



SAN BENITO COUNTY COMMUNITY ACTION BOARD (CAB)

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

MINUTES

Thursday, October 12, 2023 at 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

For the health and safety of attendees all meetings are smoke & fragrance free.

REGULAR MEETING

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

I. Welcome, Introductions & Roll Call: Roll was taken to determine excused absences for attendance requirements. Individuals who called in were excused by the chair.

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 with names like Zanger, Kosmicki, Sotelo, Curro, Gonzales and their representatives.

II. General Information:

A. Public Comment Period: Supervisor Bea Gonzales introduced herself and apologized to the board for the lack of representation in her district. She stated that Adam Mendoza is attending virtually and is possibly interested in serving on the CAB as a representative of the BOS for District #5.

B. Amendments to the Agenda: None

III. Consent Items: All items will be voted on without discussion and approved unless the board wishes to discuss further, at which time, they may request to pull the item for discussion and place the item on the Regular Agenda. Motion/Second/Concur (M/S/C) Mel Tungate/Sandy Patterson



A. **Approval of Minutes:**

1. **Regular CAB Meeting Minutes:** Approved the September 21, 2023 CAB meeting minutes.
2. **Strategic Planning Committee Minutes:** Received the October 3, 2023 SPC CAB meeting minutes.

B. **Year-to-Date Service Report:** Received the overview of the Year-to-Date service report for all CAB Activities.

C. **Homeless Reports:** Received the Homeless Shelter and Sun Street Centers reports.

D. **Service Matrix:** Received the updated CSWD Service Matrix.

IV. **Regular Agenda:**

A. **National Philanthropy Day Annual Dinner:** Scheduled for November 16, 2023 at the Elks Lodge, from 5:30-8 P.M. CAB members nominated Tonia Sunseri. After discussion the CAB approved the nomination of Tonia Sunseri as the National Philanthropist and to cover for the \$50 event fee. Registration was enclosed for anyone wishing to attend. *M/S/C Daren Kortsen/Shannan Matthews.*

B. **Board Membership:** Any applications received may be reviewed for board approval. Currently there are four (4) vacancies.

1. **Welcome New Member:** Welcome newly appointed member Sandra Patterson, District #1, Representative of the Board of Supervisors. Sandy Patterson stated she is honored to be a part of the CAB.
2. **Term Expiration:** The term of Christy Eggers is due to expire November 12, 2023, and she has agreed to another three-year term. After discussion the board approved the re-appointment of Christy Eggers and will forward her updated application to the Board of Supervisors for re-appointment to the board. *M/S/C Mel Tungate/Daren Kortsen*

C. **CalCAPA Annual Conference 2023:** The CalCAPA Conference is scheduled for November 6-7, 2023 in San Francisco. Staff requested board approval to send one board member. After discussion, the CAB approved Christy Eggers to attend the CalCAPA Annual Conference. *M/S/C Monica Hernandez/ Sandy Patterson.*

D. **Grant and Program Updates:** *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. **Grant Updates:** Received the grant summary report for 2022-2023. Staff provided a summary of each funding source, what the current grant status is, and what programs are currently providing services as well as grant balances.
2. **Community Development Block Grant (CDBG) NOFA:** Received an update on
  - a. 2020 CDBG Wait List Project - Will only be funded for wait listed projects to include both the Transitional Housing and a multi-purpose community room at the Migrant Center, and gap funding. There is a need to hold two listening sessions. One is tentatively scheduled for November 9, 2023 at 4pm.
  - b. CDBG CV1 Utility Assistance – Funds for Utilities, Energy, Water, Garbage, funds are due to expire on February 28, 2024. Current balance is approximately \$8,000.
  - c. CDBG CV2&3 Shelter Rehabilitation – Funding for shelter renovations to include a new roof. The work has been completed and the shelter guests have been moved back in.
3. **State Homeless Housing Assistance Program (HHAP) R5:** Staff provided an update on the recent Notice of Funding Availability (NOFA) release. Information was included on the release and due dates. CSWD will not be able to apply for new projects as the funders wish to sustain

current projects: Shelter Operations, Outreach and Rapid Rehousing. Staff will also be scheduling two listening sessions.

