities Act (ADA) by assuring that auxiliary aids for services are available upon request to persons with disabilities. Persons with hearing disabilities can call the TDD/TTY phone (831) 637-3265. Persons requiring any special needs for access should call the CSWD office at 831-637-9293 at least five business days before the needed date to arrange for the special accommodations.

<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 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 type="checkbox"/>	Bravo, Amy	<input type="checkbox"/>	Ellen Laitinen - <u>Chair</u>
2-Kosmicki	<input type="checkbox"/>	Nelda Escamilla - <u>V Chair</u>	<input type="checkbox"/>	Yolanda Delgado	<input type="checkbox"/>	Jessica Wohlander
3-Hernandez	<input type="checkbox"/>	Juan Cruz	<input type="checkbox"/>	Tonia Sunseri	<input type="checkbox"/>	Christy Eggers
4-Tiffany	<input type="checkbox"/>	Daren Kortsen	<input type="checkbox"/>	Mel Tungate	<input type="checkbox"/>	Dennis Wightman
5-Gonzales	<input type="checkbox"/>	VACANT	<input type="checkbox"/>	VACANT	<input type="checkbox"/>	Jim Whitehead-Secretary

- I. **5:15 P.M. Overview of the April 19, 2022 Agenda:** The board and staff will provide an overview of the April 19th agenda to ensure those that attended the onsite meeting understood all agenda items discussed.
- II. **5:30 P.M. General:**
 - A. **Amendments to the Agenda:**
 - B. **Public Comment Period:** Select the “Participants Tab” and click “Raise Hand” icon, the zoom facilitator will unmute you when your turn arrives. Guests may introduce themselves and request to comment on any non-agenda items. Time is limited to three (3) minutes per guest unless the board determines that more time is needed.
- III. **Regular Agenda:**
 - A. **Roll Call:** Roll will be taken to determine excused absences for attendance requirements.
 - B. **Approval of Minutes:**
 1. **CAB Meeting:** The April 19, 2022 CAB meeting minutes are **enclosed** for review and approval. *Action Required.*
 2. **Strategic Planning Committee (SPC) Meeting:** The April 19, 2022 SPC meeting minutes are **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. Training videos are available for CAB viewing on their website at: <https://www.sbccab.com/about>. New member orientation will be scheduled in early June.
- 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:
 - A. **Homeless Shelter & Transitional Housing Report:** **Enclosed** are 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** is 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** is 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 CSBC 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. See **enclosed**.

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

- A. **Board Membership:** Any applications received for membership may be reviewed by the board for approval. Currently there is one (1) vacancy: Representative of the Poor, District #1. Move to regular agenda
1. **Results from the Representative of the Poor Elections at 5:15 P.M:** Last month's elections are annulled due to the Board of Supervisor's desire to appoint Thressa Walker-Shaw to the CAB as her district representative. Michael Salinas and Kerri Battin both submitted applications for the vacancies as Representative of the Poor. The new election results will be present for action. **Action Required.**
 2. **Representative of the Public Sector (BOS):** Approve the **enclosed** application of Thressa Walker-Shaw for District #5, Representative of the Board of Supervisors. **Action Required.**
- B. **CAB Membership Application:** The revised CAB Membership Application is **enclosed** for review and approval. **Action Required.**
- C. **Youth Alliance Youth Impact Center (YIC):** CAB agreed to provide a letter of support for the YIC. Follow-up discussion on whether or not the CAB will partner with the YIC financially. **Action required**
- D. **Racial Equity ad hoc Committee:** Discuss CAB volunteers who may want to be part of the new Ad Hoc Committee regarding Racial Equity. **Action required**

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.
- B. **Ad Hoc Committee for Youth (YC):** Staff and Committee members will report on their meeting held on May 11, 2022 concerning Next Steps.
- C. **Committees:** The updated CAB Roster and Committees appointments was enclosed.
1. **Bylaws:** The Bylaws Committee met on May 3, 2022 and made the **enclosed** revisions based on recommendations of staff and County Counsel. Request CAB review and approve said changes. **Action Required.**
 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 20, 2022 from 12-1:30 P.M. **Action Required.**

VII. **Additional Information:**

VIII. **Adjournment:**

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



SAN BENITO COUNTY

TRACEY BELTON
DIRECTOR

Health & Human Services Agency

COMMUNITY SERVICES & WORKFORCE DEVELOPMENT

1161 SAN FELIPE ROAD, BLDG B • HOLLISTER, CA 95023

(831) 637-9293 • FAX (831) 637-0996

SAN BENITO COUNTY COMMUNITY ACTION BOARD (CAB)

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

Meeting held in Person and via ZOOM

MINUTES

Tuesday April 19, 2022, 5:45 P.M.

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

5:30 P.M. – 5:45 P.M. An election was 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** - Thressa M. Walker-Shaw
- **District #5 Representative of the Poor** – Keri Battin

Link for District #5 <https://survey.alchemer.com/s3/6803907/BALLOT-ROP-DIST5-041422>

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						
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"/>	Bravo, Amy	<input checked="" type="checkbox"/>	Ellen Laitinen - <u>Chair</u>
2-Kosmicki	ex	Nelda Escamilla - <u>V Chair</u>	ex	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 -Pending	<input type="checkbox"/>	VACANT-Pending	<input checked="" type="checkbox"/>	Jim Whitehead-Secretary
Guests	Thressa M. Walker-Shaw, Bea Gonzales, Cintia Velasquez, Jose Martinez-Saldana, Alanah Martinez (they/she), Michael Salinas, Keri Battin					
Staff	Enrique Arreola, Ruby Soto,					

Chair, Ellen Laitinen called the meeting to order at 5:45 P.M.

I. **General:**

A. **Amendments to the Agenda:**

- B. **Public Comment Period:** Thressa M. Walker-Shaw introduced herself and would like to be able to give back to the community and has submitted her application for consideration on the board. Keri Battin introduced herself and stated that she is also interested in serving the community and giving back.

C. **Guest Speaker:** None.



COMMUNITY ACTION BOARD & WORKFORCE Development BOARD

SERVING SAN BENITO COUNTY SINCE 1978

The County CSWD is an equal opportunity employer/program



The County of San Benito complies with the Americans with Disabilities Act (ADA) by assuring that auxiliary aids for services are available upon request to persons with disabilities. Persons with hearing disabilities can call the TDD/TTY phone (831) 637-3265. Persons requiring any special needs for access should call the CSWD office at 831-637-9293 at least five business days in advance of the meeting for the special accommodations.

II. **Regular Agenda:**

- A. **Roll Call:** Roll was taken to determine excused absences for attendance requirements. Individuals who called in were excused by the chair.
- B. **Approval of Minutes:**
1. **CAB Meeting Minutes:** The March 10, 2022 meeting minutes were approved as presented. *Motion/Second/Concur (M/S/C) Jim Whitehead/Amy Bravo.*
- 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. Training videos are available for CAB viewing on their website at: <https://www.sbccab.com/about>.

