



SAN BENITO COUNTY COMMUNITY ACTION BOARD (CAB)

CAB Strategic Planning Committee Meeting

AGENDA

October 3, 2023 - 5:00 P.M.

For the health and safety of attendees all meetings are smoke & fragrance free.

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 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.

Quorum Met: Yes [] No [] *=Excused Absence, V=Virtual

*Chair, ** Co-Chair, *** Secretary

Table with 3 columns and 2 rows listing attendees: Ellen Laitinen #1*, Christy Eggers #3**, Jessica Wohlander #2***, Juan Cruz #3, Shannan Matthews #4, Yolanda Delgado #2 (Alternate)

CAB MEMBERS WILL ATTEND ALL MEETINGS IN PERSON AT:

Community Services & Workforce Development

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

Members of the Public may continue to participate remotely by accessing the following link:

Join Zoom Meeting

https://us06web.zoom.us/j/86011638485?pwd=azNKYUNWNEJ4dEtVaGh6MDd5S3Mvdz09

Meeting ID: 860 1163 8485 - Passcode: 190946

One tap mobile: +16694449171,,86011638485#,,, *190946# US

+16699006833,,86011638485#,,, *190946# US (San Jose)

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.
C. Amendments to the Agenda:

II. Regular Agenda:

- A. Approval of Strategic Planning Committee (SPC) Minutes: Approve the June 27, 2023 SPC meeting minutes. Action Required.



- B. **Memo Follow-Ups**: Receive memo addressing previous meeting follow-ups.
 - C. **Strategic Plan**: Review the Strategic Goals and assess needs/updates. (Enclosed)
- III. **CAB Retreat**: The retreat is scheduled for January 13, 2023, from 9am-3pm. Discuss items that may need to be addressed to include “how we are connecting with the community”.
- A. **Other**:
- IV. **Adjourn**:



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CAB Strategic Planning Committee Meeting

MINUTES

June 27, 2023 - 5:00 P.M.

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. Quorum Met: Yes [] No [] *=Excused Absence, V=Virtual

*Chair, ** Co-Chair, *** Secretary

Table with 3 columns: Attendees (Ellen Laitinen, Juan Cruz, Christy Eggers, Vacant), Roles (Chair, Co-Chair, Secretary), and Alternates (Jessica Wohlander, Yolanda Delgado).

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

Chair, Ellen Laitinen, called the meeting to order at 5:00 P.M.

I. General:

A. Roll Call: Roll was taken to determine excused absences for attendance requirements.

B. Public Comment Period: None

II. Regular Agenda:

A. Approval of Strategic Planning Committee (SPC) Minutes: The April 4, 2024, 2023 SPC meeting minutes were approved as presented. M/S/C Juan Cruz/Christy Eggers.

B. Strategic Plan: Reviewed the Strategic Goals and assess needs/updates.

Strategy 1 (action 1)- How much money allocated/available for Dream Catcher?

- What is the status, what forms do we have, what is the policy/process?
• Christie would like to review all media because she would like to promote the program.
• Under "expected outcome" the current outcome should be under action 2

Committee would like it to be included in the Agenda for next meeting.

(action 2) – CYC – follow up on who still needs to sign the MOU before it is approved.

- on "outcome" change it to say "share survey results with the Community Youth Collaboration"

(action3) – add Monica to "staff responsible"

Committee would like an update on Governor's current money allocations – would like to know if it should be added to the Agenda.



Strategy 2 (action 5) – will need a volunteer for the Homeless Task Force- Christy is now a primary. **Committee would like to add this to the next Agenda as an action item.**

Strategy 3 (action 1) - should be green.

(action 2) – Question for **Enrique**- did you reach out to BOS for Districts 1 & 5 about appointing reps?

Ellen would like to reach out to BOS Zanger & Gonzalez – Needs contact information.

Committee would like to be strategic about who they invite – would like to talk about it during the Retreat

Enrique- is there anything helpful to add or delete from the strategic plan? “because of all the different funds “out there”

Strategy 4 (Change to 3B) (action 1) – update the date of luncheon to 9/20/23 @12pm to “expected outcome”

- (action 3) – Topics to be added to master list for further discussion.

