



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

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	<input type="checkbox"/> VACANT	<input type="checkbox"/> Amy Bravo	<input type="checkbox"/> Ellen Laitinen - <u>Chair</u>
2-Kosmicki	<input type="checkbox"/> Nelda Escamilla - <u>v.Chair</u>	<input type="checkbox"/> Yolanda Delgado	<input type="checkbox"/> Jessica Wohlander
3-Hernandez	<input type="checkbox"/> Juan Cruz	<input type="checkbox"/> Tonia Sunseri	<input type="checkbox"/> Christy Eggers
4-Tiffany	<input type="checkbox"/> Daren Kortsen	<input type="checkbox"/> Mel Tungate	<input type="checkbox"/> Dennis Wightman
5-Gonzales	<input type="checkbox"/> VACANT	<input type="checkbox"/> Thressa Walker-Shaw- Pending	<input type="checkbox"/> Jim Whitehead-Secretary

NOTICE OF TEMPORARY PROCEDURES FOR THE COMMUNITY ACTION BOARD

Pursuant to California Governor Gavin Newsom’s Executive Order N-29-20 issued on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic. Additionally, members of the CAB Board are allowed to attend the meeting via teleconference and to participate in the meeting to the same extent as if they were present.

The meetings are open to the public, under the following conditions: All Attendees may attend the Board meeting in person and follow the State guidelines. If an attendee is not fully vaccinated it is highly recommended that an attendee wears a face covering or face shield. All attendees must comply with any other rules of procedures/instructions announced by the CAB Board and/or County Staff.

This meeting can be accessed at the following link:

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)



AGENDA

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

I. **General:**

- A. **Roll Call:** Roll will be taken to determine excused absences for attendance requirements.
- B. **Public Comment Period:** Select the “Participants Tab” and click “Raise Hand” icon, 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. **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. *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. **CAB Year to Date Program Outcomes:** Enclosed is the YTD report on services provided from January 1, 2022 to June 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 members will provide an update on their last committee meeting.

2. **Membership Committee**: Staff and Committee members may provide an update on recruitment efforts and possible new member leads.
3. **Racial Equity Ad Hoc Committee**: Staff may provide an update. The Racial Equity Ad hoc Committee needs to schedule a meeting.
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 and Committee members may provide 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.
6. **Home Loan Committee**: Staff may provide an update.
- F. **Outreach/Volunteer Opportunities**: Staff and board members may provide an update on upcoming outreach/volunteer opportunities to promote the CAB.
- G. **Leadership Luncheon**: Scheduled for Wednesday, September 21, 2022, from 12-1:30 P.M.

III. **Regular Agenda:**

A. **Approval of Minutes:**

The May 12, 2022, CAB meeting minutes are **enclosed** for review and approval. **Action Required**

B. **Bylaws**: Review and approve **enclosed** revisions to the bylaws. **Action Required.**

C. **Resolution for Remote Meetings**: Adopt AB361 Resolution to continue teleconferenced meetings. **Attached** is the AB361 Legislation along with the resolution. **Action required.**

D. **CAB Retreat**: Staff requests the board take action to approve the date for the retreat. Based on the results of the survey, the best date for the CAB Retreat is August 20, 2022. **Action Required.**

