



SAN BENITO COUNTY COMMUNITY ACTION BOARD (CAB)

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

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

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, Staff, and Guests.

MINUTES

Thursday June 9, 2022 at 5:30 P.M.

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

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. Informational 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.
1. CAB Year to Date Program Outcomes: Enclosed was the YTD report on services provided from January 1, 2022 to May 30, 2022 for CSWD programs to include winter shelter program, emergency rental assistance, LIHEAP, etc.
B. Community Development Block Grant (CDBG): The Notice of Funding Availability (NOFA) was released on April 20, 2022, however; due to the 50% expenditure rule, CSWD is not eligible to apply.



- 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. CalCAPA training videos that are available for CAB viewing on the website at: <https://www.sbccab.com/about>.
- D. **New Board Membership**: Currently there are two (2) vacancies: District #1-Representative of the Low Income and District #5-Representative of the Low Income. There are no new pending applications these two vacancies.
1. **Term Expirations**: The following terms for Representatives are due to expire on July 11, 2022. Nelda Escamilla has submitted her resignation. Tonia Susneri and James Whitehead are interested in continuing as a Board Representative for another three-year term. Pursuant to CAB Bylaws members will need to submit a new application to be considered for the reappointment.
 - a. **District #3-Representative of the Board of Supervisors**: Tonia Sunseri.
 - b. **District #5-Representative of the Private Sector**: James Whitehead.
 - c. **District #2-Representative of the Low-Income**: Nelda Escamilla.
- E. **Committee Updates**:
1. **Bylaws Committee**: Committee Chair provided an update on their last committee meeting, gave an overview of the of the changes made to the bylaws, explained definitions to the changes, and clarified questions posed by the board.
 2. **Membership Committee**: Staff and Committee members provided an update on recruitment efforts and possible new member leads. No new applications have been received.
 3. **Racial Equity Ad Hoc Committee**: The Racial Equity Ad hoc Committee needs to schedule a meeting after staff provides a presentation to the board explaining more on racial equity and its definition. Members requested to table this until after the presentation.
 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 is scheduled for July.
 5. **Ad Hoc Committee for Youth (YC)**: Staff provided an update on the youth survey prizes, results and next steps; the planning of a Youth Rally sometime during the summer; community outreach; and scheduling a tour of the Youth Alliance Impact Center (YIC). Report out on Youth Survey results, prizes and next steps. Tour of the YIC is scheduled for June 14, 2022 at 6 P.M. Winners of the AirPod Pros have been notified and staff will schedule a time to present the winners with the AirPods along with a photo opportunity for future marketing. Next step is to schedule a meeting with those who expressed interest in participating on the YC2021 committee.
 6. **Home Loan Committee**: Staff has no update on appointing a BOS to this committee.
- F. **Outreach/Volunteer Opportunities**: Staff and board members provided an update on upcoming outreach/volunteer opportunities to promote the CAB. Also discussed was adding CAB members to BOS meetings to report out on services and invite BOS & other dignitaries

to the meetings. It was requested that the CAB discuss reaching out to the HOME Resource Center to provide a meal **at the next meeting.**

- G. **Leadership Luncheon:** Scheduled for Wednesday, September 21, 2022, from 12-1:30 P.M. Tonia Susneri stated that she is reviewing the panel which targets individuals to speak who focus on the areas of our program services. Tonia will have a sign-up sheet next month for those interested in volunteering. **Table to next month funding for the luncheon.**

III. **Regular Agenda:**

- A. **Approval of Minutes:** The May 12, 2022, CAB meeting minutes were approved as presented. ***Motion/Second/Concur (M/S/C) Mel Tungate/Nelda Escamilla.***
- B. **Bylaws:** After review and discussion, the CAB approved the Bylaws with one change in Article III Terms of Office and Qualifications: changed the word “consecutively” to “concurrently”. ***M/S/C Jim Whitehead/Mel Tungate.***
- C. **Resolution for Remote Meetings:** After discussion the CAB approved to adopt AB361 Resolution to continue teleconferenced meetings. ***M/S/C Mel Tungate/Nelda Escamilla.***
- D. **CAB Retreat:** Based on the results of the survey, the best date for the CAB Retreat is August 20, 2022. With the addition of several new members, it was suggested to incorporate new member orientation as part of retreat. After discussion the CAB approved the retreat to be held on August 20, 2022. ***M/S/C Nelda Escamilla/Mel Tungate***

IV. **Additional Information:**

- A. **Nominating Committee:** Will present a slate of officers at the next meeting.

- V. **Adjourn** to next meeting on July 14, 2022 at 5:30 P.M. ***M/S/C Nelda Escamilla/Jim Whitehead. 6:50 P.M.***