SAN BENITO COUNTY

TRACEY BELTON
DIRECTOR

Health & Human Services Agency

COMMUNITY SERVICES & WORKFORCE DEVELOPMENT
1161 SAN FELIPE ROAD, BLDG B • HOLLISTER, CA 95023
(831) 637-9293 • FAX (831) 637-0996

SAN BENITO COUNTY COMMUNITY ACTION BOARD (CAB)

1161 San Felipe Road, Building B, Hollister, CA 95023
Meeting held in Person and via ZOOM
AGENDA

April 14, 2022, 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***

THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER N-29-20 DATED MARCH 17, 2020, WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT.

At this time, the Board is continuing to hold board meetings to conduct essential business. Members of the public are encouraged to participate electronically. Based on guidance from the California Department of Public Health, the Governor's Executive Order and Office, and the San Benito County Public Health Officer

Meeting will be held in Person at 1161 San Felipe Road, Building B as well as:

Join Zoom Meeting
https://us06web.zoom.us/j/93659942862?pwd=YmY0VHN0NnU2dEh0Ynk5ckY0ZngyZz09

Meeting ID: 936 5994 2862 - Passcode: 252970
One tap mobile
+14086380968,,93659942862#,,,,*252970# US (San Jose)
+16699006833,,93659942862#,,,,*252970# US (San Jose)

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

Representatives of the poor from each supervisorial district shall be democratically *selected by members of the public attending public meetings of the CAB, who live within the supervisorial district to be represented.* Representatives elected to each supervisorial district must live in the district.

- **District #5 Representative of the Poor -** Thressa M. Walker-Shaw
- **District #5 Representative of the Poor –** Keri Battin

Link for District #5 https://survey.alchemer.com/s3/6803907/BALLOT-ROP-DIST5-041422

Standard 5.5 *The department's 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**						
District	**Representing the Low-Income (L)**		**Representing the Board of Supervisors (P)**		**Representing the Private Sector (PR)**	
1-Dirks	☐	VACANT	☐	Bravo, Amy	☐	**Ellen Laitinen - Chair**
2-Kosmicki	☐	**Nelda Escamilla - V Chair**	☐	Yolanda Delgado	☐	Jessica Wohlander
3-Hernandez	☐	Juan Cruz	☐	Tonia Sunseri	☐	Christy Eggers
4-Tiffany	☐	Daren Kortsen	☐	Mel Tungate	☐	Dennis Wightman
5-Gonzales	☐	VACANT	☐	VACANT	☐	Jim Whitehead-**Secretary**

I. **General:**

A. **Amendments to the Agenda**:

B. **Public Comment Period**: Select the "Participants Tab" and click "Raise Hand" icon, the zoom facilitator will unmute you when your turn arrives. Guests may introduce themselves and request to comment on any non-agenda items. Time is limited to three (3) minutes per guest unless the board determines that more time is needed.

C. **Guest Speaker**: Tentative Success Story.

II. **Regular Agenda:**

A. **Roll Call**: Roll will be taken to determine excused absences for attendance requirements.

B. **Approval of Minutes**:

1. **CAB Meeting Minutes:** The March 10, 2022 meeting minutes are enclosed for review and approval. ***Action Required.***

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. Training videos are available for CAB viewing on their website at: https://www.sbccab.com/about.

III. **Consent Items**: All items will be voted on and approved unless the board wishes to discuss further. In which case, the board may request it to be pulled and placed in the Action Items/Discussion Items Section:

A. **Homeless Shelter & Transitional Housing Report**: Enclosed are the monthly reports for March 2022.

B. **Community Services Development Updates**: Enclosed for your review are Dear Colleague Letters pertaining to the anniversary of the American Rescue Plan Act (ARP).

C. **Low-Income Household Water Assistance Program (LIHWAP)**: LIHWAP is expected to launch in May 2022. San Benito County's allocation is $175,496.

D. **Community Services Block Grant and other Grant updates, Additional Information and Discussion**: ***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 Programs**: Enclosed is a report on services provided from January 1, 2022 – April 7, 2022 for CSWD programs to include winter, shelter program, emergency rental assistance, LIHEAP, etc.

E. **Community Development Block Grant (CDBG)**: The release of the Notice of Funding Availability (NOFA) is expected to be released any day.

F. **Community Action Partnership Equity & Economic Mobility Commission (CAP EEMC)/Racial Equity**: Enclosed for board information is the CAP EEMC Charter on issues and action related to equity and advocacy in addressing racial equity/diversity. Additional information can be found at: https://communityactionpartnership.com/racial-equity/

IV. **Action Items/Discussion Items**:

A. **Board Membership**: Any applications received for membership may be reviewed by the board for approval. Currently there are four (3) vacancies: Representative of the Poor, District #5, Representatives of the BOS and Representative of the Poor. The following were received

1. **District #5 - Representatives of the BOS:** An application was received from Michael Salinas and is enclosed for board review and approval. ***Action Required***
2. **District #5 - Representative of the Poor:** The results of the election for the two enclosed applications received, one from Thressa M. Walker-Shaw and one from Keri Battin will be announced for board review and approval. ***Action Required***

B. **Youth Alliance**: The Youth Alliance is planning on applying for funding for a Youth Center and is requesting a letter of support from the CAB. ***Action Required***

C. **Homeless Services Provider Retreat**: Staff will provide an update on the Homeless Services Provider Retreat held on April 8, 2022.

D. **Racial Equity**: Recommended that the CAB board create and appoint an ad hoc committee on racial equity per the enclosed memo ***Action Required.***

V. **Committee Updates**:

A. **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 meeting may provide an update on their meeting held April 12,2022 at 5:00 P.M.

B. **Ad Hoc Committee for Youth (YC):** Staff and Committee members may provide an update on the youth survey. Discussion will be held on when to end the survey and how the CAB would like to present the winners of the AirPod Pros. Results of the survey can be viewed at: https://reporting.alchemer.com/r/338945_620705e4ab7594.27009338.

C. **Committees**: The updated CAB Roster and Committees appointments was enclosed.

1. **Bylaws**: Request CAB approval of the enclosed updated Bylaws. Once approved they will be forwarded to the BOS for ratification. ***Action Required***.
2. **Home Loan Committee**: Staff has requested further direction from admin on the appointment of the BOS representative on this committee and is awaiting their response.
3. **Membership Committee**: Committee members may provide an update on recruitment efforts and possible new member leads.

D. **Outreach/Volunteer Opportunities**: Staff and board members will provide an update on upcoming outreach/volunteer opportunities to promote the CAB.

1. **Leadership Luncheon:** CAB member will provide a date for the leadership luncheon to be held in September.

VI. **Additional Information**:

VII. **Adjournment**:

The next CAB meeting is scheduled for May 12, 2022 at 5:30 P.M.

SAN BENITO COUNTY

TRACEY BELTON
DIRECTOR

Health & Human Services Agency

COMMUNITY SERVICES & WORKFORCE DEVELOPMENT
1161 SAN FELIPE ROAD, BLDG B • HOLLISTER, CA 95023
(831) 637-9293 • FAX (831) 637-0996

SAN BENITO COUNTY COMMUNITY ACTION BOARD (CAB)

1161 San Felipe Road, Building B, Hollister, CA 95023
Meeting held via ZOOM
MINUTES

March 10, 2022, 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***

Standard 5.5 *The department's 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**

District	Representing the Low-Income (L)		Representing the Board of Supervisors (P)		Representing the Private Sector (PR)	
1-Dirks	☐	VACANT	☐	VACANT	☒	**Ellen Laitinen - Chair**
2-Kosmicki	☐	**Nelda Escamilla - V Chair**	☒	Yolanda Delgado	☒	Jessica Wohlander
3-Hernandez	☐	Juan Cruz	☒	Tonia Sunseri	☒	Christy Eggers
4-Tiffany	☒	Daren Kortsen	☒	Mel Tungate	☒	Dennis Wightman
5-Gonzales	☐	VACANT	☐	VACANT	☒	Jim Whitehead-**Secretary**
Guests	Amy Bravo					

Chair, Ellen Laitinen, called the meeting to order at 5:32 P.M.