IV. **Additional Information:**

V. **Adjourn** to next meeting on July 14, 2022 at 5:30 P.M.

Service Category	# Of Services	Cost	Program
Bus Token Blue	75	\$322.00	Bus Token
Bus Token Green	47	\$120.00	Bus Token
Bus Token Purple	3	\$4.50	Bus Token
Bus Token Red	19	\$38.00	Bus Token
	144	\$484.50	
Utility-Water & Sewer	58	\$20,662.78	CDBG Programs
Utility Dep/Pynt	55	\$24,844.00	CDBG Programs
Utility-Garbage	34	\$3,925.69	CDBG Programs
	147	\$49,432.47	
Rent Payment*	39	\$34,799.00	CSBG Programs
Security Deposit	1	\$450.00	CSBG Programs
Food Voucher	54	\$5,297.10	CSBG Programs
Utility-Water & Sewer	3	\$465.57	CSBG Programs
Utility-Garbage	4	\$397.24	CSBG Programs
Utility-Internet/WiFi	1	\$22.99	CSBG Programs
	102	\$41,431.90	
Equipment/Supplies	18	\$2,153.70	Dream Catcher
Scholarship	24	\$5,021.32	Dream Catcher
Tutoring	5	\$3,750.00	Dream Catcher
	47	\$10,925.02	
Hotel Voucher	8	\$2,108.16	ESG Rapid Rehousing
Move In Cost	1	\$2,218.00	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	
Hotel Voucher	44	\$38,714.49	Homeless Supportive Services
Hygiene Kit - Female	1	\$17.00	Homeless Supportive Services
Hygiene Kit - Male	2	\$32.00	Homeless Supportive Services
Bike Lock	3	\$54.00	Homeless Supportive Services
Bus Token Blue	4	\$16.00	Homeless Supportive Services
Bus Token Green	4	\$10.00	Homeless Supportive Services
Bus Token Red	2	\$3.00	Homeless Supportive Services
	\$60.00	\$38,846.49	
Rent Payment*	5	\$6,150.00	HOPWA
Food Voucher-HOP	37	\$3,499.73	HOPWA
	\$42.00	\$9,649.73	
Utility Payment (Base)	1	\$596.40	ECIP-WPO
Utility Payment (Base)	31	\$13,526.00	LIHEAP ARPA-Fast Track
Utility Payment (Supplimental)	30	\$20,244.00	LIHEAP ARPA-Fast Track
Utility Payment (Base)	34	\$13,445.00	LIHEAP ARPA-HEAP

Utility Payment (Supplimental)	4	\$2,245.00	LIHEAP ARPA-HEAP
Utility Payment (Base)	1	\$446.05	LIHEAP WPO
	\$101.00	\$50,502.45	
Gate Card	62	\$1,575.00	Migrant Family Housing
Rent Payment Rec'd Migrant Center	62	\$1.00	Migrant Family Housing
Security Dep Rec'd Migrant Center	63	\$125.00	Migrant Family Housing
	187	\$1,701.00	
Rent Payment*	106	\$139,046.78	TBRA
	\$106.00	\$139,046.78	
Utility Payment (Base)	94	\$35,983.00	Utility Assistance Fast Track
Utility Payment (Supplimental)	90	\$39,046.00	Utility Assistance Fast Track
Utility Payment (Base)	149	\$54,296.00	Utility Assistance HEAP
	\$333.00	\$129,325.00	
Total Services Provided	1295	\$505,344.49	



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

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

MINUTES

Thursday May 12, 2022 at 5:15 P.M.

CANCELLED 5:00 P.M. – 5:15 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** – Michael Salinas
- **District #5 Representative of the Poor** – Keri Battin

Please join us at 5:15 P.M. for an overview of actions items from the April 19, 2022 meeting.
Special meeting attendance

District	Representing the Low-Income (L)	Representing the Board of Supervisors (P)	Representing the Private Sector (PR)
1-Dirks	<input type="checkbox"/> VACANT	<input checked="" type="checkbox"/> Amy Bravo	<input checked="" type="checkbox"/> Ellen Laitinen - <u>Chair</u>
2-Kosmicki	<input type="checkbox"/> Nelda Escamilla - <u>Y Chair</u>	<input checked="" type="checkbox"/> Yolanda Delgado	<input checked="" type="checkbox"/> Jessica Wohlander
3-Hernandez	<input type="checkbox"/> Juan Cruz	<input type="checkbox"/> Tonia Sunseri	<input checked="" type="checkbox"/> Christy Eggers
4-Tiffany	<input checked="" type="checkbox"/> Daren Kortsen	<input checked="" type="checkbox"/> Mel Tungate	<input checked="" type="checkbox"/> Dennis Wightman
5-Gonzales	<input type="checkbox"/> VACANT	<input type="checkbox"/> VACANT	<input checked="" type="checkbox"/> Jim Whitehead-Secretary