Strategy 5 (change to 4) (action 1) – Question on the age range served

- Want clarification on programs being funded
- Would like an update on regional programs & youth employment programs
- What is the difference between regional & YE programs

- 1) **Questions for Andi** – How many surveys were completed for the CAP?
- 2) Ellen has some concerns that not enough surveys were completed (states that anything under 100 is concerning)
- 3) Wants to make sure we are addressing current needs.

III. **CAB Retreat**: Discussed items that may need to be addressed with the full board at the August Retreat or July CAB meeting to include how “we are connecting with the community

IV. Wants to make sure the community is represented.

A. **Other**:

V. **Adjourn**: *M/S/C Juan Cruz/Christy Eggers 6:30 P.M.*

Strategic Goal #1: Youth Services

Objective(s): Empowering Youth

Alignment with National Community Action ROMA GOAL: <i>Individuals and families with low incomes are stable and achieve economic security</i>		Resources & Support Needed	Staff Responsible	Due Date	Expected Outcome	Measurements Methods of Tracking	Status: Green 80%+ Yellow: 51%+ Red: 0-50%
Strategy 1 YOUTH SERVICES	Action 1 Support Youth Prevention/intervention services Active planning for programs.	Secure Program for Dream Catcher & other services Apply for additional funding Could use CDBG funds?? Pull numbers for board and provide at CAB meeting, incl youth statements	Enrique/Sylvia	NOFA CDBG-bring to CAB to discuss	10 youth will participate in a Summer Work Experience Program	<ul style="list-style-type: none"> CAP60 Reports Annual reports of funding by Staff 	RED
	<ul style="list-style-type: none"> Community Youth Center 	Collaboration with Partner Agencies Youth Center Coalition Lisa Faulkner	Christy	MOU Signed-9/21/23	Share survey results with the Community Youth Collaboration		Youth Center RED
	Action 2: Youth Training: Implement a Summer Youth Job Training Program/Year-round Work Experience Program	Partner with the WDB to leverage resources - TABLE	Enrique/Sylvia	TABLE – if source is found can move forward	Implementation of a Summer Youth/ year-round Work Experience Program hire 24 youth		RED
	Action 3: Ongoing with continuing recruitment of Youth for Youth ad hoc Committee Part 1 – Youth Voice Part 2 – Development of committee representing 5 districts Add to CAB Youth Committee Agenda for discussion: Incentive Cards: for participation at committee meetings.	outreach with HS, counselors & ASB	Christy Daren Gabriella Monica	Ongoing	Development of a Youth Committee to coordinate Youth Services and act as Advisory to the CAB		YELLOW

	<p>Develop YC2021 Committee Membership card for youth ad hoc committee members so they can include in resume as Proof of YC2022 participating and offer Gift Card incentive =\$25 gift card per meeting attendance? (Funding?) CSWD General Account Funds.</p>						
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Strategic Goal #2: Housing & Homeless Services Objective(s): Access to Housing & Sustainability

Alignment with National Community Action ROMA GOAL: <i>Communities where people with low incomes live are healthy and offer economic opportunity.</i>	Resources & Support Needed	Staff Responsible	Due Date	Expected Outcome	Measurements Methods of Tracking	Status: Green 80%+ Yellow: 51%+ Red: 0-50%
	Action 1: Participants receive Housing & Case Management to Transitional/Permanent Housing for Youth age 18-24 Youth Alliance received YHDP \$500,000 partnership with CoC, HHAP, other funding sources –	Enrique, Youth Alliance will lead	On-going Dec. 2023	10-15 participants	Dedicated Units for Youth	YELLOW
Strategy 2 Housing, Shelter & Homeless Services & Advocacy	Transitional Housing HEAP (located at Migrant Center) funds (HEAP	Enrique, Sylvia	Dec. 2023	<ul style="list-style-type: none"> HEAP=5 units; 	Funding secured; projects in progress for transitional housing for families	YELLOW
	\$2.4, HomeKey CDBG- <ul style="list-style-type: none"> \$2.1 used for construction \$300k operations 		Construction will restart 7/23	<ul style="list-style-type: none"> Awarded HomeKey Rd2= 11 Units 		
				<ul style="list-style-type: none"> WPC= Purchased Chappell Property/Rehab Homes)-No additional plans for WPC CDBG will assist with infrastructure 	6 units will be completed	GREEN