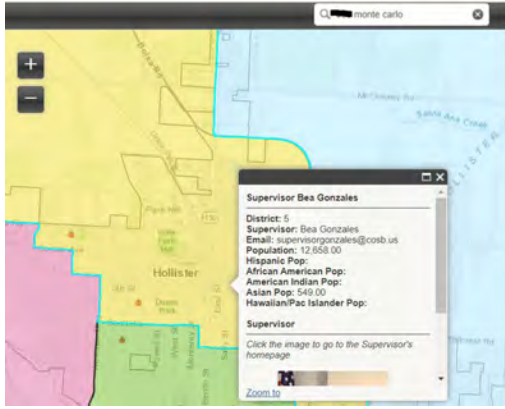
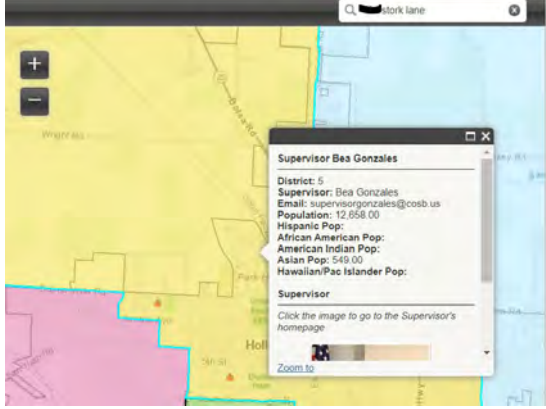
III. **Consent Items:** All items will be voted on and approved unless the board wishes to discuss further. In which case, the board may request it to be pulled and placed in the Action Items/Discussion Items Section: *M/S/C Jim Whitehead/Amy Bravo.*

- A. **Homeless Shelter & Transitional Housing Report:** Enclosed were the monthly reports for March 2022.
- B. **Community Services Development Updates:** Enclosed for your review were Dear Colleague Letters pertaining to the anniversary of the American Rescue Plan Act (ARP).
- C. **Low-Income Household Water Assistance Program (LIHWAP):** LIHWAP is expected to launch in May 2022. San Benito County's allocation is \$175,496.
- D. **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. **Community Services Programs:** Enclosed was a report on services provided from January 1, 2022 – April 7, 2022 for CSWD programs to include winter, shelter program, emergency rental assistance, LIHEAP, etc.
- E. **Community Development Block Grant (CDBG):** The release of the Notice of Funding Availability (NOFA) is expected to be released any day.
- F. **Community Action Partnership Equity & Economic Mobility Commission (CAP EEMC)/Racial Equity:** Enclosed for board information was the CAP EEMC Charter on issues and action related to equity and advocacy in addressing racial equity/diversity. Additional information can be found at: <https://communityactionpartnership.com/racial-equity/>

IV. **Action Items/Discussion Items:**

- A. **Board Membership:** Any applications received for membership may be reviewed by the board for approval. Currently there are three (3) vacancies: Representative of the Poor, District #5, Representatives of the BOS and Representative of the Poor. The following were received
1. **District #5 - Representatives of the BOS:** An application was received from Michael Salinas and is enclosed for board review and approval. Michael Salinas gave a brief overview of his background and desire to serve on the board. After discussion the CAB approved the application of Michael Salinas to be forwarded the BOS for final appointment to the CAB. *M/S/C Amy Bravo/ Jim Whitehead.*
 2. **District #5 - Representative of the Poor:** The results of the election for the two applications received, one from Thressa M. Walker-Shaw and one from Keri Battin were announced.
 - a. Three (3) votes were received for Thressa Walker-Shaw.

- b. Six (6) votes were received for Keri Battin. There were originally seven (7) votes however, it was determined that one individual didn't reside in District #5 and therefore, their vote didn't count.

Keri Battin	Thressa Walker-Shaw
<p>1. Locate the desired address using the search bar at the top of the map.</p> <p>2. Click the color highlighting the desired address to find information about the supervisory district.</p> 	<p>1. Locate the desired address using the search bar at the top of the map.</p> <p>2. Click the color highlighting the desired address to find information about the supervisory district.</p> 

After discussion and review of the votes, and, a motion was made to accept the application of Keri Battin, pending verification of voter's address, to be forwarded the BOS for final appointment to the CAB. *M/S/C Christy Eggers/Tonia Sunseri.*

- B. **Youth Alliance:** The Youth Alliance is planning on applying for funding for a Youth Impact Center (YIC) and is requesting a letter of support from the CAB. Jose Martinez-Saldana, Deputy Director of the Youth Alliance and Alanah Martinez, Youth Engagement Coordinator, gave a presentation on the YIC. A letter was enclosed showing the needs of the center and the Youth Alliance's desire for CAB support to complete their existing center. In the past 1½ years the Youth Alliance has made some significant changes in their center to make it more welcoming and also to provide internet services to youth. Both the YA and the CAB conducted a survey that align with what the CAB is doing. They have a generous landlord who has allowed additional space and there is a need for renovations. Both surveys show the need for mental health and a space for you to be able to interact and have support. The YA has been around for 25 years and has been advocating for a youth center for most of that time. There is a need for a space to provide immediate support to youth. Christy Eggers stated that she toured the facility last month and it is amazing. She was very impressed with the center as a whole and they are ready to do. She supports them whole heartily. Their survey aligns very well with the CAB survey. Amy Bravo also toured the center and was impressed and in support as well. After discussion the CAB agreed to provide a letter of support from the CAB to the Youth Alliance. *M/S/C Amy Bravo/Christy Eggers. The CAB chair also asked to have this added to the next meeting to discuss further if the CAB is going to support with a letter of support only or to also support the center financially.*
- C. **Summer Youth Program Proposal:** CAB members reviewed the staff recommendation requesting approval from the Community Action Board to designate up to \$30,000 in Community Services Block Grant (CSBG) CARES (Dream Catcher) funds to operate a Summer Youth Program. After discussion the CAB approved the staff recommendation to redesignate funding, in partnership with Workforce Innovation & Opportunity Act (WIOA), for a small Summer Youth Employment program pending State approval. *M/S/C Tonia Sunseri/Jim Whitehead.*
- D. **Homeless Services Provider Retreat:** Staff provided an update on the Homeless Services Provider Retreat held on April 8, 2022.

- E. **Racial Equity**: Staff provided a brief overview on racial equity. The end result is to develop policy for addressing racial equity. Staff recommended that the CAB board create and appoint an ad hoc committee on racial equity per the **enclosed** memo. After discussion the CAB approved forming an ad hoc committee on racial equity and community engagement. *M/S/C Jessica Wohlander/Amy Bravo*. Discuss at the next meeting who would be on the ad hoc committee for Racial Equity and Community Engagement. Maybe 3-4 volunteers from the board. Determine how often they need to meet and when.

V. **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 prior to this meeting April 19, 2022 at 5:00 P.M. and will provide an update at the next meeting on their goals and accomplishments from the past year.
- B. **Ad Hoc Committee for Youth (YC)**: Staff and Committee members provide an update on the youth survey stating they will close the survey on May 20, 2022. Staff will purchase the AirPods and ensure the purchase complies with county policies. These will be paid via CSBG general account. Staff has devised a way to randomly select a winner and will determine when and how to announce the winners. Need to determine next steps prior to meeting with partners to determine how to move forward with the results. Results of the survey can be viewed at: https://reporting.alchemer.com/r/338945_620705e4ab7594.27009338.
- C. **Committees**: The updated CAB Roster and Committees appointments was enclosed.
1. **Bylaws**: Request CAB approval of the **enclosed** updated Bylaws. Once approved they will be forwarded to the BOS for ratification. *M/S/C Jim Whitehead/Mel Tungate*.
 2. **Home Loan Committee**: Staff has requested further direction from admin 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. Amy Bravo will attempt to recruit.
- D. **Outreach/Volunteer Opportunities**: Staff and board members will provide an update on upcoming outreach/volunteer opportunities to promote the CAB.
1. **Leadership Luncheon**: CAB member provided a tentative date for the leadership luncheon for Wednesday, September 20, 2022 from 12-1:30 P.M. *Add to next agenda to approve the date.* (The funding for this was already approved at a previous meeting)

VI. **Additional Information:**

- VII. **Adjournment:** *M/S/C Amy Bravo/Christy Eggers 6:50 P.M.*

The next CAB meeting is scheduled for May 12, 2022 at 5:30 P.M.



