



SAN BENITO COUNTY COMMUNITY ACTION BOARD (CAB)

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

MINUTES

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

July 14, 2022 at 5:30 P.M.

ELECTION for REPRESENTAIVES OF THE POOR

5:15 P.M. – 5:30 P.M. An election was held to vote on the applications received for the Representative of the Low-Income. Results will be announced during the regular CAB meeting.

Representatives of low-income persons 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.

- District #5 Representative of the Poor – Keri Battin

Regular Meeting

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 Amy Bravo, Ellen Laitinen, etc.

Chair, called the meeting to order at: 5:35 P.M.

I. General:

- A. Roll Call: Roll was taken to determine excused absences for attendance requirements. All board members were present. Thressa Walker-Shaw did inform the board she would be running late.
B. Public Comment Period: Introduced new CSWD staff, Julie Roybal, Homeless Program Manager.
C. Amendments to the Agenda: Board member Christy Eggers asked to move the Ad Hoc Committee for Youth (YC) to the top of the agenda for discussion and action.

II. Information Items and/or Announcements

A. **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. **CAB Year to Date Program Outcomes:** Enclosed was the YTD report on services provided from January 1, 2022 to July 31, 2022 for CSWD programs to include winter shelter program, emergency rental assistance, LIHEAP, etc. Would like to see how much is left for the year.
2. **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. CalCAPA training videos that are available for CAB viewing on the website at: <https://www.sbccab.com/about>.
3. **CAB Retreat:** Scheduled for August 20, 2022. Due to the Epicenter not being available on this date, the CAB decided to have the retreat at CSWD.
4. **Racial Equity Presentation:** Staff will provide a presentation on what is Racial Equity in August or September so that the board has a better understanding of the ad hoc committee's role & responsibilities.

B. **Committee Updates:** *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. **Strategic Planning Committee (SPC):** The SPC discussed scheduling the meetings the week before the regular CAB meetings in order to give members and staff more time to review goals, determine next steps and provide input for meeting agendas. They scheduled their next meeting for July 26, 2022 at 5 P.M.
2. **Bylaws Committee:** The updated Bylaws were approved the BOS on 6/28/22 and were provided to the board.
3. **Racial Equity Ad Hoc Committee:** The Racial Equity Ad hoc Committee needs to schedule a meeting and will hold off until after the presentation on racial equity by staff.
4. **Ad Hoc Committee for Youth (YC):** Discussed needs of the community, partnering with 1st Five, Youth Alliance, etc. After discussion, the CAB reviewed and approved the flier for the Youth In Action event scheduled for July 30, 2022 at the Epicenter from 11am-12:30 P.M. and also approved \$100-150 for meeting supplies. *M/S/C Juan Cruz/Amy Bravo.*
5. **Home Loan Committee:** Awaiting appointment of a BOS to this committee.
6. **Membership Committee:** No update.

III. **Regular Agenda:**

A. **New Board Membership:** Currently there are three (3) vacancies: District #1-Representative of the Low-Income, District #2-Representative of the Low-Income and District #5-Representative of the Low-Income.

1. **Election Results:** Staff reported that only one vote was received, however, the individual who voted indicated they reside in District #5 but are on the board representing district #4. Upon verification of their address, the vote was determined invalid. **No action taken.**
2. **Term Expirations/Reappointments:** Applications for the following re-appointments were discussion for action/information:

- a. **District #3-Representative of the Board of Supervisors (BOS)**: Tonia Sunseri's term expired on July 11, 2022. She submitted her updated application for re-appointment to the Board. After review the CAB approved the re-appointment of Tonia Sunseri for another 3-year term upon approval by the BOS. ***M/S/C Yolanda Delgado/Mel Tungate.***
- b. **District #5-Representative of the Private Sector**: James Whitehead's term expired and July 11, 2022 and he has decided not to continue on the board.
- B. **Approval of Minutes**: The June 9, 2022, CAB meeting minutes were approved as presented. ***M/S/C Mel Tungate/Yolanda Delgado.***
- C. **Nominating Committee**: The Nominating Committee, consisting of representatives of the Low-Income, shall present a slate of officers, Chair, Co-Chair and Secretary for the FY22/23. Thanked Nelda and Jim for their services. The nominations are Chair: Ellen Laitinen, Co-Chair: Christy Eggers, Secretary: Jessica Wohlander. Motion was made to accept the nominations as presented. ***M/S/C Yolanda Delgado/Mel Tungate.***
- D. **Leadership Luncheon**: Scheduled for Wednesday, September 21, 2022, from 12-1:30 P.M. CAB requested approval of funding up to \$700 for supplies for the luncheon. Discussion was held and it was the consensus of the CAB to postpone the luncheon until March, 2023. ***Continue discussion and approving the funds at the January meeting.***
- E. **Resolution for Remote Meetings**: Adopt AB361 Resolution to continue teleconferenced meetings. Attached was the AB361 Legislation along with the resolution. Discussion was held about moving any future motions to the beginning of the agenda so it covers the current meeting. Motion to accept the resolution and move and future approvals to the beginning of meetings for action. ***M/S/C Mel Tungate/Tonia Sunseri.***
- F. **Outreach/Volunteer Opportunities**: Staff and board members will discuss upcoming outreach/volunteer opportunities to promote the CAB and determine a date to provide a meal for the HOME Resource Center and CAB members attending BOS meetings to report out on services. ***Provide the drop off meal in August and then table to September to schedule later on for serving a meal.*** Tonia Sunseri will organize the meal with assistance from staff. Attendance at BOS – Staff will send out meeting dates for members to sign up.
- IV. **Additional Information**:
- V. **Adjourn**: to next meeting on September 8, 2022 at 5:30 P.M. ***M/S/C Mel Tungate/Yolanda Delgado 7:00 P.M.***