<p>Action 3: Secure Funding for Emergency Shelter</p> <p><i>(Annual Goal -apply for funding annually)</i></p>	<p>ESG, CDBG CSBG (Emergency shelter, winter shelter, Rapid rehousing), HHAP, City of Hollister \$560-580,000</p>	<p>Enrique, Sylvia</p>	<p>Dec. 2023 & On-going</p>	<p>Secure funding. 100 annually to Provide emergency housing (hotels, emergency shelter, rapid rehousing)</p>	<p>Actual funding secured Total individuals served annually; staff reports</p>	<p>YELLOW Fully funded 2022/23</p>
<p>Action 4: Permanent housing 190 units within the next 5 years for homeless individuals: CoC Lead Me Home Project</p>	<p>HOME First Time Home Buyer (FTHB)</p>	<p>Enrique, Sylvia</p>	<p>Dec. 2026</p>	<ul style="list-style-type: none"> 24 units (Southside Project w/ CSDC (2023) 1st x Homebuyer Program-\$1.5 mil Funded; 	<p>Total units for permanent housing; staff reports</p>	<p>RED</p>
	<p>HomeKey Rd3 (allows acquisition & rehab) Permanent Housing Add-on: Search for Outreach Workers for housing navigation, connecting to services, increase in housing outcomes for homeless individuals that lead into permanent housing.</p>			<ul style="list-style-type: none"> Purchase of Chappell Property=1unit =3bedroom home *with possible upgrades or additions to property Low-income permanent housing, infrastructure costs In Process Purchase of Wiebe Motel (24 room) and In process SureStay Hotel (42 rooms) 		

					<p><i>*Challenges due to appraisal outcome</i></p> <ul style="list-style-type: none"> • Purchase Tovar Property (Behind CSWD) possibly 50 small homes 		
	<p>Action 5: CAB to identify a primary & alternate to participate in the Homeless Taskforce Meetings.</p>	<p>Coordination Discussion</p>	<p>CAB members – Daren Kortsen & Tonia Sunseri (<i>Christy Eggers/Alternate</i>)</p>	<p>Every other month Apr, Jun, Aug, Oct Dec 2nd Monday of the month from 2-3:30PM</p>	<p>Advocacy</p>	<p>Homeless Providers Meetings, Agenda's, Reports, 10 new Housing units</p>	<p>GREEN</p>
	<p>Action 6: Create a CAB Programs program outcomes brochure/Matrix-update annually</p>	<p>Outcomes:</p>	<p>Andi, Enrique</p>	<p>Ongoing Update annually by August</p>	<p>Program Outcomes Handbook/Service Matrix – Translate Matrix by</p>	<p>CSBG Annual Summary Report</p>	<p>GREEN</p>

Strategic Goal #3-A: Board and Staff Development Objective(s): Board Engagement

Alignment with National Community Action ROMA GOAL: <i>Communities where people with low incomes live are healthy and offer economic opportunity.</i>		Resources & Support Needed	Staff Responsible	Due Date	Expected Outcome	Measurements Methods of Tracking	Status: Green 80%+ Yellow: 51%+ Red: 0-50%
Strategy 3 Staff & Board Development	Action 1: Attending BOS meetings monthly/Presentations-Quarterly CAB Updates follow-up at next meeting	Attendance Must submit the Comment Card at the beginning of BOS for Public Comment Period.	Staff, CAB	On-going	Greater CAB Exposure, BOS aware of services	Presentation, agenda Volunteer Hour Forms CAB members speak at Public Comment	GREEN
	Action 2: Invite elected official (local & State) (Determine proper protocol for invites) Add to CAB Agenda monthly	Attendance Set up calendar for new year events/opportunities	CAB	On-going	Collaboration	Official Attendance	RED