SAN BENITO COUNTY COMMUNITY BOARD (CAB)

CAB Strategic Planning Committee Meeting

MINUTES

April 19, 2022 - 5:00 P.M.

via ZOOM

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

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. **Quorum Met: Yes ☐ No ☒ * = Excused Absence** *Chair, ** Co-Chair, *** Secretary

<input checked="" type="checkbox"/> Ellen Laitinen #1*	<input type="checkbox"/> Nelda Escamilla #5**	<input checked="" type="checkbox"/> Jim Whitehead #5***	<input type="checkbox"/> Dennis Wightman #4
<input checked="" type="checkbox"/> Juan Cruz #3	<input type="checkbox"/> Yolanda Delgado #2		

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

I. **General:**

A. **Public Comment Period:** None.

II. **Regular Agenda:**

A. **Roll Call:** Roll was taken to determine excused absences for attendance requirements.

B. **Strategic Planning Committee Minutes:** The January 18, 2022 are **enclosed** for approval. No action taken

C. **Strategic Plan:** Review Strategic Plan.

1. **Strategy 1**

- Action 1:** Dream Catcher extended through August 30, 2022, Youth Center, change to Red, nowhere near a youth center.
- Action 2:** Noted that there is a need for on-going funding.
- Action 3:** Add to CAB Youth Committee Agenda for discussion: Incentive Cards: for participation at committee meetings: incentive = \$25 gift card per meeting attendance. CSWD General Account Funds. Develop YC2021 Committee Membership card for youth ad hoc committee members so they can include in resume as proof of YC2022 participant.

2. **Strategy 2:**

- Action 1:** Enrique mentioned that he has met with COC and apply to 500,000.
- Action 2:** Update to: HEAP=5 units; Pursuing HomeKey=11-units (not funded NOFA to be released November 2022), HRC Phase III=6 units (Ribbon cutting July 8th, WPC= Purchased Chappell Property/Rehab Homes)
- Action 4:** Units are in the process of being built.
- Action 5:** Update Homeless Services Provider Committee list to show Christy Eggers as CAB Member participant on committee and Dennis Wightman as the alternate.

3. **Strategy 3:**

- Action 1:** Red- Need to set up schedule for CAB attendance at BOS meetings for 2022.

D. **Other:**

III. **Adjourn: 5:30 P.M.**



COMMUNITY ACTION BOARD & WORKFORCE Development BOARD

SERVING SAN BENITO COUNTY SINCE 1978

The County CSWD is an equal opportunity employer/program



The County of San Benito complies with the Americans with Disabilities Act (ADA) by assuring that auxiliary aids for services are available upon request to persons with disabilities. Persons with hearing disabilities can call the TDD/TTY phone (831) 637-3265. Persons requiring any special needs for access should call the CSWD office at (831) 637-9293 at least five business days before the needed date to arrange for the special accommodations.



MONTHLY ATTENDANCE REPORT

Month	Female Duplicated	Male Duplicated	Total	Female Avg. by Month	Male Avg. by Month	Total Monthly Average
January	280	577	857	9.03	18.61	27.65
February	201	479	680	6.93	16.52	23.45
March	244	537	781	7.87	17.32	25.19
April	251	624	875	8.37	20.80	29.17
May	0	0	0	0.00	0.00	0.00
June	0	0	0	0.00	0.00	0.00
July	0	0	0	0.00	0.00	0.00
August	0	0	0	0.00	0.00	0.00
September	0	0	0	0.00	0.00	0.00
October	0	0	0	0.00	0.00	0.00
November	0	0	0	0.00	0.00	0.00
December	0	0	0	0.00	0.00	0.00
Total Duplicated	976	2217	3193			
YTD Daily Avg	32.20	73.25	105.45			

CDBG Monthly Report

Date Submitted: **4/6/2022**
 Agency Name: **Community Homeless Solutions**
 Project Title: **HOME Resource Center**

Goal: To provide a safe, secure and more suitable living conditions for our homeless population

Objective #1: Offer (50) beds every night while the shelter is open and provide nutritious meals	Unduplicated UOS-Mthv	Duplicated UOS-Mthv	Unduplicated UOS-Annual	Duplicated UOS-Annual
	22	36	22	36
Please give a brief description below of progress made towards achieving the objective				
There was a total of 22 new guests that have come in to the center for the month of April 2022. We had a total of 875 bed nights provided and an average daily attendance of 29.17.				
Objective #2: The shelter will offer/coordinate programs such as substance abuse, mental health, legal clinics, veteran assistance and medical and dental programs.	Unduplicated UOS-Mthv	Duplicated UOS-Mthv	Unduplicated UOS-Annual	Duplicated UOS-Annual
	3		3	0
Please give a brief description below of progress made towards achieving the objective				
Clients who found employment	Full Time Employ	Temp Employ	Total Employed	
	1	1	2	
Clients who were housed:	Permanent Housing	Temp Housing	Total Housed	
	1	1	2	
In the month of April, 1 person was housed permanently and 1 person was temporarily housed. 2 people found employment and 3 guests were linked to services through the county.				
Objective #3: Shelter staff will provide daily meals to all clients	Unduplicated UOS-Mthv	Duplicated UOS-Mthv	Unduplicated UOS-Annual	Duplicated UOS-Annual
	22	4658	22	4,658
Please give a brief description below of progress made towards achieving the objective				
There was a total of 4580 meals that were provided at the center for the month of April.				
Please share a program or participant success story. If challenges were encountered, explain what steps your agency took to resolve them.				
For the month of April, 2 more of the shelter guests were called in to begin the process for the emergency housing voucher (EHV). The initial briefing appointment began and we should hear in the next couple weeks whether they are approved. Our housing navigator began on April 1, 2022 and Judith has done a tremendous job in meeting with the guests and beginning to create a housing achievement plan.				
Major Incident Reports. (Police called, Ambulance, Major Health issue, etc.), explain what steps your agency took to resolve them.				

DEMOGRAPHICS	
IDENTIFY CLIENTS	
White	24
Hispanic	32
Black/African American	1
Asian	1
American Indian/Alaskan Native	
Native Hawaiian/Other Pacific Isl.	
Am. Indian/Alaskan Native & White	
Asian & White	
Black/African Am. & White	
Am. Indian/Alaskan & Black/African	
Other Multi-Racial	
TOTALS	58

18 - 23 years	
24 - 44 years	14
45 - 54 years	15
55 - 69 years	23
70 + years	6
TOTAL	58

INCOME LEVELS	
Please use the Federal Poverty Income Guidelines	
Extremely Low (<30%)	55
Low (31%-50%)	3
Moderate (51%-80%)	
Non-Low/Moderate Income (+80%)	
TOTALS	58

Total # of Female Head of Households	12
---	-----------

If you need more space, please use the back of this report.