- I. **5:15 P.M. Overview of the April 19, 2022 Agenda:** The board and staff provided an overview of the April 19th agenda to ensure those that attended the onsite meeting understood all agenda items discussed.
 - A. **Bylaws:** There were additional edits to the bylaws based on input from the County Counsel which will be discussed further during the regular CAB meeting.
 - B. **Board Membership:** This will be explained during the regular meeting when the full CAB is present.
 - C. **Youth Alliance:** Clarify a Letter of Support for the Youth Alliance was approved.
 - D. **Racial Equity:** Approved an ad hoc committee. This item is on the agenda to seek volunteers.



COMMUNITY ACTION BOARD & WORKFORCE Development BOARD
SERVING SAN BENITO COUNTY SINCE 1978
The County CSWD is an equal opportunity employer/program



The County of San Benito complies with the Americans with Disabilities Act (ADA) by assuring that auxiliary aids for services are available upon request to persons with disabilities. Persons with hearing disabilities can call the TDD/TTY phone (831) 637-3265. Persons requiring any special needs for access should call the CSWD office at 831-637-9293 at least five business days before the needed date to arrange for the special accommodations.

Chair, Ellen Laitinen called the Regular CAB meeting to order at 5:30 P.M.

II. 5:30 P.M. General:

<i>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 <input checked="" type="checkbox"/> No <input type="checkbox"/> ex=Excused Absence</i>						
District	Representing the Low-Income (L)		Representing the Board of Supervisors (P)		Representing the Private Sector (PR)	
1-Dirks	<input type="checkbox"/>	VACANT	<input checked="" type="checkbox"/>	Amy Bravo	<input checked="" type="checkbox"/>	Ellen Laitinen - <u>Chair</u>
2-Kosmicki	<input checked="" type="checkbox"/>	Nelda Escamilla - <u>V Chair</u>	<input checked="" type="checkbox"/>	Yolanda Delgado	<input checked="" type="checkbox"/>	Jessica Wohlander
3-Hernandez	<input checked="" type="checkbox"/>	Juan Cruz	<input checked="" type="checkbox"/>	Tonia Sunseri	<input checked="" type="checkbox"/>	Christy Eggers
4-Tiffany	<input checked="" type="checkbox"/>	Daren Kortsen	<input checked="" type="checkbox"/>	Mel Tungate	<input checked="" type="checkbox"/>	Dennis Wightman
5-Gonzales	<input type="checkbox"/>	VACANT	<input type="checkbox"/>	VACANT	<input checked="" type="checkbox"/>	Jim Whitehead-Secretary

Staff: Andi Anderson, Enrique Arreola

A. Amendments to the Agenda:

1. **Retreat:** Month of August, the CAB Training could also be addressed utilizing the CapLAW Trainings discuss in Item III C. Think about 3 dates in August 6, 20, or 27th.
2. **In Person Meeting:** Suggested beginning in person meetings in June, however; after discussion the board opted to have a virtual meeting. County Counsel indicated that if we continue meetings via Zoom a resolution needs to be completed.

B. Public Comment Period: No public comments were received.

III. Regular Agenda:

A. Roll Call: Roll was taken to determine excused absences for attendance requirements. All members were present

B. Approval of Minutes:

1. **CAB Meeting:** The April 19, 2022 CAB meeting minutes were approved as presented. *Motion/Second/Concur (M/S/C) Mel Tungate/Yolanda Delgado.*
2. **Strategic Planning Committee (SPC) Meeting:** The April 19, 2022 SPC meeting minutes were enclosed for board information.