I. **General:**

A. **Amendments to the Agenda**: None

B. **Public Comment Period**: None received

II. **Regular Agenda:**

A. **Roll Call**: Roll was taken to determine excused absences for attendance requirements. None of the absent members called in to indicate they would not be attending the meeting.

B. **Approval of Minutes**:

1. **CAB Meeting Minutes:** The February 10, 2022 meeting minutes were approved as presented. ***Motion/Second/Concur (M/S/C) Yolanda Delgado/ Jessica Wohlander***

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. Send out volunteer sheet. Information on volunteering will be e-mailed to members.

III. **Consent Items**: All items will be voted on and approved unless the board wishes to discuss further. In which case, the board may request it to be pulled and placed in the Action Items/Discussion Items Section: ***M/S/C ChristyEggers/Yolanda Delgado***

A. **Homeless Shelter & Transitional Housing Report**: Enclosed was the monthly reports for February 2022.

B. **Community Services Block Grant (CSBG) CARES Expenditure Report**: Attached for your review was the agency level CARES expenditure data report for December 2021.

C. **Low-Income Household Water Assistance Program (LIHWAP)**: Staff attended a Public Meeting held February 23, 2022 to provide input on the Draft LIHWAP. LIHWAP is a program that will provide financial assistance to low-income Californians to help manage their residential water and wastewater utility costs. This program is expected to launch in May 2022.

D. **National Night Out**: The CAB has been invited to participate in this annual event scheduled for August 2, 2022 from 5:30-7:30 P.M. Please mark your calendars if you are interested in volunteering. See flyer was attached.

IV. **Community Services Block Grant and other Grant updates, Additional Information and Discussion**: ***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.*

A. **Community Services Programs**: Enclosed was a report on services provided from January 1, 2022 – March 3, 2022 for CSWD programs to include winter, shelter program, emergency rental assistance, LIHEAP, etc.

Service Category	Number of Services	Total Allocation
Bus tokens	66	237.25
CDGB – Water, Sewer, Utility, Garbage	64	22,070.34
TBRA Rent Payments	64	86,852.08
CSBG Programs-Senior/Veterans, rent payments, food vouchers, utilities & Dream Catcher Program	71	21,848.27
Helping Hands – Leasing	15	23,633.00
HOPWA – Rent Payments & Food Voucher	23	5690.00
LIHEAP	134	50,360.45
TOTALS	**472**	**$216,742.36**

B. **Board Membership**: An application was received for membership from Amy Bravo. Ms. Bravo introduced herself and gave a brief bio on her interest in serving the community. Current Vacancies are:

a. District #1, Representative of the BOS & Representative of the Poor
b. District #5, Representatives of the BOS and Representative of the Poor

After discussion, the CAB approved the application of Amy Bravo for the vacancy of District #1, Representative of the BOS. Her application will be forwarded to the BOS for final appointment to the board. ***M/S/C Yolanda Delgado/Jim Whitehead.***

V. **Action Items/Discussion Items**:

A. **Community Development Block Grant (CDBG)**: Staff provided an update on Notice of Funding Availability (NOFA) and proposed activities for the 2022. Enclosed were the notes from the public hearing held February 2, 2022. Staff explained that the County will be applying for the 2022 CDBG Public Facilities and therefore, CSWD will not be able to apply for the $1.5 million. CSWD will be applying for $500,000 for Public Services. The NOFA is due to be released sometime this month.

VI. **Committee Updates**:

A. **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 quarterly SPC meeting is scheduled for April 12,2022 at 5:00 P.M.

B. **Ad Hoc Committee for Youth (YC):** Staff and Committee members provided an update on the Youth Expo held February 26, 2022. The Youth Expo was attended by over 500 individuals and 34 surveys were completed at the event. As of this meeting 146 surveys were completed. A survey flier was enclosed for board info and distribution. Results of the survey can be viewed at: https://reporting.alchemer.com/r/338945_620705e4ab7594.27009338.

C. **Committees**: The updated CAB Roster and Committees appointments was enclosed.

1. **Bylaws**: The revised bylaws have been submitted to County Counsel for their review.
2. **Home Loan Committee**: Staff will get further direction from admin on the appointment of the BOS representative on this committee for April CAB meeting.
3. **Membership Committee**: Committee members may provide an update on recruitment efforts and possible new member leads. Several recommendations have been made. Betsy Dirks is actively recruiting for her district and does have a homeless individual that she is hoping to recruit for the Representative of the Poor vacancy in her district. Bea Gonzales has also been recruiting for her district.

D. **Outreach/Volunteer Opportunities**: Staff and board members provided an update on upcoming outreach/volunteer opportunities to promote the CAB.

1. **Leadership Luncheon:** Board member, Tonia Susneri, begin discussion on hosting/planning a leadership luncheon in 2022 at the end of September. The board will move forward with securing a date and will report back to the board at the next meeting.

VII. **Additional Information**:

A. **On-Site Meeting**: With things opening up we can begin to meet in person beginning next month and will continue to virtual options.

VIII. **Adjournment**: ***M/S/C Yolanda Delgado/Jim Whitehead. 6:19 P.M.***

The next CAB meeting is scheduled for April 14, 2022 at 5:30 P.M.

CDBG Monthly Report

Date Submitted: 1-Apr-22
Agency Name: Community Homeless Solutions
Project Title: Transitional Housing Units

Goal: To provide a safe, secure and more suitable living conditions for our homeless population with the goal of securing permanent housing.

Objective #1: Offer (6) Transitional Housing Units for up to 18 month	Unduplicated UOS-Mthly	Duplicated UOS-Mthly	Unduplicated UOS-Annual	Duplicated UOS-Annual
	1	5	1	5

Please give a brief description below of progress made towards achieving the objective

There is a total of 6 residents in the transitional housing program.

Objective #2: The shelter will offer/coordinate programs such as substance abuse, mental health, legal clinics, veteran assistance and medical and dental programs.	Unduplicated UOS-Mthly	Duplicated UOS-Mthly	Unduplicated UOS-Annual	Duplicated UOS-Annual
	2		2	0

Please give a brief description below of progress made towards achieving the objective

Clients who found employment	Full Time Employ	Temp Employ	Total Employed
			0

Clients who were housed:	Permanent Housing	Temp Housing	Total Housed
			0

2 residents were able to port over their EHV voucher from Monterey to Santa Cruz.

Objective #3: Shelter staff will provide Housing Navigation	Unduplicated UOS-Mthly	Duplicated UOS-Mthly	Unduplicated UOS-Annual	Duplicated UOS-Annual
	1	5	1	5

Please give a brief description below of progress made towards achieving the objective

Navigation services were being conducted.

Objective #4: Provide life skills workshops including but not limited to budgeting, savings, credit repair, self-empowerment, job readiness, dress for success…etc.	Unduplicated UOS-Mthly	Duplicated UOS-Mthly	Unduplicated UOS-Annual	Duplicated UOS-Annual
			0	0

Please give a brief description below of progress made towards achieving the objective

Workshops are being developed and scheduled for Spring 2022.

Please share a program or participant success story. If challenges were encountered, explain what steps your agency took to resolve them.

Major Incident Reports. (Police called, Ambulance, Major Health issue, etc.), explain what steps your agency took to resolve them.

DEMOGRAPHICS	
IDENTIFY CLIENTS	
White	2
Hispanic	4
Black/African American	
Asian	
American Indian/Alaskan Native	
Native Hawaiian/Other Pacific Isl.	
Am. Indian/Alaskan Native & White	
Asian & White	
Black/African Am. & White	
Am. Indian/Alaskan & Black/African	
Other Multi-Racial	
TOTALS	**6**

18 - 24 years	
25 - 44 years	4
45 - 54 years	
55 - 69 years	2
70 + years	
TOTAL	6

INCOME LEVELS	
Please use the Federal Poverty Income Guidelines	
Extremely Low (<30%)	5
Low (31%-50%)	1
Moderate (51%-80%)	
Non-Low/Moderate Income (+80%)	
TOTALS	**6**

Total # of Female Head of Households	**0**

If you need more space, please use the back of this report.

