



SAN BENITO COUNTY COMMUNITY ACTION BOARD (CAB)

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

5:15 P.M. – 5:30 P.M. An election was scheduled to be held to vote on the applications received for the Representative of the Low-Income; however, due to technical difficulties it has been postponed.

Representatives of 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.

- District #5 Representative of the Low-Income – Carol Thomas

MINUTES

Thursday, April 13, 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

- I. Welcome, Introductions & Roll Call: Roll was taken to determine excused absences for attendance requirements. Jessica Wohlander absence was excused. Victoria Montoya absence is unexcused.

Standard 5.5 The departments tripartite board/advisory body meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its governing documents. Quorum Met: Yes [X] No [] ex=Excused Absence

Table with 4 columns: District, Representing the Low-Income (L), Representing the Board of Supervisors (P), and Representing the Private Sector (PR). Rows include Districts 1-Zanger, 2-Kosmicki, 3-Sotelo, 4-Curro, and 5-Gonzales.

Staff: Andi Anderson, Enrique Arreola, Sylvia Jacquez,

Guests: Susan Logue, Teresa Gonzalez, Laura Galvan, Velma Biddlecome

- II. General Information:
A. Public Comment Period: Susan Logue introduced herself and stated she is a community volunteer serving with the Friends of the Library and the Homeless Shelter.
B. Amendments to the Agenda: None
III. Consent Items: All items will be voted on as a whole without discussion and approved unless the board wishes to discuss further.



A. **Approval of Minutes:**

1. **Regular CAB Meeting Minutes:** Approve the March 9, 2023 CAB meeting minutes. *Approved as presented.*
2. **Strategic Planning Committee (SPC) Meeting Minutes:** Receive the January 24, 2023 SPC meeting minutes for information.

B. **Fiscal Report:** Receive the CAB expenditure report through February, 2023.

C. **Service Matrix:** Receive the CSWD Service Matrix.

IV. **Regular Agenda:**

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. **Service Report:** Receive the Year-to-Date service report for all CAB Activities. (Enclosed)
2. **HOME Resource Center Reports and Sun Street Center:** Receive the Homeless Shelter, Transitional Shelter Unit and Sun Street Center reports for board information. CSWD received \$1.1 million for shelter renovations which will begin April 17, 2023. Shelter guests will be housed in a hotel until the renovations are complete. It is expected that the hotel fee will be \$50-60,000. Also discussed was the renovations at the Migrant Center which are expected to be completed by June 2023. Also discussed were the recent flood evacuees and the services being provided to them in the form of mobile homes.

B. **Leadership Luncheon:** Discussion was held on who the panel should be for the luncheon and were provided with a list of names to select their preferences. Also distributed was a list of volunteer opportunities for the luncheon for members to sign up for. Tonia Susneri is the lead on this and will work with board members on the planning and organizing. A link to news article from the last luncheon was provided to give new members an idea of what to expect: <https://benitolink.com/leadership-lunch-serves-questions-to-panelists/> After discussion the board approved the Leadership Luncheon be scheduled for September 20, 2023 *M/S/C Juan Cruz/Dennis Whiteman.*

C. **Outreach/Volunteer Opportunities:**

1. **Outreach:**

- a. Staff and Board members discussed at length the Strategic Planning Goals 3.B. Strategy 4: Community Outreach to include planning and participation by board members. It was suggested that the CAB participate in some sort of community outreach event at least quarterly where they can have a presence within the community and bring awareness to the services provided by CSWD. The CAB has participated in the following events in the past: Youth Expo, National Night Out, Christmas Party for Homeless Families housed at the Family Winter Shelter, Spring Clean-up, Farmer's Market, preparing dinner for Homeless Shelter, Youth Rally, Leadership Luncheon, Migrant Camp Health Fair. Since the board has new members, the CAB Chair requested ideas from committee members on other opportunities that may not be on our radar. These ideas can be shared at a future meeting.
- b. **Youth Rally:** CSWD earmarked approximately \$5,000 to help with the planning and implementation of a Youth Rally and discussed at length how to solicit community engagement, strategic what it would look like and getting youth involvement. Also

discussed was planning for the event to possibly be held in the fall, just prior to school starting.