Transitional Housing



MONTHLY ATTENDANCE REPORT

Month	Female Duplicated	Male Duplicated	Total	Female Avg. by Month	Male Avg. by Month	Total Monthly Average
January	0	155	155	0.00	5.00	5.00
February	0	140	140	0.00	4.83	4.83
March	0	183	183	0.00	5.90	5.90
April	0	180	180	0.00	6.00	6.00
May	0	0	0	0.00	0.00	0.00
June	0	0	0	0.00	0.00	0.00
July	0	0	0	0.00	0.00	0.00
August	0	0	0	0.00	0.00	0.00
September	0	0	0	0.00	0.00	0.00
October	0	0	0	0.00	0.00	0.00
November	0	0	0	0.00	0.00	0.00
December	0	0	0	0.00	0.00	0.00
Total Duplicated	0	658	658			
YTD Daily Avg	0.00	21.73	21.73			

CDBG Monthly Report

Date Submitted: **6-May-22**
 Agency Name: **Community Homeless Solutions**
 Project Title: **Transitional Housing Units**

Goal: To provide a safe, secure and more suitable living conditions for our homeless population with the goal of securing permanent housing.

Objective #1: Offer (6) Transitional Housing Units for up to 18 month	Unduplicated UOS-Mthv	Duplicated UOS-Mthv	Unduplicated UOS-Annual	Duplicated UOS-Annual
	0	6	0	6
Please give a brief description below of progress made towards achieving the objective				
All units are filled at this time. We had a total of 180 bed nights for the month.				
Objective #2: The shelter will offer/coordinate programs such as substance abuse, mental health, legal clinics, veteran assistance and medical and dental programs.	Unduplicated UOS-Mthv	Duplicated UOS-Mthv	Unduplicated UOS-Annual	Duplicated UOS-Annual
			0	0
Please give a brief description below of progress made towards achieving the objective				
Clients who found employment	Full Time Employ	Temp Employ	Total Employed	
			0	
Clients who were housed:	Permanent Housing	Temp Housing	Total Housed	
	1		1	
One person was housed permanently from the program.				
Objective #3: Shelter staff will provide Housing Navigation	Unduplicated UOS-Mthv	Duplicated UOS-Mthv	Unduplicated UOS-Annual	Duplicated UOS-Annual
	0	6	0	6
Please give a brief description below of progress made towards achieving the objective				
A new housing navigator was hired to work with the residents who are in the transitional housing units. She has been meeting with them and linking them to services and following up on their housing achievement plans.				
Objective #4: Provide life skills workshops including but not limited to budgeting, savings, credit repair, self-empowerment, job readiness, dress for success...etc.	Unduplicated UOS-Mthv	Duplicated UOS-Mthv	Unduplicated UOS-Annual	Duplicated UOS-Annual
			0	0
Please give a brief description below of progress made towards achieving the objective				
Please share a program or participant success story. If challenges were encountered, explain what steps your agency took to resolve them.				
MH was placed in our transitional housing program in July 2021. In August 2021, MH filled out an EHV voucher application. MH was selected in December 2021 to begin the process of obtaining a voucher and was approved for an EHV on December 29, 2021. The Monterey County voucher was ported over to Santa Cruz county in April 2022 and MH was permanently housed in his own unit on April 20, 2022. MH had been homeless since 2014, began his shelter stay at the Warming Shelter and late on into the HOME Resource Center. MH has been sober for 2 years and also found a part time job with the Monterey Peninsula services and placed at My Father's House.				
Major Incident Reports. (Police called, Ambulance, Major Health Issue, etc.), explain what steps your agency took to resolve them.				

DEMOGRAPHICS	
IDENTIFY CLIENTS	
White	2
Hispanic	4
Black/African American	
Asian	
American Indian/Alaskan Native	
Native Hawaiian/Other Pacific Isl.	
Am. Indian/Alaskan Native & White	
Asian & White	
Black/African Am. & White	
Am. Indian/Alaskan & Black/African	
Other Multi-Racial	
TOTALS	6

18 - 24 years	
25 - 44 years	3
45 - 54 years	
55 - 69 years	3
70 + years	
TOTAL	6

INCOME LEVELS	
Please use the Federal Poverty Income Guidelines	
Extremely Low (<30%)	
Low (31%-50%)	
Moderate (51%-80%)	
Non-Low/Moderate Income (+80%)	
TOTALS	0

Total # of Female Head of Households	0
---	----------

If you need more space, please use the
back of this report.

2021 SAN BENITO COUNTY Community Services Block Grant (CSBG) ANNUAL SUMMARY



Ending Poverty by Empowering San Benito County Community Action Board (CAB)

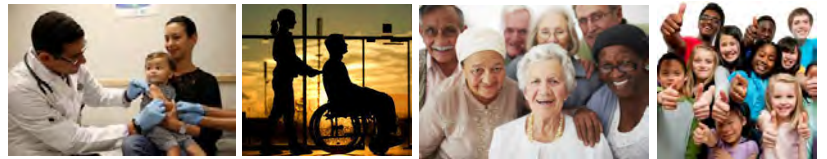
The California State Office (CSD)
**administers CSBG funds to 60
Community Action Agencies** in
100% of CA counties

Community Services & Workforce
Development provided services to

1,998 individuals

Vulnerable populations served included:

676 of families served by the
Community Action Board lived below
100% of the Federal Poverty Guidelines



595 of families served in San Benito
County were in severe poverty, below 50%
of the Federal Poverty Guidelines

682 people who
lack health
insurance

256 people
with
disabilities

320
seniors
55+

725
children
0-17



H.O.M.E. Transitional
Shelter Ribbon Cutting
July 8, 2021
Margie Barrios
Fernando Galindo Enrique
Arreola
Tonia Sunseri
Shari Stevenson
Bea Gonzales

The Value of a Volunteer=\$28.54/hr!

For every \$1 of CSBG, the CA Network leveraged
\$28.54 from federal, state, local, and private sources,
including the value of volunteer hours*

WHAT IS CSBG?

The Community Services Block Grant (CSBG) provides critical funding to Community Action Agencies (CAAs) to operate programs addressing the causes and conditions of poverty under three national goals:

Goal 1 - Individuals and families with low incomes are stable and achieve economic security.

Goal 2 - Communities where people with low incomes live are healthy and offer economic opportunity.

Goal 3 - People with low incomes are engaged and active in building opportunities in communities.



\$19.82 Federal
\$ 5.18 State
\$ 1.42 Local
\$ 1.74 Private
\$0.34 Value of Volunteer Hour
\$28.54**

*Value of Volunteer Hours calculated using federal minimum wage, except in those states with a higher minimum wage.
** Values may not equal total due to rounding



2021 SAN BENITO COUNTY CSBG ANNUAL REPORT

OUTCOMES



\$1,132,864.27 spent in direct services from all funding sources.

1998 Unduplicated individuals received direct services

Community Services & Workforce Development provided the following services in 2021

1220 households received **\$498,299** in benefits toward the payment of a 48 hour shut-off notice, regular bill, wood or propane assistance through the Low-Income Home Energy Assistance Program (LIHEAP), CARES LIHEAP, or the CSBG CARES programs.



CSWD New Location
1161 San Felipe Road, Building B

"I am a single father, who needed extra financial help. This service provided me with the help I needed to get by."

355 Rent Payments Issued totaling **\$441,671.66** providing families and individuals opportunity for advancement by receiving rental assistance, utility assistance, move-in costs, and leasing.



148 Food Vouchers issued individuals/families totaling **\$13,646.06** through various rental assistance programs and with partnership with local supermarkets.