E. **Committee Updates:** Received updated Roster and Committee.

1. **Youth Committee:** Received an update on the \$7,470 allocated for 2023 Dream Catcher Program. Staff is modifying the policy and should have ready by next week.
2. **Membership Committee:** Recruitment flyer wasn't enclosed. Staff will provide a copy to board members.
3. **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 committee meeting notes are enclosed. The next meeting is scheduled for February 6, 2024, at 5:00 P.M. See memo was enclosed.

a. **Goal 1, Action 1 – Dream Catcher (CSBG CARES funding)** 25 families and 47 total youth were served. 15 male, 32 female, 37 stated they were of Hispanic origin, 19 families reported being Single Parent/Female, 1 Single Parent/Male and 5 were from 2 parent households, Age 0-5= 10 youth, Age 6-13= 28 youth, Age 14-17=9 youth.

b. **Goal 1, Action 2 – Youth Work Experience funding:** Through the Workforce Innovation and Opportunities Act (WIOA) CSWD receives approximately \$200,000 annually for youth services to provide out-of-school youth (ages 16-24) the with employment training and opportunities through their On-the-Job Training, Individual Training Accounts Scholarships, and Work Experience Program.

Service Category	# Of Services	Cost
Equipment/Supplies	41	\$5,215.56
Scholarship	60	\$14,628.32
Tutoring	7	\$4,390.00
<b>Total Services Provided</b>	<b>108</b>	<b>\$24,233.88</b>

- c. **Goal 2, action 2 – Update on funding for Transitional Funding:** Homekey/HEAP-const + CoC HHAP-2 operations- 5 units are expected to be ready by Dec. and additional units by April-with move-in by July 2024.
- d. **Goal 3 Board & Staff Development:** Plan to invite elected officials to public hearings, special events, and community listening sessions.
- e. **Community Action Plan (CAP) Surveys:** 235 surveys were completed. To complete the CAP we added the current number of surveys to those taken from the previous surveys to cover a 5 year period for a total of approximately 1184 surveys completed.

V. **Other/Additional Informational and/or Announcements:**

- A. **Winter Shelter Update:** Staff provided an update on the upcoming program that is due to kick off in December. Staff will be housing 20 families. Because the units won't be available until December 22<sup>nd</sup>, there will not be an opportunity for the holiday party, however the adopt a family program can still happen. Staff mentioned that previous organizations who were regular sponsors are no longer participating, and they are seeking new agency sponsors.
- B. **Emergency RV Shelter:** Received an update on the Emergency RV Shelter Program. Discussion was held on what to do with the RVs and whether or not they could be used for temporary shelter for families. Several CAB members stated that long-term use is not efficient use of funding. Staff mentioned the option of purchasing container homes with other funding that has been secured. It was brought up that the Women's Club has expressed interest in assisting with provide Showers/Laundry Containers for the homeless. This may be something the Homeless Taskforce can further research. Also discussed was the possible removal of the parklets and whether or not the CAB had use for the materials to be recycled. Staff suggested contacting Sleep In Heavenly Peace, a local non-profit who makes beds

for children as they may be able to use the materials. After extensive discussion the CAB requested drafting a request to the BOS requesting the sale of the RVs with the proceeds going to fund the Purchase of a Container home that is a more permanent, cost-effective option.

C. **CAB Retreat**: The CAB Retreat is scheduled for January 13, 2024, from 9am-3pm at the Community Foundation Epicenter. One thing to include in the retreat is discussion on reaching out the community more and community engagement.

D. **Board Composition Matrix**: Reminder to finalize the board composition matrix to ensure that there is adequate representation and expertise among board members. Updates were made to the Matrix by CAB members and staff will email individually to those who haven't completed it.

VI. **ADJOURNMENT**: To next meeting is scheduled on November 9, 2023, at 5:30 P.M.