- c. **Community Action Month**: Discussed joining staff at the Farmers Market for Community Action Month. In previous years CAB members created an interactive booth and used this time to help distribute and collect surveys for the Community Needs Assessment. Discussed ideas for creating a visual survey to engage the community in coming to the booth and submitting their input.
2. **Board of Supervisor Meeting**: Per Strategic Goal #3A-Strategy 3 – Enclosed were the available dates for CAB members sign up to report on services at the Board of Supervisors (BOS) meetings. There is a need for a board member to attend at least once a month. The following dates are available: 25 July, 8 Aug, 12 or 26 Sept, 10 or 24 Oct. Also discussed was inviting the BOS, local and state dignitaries to join us for future meetings as well as public hearings and community engagement events.

D. **Memorandum of Understanding (MOU) between First 5 of San Benito County and Community Center Collaboratory of San Benito County (CCCSBC)**: Board member provided an update on the CCCSBC Board and proposed signature of the MOU. Tonia Susneri and Christy Eggers will represent the CAB on this committee. The board requested that County Counsel review the MOU and approve the MOU. After discussion the CAB made a motion to accept the MOU pending County Counsel review. *M/S/C Christy Eggers/Tonia Sunseri.*

E. **Committee Updates**: Receive updated Roster and Committees was enclosed.

1. **Programs & Planning Committee**: No update from committee members. The committee will need to meet to review the draft Community Action Plan.
2. **Membership Committee**: No update from committee members or staff.
3. **Racial Equity Ad Hoc Committee**: Staff will send out a Poll to committee members and schedule a meeting to discuss next steps.
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.* Receive an update report from committee members. The Committee met on April 4, 2023 to discuss goals. It was also suggested that all committee members attend the meeting if available, to include the alternate. This will assist with having a quorum.
5. **Ad Hoc Committee for Youth (YC)**: Committee members had no update.

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

A. **Board Membership**:

1. **Board Vacancies**: Any applications received may be reviewed for board approval. Currently there are four (4) vacancies: District #1- Representative of the BOS, and District #5-Representative of the BOS, District #5 Representative of the Private Sector, and District #5-Representative of the Low-Income.
2. **Term Expiration**: The term of Dennis Wightman is due to expire on May 14, 2023. Dennis Wightman has decided to end his membership on the board.
3. **District #2-Representative of the Low-Income**: Due to technical difficulties, the election will be postponed to the next meeting. The results of the election for the application received from Carol Thomas will be announced. *Table to next meeting.*

- B. **Community Action Plan:** A flier was enclosed on the public hearing scheduled for April 20, 2023 at 5:00 P.M. which will be held in person at 1161 San Felipe Road, Building B or virtually <https://us06web.zoom.us/j/83266498274?pwd=QXYwdW1yZzU4ZkJKVYVJnbWIwSUcyUT09>, Meeting ID: 832 6649 8274, passcode: 573497. (Enclosed)
- 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.*
1. Reminder to the Board members, please submit any volunteer hours for activities where CAB was promoted/represented. New Member orientation will be scheduled in the near future. Staff will e-mail the volunteer hour sign-in sheet to board members.
 - a. **SPC Board Training:** The committee members were emailed ROMA for Boards: Community Needs Assessment training on March 27, 2023 and were reminded to view the recorded training. You may view a recording of the training session [HERE](#) or at <https://www.youtube.com/watch?v=G9Yp-RxcGFI&feature=youtu.be> Training slides are enclosed.
 - b. **ROMA for Boards:** The next training webinar in the series is **ROMA for Boards: Strategic Planning on Tuesday, April 25 at 12:00 PM** ([register](#)) or at: <https://us06web.zoom.us/meeting/register/tZErceGvrDIuGNVKH871I-McKovmRupw9MTF#/registration>
- VI. **OTHER:** Reminder that board members may submit agenda items for discussion to the chair, or CSWD staff. In order to streamline meeting times, please remember to review your agenda packet ahead of time and jot down any questions, ideas, etc. for discussion at the meeting.
- VII. **ADJOURNMENT:** To next meeting on May 11, 2023, at 5:30 P.M. *M/S/C Juan Cruz/Christy Eggers.*