



SAN BENITO COUNTY COMMUNITY ACTION BOARD (CAB)

CAB Strategic Planning Committee Meeting

1161 San Felipe Road Building B, Hollister, CA 95023

AGENDA

February 6, 2023 - 5:00 P.M.

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

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.

Quorum Met: Yes [ ] No [ ] \*=Excused Absence, V=Virtual \*Chair, \*\* Co-Chair, \*\*\* Secretary

Table with 3 columns and 2 rows listing attendees: Ellen Laitinen #1\*, Christy Eggers #3\*\*, Jessica Wohlander #2\*\*\*, Juan Cruz #3, Shannan Matthews #4, Yolanda Delgado #2 (Alternate)

I. General:

- A. Roll Call: Roll will be taken to determine excused absences for attendance requirements.
B. Public Comment Period: Select the "Participants Tab" and click "Raise Hand" icon...
C. Amendments to the Agenda:

II. Regular Agenda:

- A. Committee Appointments: Discuss the appointment of an alternate committee member from District #5...
B. Approval of Strategic Planning Committee (SPC) Minutes: Approve the October 3, 2023 SPC meeting minutes.
C. Memo Follow-Ups: Receive memo addressing previous meeting follow-ups.
D. Strategic Plan: Review the Strategic Goals and assess needs/updates.
E. SPC Meeting Calendar: Receive the 2024 CAB Meeting calendar.
F. Community Action Month: Discuss ideas for the 60th anniversary.

III. Other:

IV. Adjourn: to next meeting April 2, 2024 at 5pm.





SAN BENITO COUNTY COMMUNITY ACTION BOARD (CAB)

CAB Strategic Planning Committee Meeting

MINUTES

October 3, 2023 - 5:00 P.M.

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

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.

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\*Chair, \*\* Co-Chair, \*\*\* Secretary

Table with 3 columns and 2 rows listing attendees: Ellen Laitinen #1\*, Christy Eggers #3\*\*, Jessica Wohlander #2\*\*\*, Juan Cruz #3, Shannan Matthews #4, Yolanda Delgado #2 (Alternate).

I. General:

- A. Roll Call: Roll was taken to determine excused absences for attendance requirements.
B. Public Comment Period: None
C. Amendments to the Agenda:

II. Regular Agenda:

- A. Approval of Strategic Planning Committee (SPC) Minutes: Approve the June 27, 2023 SPC meeting minutes.
B. Memo Follow-Ups: Receive memo addressing previous meeting follow-ups.
C. Strategic Plan: Reviewed the Strategic Goals and assess needs/updates.



a. **Goal 1- Youth Services**

- 1) action 1 – should be yellow instead of red
- 2) action 2 – wants an update for CAB mtg. 10/2023

b. **Goal 2 Housing & Homeless Services**

- 1) action 2 – update on form and at next CAB meeting
- 2) action 3 – update information on funding beyond 2023 at next CAB meeting

c. **Goal 3 Board & Staff Development**

- 1) action 1 – check in at CAB meeting to see how it is going. Monica is scheduled to attend the BOS meeting in November.
- 2) action 2 – Add to CAB agenda monthly – formulate a plan to invite elected officials strategically. The Leadership Luncheon included several elected officials so the goal was met for 2023.

d. **Goal 3B**

- 1) action 1 – change language from “Host” to “collaborate” with other agencies for the Community Youth Rally Event. *Based on the feedback of the youth, it was determined to forgo the youth rally and instead use the funds for the Dream Catcher: Class ring, photos, yearbooks, Scholarships for Senior trip, etc. There is a total of \$7,470.*
- 2) Give an update on Dream Catcher at next CAB meeting.
- 3) Question: if we partner with other agencies for the youth rally, are we still in the Red?
- 4) action 2 – Ellen reported that there were at least 150 participants at the Leadership Luncheon
- 5) action 3 – add to the agenda for CAB Retreat

II. **CAB Retreat:** The retreat is scheduled for January 13, 2023, from 9am-3pm. Discuss items that may need to be addressed to include “how we are connecting with the community”. **Items to Discuss at the Retreat:** Volunteer/involvement, CAB Program Outcomes Matrix updated for Retreat.

