



SAN BENITO COUNTY COMMUNITY ACTION BOARD (CAB)

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

MIUTES

Thursday, September 21, 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

REGULAR MEETING

Chair, Ellen Laitinen, called the meeting to order at 5:49 P.M.

- I. Welcome, Introductions & Roll Call: Roll was taken to determine excused absences for attendance requirements. Jessica Wohlander and Enrique Arreola participated virtually. Mel Tungate, Shannan Matthews, and Christy Eggers were excused by the chair.

Standard 5.5 The departments 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 [] No [] ex=Excused Absence, Z=Zoom

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-Zanger, 2-Kosmicki, 3-Sotelo, 4-Curro, and 5-Gonzales with their respective representatives and attendance status.

Staff: Velma Biddelcome, Enrique Arreola (V)

- II. General Information:
A. Public Comment Period: No members of the public attended.
B. Amendments to the Agenda: There were no amendments to the agenda.
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) Daren Kortsen/ Yolanda Delgado.
A. Approval of Minutes:
1. Regular CAB Meeting Minutes: Approved the July 13, 2023 CAB meeting minutes.
B. 2024-2025 Community Action Plan (CAP) Final: Received the State letter approving the CAP which can be viewed at: www.sbccab.com.
C. Organizational Standards: Received the Organizational Standards Report which was submitted to the State by the August 31, 2023 deadline.



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

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

IV. **Regular Agenda:**

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

1. **Applications Received:** An application was received from Sandra Patterson for the vacancy in District #1, Representative of the Board of Supervisors. After review the application for Sandra Patterson was approved by the CAB and her application will be forwarded to the Board of Supervisors (BOS) for final appointment to the CAB. *M/S/C Yolanda Delgado/Daren Kortsen*

B. **Memorandum of Understanding with First 5 San Benito:** The MOU was previously approved pending an updated timeline. The MOU has been signed by Ellen Laitinen, but is pending the signature of Lisa Faulkner.

C. **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. **Community Services Block Grant (CSBG) 2024:** Received an update on CSBG 2024. Staff reported that a grant is set in place.
2. **Community Development Block Grant (CDBG) NOFA:** Receive an update on 2020 CDBG Wait List Project, CDBG CV1 Utility Assistance, CDBG CV2&3 Shelter Rehabilitation.
 - a. Wait listed project is a 3100 sq ft. multi-purpose facility located at the migrant center. Shelter Rehabilitation – Roof is currently being worked on.
 - b. Information was provided to the Board members. The Family Winter Shelter starts in December after the migrant families move out.
 - c. A question was asked about use of the RVs after the families move out. The decision is up to the BOS to decide future use of the RVs.

D. **Leadership Luncheon:** The Leadership Luncheon was held September 20, 2023 from 11:45 am – 1 pm at the LDS church. Tonia Sunseri provided an update by stating the luncheon went well and was attended by over 150 people.

E. **Committee Updates:** Received updated Roster and Committee. No updates

1. **Youth Committee:** Receive an update on the 2023 Dream Catcher Program. \$7,000 allocated for the dream catcher program. Clarification of the policy is holding up implementation.
2. **Membership Committee:** Recruitment flyer enclosed. No updates
3. **Homeless Taskforce Committee:** Meetings are held every other month on the 2nd Monday of every month. Next meeting is in October.
4. **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 next SPC committee is scheduled for October 3, 2023 at 5:00 P.M. No updates

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

A. **CAB Retreat:** The CAB Retreat is scheduled for January 13, 2024, from 9am-3pm. Staff has submitted a request for the Community Foundation Epicenter. Correction made to the date to reflect the correct year as 2024.

B. **National Philanthropy Day Annual Dinner:** Scheduled for November 16, 2023 at the Elks Lodge, 351 Astro Dr, Hollister, CA 95023 from 5:30-8 P.M. CAB members nominated Tonia Sunseri. Attendance is by invitation only. **Members request this item to be added to the next meeting agenda**

for formal vote.

C. **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.

VI. **ADJOURNMENT**: To next meeting is scheduled on October 12, 2023, at 5:30 P.M. Meeting was adjourned at 6:35 P.M. *M/S/C Yolanda Delgado/ Daren Kortsen.*