35 Dream Catcher Youth enrichment scholarships were issued totaling **\$9,737** and funding for **22** youth for needed equipment & supplies totaling **\$3,097**.

296 Hotel Vouchers totaling **\$166,100.51** were issued to provide temporary shelter for people experiencing homelessness in order to protect the most vulnerable individuals in our community & prevent the spread of COVID.

20 at-risk homeless families **45** adults and **30** children received emergency shelter from December - March in our Emergency Family Winter Shelter Program for homeless families.

150 Volunteer Income Tax Returns completed for low-to moderate-income households had their federal and state tax returns prepared by the **Volunteer Income Tax Assistance (VITA)** program. Of those, 32 completed their taxes free of charge at myfreetaxes.com, saving them the cost of preparation. Refunds totaled **\$360,964** in federal and state refunds, of that amount **\$59,951** was Earned Income Tax Credits.

63 Seasonal Farmworker Households received housing and supportive services from May - December. **61** Adults and **96** children.



CSWD Deputy Director, Enrique Arreola & BOS District #1, Betsy Dirks

431 Volunteers Hours were donated by board members and volunteers who participated on the CAB, Workforce Development Board and through community service.

87 Bus Tokens were issued to provide transportation assistance, totaling **\$313.50** in order to attend appointments and gain access to services.

5,753 Client Calls were recorded for individuals seeking assistance at Community Services & Workforce Development and the America's Job Center of California.

384 were for **AJCC Employment Services**

726 were for **Housing and Homeless Supportive Services**

2181 were for **EDD assistance**

Help us understand your needs, take our survey



127 Homeless individuals received emergency shelter at the year-round H.O.M.E. Resource Center.

13 clients found full-time employment
8 found temporary employment
35 clients found permanent housing
17,828 meals were provided.



Phase III of the H.O.M.E. Resource A 6-unit transitional shelter with a community kitchen and laundry facilities will assist homeless in their transition to permanent housing. Ribbon Cutting was held July 8, 2022. In 2021 one individual found permanent housing before the end of the year.



Former BOS, Margie Barrios, Shelter Manager, Christina Soto, CAB Members Shari Stevenson & Tonia Sunseri and CSWD Staff, Andi Anderson

MEMORANDUM

Date: May 12, 2022

TO: Community Action Board

FR: Enrique Arreola

RE: **Community Development Block Grant (CDBG)**: Staff will provide an update on the proposed activities for the 2022 CDBG application.

At the December CAB meeting, direction was given to staff to apply for the 2022 CDBG application for the following activities:

Public Facilities- \$1.5 M

Housing Project- Infrastructure in support of housing benefiting homeless families and/or homeless individuals.

Public Services - \$500,000

Homeless Services including Operations of the homeless shelter, case management, housing navigation, outreach, rental assistance, emergency shelter and supportive Services

As shared at the March meeting, County Admin/RMA informed me that they will apply for a CDBG grant under the Public Improvements to support road projects in low-income communities. This application will be headed by Resource Management Agency (RMA).

As a result, we will only be submitting one application under Public Services in the amount of \$500,000 for homeless services as described above.

The CDBG NOFA was finally released last month with a 60-day due date of June 20, 2022. In the past, the State allowed a 90-day turnaround period. Staff is working hard with the grant writer to ensure that all components of the application are completed and ready for Board of Supervisor's approval on June 14.

The timeline for the second public hearing before the BOS is as follows:

<u>2nd Public Hearing</u>	<u>Date</u>
a. Provide Public Hearing Notice to the Newspaper	May 25, 2022
b. Freelance to Publish Public Notice	June 3, 2022
c. 2 nd Public Hearing before the BOS	June 14, 2022

Thank you.

TUESDAY, NOVEMBER 1

2:00-3:45pm- CalCAPA Board Meeting



THURSDAY, NOVEMBER 3

8:00-9:00am- Breakfast
9:30-9:45am- Break
9:45am-10:30- \$0 Marketing Plan
Communications SoMe
10:30-10:45am- Break
11:00-12:45pm- Lunch (Not
Provided)
1:00-1:45pm- Asset Development (Agency),
Asset Development (Family)
1:45-2:00pm- Break
2:00-2:45pm- Poverty Simulation-
Culture of Poverty
2:45-3:00pm- Break
3:00-3:45pm- Trauma-Informed
Case Management
3:45pm- Conclusion of Day 2

WEDNESDAY, NOVEMBER 2

8:00-9:00am- Registration
9:30-10:30am- Conference Kickoff
10:30-10:45am- Break
10:45-11:30am- CalCAPA
Business Meeting
11:30-12:45- Lunch
1:00-1:45pm- DEI Cultural Sensitivity
1:45-2:00pm- Break
2:00-2:45pm- Advocacy
2:45-3:00pm- Break
3:00-3:45pm- Program Evaluation
3:45pm- Conclusion of Day 1
6:00-8:00pm- Reception

FRIDAY, NOVEMBER 4

8:30-9:30am- NCAF Breakfast with
David Bradley
9:30-9:45am- Break
9:45-11:30am- Closing Session

Conclusion of
CalCAPA's
2022 Annual
Conference

 **The Westgate San Diego**

Andi Anderson

Staff Services Specialist
Community Services & Workforce Development
a Division of Health & Human Services Agency
1161 San Felipe Road, Bldg B
Hollister, CA 95023
(831) 637-9293 ex 741 Main Line
(831) 902-2741
Fax: (831) 634-0785
e-mail: aanderson@cosb.us
www.sbccab.com
www.sbcjobs.org

MEMORANDUM

May 12, 2022

TO: Community Action Board (CAB) Members
FROM: Enrique Arreola, Deputy Director
SUBJECT: Summer Youth Program Proposal

This is to provide the CAB members a brief update on the funds approved at the April 8th meeting to support a Summer Youth Program. The CAB approved an allocation of up to \$30,000 in partnership with the Workforce Development Board (WDB). After consulting with our fiscal division, it was confirmed that a balance of \$18,222.28 remains for this program instead of \$30,000 as reported last month. There were pending cases which has been processed which reduced the amount available.

The Staff has reached out to our State Representative to see if this type of activity would be eligible under the grant funds. It was confirmed that this type of activity is an eligible activity as long as clients meet the income guidelines and that all clients are impacted by COVID. The State has recently extended the term of the CSBG CARES grant from May to August of this year giving us additional time to provide services to youth.

With a budget of \$18,227.28, approximately 6-7 clients will be enrolled in this program.

**SAN BENITO COUNTY
BOARDS AND COMMISSIONS**

MEMBERSHIP APPLICATION

I hereby express an interest in being nominated for membership on the following commission: (PLEASE PRINT)

BOARD/COMMISSION: CAD

NAME: Teresa Walker-Shaw

PHONE: [REDACTED]

ADDRESS: 101 S. 1st St.

CITY: Hollister ZIP: 95023

LENGTH OF RESIDENCY: 2 yrs

SUPERVISOR DISTRICT: Bea Gonzalez

OCCUPATION: Disabled; WK. PT as Admin.