A. **Other:**

III. **Adjourn:** *M/S/C Yolanda Delgado, Jessica Wohlander* at 5:50 P.M.

# MEMORANDUM

February 1, 2024

**TO:** Community Action Board (CAB) Members  
**FROM:** Enrique Arreola, Deputy Director  
**SUBJECT:** Goal Question Follow-Up

At the October 3, 2023, SPC meeting members reviewed the Strategic Goals and requested follow-up on the following goals:

1. **Goal 1, Action 1 – Support Youth Prevention/intervention services Active planning for programs**

**Dream Catcher:**

- How much money has been allocated/available for Dream Catcher from 2023 CSBG Funding?:

Row Labels	Budgeted	Expended	Obligated	Balance (\$)
CSBG 23F-4034	\$ 10,361.15	\$ 1,350.00	\$ 7,341.00	\$ 1,670.15
Youth Enrichment	\$ 10,361.15	\$ 1,350.00	\$ 7,341.00	\$ 1,670.15

- Previous funding from CSBG CARES was used with the following outcomes: (CSBG CARES funding) 47 youth served, 27 families

- a. 25 families and 47 total youth were served. 15 male, 32 female, 37 stated they were of Hispanic origin,
- b. 19 families reported being Single Parent/Female, 1 Single Parent/Male and 5 were from 2 parent households
- c. Age 0-5= 10 youth, Age 6-13= 28 youth, Age 17-17=9 youth

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>

2. **Goal 1, Action 2 – Youth Training: Implement a Summer Youth Job Training Program/Year-round Work Experience Program:** Committee members requested information on 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.

3. **Goal 2, action 2 – Secure Funding for Transitional Housing:** Update on funding for the Transitional Housing units at the Migrant Center. Homekey/HEAP-const + CoC HHAP-2 operations- 5 units are expected to be ready by Dec. and additional units by December-with move-in within 90 days of completion.

4. **Goal 3 Board & Staff Development:** The committee would like to plan and determine proper protocol for invites to invite elected officials to public hearings, special events, and community listening sessions and suggested setting up a calendar for the new year with events and opportunities.

- a. action 1 – Schedule CAB members to attend the BOS meeting.
- b. action 2 – Add to CAB agenda monthly – formulate a plan to invite elected officials strategically. The Leadership Luncheon included several elected officials so the goal was met for 2023.

5. **Community Action Plan (CAP) Surveys:** How many surveys were completed for the Community Needs Assessment?
- a. **2023-2024 Survey:** 235 surveys were completed between November 2021 and December 31, 2023.
  - b. **Pervious Needs Assessment Survey.** The previous needs assessment survey was opened in May of 2016 and was closed November 2021 when the new survey opened. A total of 949 surveys were completed during the survey duration.
  - c. **Community Needs Assessment Surveys Combined:** To complete the CAP we added the current number of surveys to those taken from the previous survey to cover a 5 year period for a total of approximately 1184 surveys completed.

Strategic Goal #1: Youth Services		Objective(s): Empowering Youth					
Alignment with National Community Action ROMA GOAL: <i>Individuals and families with low incomes are stable and achieve economic security</i>	Resources & Support Needed	Staff Responsible	Due Date	Expected Outcome	Measurements Methods of Tracking	Status: Green: 80%+ Yellow: 51%+ Red: 0-50%	
<b>Strategy 1</b>  YOUTH SERVICES	<b>Action 1</b> Support Youth Prevention/intervention services Active planning for programs.	Secure Program for Dream Catcher & other services Apply for additional funding Could use CDBG funds?? Pull numbers for board and provide at CAB meeting, incl youth statements	Enrique/Sylvia	NOFA CDBG-bring to CAB to discuss  2024 CDBG NOFA to be released Jan 2024	10 youth will participate in a Summer Work Experience Program	<ul style="list-style-type: none"> <li>CAP60 Reports</li> <li>Annual reports of funding by Staff</li> </ul>	Yellow
	<ul style="list-style-type: none"> <li>Community Youth Center</li> </ul>	Collaboration with Partner Agencies Youth Center Coalition Lisa Faulkner	Christy	MOU Signed-9/21/23	Share survey results with the Community Youth Collaboration		Yellow
	<b>Action 2:</b> Youth Training: Implement a Summer Youth Job Training Program/Year-round Work Experience Program	Partner with the WDB to leverage resources - TABLE	Enrique/Sylvia	TABLE – if source is found can move forward	Implementation of a Summer Youth/ year-round Work Experience Program hire 24 youth		RED
	<b>Action 3:</b> Ongoing with continuing recruitment of Youth for Youth ad hoc Committee Part 1 – Youth Voice Part 2 – Development of committee representing 5 districts  Add to CAB Youth Committee Agenda for discussion: Incentive Cards: for participation at committee meetings.	outreach with HS, counselors & ASB	Christy Daren Gabiella Monica	Ongoing	Development of a Youth Committee to coordinate Youth Services and act as Advisory to the CAB		YELLOW

