



SAN BENITO COUNTY COMMUNITY ACTION BOARD (CAB)

CAB Strategic Planning Committee Meeting

AGENDA

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

Table with 3 columns and 2 rows of attendance checkboxes for Ellen Laitinen, Christy Eggers, Jessica Wohlander, Juan Cruz, Vacant, and Yolanda Delgado.

DUE TO THE EXPIRATION OF THE EXECUTIVE ORDER N-29-20, ALL MEETINGS WILL BE HELD ONSITE. 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:

This meeting can be accessed at the following link:

Join Zoom Meeting

https://us06web.zoom.us/j/84018758978?pwd=akRWV0xaalk3OE1BS0dSWlceWthUT09

Meeting ID: 840 1875 8978

Passcode: 014040

One tap mobile

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+16699006833,,84018758978#,,, *014040# US (San Jose)

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. 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.



II. **Regular Agenda:**

- A. **Approval of Strategic Planning Committee (SPC) Minutes:** The April 4, 2024, 2023 SPC meeting minutes are **enclosed** for review and approval. *Action Required.*
- B. **Strategic Plan:** Review **enclosed** Strategic Goals and assess needs/updates.
- C. **CAB Retreat:** Discuss any items that may need to be addressed with the full board at the August Retreat or July CAB meeting.
- D. **Other:**

III. **Adjourn:**



SAN BENITO COUNTY COMMUNITY ACTION BOARD (CAB)

CAB Strategic Planning Committee Meeting

Minutes

April 4, 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 [x] *=Excused Absence*Chair, ** Co-Chair, *** Secretary

Table with attendance records for Ellen Laitinen, Christy Eggers, Jessica Wohlander, Juan Cruz, Dennis Wightman, and 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, started the meeting at 5:05 P.M.

I. General:

- A. Roll Call: Roll was 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.

II. Regular Agenda:

- A. Approval of Strategic Planning Committee (SPC) Minutes: The January 24, 2023 SPC meeting minutes are enclosed for review and approval. Table to next meeting.
B. Strategic Goals/Plan: Reviewed Strategic Goals and assess needs/updates.
1. Goal #1- Youth Services:
a. Action 1 Support Youth Prevention/intervention services Active planning for programs: Pull Dream Catcher numbers for board and provide at CAB meeting, incl youth statements.
b. Action 2 Youth Training: Implement a Summer Youth Job Training Program/Year-round Work Experience Program: TABLE - if source is found can move forward.
c. Action 3: Ongoing with continuing recruitment of Youth for Youth ad hoc Committee: Create a Youth committee membership card.
2. Goal #2- Housing & Homeless Services:
a. Action 4: Permanent housing 190 units within the next 5 years for homeless individuals: Suggested separating per action/project on worksheet to ease understanding of what has been completed and what is ongoing.



- b. **Action 5: CAB to identify a primary & alternate to participate in the Homeless Taskforce Meetings:** Identify CAB Primary to replace Dennis Wightman on the Homeless Taskforce Committee.
- c. **Action 6: Create a CAB Programs program outcomes brochure/Matrix-update annually:** Update annually by August.
- 3. **Goal #3- Board & Staff Development:**
 - a. **Action 1- Attending BOS meetings monthly/Presentations- Quarterly CAB Updates follow-up at next meeting:** Finalize the BOS meeting schedule for 2023.
- 4. **Goal #3-B - Community Outreach:**
 - a. **Action 1- Host CAB Community Rally Youth Event:** Secured \$5K from CSBG. Discuss partnering with Youth Alliance and possibly secure Temp Staff to plan event.
 - b. **Action 2- Host and participate in the Leadership Luncheon:** Secured \$2k from CSBG. Scheduled for September 20, 2023.
 - c. **Action 3:-Participation in Community Events:** CAB to discuss the efficiency of these events. Participate in at least 2-4 annually. Staff to develop list of options. Include Holiday Celebration this year?
- C. **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.
- D. **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>
- E. **Other:**

III. **Adjourn: Meeting adjourned 6pm.**

Strategic		Objective(s): Empowering Youth				
Goal #1: Youth Services						
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	RED
	<ul style="list-style-type: none"> Community Youth Center 	Collaboration with Partner Agencies Youth Center Coalition Lisa Faulkner	Christy cCh		Youth Survey results	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	outreach with HS, counselors & ASB	Andi/Christy/Daren Gabriella/ LunaMar??	Ongoing	Development of a Youth Committee to coordinate Youth Services and act as Advisory to the CAB	YELLOW

	<p>Add to CAB Youth Committee Agenda for discussion: Incentive Cards: for participation at committee meetings. 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 - Christy Eggers alternate Identify Primary Alternate</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	YELLOW calendar for 2023-Still need to schedule
	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	Subject to Health Dept Guidelines	Leadership Luncheon S /Reschedule to 2023 on calendar for (September)	Agenda/reports	YELLOW

	<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	-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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