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. Staff shared how board members can access the CalCAPA training videos that are available for CAB viewing on the website at: <https://www.sbccab.com/about>. New member orientation will be scheduled in early June. Discussed completing the CapLAW All A-Board online trainings independently or in person. The following individuals indicated they prefer to complete independently: Christy Eggers, Yolanda Delgado, Daren Kortsen.

Staff will e-mail the link for the CapLAW training is: (https://resources.caplaw.org/?sft_resource_type=video&sfm_creation_year=2000%202022)

IV. 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 Mel Tungate/Yolanda Delgado*

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

B. 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. **Annual Program Outcomes**: Enclosed was a report on services provided from January 1, 2021 –December 31, 2021 for CSWD programs to include winter, shelter program, emergency rental assistance, LIHEAP, etc.
- C. **Community Development Block Grant (CDBG)**: The Notice of Funding Availability (NOFA) has been released. Staff will be applying for a Public Service Activity on homeless services. The application is due June 20, 2022. Attached was a memo for board's information.
- D. **Annual CalCAPA Conference**: The CalCAPA Conference is scheduled for November 1-4, 2022 in San Diego. Staff is planning on attending.
- E. **Summer Youth Program Update**: CAB recommended to designate up to \$30,000 of the CSBG CARES Funds pending State approval as an allowable activity. The State confirmed this is an allowable expense, however there is only \$18,227.28 remaining.

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

A. **Board Membership**:

1. **Results from the Representative of the Poor Elections at 5:15 P.M.**: The Chair informed those in attendance that the election for tonight was cancelled to a future CAB meeting due to the erroneous categorization of two of the applicants on the CAB Agenda which were voted on at the April 19th meeting. The CAB respectfully asked that the vote for the Category III representatives be nullified, and a new election be scheduled with the correct applicants for Category III and the CAB nullify the vote taken for District 5. *Table election to future meeting.*
2. **Representative of the Public Sector (BOS)**: Approve the application of Thressa Walker-Shaw for District #5, Representative of the Board of Supervisors. *M/S/C Christi Eggers/Jim Whitehead.*

B. **CAB Membership Application**: The revised CAB Membership Application was enclosed for review and approval. Added low-income certification information in two locations. Motion to approve CAB Application with the two revisions as presented. *M/S/C Amy Bravo/Nelda Escamilla*

C. **Youth Alliance Youth Impact Center (YIC)**: CAB agreed to provide a letter of support for the YIC. The Youth ad hoc Committee is closing the survey on May 21, 2022 and has a meeting planned to discuss next steps. This way, between now and next meeting, the CAB can have a better understanding of the needs of the community and if a financial partnership is something the CAB wishes to pursue. Follow-up discussion resulted in the CAB requesting to tour of the Youth Alliance YIC between now and the June meeting. Christi will call to see about scheduling and staff will survey board members on dates, early evening. Staff shared that at this time the Youth Alliance doesn't need a letter of support, but verbally supporting the Youth Alliance will suffice. *TABLE*

D. **Racial Equity ad hoc Committee**: Discuss CAB volunteers who may want to be part of the new Ad Hoc Committee regarding Racial Equity. Staff will provide a more formal presentation on the role of this committee. Staff will provide information on Racial Equity provided by Santa Cruz CAB. Volunteers: Yolanda Delgado, Amy Bravo, Jessica Wohlander, Nelda Escamilla. Motion to approve ad hoc committee members. *M/S/C Christi Eggers/Mel Tungate*

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 SPC met April 19, 2022 at 5:00 P.M. to review and update their goals. There is no other update at this time.