	<p>Develop YC2021 <b>Committee Membership card</b> for youth ad hoc committee members so they can include in resume as Proof of YC2022 participating and offer Gift Card incentive =\$25 gift card per meeting attendance? (Funding?) CSWD General Account Funds.</p>						
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Strategic Goal #2: Housing & Homeless Services Objective(s): Access to Housing & Sustainability

Alignment with National Community Action ROMA GOAL: <i>Communities where people with low incomes live are healthy and offer economic opportunity.</i>	Resources & Support Needed	Staff Responsible	Due Date	Expected Outcome	Measurements Methods of Tracking	Status: Green 80%+ Yellow: 51%+ Red: 0-50%	
	<b>Action 1: Participants receive Housing &amp; Case Management to Transitional/Permanent Housing for Youth age 18-24</b>	Youth Alliance received YHDP \$500,000 partnership with CoC, HHAP, other funding sources	Enrique, Youth Alliance will lead	On-going Dec. 2024	10-15 participants	Dedicated Units for Youth	<b>YELLOW</b>
<b>Strategy 2</b>  Housing, Shelter & Homeless Services & Advocacy	<b>Action 2: Secure Funding for Transitional Housing</b>	Transitional Housing HEAP (located at Migrant Center) funds (HEAP	Enrique, Sylvia Just an update needed for next CAB meeting.	Dec. 2023– update information on funding beyond 2023 at next CAB meeting	<ul style="list-style-type: none"> <li>HEAP=5 units;</li> </ul>	Funding secured; projects in progress for transitional housing for families	<b>YELLOW</b>
		\$2.4, HomeKey CDBG- <ul style="list-style-type: none"> <li>\$2.1 used for construction \$300k operations</li> </ul>		Construction will restart 7/23	<ul style="list-style-type: none"> <li>Awarded HomeKey Rd2= 11 Units</li> <li>WPC= Purchased Chappell Property/Rehab Homes)-No additional plans for WPC CDBG will assist with infrastructure</li> </ul>		
					<ul style="list-style-type: none"> <li>HRC Phase III=6 units</li> </ul>	6 units will be completed	<b>GREEN</b>



<p><b>Action 3:</b> Secure Funding for Emergency Shelter</p> <p><i>(Annual Goal -apply for funding annually)</i></p>	<p>ESG, CDBG CSBG (Emergency shelter, winter shelter, Rapid rehousing), HHAP, City of Hollister \$560-580,000</p>	<p>Enrique, Sylvia update information on funding beyond 2023 at next CAB meeting</p>	<p>Dec. 2023 &amp; On-going</p>	<p>Secure funding. 100 annually to Provide emergency housing (hotels, emergency shelter, rapid rehousing)</p>	<p>Actual funding secured Total individuals served annually; staff reports</p>	<p><b>YELLOW</b> <b>Fully funded 2022/23</b></p>
<p><b>Action 4:</b> Permanent housing 190 units within the next 5 years for homeless individuals: <b>CoC Lead Me Home Project</b></p>	<p>HOME First Time Home Buyer (FTHB)</p>	<p>Enrique, Sylvia</p>	<p>Dec. 2026</p>	<ul style="list-style-type: none"> <li>24 units (Southside Project w/ CSDC (2023) 1<sup>st</sup> x Homebuyer Program-\$1.5 mil Funded;</li> </ul>	<p>Total units for permanent housing; staff reports</p>	<p><b>RED</b></p>
	<p>HomeKey Rd3 (allows acquisition &amp; rehab) Permanent Housing Add-on: Search for Outreach Workers for housing navigation, connecting to services, increase in housing outcomes for homeless individuals that lead into permanent housing.</p>			<ul style="list-style-type: none"> <li>Purchase of Chappell Property=1unit =3bedroom home <b>*with possible upgrades or additions to property</b></li> </ul>		<p><b>YELLOW</b></p>
			<p>Summer 2024</p>	<ul style="list-style-type: none"> <li>Low-income permanent housing, infrastructure cost</li> </ul>		<p><b>RED</b></p>
				<ul style="list-style-type: none"> <li>Purchase Tovar Property (Behind CSWD)</li> </ul>		<p><b>RED</b></p>