EDUCATION: Business (2 yrs)

AFFILIATIONS: I am affiliated w/ the African American

Community Service Agency (AACA) & I have served
as Committee Chair for over 10 yrs. I am also the president
REASON(S) FOR SEEKING APPOINTMENT: of my HOA (Allen Dale)

To help correct problems in our Community &

improve our property value

DATE: 3/17/22 SIGNATURE: Teresa Walker-Shaw

Return completed form to:

SAN BENITO COUNTY
Attention: Jennifer Frechette, Clerk of the Board
481 Fourth Street
Hollister, CA 95023

Any questions, please call: (831) 636-4000, Ext. 13
Revised 11-02-2020

**SAN BENITO COUNTY
BOARDS AND COMMISSIONS**

MEMBERSHIP APPLICATION

I hereby express an interest in being nominated for membership on the following commission: (PLEASE PRINT)

BOARD/COMMISSION: Community Action Board

NAME: Michael Salinas

PHONE: [REDACTED] E-mail: [REDACTED]

ADDRESS: [REDACTED]

CITY: Hollister ZIP: 95023

LENGTH OF RESIDENCY: 22 Years

SUPERVISOR DISTRICT: Bea Gonzales

OCCUPATION: SUD Counselor Behavioral Health

EDUCATION: Currently in a BA program


AFFILIATIONS: California Consortium of Addiction Programs and Professionals (CCAPP),

California Association of DUI Treatment Programs (CADTP), Youth Recovery Connections (YRC)

REASON(S) FOR SEEKING APPOINTMENT: I would like to be a part of the solution. More importantly, I

want to be a voice for those who may not have the ability and/or the know how to speak for themselves (i.e., the homeless,

system impacted, mentally ill, social economic status, and any underserved population who reside in San Benito County).

DATE: 3/15/2022 SIGNATURE: 

Return completed form to: **SAN BENITO COUNTY**
Attention: Jennifer Frechette, Clerk of the Board
481 Fourth Street
Hollister, CA 95023

Any questions, please call: (831) 636-4000, Ext. 13
Revised 11-02-2020

***San Benito County
Board and Commissions***

MEMBERSHIP APPLICATION

I hereby express an interest in being nominated for membership on the following committee:
(PLEASE PRINT)

BOARD/COMMISSION: Community Action Board (CAB)

NAME: Keri Battin

PHONE: [REDACTED]

ADDRESS: [REDACTED]

CITY, ST: Hollister, CA

ZIP: 95,023

LENGTH OF RESIDENCY: 8 years

SUPERVISOR DISTRICT: District #5 - Rep of the Poor

OCCUPATION: Cage Cashier

EDUCATION: DeAnza College

AFFILIATIONS: Former CAB Member, VITA Volunteer, Former CSWD Staff

REASON(S) FOR SEEKING APPOINTMENT:

Enjoyed working on the CAB and assisting my community. I have time to volunteer and I care about people. I have children and want to make our community safer and provide support and future opportunities for youth. I'm also interested in learning how to write grants.

DATE: 04/01/2022

SIGNATURE: 

Return completed form to

San Benito County Attention:

Clerk of the Board

481 Fourth Street

Hollister, CA 95023

Any Questions, Please Call:

(831) 636-4000

e-mail: jfrechette@cosb.us

or

Community Services & Workforce Development

1161 San Felipe Road, Building B

Hollister, CA 95023

(831) 637-9293

(831) 637-0996 FAX

e-mail: aanderson@cosb.us



Return completed application to:

Andi Anderson

1161 San Felipe Road, Bldg B Hollister, CA 95023

(831) 637-9293 e-mail: aanderson@cosb.us

cc to

Clerk of the Board

481 Fourth St. Hollister, CA 95023

(831) 636-4000 e-mail: jfrechette@cosb.us

Community Action Board of San Benito County

The San Benito County Community Action Board (CAB) provides services, which are administered by Community Services & Workforce Development (CSWD), that address the problems caused by poverty and services that help prevent poverty to residents of San Benito County. The is the Community Services Block Grant (CSBG) entity that provides programs and services based on local community needs in San Benito County such as housing & homeless services, energy assistance, supportive services, etc. We provide various programs that assist low-income families and vulnerable populations either through direct services through our office or by utilizing subcontractors. Response to needs in the community effectively meet the needs of low-income residents in the community through grants and contracted services by local or regional partners. This collaborative effort includes many valuable agencies, including the Health & Human Services Agency, Behavioral Health, and numerous Community Based Organizations.

The Promise

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. Community Action Agencies care about the entire community, and are dedicated to helping people help themselves and each other.

Mission Statement

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 Statement

Ending Poverty by Empowering People

Community Action Board

The Community Action Agencies (CAA's) are required to have advisory boards to gain and retain designation as eligible entities and to receive CSBG funding. Effective tripartite boards reflect and promote the unique anti-poverty leadership, action, and mobilize responsibilities as designated by the CSBG Act to CAAs. Boards are responsible for assuring that SBCCAA continues to assess and respond to the causes and conditions of poverty in the community, achieve anticipated family and community outcomes, and remain administratively and fiscally sound.

A tripartite board member is made up of 1/3 low-income, 1/3 private, and 1/3 public sector representation. Some of the Community Action Board Roles and Responsibilities include, but not limited to:

- *Identifying the needs of the community*
- *Establishing goals for the Community Action Agency*
- *Formulating strategic plans for community action*
- *Approving proposals for financial assistance*

Thank you for your interest in applying to be a member of the San Benito County Community Action Board.



Return completed application to:

Andi Anderson

1161 San Felipe Road, Bldg B Hollister, CA 95023

(831) 637-9293 e-mail: aanderson@cosb.us

cc to

Clerk of the Board

481 Fourth St. Hollister, CA 95023

(831) 636-4000 e-mail: jfrechette@cosb.us

Date _____

Name _____ Telephone _____ ☐ Primary ☐ Cell

Mailing
Address _____

Physical
Address _____

Email Address _____

Occupation _____

Board of Supervisor Representative

Must be a San Benito County Board of Supervisor or their appointee, a San Benito County resident and will serve a 3-year term.

Private Sector

Must be a Member of an Organization or Business, in San Benito County, be a resident of San Benito County and will serve a 3-year term.

Low Income

Elected representatives of the poor: 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 and will serve a 3-year term.

1. Which sector of the community will you represent? [click District Locator](#)

☐ Low Income ☐ Private ☐ Representative of the BOS **District #** _____

Youth ad hoc Committee

2. Name of referring organization/person supporting this application (If applicable)

3. Share your interest on why you would like to serve on the Community Action Board? Share how your commitment, passion or ability to serve aligns to the CAB mission.

4. Do you have any special skills or qualifications that would benefit the overall vision and mission of the CAB?

☐ Yes ☐ No

If yes, please explain

5. You will be expected to attend monthly Board meetings, and could be called on to serve on one or two committees. Your term will be for 3 years. Are you able to allow time necessary for Board Service?

☐ Yes ☐ No

6. Do you have any contracts or business relationships with Community Action Board or the San Benito County Community Workforce Development (CSWD) that involve any type of compensation?

☐ Yes ☐ No If yes, please explain

7. Have you ever received services at CSWD?

☐ ☐ No If yes, what services and when (year)?

8. Have you ever been employed by CSWD?

☐ Yes ☐ No If so, when and where?

9. Are you related to an employee of the San Benito County CSWD?

☐ Yes ☐ No If so, what is the relationship?

10. Have you ever served on a Board of Directors?

☐ Yes ☐ No If yes, when and where?

Statement of Commitment:

By my signature below, if nominated and elected to the San Benito County Community Action Board, I understand that I will attend, with frequency, the Community Action Board meetings, when scheduled. I will collaboratively participate at each meeting and will share knowledge and information freely. I understand I will be required to comply with the federal and state regulations that govern the agency.