Transitional Housing

MONTHLY ATTENDANCE REPORT						
Month	Female Duplicated	Male Duplicated	Total	Female Avg. by Month	Male Avg. by Month	Total Monthly Average
January	0	155	155	0.00	5.00	5.00
February	0	140	140	0.00	4.83	4.83
March	0	183	183	0.00	5.90	5.90
April	0	0	0	0.00	0.00	0.00
May	0	0	0	0.00	0.00	0.00
June	0	0	0	0.00	0.00	0.00
July	0	0	0	0.00	0.00	0.00
August	0	0	0	0.00	0.00	0.00
September	0	0	0	0.00	0.00	0.00
October	0	0	0	0.00	0.00	0.00
November	0	0	0	0.00	0.00	0.00
December	0	0	0	0.00	0.00	0.00
Total Duplicated	0	478	478			
YTD Daily Avg	0.00	5.24	5.24			

CDBG YTD SUMMARY PAGE

Date Submitted: Mar-22
Agency Name: Community Homeless Solutions
Project Title: HOME Resource Center

Goal: To provide a safe, secure and more suitable living conditions for our homeless population

	Unduplicated UOS-Annual	Duplicated UOS-Annual
Objective #1: Offer (50) beds every night while the shelter is open and provide nutritious meals	32	105
Objective #2: The shelter will offer/coordinate programs such as substance abuse, mental health, legal clinics, veteran assistance and medical and dental programs.	4	0
Objective #3: Shelter staff will provide daily meals to all clients	21	4,803

	Full Time Employ	Temp Employ	Total Employed
Clients who found employment	4	0	4

	Permanent Housing	Temp Housing	Total Housed
Clients who were housed:	12	1	13

DEMOGRAPHICS	
IDENTIFY CLIENTS	
White	16
Hispanic	22
Black/African American	1
Asian	2
American Indian/Alaskan Native	30
Native Hawaiian/Other Pacific Isl.	60
Am. Indian/Alaskan Native & White	2
Asian & White	3
Black/African Am. & White	1
Am. Indian/Alaskan & Black/African	0
Other Multi-Racial	0
TOTALS	41

18 - 23 years	0
24 - 44 years	30
45 - 54 years	46
55 - 69 years	45
70 + years	16
TOTAL	137

INCOME LEVELS	
Please use the Federal Poverty Income Guidelines	
Extremely Low (<30%)	39
Low (31%-50%)	2
Moderate (51%-80%)	0
Non-Low/Moderate Income (+80%)	0
TOTALS	137

Total # of Female Head of Households	58

If you need more space, please use the back of this report.

CDBG Monthly Report

Date Submitted: 4/1/2022
Agency Name: Community Homeless Solutions
Project Title: HOME Resource Center

Goal: To provide a safe, secure and more suitable living conditions for our homeless population

Objective #1: Offer (50) beds every night while the shelter is open and provide nutritious meals	Unduplicated UOS-Mthly	Duplicated UOS-Mthly	Unduplicated UOS-Annual	Duplicated UOS-Annual
	14	37	14	37

Please give a brief description below of progress made towards achieving the objective

There was a total 14 unduplicated guests that came to the center in the month of March. There was a total of 750 bed nights for the month.

Objective #2: The shelter will offer/coordinate programs such as substance abuse, mental health, legal clinics, veteran assistance and medical and dental programs.	Unduplicated UOS-Mthly	Duplicated UOS-Mthly	Unduplicated UOS-Annual	Duplicated UOS-Annual
			0	0

Please give a brief description below of progress made towards achieving the objective

Clients who found employment	Full Time Employ	Temp Employ	Total Employed
	2		2

Clients who were housed:	Permanent Housing	Temp Housing	Total Housed
	4	1	5

2 people found employment in the month of March and 4 people found permanent housing and the other person was placed in our transitonal units.

Objective #3: Shelter staff will provide daily meals to all clients	Unduplicated UOS-Mthly	Duplicated UOS-Mthly	Unduplicated UOS-Annual	Duplicated UOS-Annual
	14	2236	14	2,236

Please give a brief description below of progress made towards achieving the objective

There was total of 2236 duplicated meals for the month of March.

Please share a program or participant success story. If challenges were encountered, explain what steps your agency took to resolve them.

Major Incident Reports. (Police called, Ambulance, Major Health issue, etc.), explain what steps your agency took to resolve them.

DEMOGRAPHICS	
IDENTIFY CLIENTS	
White	15
Hispanic	33
Black/African American	1
Asian	1
American Indian/Alaskan Native	1
Native Hawaiian/Other Pacific Isl.	
Am. Indian/Alaskan Native & White	
Asian & White	
Black/African Am. & White	
Am. Indian/Alaskan & Black/African	
Other Multi-Racial	
TOTALS	**51**

INCOME LEVELS	
Please use the Federal Poverty Income Guidelines	
Extremely Low (<30%)	51
Low (31%-50%)	
Moderate (51%-80%)	
Non-Low/Moderate Income (+80%)	
TOTALS	**51**

Total # of Female Head of Households	**15**

If you need more space, please use the back of this report.

18 - 23 years	0
24 - 44 years	12
45 - 54 years	20
55 - 69 years	15
70 + years	4
TOTAL	51

MONTHLY ATTENDANCE REPORT						
Month	Female Duplicated	Male Duplicated	Total	Female Avg. by Month	Male Avg. by Month	Total Monthly Average
January	280	577	857	9.03	18.61	27.65
February	201	479	680	6.93	16.52	23.45
March	244	537	781	7.87	17.32	25.19
April	0	0	0	0.00	0.00	0.00
May	0	0	0	0.00	0.00	0.00
June	0	0	0	0.00	0.00	0.00
July	0	0	0	0.00	0.00	0.00
August	0	0	0	0.00	0.00	0.00
September	0	0	0	0.00	0.00	0.00
October	0	0	0	0.00	0.00	0.00
November	0	0	0	0.00	0.00	0.00
December	0	0	0	0.00	0.00	0.00
Total Duplicated	725	1593	2318			
YTD Daily Avg	23.83	52.45	76.29			

ADMINISTRATION FOR CHILDREN & FAMILIES
Office of Community Services | 330 C Street, S.W., Washington, DC 20201
www.acf.hhs.gov/ocs

Community Services Block Grant
Dear Colleague Letter

DCL#: CSBG-DCL-2022-19

DATE: March 11, 2022

TO: CSBG Network

SUBJECT: OCS Celebrates the American Rescue Plan One-Year Anniversary

ATTACHMENT(S): N/A

Dear Colleagues,

The Office of Community Services, Division of Community Assistance (DCA) recognizes the critical roles that our Community Action Agencies (CAAs) and our greater Community Services Block Grant (CSBG) Network have played in the administration of American Rescue Plan Act (ARP). Today, marks the one-year anniversary of ARP. OCS sees the many efforts of CAAs to ensure that our communities with low income maintain access to essential energy and water/wastewater services.

Please see the ARP celebration message below that was shared with Low Income Home Energy Assistance Program (LIHEAP) and Low Income Home Water Assistance Program (LIHWAP) grant recipients.

> *Dear Colleagues,*
>
> *Today, March 11, 2022, marks the one-year anniversary of the American Rescue Plan Act (ARP) being signed into law. The ARP provided critical and unprecedented support to the children, families, and communities we serve. In particular, the ARP provided $4.5 billion in supplemental funding for the Low Income Home Energy Assistance Program (LIHEAP) and an additional $500 million to help fund the Low Income Household Water Assistance Program (LIHWAP).*
>
> *Throughout the month, the Office of Community Services (OCS) will celebrate the ARP anniversary and the tremendous work our grant recipients and partners across the country*

are doing to ensure this historic funding reaches households in need. We thank you for your continued partnership and efforts to leverage ARP funds to serve LIHEAP and LIHWAP households. OCS also thanks our partners in the Rural Community Development Program and the Community Services Block Grant Network for their efforts, particularly over the past year, to make these programs successful.

Throughout the month, we will release new materials highlighting the impact ARP funding has had on the programs we administer and the individuals and families we serve. *Today we are releasing a video showcasing the impact of LIHWAP and the great work of our partners in North Carolina. This video also features an introduction from Gene Sperling, American Rescue Plan Coordinator and Senior Advisor to the President, on the importance of ARP funding for LIHWAP.*

We ask that you join us in celebrating this observance throughout the month. OCS also encourages grant recipients to share success stories highlighting how ARP funds have made a difference in the communities you serve across your platforms using ***#ARP365*** *and* ***#AmericanRescuePlan****.*

Thank you for all that you do on behalf of LIHEAP and LIHWAP households. Stay tuned for more information on the OCS website soon. Additional program information can be found on the LIHEAP website and LIHWAP website. We look forward to celebrating this milestone with you!