					possibly 50 small homes		
	<b>Action 5:</b> CAB to identify a primary & alternate to participate in the Homeless Taskforce Meetings.	Coordination Discussion	CAB members – Daren Kortsen & Tonia Sunseri ( <i>Christy Eggers/Alternate</i> )	Every other month Apr, Jun, Aug, Oct Dec 2 <sup>nd</sup> Monday of the month from 2-3:30PM	Advocacy	Homeless Providers Meetings, Agenda's, Reports, 10 new Housing units	<b>GREEN</b>
	<b>Action 6:</b> Create a CAB Programs program outcomes brochure/Matrix-update annually	Outcomes:	Andi, Enrique	Ongoing Update annually by August	Program Outcomes Handbook/Service Matrix – Translate Matrix by	CSBG Annual Summary Report	<b>GREEN</b>

**Strategic Goal #3-A: Board and Staff Development Objective(s): Board Engagement**

Alignment with National Community Action ROMA GOAL: <i>Communities where people with low incomes live are healthy and offer economic opportunity.</i>		Resources & Support Needed	Staff Responsible	Due Date	Expected Outcome	Measurements Methods of Tracking	Status: Green 80%+ Yellow: 51%+ Red: 0-50%
Strategy 3 Staff & Board Development	<b>Action 1:</b> Attending BOS meetings monthly/Presentations-Quarterly CAB Updates follow-up at next meeting	Attendance Must submit the Comment Card at the beginning of BOS for Public Comment Period.	Staff, CAB November Monica	On-going	Greater CAB Exposure, BOS aware of services	Presentation, agenda Volunteer Hour Forms CAB members speak at Public Comment	<b>GREEN</b>
	<b>Action 2:</b> Invite elected official (local & State) – to special events, focus groups, public hearings. (Determine proper protocol for invites) Add to CAB Agenda monthly	Attendance Set up calendar for new year events/opportunities	CAB	On-going	Collaboration	Official Attendance	<b>YELLOW</b>

**Strategic Goal #3-B: Community Outreach Objective(s): Community Outreach & Advocacy**

Alignment with National Community Action ROMA GOAL: <i>People with low incomes are engaged and active in building opportunities in communities</i>		Resources & Support Needed	Staff Responsible	Due Date	Expected Outcome	Measurements Methods of Tracking	Status: Green 80%+ Yellow: 51%+ Red: 0-50%
Strategy 4 Board Recruitment and Outreach	<b>Action 1:</b> Collaborate CAB Community Rally Youth Event Secured \$5K from CSBG Based on the feedback of the youth, it was determined to forgo the youth rally and instead use the funds for the Dream Catcher: Class ring, photos, yearbooks, Scholarships for Senior trip, etc. There is a total of \$7,470.	Staff input, Youth ad hoc committee \$7,470 for Dream Catcher earmarked	Staff & CAB/ Youth Alliance	Subject to Health Dept Guidelines	Youth Rally Event & secure TEMP. staff to plan event	Event participation	<b>Yellow</b>