B. **Ad Hoc Committee for Youth (YC)**: Staff and Committee members reported on their meeting held on May 11, 2022 and shared the following next steps:

1. **Survey End Date**: May 20, 2022
2. **Prizes**: Scheduled an outreach meeting Sunday, May 22, 2022 from 3-4 P.M. and will invite youth who completed the survey, CAB members & Youth Alliance.
3. **Next Steps**: Discussed what to do with the results of the survey, how to share results with partners.
4. **Youth Rally**: Discussed the possibility of hosting a Virtual Youth Rally. Would be better to do an in-person youth rally. To do a rally on a smaller scale and have CAB participation. Identify goal of the rally, focus and purpose. Need a year lead up time, possibly schedule for next summer, June 2023. Youth stated it would be good to do a small-scale rally in late July or early August and then have a larger scale for June 2023. Maybe organize something with the CAB and the Youth Alliance.
5. **Community Outreach**: Discussed was attending the various upcoming events in the community as a way to outreach and solicit youth involvement in the youth rally. Upcoming events are: Fentanyl Event-June 11, 2022, Kids at the Park-June 15, 2022, National Night Out-August 2, 2022. Staff will verify Daren Kortsen desire to serve on this committee. To keep youth engaged, Gabriella wanted to have something this year to create a Bridge to the youth. Follow-up. Discussed scheduling a mini youth rally on June 10, 17 or 24.

C. **Committees**:

1. **Bylaws**: The Bylaws Committee met on May 3, 2022 and made revisions. Based on recommendations of staff and County Counsel there was a need for additional revisions as explained and reviewed by staff and committee members. In order to allow time for committee members to review said changes this item is tabled *to the next meeting*.
2. **Home Loan Committee**: Staff has requested further direction from County Admin Office on the appointment of the BOS representative on this committee and is awaiting their response.
3. **Membership Committee**: Staff and Committee members provided an update on recruitment efforts and possible new member leads.

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

1. **Leadership Luncheon**: CAB to approve the date for the leadership luncheon for Wednesday, September 21, 2022 from 12-1:30 P.M. *M/S/C Tonia Susneri/ Nelda Escamilla*.

VII. **Additional Information**:

VIII. **Adjournment**: *M/S/C Amy Bravo/Mel Tungate 7:21 P.M.*

The next CAB meeting is scheduled for June 9, 2022 at 5:30 P.M.

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, any medical conditions (including AIDS), mental or physical disability.

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. Public Sector: Members of the San Benito County Board of Supervisors or their appointed representatives.

Category II. Private Sector: 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. Low-Income Sector: Elected representatives of ~~poor~~ low-income persons.

Each of the above members in individual categories will represent a separate supervisorial district. ~~Each~~ All representatives 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. Although representatives of the low-income~~

residents need not be low-income themselves, they must nevertheless be selected in a manner which ensures they truly represent persons of low-income. As with all Commissioners, the elected representatives are appointed by the Board of Supervisors

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

Category I: Public Sector

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 HHS, CSWD, or the San Benito County Administrative Office.
4. CAB board members will then take action to consider ratifying the appointments of Category I Public Sector 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. Representatives of Public Sector shall serve while in office, i.e., coterminous with their elected term, and at the pleasure of their appointive body, and shall be effective on the date of approval.

Category II: Private Sector

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 HHS, CSWD, or the San Benito County Administrative Office.
2. CAB board members will then take action to elect Category II Private Sector 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: ~~Low-Income Sector~~ Representatives

1. Interested representatives of ~~the poor~~low-income persons 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 HHS, CSWD, or the San Benito County Administrative Office.
2. Representatives of the Low-Income persons must either be living in poverty or be from an organization that represents low-income groups. All interested representatives must certify that they meet this criteria when submitting the San Benito County Board and Commissions Membership Application. Current sitting CAB members who are low income representatives and who do not currently meet the new membership criteria for this category will be allowed to complete their term in office. Individuals who may have lived experience as low-income, interested in helping, betterment, passion....Language to give preference to individuals who are low-income, but not require it. May impact receiving membership application? Just add; or have an interest in representing low-income residents. If there is just one person interested in this representation, they will need to have an interest in representing low income; but if there are more than one applicant, then prioritize the one who is low-

Commented [IV1]: I added this language for current CAB members who may not meet the new criteria.

income.; perhaps having a bit more structure with the voting process to ensure that members of the low-income community participate during the election process. Andi, please update this section based on the CAB bylaws committee and use language similar to the one from Monterey County. In addition, please create voting procedures and use the one from Monterey as a starting point. Then send to me so I can review and finalize.