Signature _____ Date _____

San Benito County Community Action Board (CAB)

BYLAWS

Article I. NAME AND PURPOSE OF THE ORGANIZATION

- A. These bylaws define the structure and operation of the San Benito County Community Action Board. The structure and operation of the board, also referred to as CAB, are developed to conform to the current regulations and policies of the California State Department of Community Services and Development.
- B. The San Benito County Board of Supervisors, as the designated Community Action Agency for the County of San Benito, has established the CAB as an advisory board to the Board of Supervisors, and has, by Board resolution, delegated operational responsibility to the County of San Benito Health and Human Services Agency (HHSA), Department of Community Services and Workforce Development (CSWD). The Department, therefore, is the County's advocate for low-income individuals and families.
- C. It is the policy of the HHSA, CSWD to make the entire community more responsive to the needs and interests of the low-income community by mobilizing resources and bringing about greater institutional sensitivity.
- D. The purpose of this Board is to provide an avenue for the participation of local government, private organizations, and private citizens of the community in serving the needs of the disadvantaged members of the community.
- E. The CAB shall have duty and authority to administer CSBG and other public funds, pending ratification of the San Benito County Board of Supervisors. Furthermore, the Department of Community Services and Development is the state agency administering the CSBG funds.
- F. It is the policy of the HHSA, CSWD to comply with all applicable federal, state, and local laws and regulations, which prohibit discrimination. Service recipients will be considered for services regardless of an individual's race, color, ethnic group, national origin, ancestry, religious creed, sex, sexual preference, age, veteran's or marital status, any medical conditions (including AIDS), mental or physical disability.

Article II. MEMBERSHIP

This board shall consist of fifteen (15) members with five (5) members in each of three (3) categories. This board shall be divisible by (3) to implement the tripartite requirements as stated by California Government Code section 12751 and California Code of Regulations, title 22, section 100605.

Category I. Public Sector: Members of the San Benito County Board of Supervisors or their appointed representatives.

Category II. Private Sector: Representatives of business, industry, labor, religious, welfare, education (Gov. Code §12751) or other public, private groups or individuals that represent major groups and interests in the community.

Category III. Low-Income Sector: Elected representatives of ~~poor~~low-income.

Each of the above members in individual categories will represent a separate supervisorial district. ~~Each~~ All representatives must live in the supervisorial district which they represent ~~when initially seated~~, and no two individuals in category two shall represent the same organization, or organizations sharing the same goal. ~~Representatives of the poor and the Board of Supervisors must continue to live in their respective districts. Representatives of the private sector may continue to serve on the board after their initial selection as long as they live or work in the district they represent.~~

Residents from each supervisorial district from the preceding categories shall be elected to the board in accordance to the following guidelines:

Category I: Public Sector

1. The elected supervisor may appoint him- or herself to represent his or her own district on the CAB.
2. The elected supervisor from each district may appoint a representative residing in his or her respective district to represent the district, rather than appointing him- or herself to the CAB.
3. The appointed representative for each supervisorial district will then submit the San Benito County Board and Commissions Membership Application to either the San Benito County HHSA, CSWD, or the San Benito County Administrative Office.
4. CAB board members will then take action to consider ratifying the appointments of Category I Public Sector representatives at the next regular board meeting after the deadline for submitting applications.
5. All appointments to the CAB and all terms of office must be approved by the Board of Supervisors. Representatives of Public Sector shall serve while in office, i.e., coterminous with their elected term, and at the pleasure of their appointive body. and shall be effective on the date of approval.

Category II: Private Sector

1. Representatives of organizations meeting the qualifications set forth above, from each supervisorial district, may apply to become a CAB board member by submitting the San Benito County Board and Commissions Membership Application to either the San Benito County HHSA, CSWD, or the San Benito County Administrative Office.
2. CAB board members will then take action to elect Category II Private Sector representatives, at the next regular board meeting after the deadline for submitting applications.
3. All appointments to the CAB and all terms of office must be approved by the Board of Supervisors and shall be effective on the date of approval.

Category III: Low-Income Sector

1. Interested representatives of ~~the poor~~low-income from each supervisorial district may apply to become a CAB board member by submitting the San Benito County Board and Commissions Membership Application to either the San Benito County HHSA, CSWD, or the San Benito County Administrative Office.
2. Representatives of ~~the poor~~low-income from each supervisorial district shall be democratically selected by members of the public, age 18 and over, 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.
3. CAB board members will then take action to ratify the appointment of the Category III Low-Income representatives elected by the members of the public from the respective supervisorial districts.
4. All appointments to the CAB and all terms of office must be approved by the Board of Supervisors and shall be effective on the date of approval.

In compliance with Government Code section 12753, Community Agencies and representative groups of ~~the poor~~low-income which feel themselves inadequately represented on the CAB may petition for adequate representation by submitting a written request to the CAB Chair. The Board Chair will then hold a meeting or conference to which all residents and especially those who are ~~poor~~low-income are invited. To the maximum extent possible low-income groups and individuals to the represented will be involved in the meeting and in any selection process of the members.

Article III. TERMS OF OFFICE AND QUALIFICATIONS

Members shall serve terms of three years except as hereinafter provided. Terms of the original board shall be staggered so that one-third, or as nearly as possible, of members shall be elected or selected each year. The length of terms shall be by lottery within designated groups.

Any member who is absent for three consecutive meetings or is absent from 50% of the last twelve (12) regularly scheduled monthly meetings, unless otherwise excused, shall be deemed to have resigned from the board.

Membership terms of office for the Representatives of the Board of Supervisors shall run consecutively with Supervisorial terms.

Article IV. VACANCIES

Vacancies in the membership shall be filled by the CAB employing the following procedures:

1. Vacancies at the end of term

All vacancies at the end of the term shall be filled in the same manner as the original election or appointment, except that private sector members shall be chosen from among organizations that meet the criteria and have been asked to provide members.

2. Other vacancies

In the event a regular member resigns, or for any reason is unable to act, a successor shall be elected or selected within sixty (60) days of such vacancy pursuant to the provisions of Article II of these bylaws.

When the seat of an elected representative of ~~the poor~~low-income is vacant, the remaining representatives of ~~the poor~~low-income, acting alone, may select a person to fill out the vacant term. The person selected must reside in and represent the same supervisorial district for which he/she is being selected to fill the vacant seat.

Article V. MEETINGS

The San Benito County CAB shall meet at least six (6) times per year. The regular meeting schedule shall be the second Thursday of the month at 5:30 P.M., at 1161 San Felipe Road, Hollister, Building B, CA 95023 or such other place as the directors may designate from time to time. The board will not hold a regular meeting during the month of August and December. The agenda packet for the regular meetings, special meetings and meetings of standing committees shall specify the time and place of the meeting and shall contain a brief description of each item of business to be transacted at the meeting, including items to be discussed in closed session. Copies of the agenda and board packet shall be sent electronically to members of the CAB (or to standing committee members in the case of a committee meeting); and shall be posted and distributed in compliance with the Brown Act. Agenda packets will be mailed to board members who may not have access to the internet or members of the public who request a copy of the agenda packet.

If the CAB elects to use teleconferencing, it shall post agendas at all teleconference locations. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public.

A public information release will be made to inform the general public of each meeting.

All meetings of the CAB and its committees shall be open to the public in accordance with Government Code Sections 54950, et seq. (the Ralph M. Brown Act).

Article VI. OFFICERS AND COMMITTEES

The San Benito County CAB shall select from its membership a Chairperson, Vice-Chairperson, and Secretary – annually.

