



SAN BENITO COUNTY COMMUNITY ACTION BOARD (CAB)

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

Meeting held via ZOOM

MINUTES

January 13, 2022, 5:30 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

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 1-5, Staff, and Guests.

Chair, Ellen Laitinen, called meeting to order at 5:31 P.M.

I. General:

A. Public Comment Period: Darlene Boyd introduced herself and indicated she has applied for the vacancy in District #2, Representative of the Poor. Mike Carter introduced himself and stated he was invited by Tonia Sunseri as a possible CAB member for District #1, Representative of the Poor and is interested in listening in.

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 November 9, 2021 meeting minutes were approved as presented. There was no meeting in December. Motion/Second/Concur (M/S/C) Yolanda Delgado/ Jim Whitehead.

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.

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:



- A. **Homeless Shelter & Transitional Unit Report:** Questions on the daily averages on the Homeless Shelter and the Transitional Housing Units reports were discussed and staff explained how the daily average is calculated. The Transitional Housing units opened in July so there is not update for any months prior. Staff will update the board on the discrepancies at the next meeting.

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

- A. **Community Development Block Grant (CDBG):** Discussed were the proposed CDBG activities for board review and approval. A public hearing is scheduled for February 2, 2022 at 5:30 P.M.

- **Public Facilities** - \$1.5-\$3 million Infrastructure in Support of Housing Project benefiting homeless families and/or homeless individuals or for the Chappell Property
- **Public Services** - \$500,000 Homeless Services including Operations of the homeless shelter, case management, housing navigation, outreach, rental assistance, emergency shelter and supportive Services.

| First Public Hearing                              | Date                               |
|---|------------------------------------|
| a. CAB to approve activities                      | January 13, 2022                   |
| b. Provide Public Hearing Notice to the Newspaper | January 14, 2022, by 10 a.m.       |
| c. Freelance to Publish Public Notice             | January 21, 2022                   |
| d. 1 <sup>st</sup> Public Hearing<br>Zoom         | February 2, 2022, at 5:30 p.m. via |
| 2 <sup>nd</sup> Public Hearing                    | Date                               |
| a. Provide Public Hearing Notice to the Newspaper | March 24, 2022, by 1 p.m.          |
| b. Freelance to Publish Public Notice             | April 1, 2022                      |
| c. 2 <sup>nd</sup> Public Hearing before the BOS  | April 12, 2022                     |

After discussion the board made a motion to approve timeline and proposed activities. *M/S/C Christy Eggers/Nelda Escamilla*

- B. **2022 Community Services Block (CSBG):** Staff provided an update on the recommended activities under the 2022 CSBG. After discussion the CAB motioned to approve the activities and budget as presented. *M/S/C Nelda Escamilla/ Christy Eggers.*

| Activity/Service                      | CSBG Proposed Activities | Comments   |
|---------------------------------------|--------------------------|--|
| 2021/22 Family Winter Shelter Program | \$25,000.00              | To serve at up to 20 homeless families during the winter months of December-March. Costs include the use of cabins and utilities.                  |
| Transportation Tokens                 | \$1,000.00               | To provide public transportation tokens to clients in need   |
| Supplies for clients                  | \$1,000.00               | To provide a variety of supplies in the form of backpack and hygiene kits, sleeping bags, tents....etc. to support low-income homeless individuals |
| Hotel Vouchers                        | \$13,000.00              | To provide emergency hotel vouchers to homeless individuals. Priority is given to homeless families, elderly and those that are medically fragile. |
| <b>Totals</b>                         | <b>\$40,000.00</b>       |  |

- C. **Youth Community Center Survey:** The youth ad hoc committee requested the board review and approve the Community Youth Center Survey which was enclosed. There was some confusion as to who would draft the survey and therefore the information included in the packet was a presentation on youth input for basic needs to support the draft survey. The ad hoc committee submitted an updated survey for the board. After reviewing the updated survey, the CAB provided input, made edits and will requested clarification on incentives, such as allowing \$1000 for airpods/iPad. Staff indicated that funding could be made available. Discussed ability to have parents/youth/guardians complete the same survey and staff will edit so that youth can see the entire survey and adults only being able to answers questions pertaining to youth center options. It was suggested to include a question in the survey to solicit

youth ad hoc committee members. After discussion the CAB made a motion to accept the survey with edits as discussed and the inclusion of incentives for completing the survey. *M/S/C Nelda Escamilla/Yolanda Delgado.*

- D. **CAB T-Shirts:** CAB members requested a T-Shirt design to be presented for board approval. Several designs were presented. Members made a few edit suggestions. It was requested a survey be sent out for board members to vote on the design they liked. *Table to next meeting.*

V. **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.*

Staff provided an update on current programs, capital projects and the fund development efforts.