OCS thanks you for your efficient and effective administration of ARP funds through both LIHEAP and LIHWAP. This historic influx of funding would not have made such a powerful impact in our communities without your continued support and dedication.

OCS looks forward to continuing to provide high-quality services to OCS grantees.

/s/
Charisse Johnson
Director, Division of Community Assistance
Office of Community Services

ONE YEAR LATER:
The Low Income Home Energy Assistance Program (LIHEAP) and the American Rescue Plan Act

Administration for Children and Families
Office of Community Service

The American Rescue Plan (ARP), which was signed into law on March 11, 2021, provided $4.5 billion in additional funding to the Low Income Home Energy Assistance Program (LIHEAP). This funding is being used to help low-income families afford home heating and cooling costs, pay arrears, and get reconnected to services. These funds are also helping families to weatherize their homes and make cost-effective home energy repairs.

On the one-year anniversary of the ARP being signed into law, OCS is celebrating the work of our grant recipients and sub recipients across the country to connect households with these critical funds.

BACKGROUND: LIHEAP AND ARP

With the additional $4.5 billion in ARP funds, LIHEAP reached historic levels of funding, more than doubling the typical appropriations. Specifically, ARP provided an additional $4.4 billion to states, $22.5 million to territories, and $48.8 million to tribes.

The ARP funds for LIHEAP were appropriated to help address unmet energy needs including, but not limited to:

- Helping households with limited incomes pay their home energy costs and use their financial resources for other critical necessities such as food, housing, and medicine
- Preventing unsafe indoor temperatures and paying unmanageable utility arrearages that can lead to utility shut-offs.
- Providing households with energy-saving weatherization and minor home repairs.

...within the first six months of the ARP being signed into law, LIHEAP served over 550,000 households with the new ARP funds.

LIHEAP ARP AT A GLANCE

LIHEAP ARP is a two year grant. Grant recipients have until September 30, 2022 to obligate the funds. However, within the first six months of the ARP being signed into law, LIHEAP served over 550,000 households with the new funds.[1]

LIHEAP anticipates serving more households in FY 2022 than ever before in the program's history due to the historic ARP funds. In addition to reaching more households, many programs have also increased their maximum benefit for eligible households. Additionally, grant recipients at the state, territory, and tribal level are working diligently to maximize the use of ARP funds through creative innovations and programmatic changes to further reduce households' unmet energy burdens.

Many grant recipients have shared that ARP funding has also allowed them to implement changes such as:

- Starting an arrearage forgiveness program or a cooling program for the first time.
- Providing automatic supplemental payments to previously approved LIHEAP households
- Purchasing or repairing heating/cooling equipment.

THE IMPACT OF LIHEAP ARP FUNDS

LIHEAP grant recipients are using ARP funds to innovate and strengthen the reach of their programs in a variety of ways. Some examples of specific innovations and changes made due to ARP funding are highlighted below.

OKLAHOMA DEPARTMENT OF HUMAN SERVICES

Oklahoma is using ARP funds to implement a mobile unit program. The unit will travel around the state to reach people where they are in their communities and help eligible households apply for LIHEAP. The Department anticipates that the mobile unit program will begin this summer.

GEORGIA DEPARTMENT OF HUMAN SERVICES

Georgia is issuing supplemental LIHEAP payments to all LIHEAP households. The last time the state had the funding levels to do this was 15 years ago and the supplemental payments were limited to older adult LIHEAP households. During fiscal years 2006 and 2007 Georgia had a total of $4.4 million available for supplemental payments and provided 18,617 households with this benefit. With the support of ARP funds, Georgia has allocated a total of $55.3 million for supplemental payments for all eligible LIHEAP households. To date, Georgia has used LIHEAP ARP funding to provide 45,617 households with supplemental payments. The Department anticipates being able to provide over 110,000 households with supplemental payments with LIHEAP ARP funding.

COLORADO DEPARTMENT OF HUMAN SERVICES

To date, Colorado has used ARP funds to pay off households' arrearages for both heating bills and electric bills for over 12,700 households totaling over $9 million. Colorado is also using ARP funding to implement computer system enhancements that will allow the State to capture and report demographic data and improve the overall agility of the system. The state also plans to utilize ARP funds to issue supplemental benefits to all approved eligible households.

RHODE ISLAND DEPARTMENT OF HUMAN SERVICES

Rhode Island is using ARP funds for a data integration project with the Supplemental Nutrition Assistance Program (SNAP) to increase outreach to SNAP households that may also be eligible for LIHEAP. Through collaboration with their software team, the Department created an automated system to migrate data from SNAP households leading to the data migration of over 20,000 households – potentially increasing outreach eligible to LIHEAP households by as much as 66 percent. Rhode Island is conducting community outreach to reach these potentially eligible households with the support of Community Action Agencies. The Department expects to see early results of this outreach effort by May.

OREGON HOUSING AND COMMUNITY SERVICES

Oregon has leveraged ARP to increase benefit payments to households and reports that this increase has helped prevent households from needing crisis assistance later in the year. Additionally, Oregon has used ARP funding to pay off arrearages and allow for higher payments during cooling season.

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES

Mississippi has allocated ARP funds to purchase heating and cooling equipment and expects to significantly increase their purchasing of cooling equipment this summer. To date, Mississippi has provided over 9,400 households with emergency crisis assistance and utility assistance using ARP funds.

ADMINISTRATION FOR CHILDREN & FAMILIES
Office of Community Services

If you or someone you know is looking for help with their energy bills, please visit:
energyhelp.us or call **1 866 674 6327**

For more information about LIHEAP, please visit:
https://www.acf.hhs.gov/ocs/low-income-home-energy-assistance-program-liheap

[1] *Additional data on the number of households served with LIHEAP ARP funds will be available later in FY 2022 and final ARP LIHEAP data will be available in FY 2023.*

ONE YEAR LATER:
Celebrating the Impact of the American Rescue Plan on the Low Income Household Water Assistance Program

Administration for Children and Families
Office of Community Service

ONE YEAR LATER: AMERICAN RESCUE PLAN & LIHWAP

On March 11, 2021, Congress appropriated $500 million in emergency funds to the Low Income Household Water Assistance Program (LIHWAP) through the American Rescue Plan (ARP) Act of 2021 to provide funds to assist low-income households with water and wastewater bills. This was in addition to the $638 million in funding appropriated for LIHWAP under the Consolidated Appropriations Act of 2021. The additional funding provided by ARP made LIHWAP a one billon dollar program.

On the one-year anniversary of the ARP being signed into law, the Administration for Children and Families' Office of Community Services (OCS) is celebrating the work of our grant recipients to support households by providing critical assistance needed to ensure connection to in-home water and wastewater services.

LIHWAP's SuccessfulLaunch:

- Forty-nine states, the District of Columbia, five U.S territories, and over one hundred Native American tribes and tribal organizations are administering LIHWAP.
- LIHWAP grant recipients have entered into agreements with over 5,000 water and wastewater service providers.
- LIHWAP has served over **85,000** households.

BACKGROUND ON LIHWAP AND ARP

Access to safe and affordable drinking water and wastewater services is a fundamental element of health, safety, and well-being for households across America. Yet water affordability is a significant and growing concern in communities across the country, and many communities have faced significant challenges related to water safety, aging water infrastructure, and water shortages due to drought.

For many low-income households across America, water affordability needs have been significantly exacerbated by the COVID-19 public health crisis, and while water is required to follow the federal guidance from the Centers for Disease Control and Prevention (CDC) advising washing hands frequently in order to reduce the transmission of COVID-19, the pandemic has made it significantly more difficult for individuals and families to pay their home drinking water and wastewater bills.

With funds from the ARP, states, territories, and tribes have been able to help protect the health and safety of households across the country by:

- Reconnecting households that have been disconnected from water and wastewater services
- Preventing disconnection for households that are at risk for water and wastewater disconnections
- Providing payment assistance to households that are struggling with water and wastewater affordability

SUCCESS STORIES

Grant recipients at the state, territory, and tribal level are working diligently to maximize the use of ARP funds through creative innovations and programmatic changes. The following examples highlight just some of the impact the ARP and LIHWAP have made so far.

REACHING HOUSEHOLDS IN NEED:

Over 85,000 households have received a LIHWAP benefit so far, and in less than four months of standing up their LIHWAP programs, Kentucky has already served over **36,000 households** and North Carolina has served over **21,000 households.** Grant recipients across the country are also pursuing innovative partnerships and strategies to reach households. For example, the Modoc Nation is partnering with their tribal housing authority to serve eligible households and reach families most in need.

STREAMLINED APPLICATION AND BENEFIT DETERMINATION PROCESSES:

To help administer this emergency program, grant recipients are streamlining application and benefit determination processes. For example, Arizona implemented a streamlined application process that **combines LIHWAP and LIHEAP applications into one form, which they are able to process within 24 hours of submission.** Additionally, the Pueblo of Laguna created a points-based benefits matrix to determine household benefit amounts. **Benefits range from $110 to $990** based on a variety of factors, including income, utility burden, and the presence of vulnerable household members.

AGREEMENTS WITH WATER UTILITY VENDORS:

With over **50,000 water utility vendors across the country,** LIHWAP grant recipients have worked diligently and swiftly to reach and enter into agreements with the vendors in their communities. Iowa has entered into agreements with over **500** water utility vendors. Minnesota has entered into agreements with **465** water utility vendors and Ohio has entered into **320** agreements. In total, across the LIHWAP network, grant recipients have entered into agreements with **over 5,000 water vendors** to help serve households in need. Grant recipients are also leveraging unique partnerships to reach water utility vendors. For example, Montana's Department of Public Health and Human Services is partnering with the Department of Environmental Quality's Water Bureau and the Montana League of Cities and Towns to share information about the program with vendors.

LIHWAP Next Steps:

- LIHWAP grant recipients continue to build relationships with local water and wastewater systems.
- OCS will publish an interactive dashboard with key performance indicators for all grantees.
- OCS will host stakeholder engagements and conduct outreach to beneficiaries.

"You don't realize how important [water] is until you don't have it. And I could not imagine not having it, and not being able to get help to get it. And that's what LIHWAP did for me. It put me in a place that I was able to have the basic necessities of life: water."

– NORTH CAROLINA LIHWAP BENEFICIARY

ADMINISTRATION FOR CHILDREN & FAMILIES
Office of Community Services

If you or someone you know is looking for help with their water bill, please visit:
waterhelp.info

For more information about LIHWAP, please visit:
www.acf.hhs.gov/ocs/programs/lihwap

ADMINISTRATION FOR CHILDREN & FAMILIES
Office of Community Services | 330 C Street, S.W., Washington, DC 20201
www.acf.hhs.gov/ocs

Office of Community Services
Dear Colleague Letter

DCL#: OCS-DCL-2022-07

DATE: March 25, 2022

TO: Office of Community Services Grant Recipients

SUBJECT: One-Year Anniversary of the American Rescue Plan Act Observance

ATTACHMENT(S):
1. LIHEAP ARP One-Pager
2. LIHWAP ARP One-Pager

Dear Colleagues,

On March 11, 2022, the Office of Community Services (OCS) sent an email to grant recipients in recognition of the one-year anniversary of the American Rescue Plan (ARP) Act being signed into law. We also notified grant recipients of our plans to celebrate the anniversary throughout the month. This DCL provides grant recipients with an update on our observance activities and provides additional materials that can be used to highlight the impact of ARP funding and the successes of the Low Income Home Energy Assistance Program (LIHEAP) and the Low Income Household Water Assistance Program (LIHWAP) over the past year.

The ARP provided critical and unprecedented support to the children, families, and communities we serve. In particular, the ARP provided $4.5 billion in supplemental funding for LIHEAP and an additional $500 million to help fund LIHWAP.

OCS acknowledges and is grateful for the tremendous work our LIHEAP and LIHWAP grant recipients and subrecipients have accomplished over the last year to ensure these resources reach households in need. We thank you for your continued partnership and efforts to leverage ARP funds to serve LIHEAP and LIHWAP households. OCS also thanks our partners in the Rural Community Development Program and the Community Services Block Grant Network for their efforts, particularly over the past year, to make these programs successful.

OCS' Celebration of the ARP One-Year Anniversary
This month, OCS took the following steps to observe the ARP anniversary:

- Released videos highlighting the impact of ARP funding on LIHEAP households in Washington, D.C. and Virginia, and the impact of ARP funding on LIHWAP households in North Carolina and Iowa
- Released two videos of Gene Sperling, ARP Coordinator and Senior Advisor to the President, highlighting the importance of ARP funding for LIHEAP and LIHWAP
- Published a LIHEAP one-pager and a LIHWAP one-pager showcasing how ARP funds are being leveraged to assist households with unmet utility needs across the country
- Posted observance and LIHEAP and LIHWAP related information on various social media platforms, such as Facebook, Twitter, and Instagram
- Hosted a listening session with the White House to hear how Community Action Agencies (CAAs) are coordinating LIHEAP and the Emergency Rental Assistance Program at the local level
- Hosted a second listening session on World Water Day (March 22) with the White House and LIHWAP state and local administrators and CAAs to discuss LIHWAP implementation progress, successes, and challenges

Materials linked above can also be found on our OCS ARP Anniversary website. Please join us in continuing to celebrate this observance throughout the remainder of the month. In particular, we encourage grant recipients to share success stories across your platforms regarding how ARP funds have made a difference in the communities you serve using ***#ARP365*** and ***#AmericanRescuePlan***.

Thank you again for all that you do on behalf of LIHEAP and LIHWAP households. We are so proud to celebrate the incredible work you have done over the past year to connect families and individuals with the vital utility assistance they need and to maximize the reach of the historic ARP funds.

Thank you for your attention to these matters. OCS looks forward to continuing to provide high-quality services to OCS grantees.

/s/
Dr. Lanikque Howard
Director
Office of Community Services

YTD Services 04/07/22

Service Category	# Of Services	Cost	Program
Bus Token Purple	2	$3.00	Bus Token
Bus Token Red	17	$34.00	Bus Token
Bus Token Blue	35	$172.00	Bus Token
Bus Token Green	35	$92.50	Bus Token
	89	**$301.50**	
Utility-Garbage	24	$3,404.55	CDBG Programs
Utility-Water & Sewer	40	$14,183.53	CDBG Programs
Utility Dep/Pymt	41	$16,505.74	CDBG Programs
	105	**$34,093.82**	
Hotel Voucher	1	$400.00	CSBG Programs
Security Deposit	1	$450.00	CSBG Programs
Utility-Water & Sewer	1	$250.00	CSBG Programs
Utility-Internet/WiFi	1	$22.99	CSBG Programs
Utility-Garbage	3	$346.02	CSBG Programs
Rent Payment*	34	$29,268.00	CSBG Programs
Food Voucher	46	$4,497.10	CSBG Programs
Equipment/Supplies	3	$416.26	Dream Catcher
Scholarship	3	$800.00	Dream Catcher
	93	**$36,450.37**	
Move In Cost	1	$2,218.00	ESG Rapid Rehousing
Hotel Voucher	8	$2,108.16	ESG Rapid Rehousing
	9	**$4,326.16**	
Leasing	15	$23,633.00	Helping Hands
	15	$23,633.00	
Rent Payment*	1	$2,039.99	HHAP
Security Deposit	1	$4,000.00	HHAP
	2	**$6,039.99**	
Hygiene Kit - Female	1	$17.00	Homeless Supportive Services
Hygiene Kit - Male	2	$32.00	Homeless Supportive Services
Case Management	8	$0.00	Homeless Supportive Services
Hotel Voucher	18	$19,566.29	Homeless Supportive Services
	29	**$19,615.29**	
Rent Payment*	4	$4,920.00	HOPWA
Food Voucher-HOP	28	$2,799.73	HOPWA
	32	$7,719.73	
Gate Card	10	$275.00	Migrant Family Housing
Rent Payment Rec'd Migrant Center	10	$1.00	Migrant Family Housing
Security Dep Rec'd Migrant Center	10	$0.00	Migrant Family Housing
	30	$276.00	
Rent Payment*	83	$111,343.96	TBRA
	83	**$111,343.96**	

Utility Payment (Base)	2	$446.05	LIHEAP WPO
Utility Payment (Base)	1	$596.40	ECIP-WPO
Utility Payment (Supplimental)	32	$13,867.00	Utility Assistance Fast Track
Utility Payment (Base)	35	$12,321.00	Utility Assistance Fast Track
Utility Payment (Base)	86	$30,780.00	Utility Assistance HEAP
	156	**$58,010.45**	
Total Services Provided	**664**	**$301,810.27**	

COMMUNITY ACTION PARTNERSHIP
EQUITY & ECONOMIC MOBILITY COMMISSION

Approved by the Board of Directors: April 15, 2020

I. Purpose of the Community Action Partnership Equity and Economic Mobility Commission

To advise the Community Action Partnership Board of Directors on issues and actions related to equity and advocate on behalf of the Community Action Network in order to promote the role of Community Action in addressing historical and widespread inequity, economic and otherwise, in our communities—especially communities of color. The values of the charter are central to the values and vision of Community Action.

II. Community Action Vision

A nation that creates opportunities for all people to thrive, builds strong, resilient communities, and ensures a more equitable society.

III. Community Action Values

- We believe all people should be treated with dignity and respect and recognize that structural race, gender, and other inequities remain barriers that must be addressed.
- We believe that this nation has the capacity and moral obligation to ensure that no one is forced to endure the hardships of poverty.
- We believe that with hope, adequate resources and opportunities, everyone can reach their fullest potential, and we are committed to achieving that vision.
- We pledge ourselves to creating an environment that pursues innovation and excellence through multi-sector partnership and collaboration.

IV. Activities

The Commission shall advise the Community Action Partnership Board of Directors and the Community Action network on issues relating to equity and economic mobility, and take appropriate actions, including, but not limited to:

(a) facilitating structured feedback from the Network on issues of equity and economic mobility;
(b) disseminating information to the Network on policy issues and initiatives and applying the equity lens to priority policy issues;
(c) releasing statements on behalf of the Partnership on legislative, administrative, and legal actions affecting underrepresented populations; and
(d) establishing Network goals for Equity and Economic Mobility engagement and developing strategies for achieving stated Network goals.

V. Membership

The Partnership Board of Directors shall appoint all Commission members. The Commission shall be composed of not more than 23 members, each serving a 3 year term:

(a) 1 of whom shall be a member of the Community Action Partnership Board of Directors who shall be appointed by the Board Chair and serve as chair;
(b) 10 of whom shall be Community Action Agency employees, provided, however, that at least 1 employee from each Administration for Children and Families Region shall be appointed per term;
(c) up to 5 of whom may be professionals with proven ability and extensive experience in a relevant field of study, including, but not limited to: (i) equity issues; (ii) structured inequality and barriers to opportunity; (iii) civil, criminal, and public policies; (iv) segregation; (v) healing and resiliency; (vi) communications and media; and (vii) concentrated poverty;
(d) up to 5 of whom shall be individuals with lived experience below the poverty line;
(e) 1 of whom shall be the Chief Executive Officer of the Community Action Partnership, who shall serve ex officio; and
(f) 1 of whom shall be a Community Action Partnership staff member, who shall serve ex officio.

Partnership Board members may serve as Commission members in their capacity as an agency employee representing a Region or in their capacity as an experienced professional. All Commission members will serve without pay, provided, however, that the Community Action Partnership Board of Directors may provide funding for Commission members appointed pursuant to section (d) of this article to travel to designated in-person Commission meetings.

VI. Meetings

The Commission shall meet at least once per quarter of the calendar year and meetings shall be conducted by web meeting; provided, however, that the third quarter meeting of each year shall be held in person at a designated time and place agreed upon by the Commission. Meetings shall be scheduled and facilitated by the Commission chair with assistance from Partnership staff as appropriate. The Commission chair shall disseminate a proposed meeting agenda to members, give members sufficient time to submit agenda items, finalize the agenda, and disseminate a final Commission meeting agenda prior to each Commission meeting.

VII. Procedures

The existence of a quorum must be established to conduct business. A quorum of Commission members shall consist of a majority of voting members, provided, however, that a quorum requires the presence of at least two Commission members appointed pursuant to Article V, section (d). All actions taken by the Commission at any meeting require a majority vote of members present and voting. The parliamentary rules of order shall govern at all Commission meetings.

SAN BENITO COUNTY
BOARDS AND COMMISSIONS

MEMBERSHIP APPLICATION

I hereby express an interest in being nominated for membership on the following commission: (PLEASE PRINT)

BOARD/COMMISSION: Community Action Board

NAME: Michael Salinas

PHONE: [redacted]

ADDRESS: [redacted]

CITY: Hollister **ZIP:** 95023

LENGTH OF RESIDENCY: 22 Years

SUPERVISOR DISTRICT: Bea Gonzales

OCCUPATION: SUD Counselor Behavioral Health

EDUCATION: Currently in a BA program

AFFILIATIONS: California Consortium of Addiction Programs and Professionals (CCAPP), California Association of DUI Treatment Programs (CADTP), Youth Recovery Connections (YRC)

REASON(S) FOR SEEKING APPOINTMENT: I would like to be a part of the solution. More importantly, I want to be a voice for those who may not have the ability and/or the know how to speak for themselves (i.e., the homeless, system impacted, mentally ill, social economic status, and any underserved population who reside in San Benito County).

DATE: 3/15/2022 **SIGNATURE:** [signature]

Return completed form to:

SAN BENITO COUNTY
Attention: Jennifer Frechette, Clerk of the Board
481 Fourth Street
Hollister, CA 95023

Any questions, please call: (831) 636-4000, Ext. 13
Revised 11-02-2020

SAN BENITO COUNTY
BOARDS AND COMMISSIONS

MEMBERSHIP APPLICATION

I hereby express an interest in being nominated for membership on the following commission: (PLEASE PRINT)

BOARD/COMMISSION: CAB

NAME: [redacted]

PHONE:

ADDRESS:

CITY: Hollister **ZIP:** 95023

LENGTH OF RESIDENCY: 2 yrs

SUPERVISOR DISTRICT: Bea Gonzalez

OCCUPATION: Disabled; Wk. PT as Admin.

EDUCATION: Business (2 yrs)

AFFILIATIONS: I am affiliated w/the African American Community Service Agency (AACSA) + I have served as Committee CAB for over 10 yr. I am also the president of my HOA (Allen Dale)

REASON(S) FOR SEEKING APPOINTMENT: To help Correct problems in our Community + prosper Our property Value

DATE: 3/17/22 **SIGNATURE:** Teresa Walker Shaw

Return completed form to:

SAN BENITO COUNTY
Attention: Jennifer Frechette, Clerk of the Board
481 Fourth Street
Hollister, CA 95023

Any questions, please call: (831) 636-4000, Ext. 13
Revised 11-02-2020

San Benito County
Board and Commissions

MEMBERSHIP APPLICATION

I hereby express an interest in being nominated for membership on the following committee: (PLEASE PRINT)

BOARD/COMMISSION: **Community Action Board (CAB)**

NAME: [redacted]

PHONE:

ADDRESS: 660 Monte Carlo

CITY, ST: Hollister, CA ZIP: 95,023

LENGTH OF RESIDENCY: 8 years

SUPERVISOR DISTRICT: District #5 - Rep of the Poor

OCCUPATION: Cage Cashier

EDUCATION: DeAnza College

AFFILLIATIONS: Former CAB Member, VITA Volunteer, Former CSWD Staff

REASON(S) FOR SEEKING APPOINTMENT:

Enjoyed working on the CAB and assisting my community. I have time to volunteer and I care about people. I have children and want to make our community safer and provide support and future opportunities for youth. I'm also interested in learning how to write grants.

DATE: 04/01/2022 SIGNATURE: [signature]

****

Return completed form to

San Benito County Attention:

Clerk of the Board
481 Fourth Street
Hollister, CA 95023
Any Questions, Please Call:
(831) 636-4000
e-mail: jfrechette@cosb.us

or

Community Services & Workforce Development
1161 San Felipe Road, Building B
Hollister, CA 95023
(831) 637-9293
(831) 637-0996 FAX
e-mail: aanderson@cosb.us

Memorandum

To: San Benito Community Action Board Members Date: 4-7-2022

Re: Racial Equity policies in Community Services and Workforce Development

Fm: Enrique Arreola, Deputy Director

RECOMMENDATION: For the Community Action Board (CAB) to create and appoint an Ad-Hoc Committee on Racial Equity and Community Engagement.

Staff Analysis: In our recent experience with federal and state grants there has emerged a trend from funding agencies to address racial equity and community engagement in grant applications. Initially, this new trend needed only a few paragraphs on how our community followed equal opportunity laws, anti-discrimination statutes and consistently promoted racial diversity.

Today, Funding Agencies have now expanded this trend by making it a requirement to enter specific racial analysis data, identification of disparities, and including focused strategies on how racial equity and community engagement is being addressed. To comply with this new requirement, our CSWD staff will need training in the various aspects of racial equity and how it fits into the context of delivering community services and workforce development.

It is for the above reasons that the creation of an Ad-Hoc Committee on Racial Equity is being recommended to serve as a beginning point. The Ad-Hoc Committee's would be tasked with becoming acquainted with the concept of racial equity and the need for local communities to make an appropriate response such as adoption of a local Racial Equity Plan that fits the characteristics of our local community.

Therefore, it is recommended that the CAB board move to create and appoint an Ad-HOC committee on racial equity. By moving forward with this recommendation, the Community Action Board (CAB) would begin the process of becoming aligned with this new federal and state initiative. With an Ad-Hoc committee combined with staff training and movement towards a local racial equity plan would all facilitate our ability effectively address racial equity in all our future grant application work while assuring racial equity is satisfactorily address in the delivery of our programs and services.

San Benito County Community Action Board (CAB)

BYLAWS

Article I. NAME AND PURPOSE OF THE ORGANIZATION

A. These bylaws define the structure and operation of the San Benito County Community Action Board. The structure and operation of the board, also referred to as CAB, are developed to conform to the current regulations and policies of the California State Department of Community Services and Development.

B. The San Benito County Board of Supervisors, as the designated Community Action Agency for the County of San Benito, has established the CAB as an advisory board to the Board of Supervisors, and has, by Board resolution, delegated operational responsibility to the County of San Benito Health and Human Services Agency (HHSA), Department of Community Services and Workforce Development (CSWD). The Department, therefore, is the County's advocate for low-income individuals and families.

C. It is the policy of the HHSA, CSWD to make the entire community more responsive to the needs and interests of the low-income community by mobilizing resources and bringing about greater institutional sensitivity.

D. The purpose of this Board is to provide an avenue for the participation of local government, private organizations, and private citizens of the community in serving the needs of the disadvantaged members of the community.

E. The CAB shall have duty and authority to administer CSBG and other public funds, pending ratification of the San Benito County Board of Supervisors. Furthermore, the Department of Community Services and Development is the state agency administering the CSBG funds.

F. It is the policy of the HHSA, CSWD to comply with all applicable federal, state, and local laws and regulations, which prohibit discrimination. Service recipients will be considered for services regardless of an individual's race, color, ethnic group, national origin, ancestry, religious creed, sex, sexual preference, age, veteran's or marital status, ~~cancer related~~any medical condition**s** (including AIDS), mental or physical disability ~~(including AIDS)~~.

Article II. MEMBERSHIP

This board shall consist of fifteen (15) members with five (5) members in each of three (3) categories. This board shall be divisible by (3) to implement the tripartite requirements as stated by California Government Code section 12751 and California Code of Regulations, title 22, section 100605.

Category I. Members of the San Benito County Board of Supervisors or their appointed representatives.

Category II. Representatives of business, industry, labor, religious, welfare, education (Gov. Code §12751) or other public, private groups or individuals that represent major groups and interests in the community.

Category III. Elected representatives of the poor.

Each of the above members in individual categories will represent a separate supervisorial district. Each representative must live in the supervisorial district which they represent when initially seated, and no two individuals in category two shall represent the same organization, or organizations sharing the same goal. Representatives of the poor and the Board of Supervisors must continue to live in their respective districts. Representatives of the private sector may continue to serve on the board after their initial selection as long as they live or work in the district they represent.

Residents from each supervisorial district from the preceding categories shall be elected to the board in accordance to the following guidelines:

Category I

1. The elected supervisor may appoint him- or herself to represent his or her own district on the CAB.
2. The elected supervisor from each district may appoint a representative residing in his or her respective district to represent the district, rather than appointing him- or herself to the CAB.
3. The appointed representative for each supervisorial district will then submit the San Benito County Board and Commissions Membership Application to either the San Benito County HHSA, CSWD, or the San Benito County Administrative Office.
4. CAB board members will then take action to consider ratifying the appointments of Category I representatives at the next regular board meeting after the deadline for submitting applications.
5. All appointments to the CAB and all terms of office must be approved by the Board of Supervisors and shall be effective on the date of approval.

Category II

1. Representatives of organizations meeting the qualifications set forth above, from each supervisorial district, may apply to become a CAB board member by submitting the San Benito County Board and Commissions Membership Application to either the San Benito County HHSA, CSWD, or the San Benito County Administrative Office.
2. CAB board members will then take action to elect Category II representatives, at the next regular board meeting after the deadline for submitting applications.
3. All appointments to the CAB and all terms of office must be approved by the Board of Supervisors and shall be effective on the date of approval.

Category III

1. Interested representatives of the poor from each supervisorial district may apply to become a CAB board member by submitting the San Benito County Board and Commissions Membership Application to either the San Benito County HHSA, CSWD, or the San Benito County Administrative Office.
2. Representatives of the poor from each supervisorial district shall be democratically selected by members of the public attending public meetings of the CAB, who live within the supervisorial district to be represented. Representatives elected to each supervisorial district must live in the district.
3. CAB board members will then take action to ratify the appointment of the Category III representatives elected by the members of the public from the respective supervisorial districts.
4. All appointments to the CAB and all terms of office must be approved by the Board of Supervisors and shall be effective on the date of approval.

In compliance with Government Code section 12753, Community Agencies and representative groups of the poor which feel themselves inadequately represented on the CAB may petition for adequate representation by submitting a written request to the CAB Chair. The Board Chair will then hold a meeting or conference to which all residents and especially those who are poor are invited. To the maximum extent possible low-income groups and individuals to the represented will be involved in the meeting and in any selection process of the members.

Article III. TERMS OF OFFICE AND QUALIFICATIONS

Members shall serve terms of three years except as hereinafter provided. Terms of the original board shall be staggered so that one-third, or as nearly as possible, of members shall be elected or selected each year. The length of terms shall be by lottery within designated groups.

Any member who is absent for three consecutive meetings or is absent from 50% of the last twelve (12) regularly scheduled monthly meetings, unless otherwise excused, shall be deemed to have resigned from the board.

Membership terms of office for the Representatives of the Board of Supervisors shall run consecutively with Supervisorial terms.

Article IV. VACANCIES

Vacancies in the membership shall be filled by the CAB employing the following procedures:

1. Vacancies at the end of term

   All vacancies at the end of the term shall be filled in the same manner as the original election or appointment, except that private sector members shall be chosen from among organizations that meet the criteria and have been asked to provide members.

2. Other vacancies

   In the event a regular member resigns, or for any reason is unable to act, a successor shall be elected or selected within sixty (60) days of such vacancy pursuant to the provisions of Article II of these bylaws.

When the seat of an elected representative of the poor is vacant, the remaining representatives of the poor, acting alone, may select a person to fill out the vacant term. The person selected must reside in and represent the same supervisorial district for which he/she is being selected to fill the vacant seat.

Article V. MEETINGS

The San Benito County CAB shall meet at least six (6) times per year. The regular meeting schedule shall be the second Thursday of the month at 5:30 P.M., at 1161 San Felipe Road, Hollister, Building B, CA 95023 or such other place as the directors may designate from time to time. The board will not hold a regular meeting during the month of August and December. The agenda packet for the regular meetings, special meetings and meetings of standing committees shall specify the time and place of the meeting and shall contain a brief description of each item of business to be transacted at the meeting, including items to be discussed in closed session. Copies of the agenda and board packet shall be sent electronically to members of the CAB (or to standing committee members in the case of a committee meeting); and shall be posted and distributed in compliance with the Brown Act. Agenda packets will be mailed to board members who may not have access to the internet or members of the public who request a copy of the agenda packet.