The Chairperson shall preside at meetings of the board and shall be an ex-officio member of all committees, except the Nominating Committee. The Chairperson shall perform all other duties usually pertaining to the office.

The Vice-Chairperson shall act for the Chairperson in his/her absence and shall be Chair of the Program Committee.

The Secretary shall keep correct record of all meetings of the board and shall notify members of their appointments to committees, shall keep a record of representatives, and shall mail notices of special meetings and perform such other duties, unless delegated to staff.

In the event of a permanent vacancy in the following officer positions, the replacement officer will be chosen as follows:

1. Chairperson – The Vice-Chairperson will ascend to this position.
2. Vice-Chairperson – will be elected by the members of the board representing the low-income population.
3. Secretary – will be appointed by the Chairperson of the board.

Committees: To serve a ~~one-year~~one-year term with the option to serve additional terms.

Bylaws	The Bylaws Committee shall periodically review the bylaws and make independent recommendations to the board.
Program/Planning	The Program/Planning Committee will review each program submitted by the Chairperson of the board, or by action of the membership, and report its recommendations to the full board.
Nominating	The Nominating Committee shall consist of the elected representatives of the poor <u>low-income</u> and shall present a slate of officers for election at the annual July meeting.
SBC Home Loan	<p>The HOME Loan Committee shall be composed of three (3) active members and one (1) alternate member appointed by the Community Action Board. The Committee shall be comprised of members from each of the following classifications and an alternate member from one of the following classifications:</p> <ol style="list-style-type: none">1. One (1) San Benito County Board of Supervisor2. One (1) Board member from the CAB (CAB) with background and/or expertise in the finance or real estate industry (e.g. certified public accountant, real estate agent, appraiser, loan agent, title/escrow officer, builder or developer); and3. One (1) resident of San Benito County or a CAB member.

The HOME Loan Committee will serve as the advisory body for the County's Home Investment Partnerships Program (HOME) funds and eligible activities. The committee shall make a recommendation on behalf

of the County's HOME Program. The CAB will then consider such recommendation and make the decisions.

Executive

The elected Officers shall constitute the Executive Committee. It shall be the duty of the Executive Committee to transact routine and ordinary business between meetings of the full Board, or in extraordinary circumstances, act on emergency measures in lieu of the Board, subject to ratification of the full Board. The Executive Committee shall make a full report of such transacted business at the next regular meeting of the Board. The committee structure shall reflect the same tripartite composition as the full Board when possible. The quorum requirement for such an Executive Committee must be at least 50% of the total authorized committee membership with each member being allowed (1) vote.

Strategic Planning Ad hoc Committee

The Strategic Planning ad hoc Committee shall consist of all Officers of the CAB (mandatory), plus 2 appointed and 1 alternate CAB members (preferably 1 from different districts)

1. Meetings shall be held quarterly to discuss and report the status of the overall Strategic Plan. The committee will also review community assessments as well as update, review and make recommendations to the CAB regarding the on-going implementation of the Strategic Plan Organizational Goals.
2. The chair of the committee should develop the committee agenda and assign someone to keep notes, questions, etc., for staff.

Ad-Hoc

The Chairperson may, with the concurrence of the board, appoint from time to time such ad hoc committees as may be necessary for the proper functioning of the CAB.

Youth Advisory ad hoc Committee

Youth Advisory ad hoc Committee (YAC): An ad hoc committee of high school/college age (14-24) youth to consist of 5 members, one from each district if possible. The committee meets periodically to discuss the needs of youth throughout San Benito County and serves in an advisory capacity only to the CAB. The Youth Advisory has no official voting rights. Committee members would commit to a term of one semester and could opt to serve more than one semester as long as they are in high school/college.

Article VII. QUORUM

A quorum is a majority of the total current membership of the CAB. Board action may be taken by a majority of those present and voting, and by no less than a majority of a quorum. A roll call vote shall be taken when requested by any member in attendance.

The use of teleconferencing for the benefit of the public and the CAB members may be used in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of the Ralph M. Brown Act (the Brown Act), California Government Code section 54950—54963. "Teleconference" means a meeting of the CAB, the members of which are in different locations, connected by electronic means, through either audio or video, or both. -All votes taken during a teleconferenced meeting shall be by rollcall.

During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction.

REMOVAL FROM BOARD FOR CAUSE

For the purpose of this section, “cause” shall be defined as any action by a member, which reflects discredit upon the CAB.

Removal must be determined by 2/3 of the members of the CAB and must be affirmed by the Board of Supervisors.

Article VIII. ADOPTION AND AMENDMENTS OF BYLAWS

In accordance with all applicable federal, state, and local laws, the CAB is authorized to adopt and amend these bylaws as necessary. Amendment of these bylaws will be for the purpose of maintaining their currency with changing applicable laws and to accurately reflect changes in the Board’s role and focus to best meet the needs of the low-income population.

Proposed amendments to the bylaws must be submitted to the state Department of Community Services and Development or designee before CAB adopts any amendments (California Code of Regulations title 22 §100615). Recommendations by the Department of Community Services and Development shall be submitted in writing to all board members thirty (30) days before voting is conducted at a regular scheduled meeting. The CAB shall consider the recommendations prior to voting on the proposed amendments. After the CAB adopts or amends these bylaws, they will be forwarded to the Board of Supervisors for final approval.

Article IX. RULES GOVERNING CONFLICT OF INTEREST, NEPOTISM, AND POLITICAL ACTIVITY

- A. All board members must complete disclosure statements and abide by the California Political Reform Act and the County of San Benito’s Conflict of Interest Code adopted by Board of Supervisors. Board members will fully disclose financial interests in the disclosure categories designated by the County’s Conflict of Interest Code and will be asked to withdraw from the board if it is found that they have a direct conflict of interest in a substantial number of decisions before the board. If a board member is associated with an organization that may benefit from potential state and federal funds administered by the State Department of Community Services and Development (CSD) and CAB, such as Community Services Block Grant (CSBG) and Low Income Home Energy Assistance Program (LIHEAP) funding, he/she cannot be a CAB board member.
- B. Board members must abide by the requirements of AB 1234, including the requirement that board members must complete Ethics Training every two (2) years.
- C. No person may sit on the board who:
 - 1. Is an employee of San Benito County Health & Human Services Agency.
 - 2. Is a federal or State employee whose capacity may require such person to act as an agent or an attorney for the board.
- D. Programs operated by the CAB shall be administered in a politically non-partisan manner. Board members should avoid actions, which can reasonably be construed as intended to favor one political party or candidate over another, or to be based on any personal bias for or against any organization or individual seeking program benefits.
- E. In addition to the prohibitions in the Political Reform Act, regulations adopted by the California Fair Political Practices Commission, and the San Benito County Conflict of Interest Code, and in order to protect board members from perceived charges of nepotism, favoritism or accusations of performing favors to individuals while in the performance of official board membership activities, board members

shall refrain from administering and/or abstain from voting on matters which affect the interests of close friends or relatives and shall further refrain from interviewing, representing or voting for a candidate who is a close friend or relative.

Program funds or County personnel may not be used in voter registration activities or with transporting potential voters to the polls. This does not preclude individual board members from performing these acts as private citizens on their own time.

PASSED AND ADOPTED by the San Benito County CAB at the meeting of said Board on ~~19th~~ ____ day of ~~April, 2022~~ ____.

Ellen Laitinen, CAB Chair

COUNTY:

San Benito County Board of Supervisors

_____ Date: _____

_____, Chair