A. **Program Report:** Staff provided updates on:

1. **Community Development Block Grant (CDBG) -CV2 and 3:** CSWD received an Award letter stating we were approved for \$1,150,872.00 for the rehabilitation of the Homeless Shelter roof and other maintenance.
2. **Emergency Rental Assistance:** San Benito County received 530 applications; total funds requested \$47,426,796, Average assistance provided \$10,454. Total funds paid to date: \$1,588,947.
3. **Homekey 2.0:** Staff is working on an application for Homekey 2.0 for \$2.3 mil which is due to the state on January 30, 2022. Phase 1 provided 5 units using Homeless Emergency Assistance Program (HEAP) funding. The Homekey 2.0 grant will provide an additional 11 units at the Migrant Center Housing for homeless families.
4. **Low-Income Home Energy Assistance Program (LIHEAP):** Balance remaining: \$5,920. Expect to fully expend by the contract deadline.
5. **Winter Shelter:** Opened December 13, 2022. 20 units=18 for families and 2 for COVID-impacted. 2 units are being used for COVID impacted families and 13 families are currently housed. One family has already secured permanent housing after only being at the shelter for about 2-3 weeks.
6. **Homeless Housing Assistance & Prevention (HHAP):** Assisted 2 families with Rapid Rehousing up to 6 months' rent. 6 applications have been approved and clients are searching for housing. It has been difficult to find housing due to low housing stock. There are 2 referrals in progress.
7. **Tenant Based Rental Assistance (TBRA):** Pays up to 12-month rent. 23 families served. One is house searching: Clients have 60 days to find housing. Grant Amount: \$488,469, \$100,472 spent, \$239,605 allocated and \$148,392 remaining. Can serve 1-2 more families.
8. **CSBG CARES:** Senior & Veteran rental served 31 individual/families. Grant Amount: \$74,918 of that \$9,450 for food vouchers, \$55,800 obligated for rental assistance and \$1,558 for Utilities. There are currently 4 files pending review & approval. Total of \$66,808 obligated.
9. **Dream Catcher:** Still struggling to find families to apply for services. 29 youth currently enrolled with \$12,000 obligated. There is another \$3000 pending approval which would bring the total to \$15,000 obligated. If expenditures do not drastically increase by next month for these funds, staff will need to submit a budget modification in order to fully spend the funds by the end of the contract term of May 31, 2022.



- B. **2022 Point in Time Homeless Census:** The Homeless Census is scheduled for Thursday, January 27 from 6 a.m.-10 a.m. Volunteers are still needed. A flier was included in the agenda packet with a link to the registration. Volunteer training will be available online.

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.*
1. **SPC Meetings:** The quarterly SPC meeting is scheduled for January 18, 2022 at 5:00 P.M.
  2. **CAB Retreat:** After discussion, a motion was made to schedule the CAB Retreat for August 2022 to hopefully meet in person. *M/S/C Nelda Escamilla/Yolanda Delgado.*
- B. **Ad Hoc Committee for Youth (YC):** Committee members provided an update on recruitment efforts. Chair has been having a hard time getting a hold of Luna and would like to have her input. Members do have a few leads and hope the survey can create a buzz and draw more youth.
- C. **Committees:** The CAB Roster and Committees appointments was enclosed for follow-up on:
1. **Bylaws:** Committee members may follow-up on prior discussion to review the Home Loan Committee and District Residency requirements and appointments. *Table to next meeting.*
  2. **Program Planning Committee:** Appoint a Vice-Chair to the Program Planning Committee. Need to verify Vice-Chair action and if Jessica Wohlander was approved. Table to next meeting.
  3. **Strategic Planning Committee (SPC):** Designate an alternate based on the membership requirements. Yolanda Delgado, District #2, agreed to be on the SPC. After discussion a motion was made to approve Yolanda Delgado on SPC. *M/S/C Nelda Escamilla/Tonia Sunseri.*
  4. **Homeloan Committee:** Staff to notify the BOS that there is a need for a BOS representative on this committee.
  5. **Membership Committee:** Committee members provided an update on recruitment efforts and possible new member leads. Received an application from Darlene Boyd (2), and Daren Kortsen (4). Possible lead Mike Carter (1). Discussed was the change to the county districts. Nelda Escamilla was in district #5 and is now in district #2. For low-income there needs to be an election for any applications received. Staff will follow-up with the BOS for guidance on district appointments and if a member is moved to a new district, how does that affect their term?
- D. **Outreach/Volunteer Opportunities:** Staff and board members provided an update on any upcoming outreach/volunteer opportunities to promote the CAB.
1. **Sharing the Promise of Community Action:** Discussed scheduling an event in February, “Sharing the Promise of Community Action” for CAB and youth ad hoc committee members to assist with distribution of PPE, outreach materials, and completion of the Community Needs Assessment. After discussion board members volunteered to assist at the Hollister Downtown Association Youth Event, scheduled for Saturday, February 26, 2022 from 10am-1pm. Volunteers include: Christy, Dennis, Ellen, Tonia, Yolanda, Nelda (maybe)
  2. Staff to send email out to those who may be interested in distributing Saturday, January 29<sup>th</sup> PPE Drive Through – Available: Ellen Laitinen, Nelda Escamilla. Nelda will call Hollister Super and set up a time for Jan 29<sup>th</sup>.

3. **Leadership Luncheon:** Begin discussion on hosting/planning a leadership luncheon in 2022. *Table to March.*

VII. **Additional Information:**

VIII. **Adjournment:** *M/S/C* Tonia Susneri/Yolanda Delgado 7:57 P.M.