2.3. Representatives of ~~the poor~~low-income persons from each supervisorial district shall be democratically selected by members of the public, age 18 and over, 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.~~

3.4. CAB board members will then take action to ratify the appointment of the Category III Low-Income representatives elected by the members of the public from the respective supervisorial districts.

4.5. 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.

In compliance with Government Code section 12753, Community Agencies and representative groups of ~~the poor~~low-income persons 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~~low-income 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~~low-income persons is vacant, the remaining representatives of ~~the poor~~low-income persons, 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~~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~~ low-income persons 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 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 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 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 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 has 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.

Racial Equity ad hoc Committee

The Racial Equity ad hoc Committee shall consist of a minimum of 3 members. The committee meets periodically to address racial equity/diversity and adopt Racial Equity Plans that fits the characteristics of our local community.

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), or Community Development Block Grant (CDBG) 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 Health & Human Services Agency.
 - 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 ~~19th~~ ___ day of ~~April, 2022~~ ___.

Ellen Laitinen, CAB Chair

COUNTY:

San Benito County Board of Supervisors

_____ Date: _____

_____, Chair

RESOLUTION #22-
AUTHORIZING USE OF REMOTE TELECONFERENCING PROVISIONS (AB 361)

WHEREAS, the San Benito Community Action Board (“CAB”) is committed to open and transparent government, and full compliance with the Ralph M. Brown Act (“Brown Act”); and

WHEREAS, the Brown Act generally requires that a public agency take certain actions in order to use teleconferencing to attend a public meeting virtually; and

WHEREAS, the CAB recognizes that a local emergency persists due to the worldwide COVID-19 pandemic; and

WHEREAS, the California Legislature has recognized the ongoing state of emergency due to the COVID-19 pandemic and has responded by creating an additional means for public meetings to be held via teleconference (inclusive of internet-based virtual meetings); and

WHEREAS, on September 16, 2021, the California legislature passed Assembly Bill (“AB”) 361, which amends Government Code section 54953 and permits a local agency to use teleconferencing to conduct its meetings in any of the following circumstances:

(A) the legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing;

(B) the legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or

(C) the legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; and

WHEREAS, in order for the CAB to use teleconferencing as allowed by AB 361 after October 1, 2021, it must first adopt findings in a resolution, allowing the Board of Education to conduct teleconference meetings for a period of thirty (30) days; and

WHEREAS, Governor Gavin Newsom declared a state of emergency for the State of California due to the COVID-19 pandemic in his order entitled “Proclamation of a State of Emergency,” signed March 4, 2020; and

WHEREAS, the CAB hereby finds that the state and local emergencies have caused and will continue to cause imminent risks to the health or safety of attendees; and

WHEREAS, the CAB is conducting its meetings through the use of telephonic and internet-based services so that members of the public may observe and participate in meetings and offer public comment;

NOW THEREFORE BE IT RESOLVED, that the recitals set forth above are true and correct and fully incorporated into this Resolution by reference;

BE IT FURTHER RESOLVED, that the CAB has determined that given the state of emergency, holding in-person meetings would present imminent risks to the health or safety of attendees.

BE IT FURTHER RESOLVED, the CAB hereby authorizes staff to take all actions necessary to conduct CAB meetings in accordance with Government Code section 54953(e) and all other applicable provisions of the Brown Act, using teleconferencing for a period of thirty (30) days from the adoption of this Resolution after which the Community Action Board will reconsider the circumstances of the state of emergency.

PASSED AND ADOPTED by the San Benito Community Action Board this 9th day of June, 2022, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN: