



SAN BENITO COUNTY COMMUNITY ACTION BOARD (CAB)

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

Meeting held via ZOOM

MINUTES

February 10, 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

5:15 P.M. An election was held to vote on the application received for the Representative of the Poor Vacancy. 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 #4 Representative of the Poor - Daren Kortsen

A link was opened from 5:15-5:30 P.M. in order for individuals to vote

https://survey.alchemer.com/s3/6728617/Dist-4RepOfPoor

San Benito County Community Action Board- BALLOT REPRESENTATIVE OF THE POOR DISTRICT # 4 Date: February 10, 2022 - Election at 5:15 P.M. - 5:30 P.M.

REPRESENTATIVE OF THE POOR DISTRICT # 4 Date: February 10, 2022 - Election at 5:15 P.M. - 5:30 P.M.

1. Please indicate the district in which you reside *

- District #1
District #2
District #3
District #4
District #5

2. Vote for one by checking the box. *

- Daren Kortsen
None of the above

Submit

WRITE-IN CANDIDATE If you wish to vote for someone whose name does not appear on the Ballot, you may do so providing the following conditions are met: You are able to give complete information below. The person has given you permission to place their name in consideration, The person agrees to serve if elected, The person resides in District #4. I wish to vote for: Please provide the Candidate's Name and Address

First Name Last Name

District #

Street Address

Apt/Suite/Office

City State Zip



Regular CAB Meeting: 5:30 P.M.

<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 type="checkbox"/>	VACANT	<input checked="" type="checkbox"/>	Ellen Laitinen - <u>Chair</u>
2-Kosmicki	<input type="checkbox"/>	VACANT	<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 type="checkbox"/>	VACANT	<input checked="" type="checkbox"/>	Mel Tungate	<input checked="" type="checkbox"/>	Dennis Wightman
5-Gonzales	<input checked="" type="checkbox"/>	Nelda Escamilla - <u>v Chair</u>	<input type="checkbox"/>	VACANT	ex	Jim Whitehead-Secretary – emailed, he is out of town
Staff:	Andi Anderson Enrique Arreola					
Guests	Gabiella					

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

I. **General:**

- A. **Amendment to the Agenda:** Remove the 1st line of item IV.E. It was a carryover from the minutes.
- B. **Public Comment Period:** No public comments were received. Introductions were made by everyone present.

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 January 13, 2022 meeting minutes were approved as presented. *Motion/Second/Concur (M/S/C) Yolanda Delgado/Dennis Wightman*
 2. **Strategic Planning Committee (SPC):** The January 18, 2022 SPC committee 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. Board members are encouraged to participate in the Community Action Learning Library: <https://calcapa-academy.moodleconcept.com/login/index.php>

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 Yolanda Delgado/Christy Eggers*

- A. **Homeless Shelter & Transitional Housing Report:** Enclosed was the monthly reports for PY2021 and the January 2022.
- B. **Community Services Block Grant(CSBG) CARES Expenditure Report:** Attached for your review was the agency level CARES expenditure data report for November 2021.
- C. **2022 Point in Time Homeless Census:** Attached was a brief update on the Homeless Census held on Thursday, January 27 from 6-10 A.M.
- D. **Homekey Application Overview:** Enclosed was a brief overview of the Homekey application submitted on January 31, 2022.

E. 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.*

Enclosed was a statistical report on programs to include winter, shelter program, emergency rental assistance dashboard, Homekey grant application overview, LIHEAP, upcoming grants and other program updates.

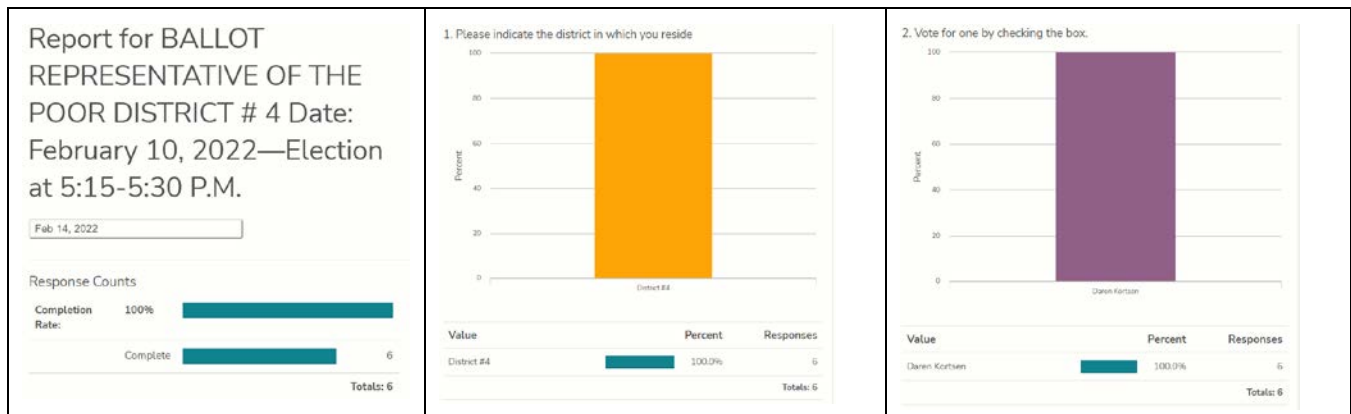
IV. Action Items/Discussion Items:

A. Board Membership: Any applications received for membership may be reviewed by the board for approval. Currently there are five (5) vacancies,

- a. District #1, Representative of the BOS & Representative of the Poor
- b. District #4, Representative of the Poor
- c. District #5, Representatives of the BOS and Representative of the Poor

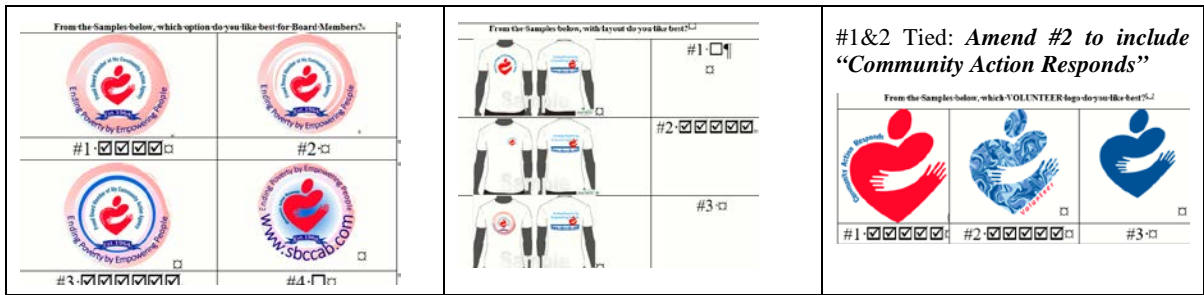
Staff consulted with County Counsel on the recent County redistricting resulting in Nelda Escamilla now residing in District #2. Per County Counsel, Nelda will be transferred from District #5 to District #2 for the duration of her term, which expires on July 11, 2022. Should she desire to continue serving on the board, she could be reappointed at that time.

- 2. **Election Results:** Based on the on-line election held at 5:15-5:30 P.M. for the application received from Daren Kortsen, District #4 Representative of the Poor There were six individuals who self-attested they resided in District #4. All six individuals voted for Daren Kortsen. There were no write-in candidates received. Daren was unable to attend the meeting to introduce herself, however several board members gave recommendations and indicated she would be a welcome addition to the CAB. After discussion, the CAB approved the application of Daren Kortsen for District #4, Representative of the Poor to be submitted to the BOS for final appointment to the CAB. *M/S/C Yolanda Delgado/Mel Tungate.*



- B. 2020 CSBG CARES Budget Revision:** Staff requested a greater flexibility to allow the use of the entire combined allocation of \$137,295 for either Veterans/Seniors and/or Youth to ensure complete utilization of these CSBG CARES funds by the contract expiration date of May 30, 2022. After discussion the CAB made a motion to approve the staff recommendation as presented. *M/S/C Nelda Escamilla/Tonia Sunseri*

- C. CAB T-Shirts:** Staff requested the board approve the purchase of T-Shirts for outreach not to exceed \$800. The T-Shirt layout were presented, and votes were cast via chat as follows:



After discussion, the CAB made a motion to accept T-Shirt logo #3, Layout #2 and Volunteer Logo #2 with amendments to include the tag line “Community Action Responds”, and the approval to purchase T-Shirts for outreach not to exceed \$800. *M/S/C Nelda Escamilla/Christy Eggers*

D. **Community Development Block Grant (CDBG):** Staff provided an update on proposed activities for the 2022 CDBG application which were discussed at the last meeting where CAB approved \$1.5 mil for Public Facilities and \$500,000 for Public Services. Since our last meeting, there has been discussion with the BOS and they have decided that the County will apply for the \$1.5 mil Public Facilities to benefit other County needs benefiting low-income. This means that CSWD will not be applying for those funds. Since it was included in the recent Public Hearing held February 2, 2022 those in attendance were notified that the BOS would be applying and not CSWD.

E. **Local Homeless Action Plan:** Enclosed was information on the requirement for the Homeless Housing Assistance & Prevention Program (HHAP) Round 3 which is due to the State by June 30, 2022. Part of the requirement is the development of a Local Homeless Action Plan to include a Racial Equity Plan and Policy. CSWD has been awarded \$395,326.12 through HHAP. The state is providing an initial disbursement of \$79,065 which was approved at the last BOS meeting. In order to receive the remaining funds, there must be a Local Homeless Action Plan which includes:

- Racial Equity/Racial Diversity plan and policies
- Capacity building and workforce development for the jurisdiction’s administering staff and providers, including technical assistance to culturally specific providers.
- Funding existing evidence-based programs serving people experiencing homelessness.
- Investing in data systems to meet reporting requirements or strengthen the recipient’s Homeless
- Management Information System.
- Improving homeless point-in-time counts.
- Improving coordinated entry systems to eliminate racial bias or to create a youth-specific
- Coordinated entry system.

Staff explained the requirement and guidance provided by the State and the need for direction on the development of the racial equity policy. After discussion the CAB made the motion to move forward with hiring a consultant not to exceed \$25,000 for the development of the Local Homeless Action Plan and the Racial Equity Policy. *M/S/C Tonia Susneri/ Yolanda Delgado.*

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.*

1. **SPC Meetings:** The next quarterly SPC meeting is scheduled for April 12, 2022 at 5:00 P.M.

B. **Ad Hoc Committee for Youth (YC):** Committee members provided an update stating that the Youth ad hoc committee is scheduled to attend the Youth Expo at the Veterans Memorial Building on February 26, 2022 and expects to launch the youth survey. The flier was viewed and approved by the CAB. Staff is working on funding for the incentives and asked youth ad hoc committee member if AirPods Pros were a good prize to which the response was yes. The flier is ready to be launched.

C. **Committees:** The CAB Roster and Committees appointments were enclosed for follow-up on:

1. **Bylaws:**

a. **Category III:** Enrique discussed Category III and input received from the CalCAPA director, indicating verbiage to be more inclusive of racial and low-income representation on

the board. There was a suggestion to determine what that threshold should be and to possibly include it in the bylaws as a guide. Bylaws were reviewed and minor edits made as follows. Once reviewed by County Counsel and the State they will be brought back to the board for approval.

Article I F:	It is the policy of the HHS, 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, cancer-related any medical conditions (including AIDS), mental or physical disability (including AIDS).	
Article VI	SBC Home Loan	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:
	Youth Advisory ad hoc Committee	Youth Advisory Ad-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 would 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 would 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.

- b. **Racial Equity ad hoc Committee:** Discussion was held on racial equity. Add to next meeting to discuss and possibly to develop an ad hoc committee on racial equity/diversity. Jessica Wohlander stated she would be interested in being a member of this committee if developed.
 - 2. **Program Planning Committee:** Appoint Jessica Wohlander as Vice-Chair to the Program Planning Committee. *M/S/C Yolanda Delgado/Mel Tungate.*
 - 3. **Home Loan Committee:** Staff is still coordinating with admin on the appointment of the BOS representative on this committee.
 - 4. **Membership Committee:** Committee members may provide an update on recruitment efforts and possible new member leads. Staff has heard from Betsy Dirks and she is recruiting for her district.
- 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:** Reminder to CAB members who volunteered to participate in the Hollister Downtown Association Youth Event Scheduled for Saturday, February 26, 2022 from 10am-1pm, per enclosed flier. CAB Members will present the survey and distribute masks, hand sanitizer and disinfectant wipes. Andi to send out poll for board members to sign up for 1-hour shifts. Youth suggested having a spinning wheel and prizes, they don't even need to be expensive.
 - 2. **Personal Protection Equipment (PPE) Distribution:** CAB members provided an update on PPE distribution that was held Saturday, January 29th at Hollister Super. Ellen and Nelda spent about a ½ hour distributing items. Nelda went back and got more items and took her granddaughters to help distribute on a Thursday. They spent an hour distributing items.
- VI. **Additional Information:**
- A. **Homeless Retreat:** Scheduled for April 8, 2022, location to be determined.
- VII. **Adjournment:** *M/S/C Yolanda Delgado/Tonia Sunseri 6:47 P.M.*