	<p><b>Action 2:</b> Host and participate in the Leadership Luncheon</p> <p>Secured \$2K from CSBG</p>	<p>Funding, CAB input</p>	<p>TBD, CAB Tonia</p>	<p>9/20/23 from 12-1:30</p>	<p>Members of the community are able to network and find out what services are available to them</p>	<p>Agenda/reports Attendance News Articles Follow-Up Surveys</p>	<p><b>GREEN</b></p>
	<p><b>Action 3:</b> Participation in Community Events</p> <p>Get list of upcoming events</p> <ul style="list-style-type: none"> <li>• Youth Expo</li> <li>• National Night Out</li> <li>• Winter Shelter Holiday Party</li> <li>• Spring Cleanup</li> <li>• Farmers Market,</li> <li>• Dinner at Homeless Shelter</li> <li>• etc</li> </ul>	<p>CAB Participation</p> <p>CAB to discuss efficiency of these events</p>	<p>CAB Members</p>	<p>Subject to Health Dept Guidelines</p>	<p>2-4 events annually Holiday Celebration? Dec</p>	<p>CAB Participation, Volunteer Hour Forms</p>	<p><b>YELLOW</b></p>

<b>Strategic Goal #4: Addressing Workforce Needs for Youth and Adults</b>				<b>Objective(s): Establish strong workforce</b>			
<b>Alignment with National Community Action ROMA GOAL: <i>Individuals and families with low incomes are stable and achieve economic security.</i></b>	<b>Resources &amp; Support Needed</b>	<b>Staff Responsible</b>	<b>Due Date</b>	<b>Expected Outcome</b>	<b>Measurements Methods of Tracking</b>	<b>Status:</b> Green 80%+ Yellow: 51%+ Red: 0-50%	
<b>Strategy 5</b>  Workforce/job trainings	<b>Action 1:</b> Sustain Youth Programs and Apprenticeships (ages 16-24)	-SB1 Grant, -partner with WDB -Discussion & collaboration with WDB and Gavilan P2E 3	Sylvia/ Enrique	Annual & on-going	Promote Regional Programs & expand Youth employment program funding	Staff to report on quarterly agenda	<b>GREEN</b>
	<b>Action 2:</b> Sustain Adult Job Training Programs in partnership with America’s Job Center of California (AJCC)  <i>(Annual Goal)</i>	Acquire Employers willing to train jobseekers Jobseekers needing training/employment P2E 3-Grant Secured	AJCC & Partners	Ongoing	Job Placement Meet employer criteria for skilled workforce	Case management systems for client data collection	<b>GREEN</b>

# The National Community Action Network Theory of Change

## Community Action 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.



## Services and Strategies

Employment



Education & Cognitive Development



Income, Infrastructure & Asset Building



Housing



Health/Social Behavioral Development



Civic Engagement & Community Involvement



### Core Principles

- Recognize the complexity of the issues of poverty
- Build local solutions specific to local needs
- Support family stability as a foundation for economic security
- Advocate for systemic change
- Pursue positive individual, family, and community level change
- Maximize involvement of people with low incomes
- Engage local community partners and citizens in solutions
- Leverage state, federal, and community resources

### Performance Management

How well does the network operate?

What difference does the network make?

- Local Organizational Standards
- State and Federal Accountability Measures
- Results Oriented Management and Accountability System

- Individual and Family National Performance Indicators
- Community National Performance Indicators

***A national network of over 1,000 high performing Community Action Agencies, State Associations, State offices, and Federal partners supported by the Community Services Block Grant (CSBG) to mobilize communities to fight poverty.***

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# San Benito County Community Action Board

# 2024

Community Action Board - Regular meetings are held on the 2nd Thursday of the Month at 5:30 P.M.

(Except August & December)

<div style="display: flex; justify-content: space-around; align-items: center; margin-bottom: 5px;"> <div style="background-color: #336699; color: white; padding: 2px 5px; font-weight: bold;">CAB</div> <div style="background-color: #996633; color: white; padding: 2px 5px; font-weight: bold;">Strategic Plan</div> <div style="background-color: #cc0000; color: white; padding: 2px 5px; font-weight: bold;">NO MEETING</div> <div style="background-color: #ffff00; color: black; padding: 2px 5px; font-weight: bold;">Holiday</div> </div>		
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Annual Conference SF November Dates TBD