Strategic Goal #3-B: Community Outreach Objective(s): Community Outreach & Advocacy

Alignment with National Community Action ROMA GOAL: <i>People with low incomes are engaged and active in building opportunities in communities</i>		Resources & Support Needed	Staff Responsible	Due Date	Expected Outcome	Measurements Methods of Tracking	Status: Green 80%+ Yellow: 51%+ Red: 0-50%
Strategy 4 Board Recruitment and Outreach	Action 1: Host CAB Community Rally Youth Event Secured \$5K from CSBG	Staff input, Youth ad hoc committee \$5000 earmarked	Staff & CAB/ Youth Alliance	Subject to Health Dept Guidelines	Youth Rally Event & secure TEMP. staff to plan event	Event participation	RED
	Action 2: Host and participate in the Leadership Luncheon Secured \$2K from CSBG	Funding, CAB input	TBD, CAB Tonia	9/20/23 from 12-1:30	Members of the community are able to network and find out what services are available to them	Agenda/reports	GREEN

	<p>Action 3: Participation in Community Events</p> <p>Get list of upcoming events</p> <ul style="list-style-type: none"> • Youth Expo • National Night Out • Winter Shelter Holiday Party • Spring Cleanup • Farmers Market, • Dinner at Homeless Shelter • etc 	<p>CAB Participation</p> <p>CAB to discuss efficiency of these events</p>	<p>CAB Members</p>	<p>Subject to Health Dept Guidelines</p>	<p>2-4 events annually</p> <p>Holiday Celebration? Dec</p>	<p>CAB Participation, Volunteer Hour Forms</p>	<p>YELLOW</p>
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Strategic Goal #4: Addressing Workforce Needs for Youth and Adults				Objective(s): Establish strong workforce			
Alignment with National Community Action ROMA GOAL: <i>Individuals and families with low incomes are stable and achieve economic security.</i>	Resources & Support Needed	Staff Responsible	Due Date	Expected Outcome	Measurements Methods of Tracking	Status: Green 80%+ Yellow: 51%+ Red: 0-50%	
Strategy 5 Workforce/job trainings	Action 1: Sustain Youth Programs and Apprenticeships (ages 16-24)	-SB1 Grant, -partner with WDB -Discussion & collaboration with WDB and Gavilan P2E 3	Sylvia/ Enrique	Annual & on-going	Promote Regional Programs & expand Youth employment program funding	Staff to report on quarterly agenda	GREEN
	Action 2: Sustain Adult Job Training Programs in partnership with America’s Job Center of California (AJCC) <i>(Annual Goal)</i>	Acquire Employers willing to train jobseekers Jobseekers needing training/employment P2E 3-Grant Secured	AJCC & Partners	Ongoing	Job Placement Meet employer criteria for skilled workforce	Case management systems for client data collection	GREEN

The National Community Action Network Theory of Change

Community Action Goals

Goal 1: Individuals and families with low incomes are stable and achieve economic security.

Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.

Goal 3: People with low incomes are engaged and active in building opportunities in communities.



Services and Strategies

Employment



Education & Cognitive Development



Income, Infrastructure & Asset Building



Housing



Health/Social Behavioral Development



Civic Engagement & Community Involvement



Core Principles

- Recognize the complexity of the issues of poverty
- Build local solutions specific to local needs
- Support family stability as a foundation for economic security
- Advocate for systemic change
- Pursue positive individual, family, and community level change
- Maximize involvement of people with low incomes
- Engage local community partners and citizens in solutions
- Leverage state, federal, and community resources

Performance Management

How well does the network operate?

What difference does the network make?

- Local Organizational Standards
- State and Federal Accountability Measures
- Results Oriented Management and Accountability System

- Individual and Family National Performance Indicators
- Community National Performance Indicators

A national network of over 1,000 high performing Community Action Agencies, State Associations, State offices, and Federal partners supported by the Community Services Block Grant (CSBG) to mobilize communities to fight poverty.

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