



SAN BENITO COUNTY COMMUNITY ACTION BOARD (CAB)

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

Minutes

Thursday, June 8, 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 5:30 P.M.

- I. Welcome, Introductions & Roll Call: Roll taken to determine excused absences for attendance requirements. Individuals who called in were excused by the chair. Yolanda Delgado was unexcused.

Table with 4 columns: District, Representing the Low-Income (L), Representing the Board of Supervisors (P), Representing the Private Sector (PR). Rows include districts 1-5 with names and attendance status.

II. General Information:

- A. Public Comment Period: No public were present.
B. Summer Youth Testimony: Belen Garcia, a Junior at San Benito High School, shared her experience on the Summer Youth Employment Program...
C. Guest Speaker: Josh Mercier, Deputy Director, provided a presentation of the In-Home Supportive Services (IHSS) program...
D. 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) Juan Cruz/Mel Tungate*

A. **Approval of Minutes:**

1. **Regular CAB Meeting Minutes:** Approve the May 11, 2023 CAB meeting minutes. (Enclosed)
2. **Strategic Planning Committee (SPC) Meeting Minutes:** Receive draft April 4, 2023 SPC meeting minutes. (Enclosed)
3. **Racial Equity Committee:** Receive draft May 26, 2023 Racial Equity Committee Minutes. (Enclosed)
4. **Fiscal/Expenditure report.** Receive the Fiscal/Expenditure Report. (Enclosed)

IV. **Regular Agenda:**

A. **Nominating Committee:** Committee Chair took the opportunity to thank the current slate of officers for their time and commitment to the CAB and stated that after discussion the current slate of officers have agreed to another term for fiscal year 2023-2024. Chair: Ellen Laitinen, Co-Chair: Christy Eggers, and Secretary: Jessica Wohlander. A motion was made to accept the slate of officers. *M/S/C Victoria Montoya/Tonia Sunseri.*

B. **Board Membership:**

1. **Board Vacancies:** Any applications received may be reviewed for board approval. Currently there are five (5) vacancies.
2. **Membership Application:** An application was received from Shannan Matthews for District #4, Representative of the Private Sector. After discussion the application of Ms. Matthews was approved and will be forwarded to the Board of Supervisors for final appointment to the CAB. *M/S/C Mel Tungate/Juan Cruz.*

C. **Community Action Plan (CAP) Draft:** The CAB reviewed and approved the CAP Draft which will be forwarded to the Board of Supervisors for a 2nd Public Hearing and BOS approval at the June 27, 2023 meeting. *M/S/C Tonia Sunseri/Monica Hernandez.*

D. **Memorandum of Understanding (MOU) between First 5 of San Benito County and Community Center Collaboratory of San Benito County (CCCSBC):** Board members will provide an update on the signed MOU and discuss next steps. *Table to next meeting*

E. **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. **Grant Update:** Receive the Grant Update. (Enclosed). Info Only.
 - a. **Homeless Housing Assistance & Prevention Program (HHAP) Round 3 Approval:** Receive the Award letter stating San Benito County was awarded \$481,358.21 to support 2023-HHAP3 Homeless Project and \$66,110.00 to support San Benito 2023-HHAP3 Homeless Youth Project. (Enclosed) Info Only.
 - b. **Homeless Housing Assistance & Prevention Program (HHAP) Round 4 Approval:** Receive the Award letter stating San Benito County received the initial disbursement of \$222,617.19 of the awarded \$445,234.38. (Enclosed) Info Only.
 - c. **Permanent Local Housing Allocation Program (PLHA) Round 3 Contract #22-PLHA-17675:** Receive the Award letter stating San Benito County was awarded \$509,559.00 to provide Street Outreach, Operating and Capital Costs for Emergency Shelters and Rapid Rehousing. (Enclosed) Info Only.

2. **Year-to-Date Service Report:** Staff provided an overview of the Year-to-Date service report for all CAB Activities. (Enclosed).

F. **Outreach/Volunteer Opportunities:**

1. **Outreach:** Kids at the Park is scheduled for June 14, 2023 from 10am – 2pm. Board members confirm intent to participate. Staff will be having two booths at the event and requested any volunteers to attend to assist with completing surveys, setting up/tearing down.

G. **Committee Updates:** Receive updated Roster and Committees

1. **Membership Committee:** Staff and committee members will provide an update on recruitment efforts. No Report
2. **Racial Equity Ad Hoc Committee:** Committee members provided an update on their meeting held on Friday, May 26, 2023. Staff provided a Racial Disparities Policy to the committee which was helpful in guiding them on next steps. San Benito County ranks #48 most racially disparate county in California. The committee will present more information at the next meeting.
3. **Home Loan Committee:** Staff and Committee members provided an update on their meeting held on Friday, May 31, 2023. An overview of this committee was provided by staff. The committee is working to determine how much funding there is from Program Income and will provide an update once there is more information.
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 June 27, 2023 at 5:00 P.M. With the term expiration of Dennis Wightman there is a need to appoint a committee member.

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

- A. **CA COVID-19 Rent Relief Program:** Receive letter from the CA Business, Consumer Services and Housing Agency regarding the CA COVID-19 Rent Relief Program. (Enclosed) Info Only.
- B. **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.*
 1. **Volunteer Hours:** Reminder to the Board members, please submit any volunteer hours for activities where CAB was promoted/represented. It was recommended that a volunteer hour sign-in sheet be made available at the meeting so members could log their volunteer hours that are completed outside of regular and committee meetings.
 2. **ROMA for Boards:** Introduction to Community Action: This 1-hour video is extremely informative and counts towards your volunteer hours!
<https://www.youtube.com/watch?v=Ki2Y3UXPwXM>

VI. **OTHER:** None

VII. **ADJOURNMENT:** To next meeting on July 13, 2023, at 5:30 P.M. M/S/C Juan Cruz/Mel Tungate 6:54