If the CAB elects to use teleconferencing, it shall post agendas at all teleconference locations. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public.

A public information release will be made to inform the general public of each meeting.

All meetings of the CAB and its committees shall be open to the public in accordance with Government Code Sections 54950, et seq. (the Ralph M. Brown Act).

Article VI. OFFICERS AND COMMITTEES

The San Benito County CAB shall select from its membership a Chairperson, Vice-Chairperson, and Secretary – annually.

The Chairperson shall preside at meetings of the board and shall be an ex-officio member of all committees, except the Nominating Committee. The Chairperson shall perform all other duties usually pertaining to the office.

The Vice-Chairperson shall act for the Chairperson in his/her absence and shall be Chair of the Program Committee.

The Secretary shall keep correct record of all meetings of the board and shall notify members of their appointments to committees, shall keep a record of representatives, and shall mail notices of special meetings and perform such other duties, unless delegated to staff.

In the event of a permanent vacancy in the following officer positions, the replacement officer will be chosen as follows:

1. Chairperson – The Vice-Chairperson will ascend to this position.
2. Vice-Chairperson – will be elected by the members of the board representing the low-income population.
3. Secretary – will be appointed by the Chairperson of the board.

Committees: To serve a one year term with the option to serve additional terms.

Bylaws	The Bylaws Committee shall periodically review the bylaws and make independent recommendations to the board.
Program/Planning	The Program/Planning Committee will review each program submitted by the Chairperson of the board, or by action of the membership, and report its recommendations to the full board.
Nominating	The Nominating Committee shall consist of the elected representatives of the poor and shall present a slate of officers for election at the annual July meeting.
SBC Home Loan	The HOME Loan Committee shall be composed of three (3) active members and one (1) alternate member appointed by the Community Action Board. The Committee shall be comprised of members from each of the following classifications and an alternate member from one of the following classifications: 1. One (1) San Benito County Board of Supervisor 2. One (1) Board member from the CAB (CAB) with background and/or expertise in the finance or real estate industry (e.g. certified public accountant, real estate agent, appraiser, loan agent, title/escrow officer, builder or developer); and 3. One (1) resident of San Benito County or a CAB member. The ~~Home~~ HOME Loan Committee will serve as the advisory body for the County's Home Investment Partnerships Program (HOME) funds and eligible activities. The committee shall make a recommendation on behalf of the County's ~~Home~~ HOME Program. The CAB will then consider such recommendation and make the decisions.
Executive	The elected Officers shall constitute the Executive Committee. It shall be the duty of the Executive Committee to transact routine and ordinary

	business between meetings of the full Board, or in extraordinary circumstances, act on emergency measures in lieu of the Board, subject to ratification of the full Board. The Executive Committee shall make a full report of such transacted business at the next regular meeting of the Board. The committee structure shall reflect the same tripartite composition as the full Board when possible. The quorum requirement for such an Executive Committee must be at least 50% of the total authorized committee membership with each member being allowed (1) vote.
Strategic Planning Ad hoc Committee	The Strategic Planning ad hoc Committee shall consist of all Officers of the CAB (mandatory), plus 2 appointed and 1 alternate CAB members (preferably 1 from different districts) 1. Meetings shall be held quarterly to discuss and report the status of the overall Strategic Plan. The committee will also review community assessments as well as update, review and make recommendations to the CAB regarding the on-going implementation of the Strategic Plan Organizational Goals. 2. The chair of the committee should develop the committee agenda and assign someone to keep notes, questions, etc., for staff.
Ad-Hoc	The Chairperson may, with the concurrence of the board, appoint from time to time such ad- hoc committees as may be necessary for the proper functioning of the CAB.
Youth Advisory ad hoc Committee	Youth Advisory ~~Ad~~ ad hoc Committee (YAC): An ad hoc committee of high school/college age (14-24) youth to consist of 5 members, one from each district if possible. The committee ~~would~~ meets periodically to discuss the needs of youth throughout San Benito County and serves in an advisory capacity only to the CAB. The Youth Advisory ~~would~~ haves no official voting rights. Committee members would commit to a term of one semester and could opt to serve more than one semester as long as they are in high school/college.

Article VII. QUORUM

A quorum is a majority of the total current membership of the CAB. Board action may be taken by a majority of those present and voting, and by no less than a majority of a quorum. A roll call vote shall be taken when requested by any member in attendance.

The use of teleconferencing for the benefit of the public and the CAB members may be used in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of the Ralph M. Brown Act (the Brown Act), California Government Code section 54950—54963. "Teleconference" means a meeting of the CAB, the members of which are in different locations, connected by electronic means, through either audio or video, or both. All votes taken during a teleconferenced meeting shall be by rollcall.

During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction.

REMOVAL FROM BOARD FOR CAUSE

For the purpose of this section, "cause" shall be defined as any action by a member, which reflects discredit upon the CAB.

Removal must be determined by 2/3 of the members of the CAB and must be affirmed by the Board of Supervisors.

Article VIII. ADOPTION AND AMENDMENTS OF BYLAWS

In accordance with all applicable federal, state, and local laws, the CAB is authorized to adopt and amend these bylaws as necessary. Amendment of these bylaws will be for the purpose of maintaining their currency with changing applicable laws and to accurately reflect changes in the Board's role and focus to best meet the needs of the low-income population.

Proposed amendments to the bylaws must be submitted to the state Department of Community Services and Development or designee before CAB adopts any amendments (California Code of Regulations title 22 §100615). Recommendations by the Department of Community Services and Development shall be submitted in writing to all board members thirty (30) days before voting is conducted at a regular scheduled meeting. The CAB shall consider the recommendations prior to voting on the proposed amendments. After the CAB adopts or amends these bylaws, they will be forwarded to the Board of Supervisors for final approval.

Article IX. RULES GOVERNING CONFLICT OF INTEREST, NEPOTISM, AND POLITICAL ACTIVITY

A. All board members must complete disclosure statements and abide by the California Political Reform Act and the County of San Benito's Conflict of Interest Code adopted by Board of Supervisors. Board members will fully disclose financial interests in the disclosure categories designated by the County's Conflict of Interest Code and will be asked to withdraw from the board if it is found that they have a direct conflict of interest in a substantial number of decisions before the board. If a board member is associated with an organization that may benefit from potential state and federal funds administered by the State Department of Community Services and Development (CSD) and CAB, such as Community Services Block Grant (CSBG) and Low Income Home Energy Assistance Program (LIHEAP) funding, he/she cannot be a CAB board member.

B. Board members must abide by the requirements of AB 1234, including the requirement that board members must complete Ethics Training every two (2) years.

C. No person may sit on the board who:

   1. Is an employee of San Benito County ~~HHSA~~Health & Human Services Agency~~, CSWD~~.

   2. Is a federal or State employee whose capacity may require such person to act as an agent or an attorney for the board.

D. Programs operated by the CAB shall be administered in a politically non-partisan manner. Board members should avoid actions, which can reasonably be construed as intended to favor

one political party or candidate over another, or to be based on any personal bias for or against any organization or individual seeking program benefits.

E. In addition to the prohibitions in the Political Reform Act, regulations adopted by the California Fair Political Practices Commission, and the San Benito County Conflict of Interest Code, and in order to protect board members from perceived charges of nepotism, favoritism or accusations of performing favors to individuals while in the performance of official board membership activities, board members shall refrain from administering and/or abstain from voting on matters which affect the interests of close friends or relatives and shall further refrain from interviewing, representing or voting for a candidate who is a close friend or relative.

Program funds or County personnel may not be used in voter registration activities or with transporting potential voters to the polls. This does not preclude individual board members from performing these acts as private citizens on their own time.

PASSED AND ADOPTED by the San Benito County CAB at the meeting of said Board on _____ day of _____.

_____
Ellen Laitinen, CAB Chair

COUNTY:

San Benito County Board of Supervisors

_____ Date: _____

_____, Chair