



SAN BENITO COUNTY COMMUNITY ACTION BOARD (CAB)

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

MINTES

Thursday, July 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

REGULAR MEETING

- I. Welcome, Introductions & Roll Call: Roll was taken to determine excused absences for attendance requirements. Monica Hernandez did RSVP but wasn't present.

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 1-5 with names and attendance status.

II. General Information:

A. Public Comment Period: Cynthia Holthouse, Homeloan Committee member, gave a presentation on the HomeReady an Affinity Program for City and County Employees homeownership opportunity.

B. Amendments to the Agenda: None.

- III. PUBLIC HEARING: A public hearing was held prior to the beginning of the regular CAB meeting and staff presented the Annual Performance Reports and the Grantee Close-Out Reports to the public for the Community Development Block Grants and to give citizens the opportunity to comment. No public were present or commented at the meeting.



Community Development Block Grants requires that an annual report be presented at a public hearing. A sign-in log is available for persons wishing to sign-in. Persons requiring Spanish language translation may request assistance. After the presentation, the public may submit comments. A public information file is available at the CSWD for public viewing:

(CDBG) 20-CDBG-CV1-000185 (\$316,267)		
This report covers the time period of July 1, 2022 thru June 30, 2023. The purpose of the \$316,267 grant is to do the following:		Expended to 6/30/2023
	Budget	
PUBLIC SERVICES:		
Funds for General Grant Administration	\$53,765	\$53,402
1. Utility Assistance for City of Hollister	\$125,477	\$125,477
2. Utility Assistance for San Juan Bautista	\$52,753	\$ 52,753
3. Utility Assistance for SBC-unincorporated	\$84,272	\$29,178
20-CDBG-12072 (\$500,000)		
This report covers the time period of July 1, 2022 thru June 30, 2023. The purpose of the \$500,000 grant is to do the following:		Expended to 6/30/2023
	Budget	
PUBLIC SERVICES:		
Funds for General Grant Administration	\$35,000	\$35,000
1. Operating Costs-Homeless	\$465,000	\$465,000
20-CDBG-12019		
This report covers the time period of July 1, 2022 thru June 30, 2023. The purpose of the \$500,000 grant is to do the following:		Expended to 6/30/2023
	Budget	
PUBLIC SERVICES:		
Funds for General Grant Administration	\$14,113	\$14,113
1. Substance Abuse Services	\$187,500	143,749
Annual Grantee Performance Report Summary		
20-CDBG-CV2/3-00340		
This report covers the time period July 1, 2022 thru June 30, 2023. The purpose of the \$1,150,872 grant is to do the following:		Expended to June 30, 2023
	Budget	
Public Facilities:		
Funds for General Grant Administration	\$57,338	\$ 27,806
Funds for Activity Delivery	\$57,338	\$ 0.00
1. Rehabilitation of Homeless Center	\$1,036,196	\$362,237

IV. **Consent Items:** All items will be voted on without discussion and approved unless the board wishes to discuss further, at which time, they may request to pull the item for discussion and place the item on the Regular Agenda. *Motion/Second Concur (M/S/C) Yolanda Delgado/Christy Eggers.*

A. **Approval of Minutes:**

1. **Regular CAB Meeting Minutes:** Approved the June 8, 2023 CAB meeting minutes. The minutes were approved with the correction to remove “Virtual” from Mel Tungate’s attendance since he was present at the last meeting.
2. **Strategic Planning Committee (SPC) Meeting Minutes:** Received draft June 27, 2023 SPC meeting minutes.

B. **Fiscal/Expenditure report.** Received the Fiscal/Expenditure Report.

- C. **2024-2025 CSBG State Plan Summary**: Received the 2024-2025 CSBG State Plan Summary.
- D. **2023 Community Services Block Grant (CSBG) Monitoring Report**: Received the 2023 CSBG Final Monitoring Report.
- E. **2024-2025 Community Action Plan (CAP) Final**: Received the final CAP which was submitted by the deadline of June 30, 2023. The final report can be viewed at: https://www.sbccab.com/files/ugd/a38391_3fea667c91ec46298ffadc264c1ec4d4.pdf
- F. **Year-to-Date Service Report**: Received the overview of the Year-to-Date service report for all CAB Activities.

V. **Regular Agenda:**

A. **Board Membership:**

- 1. **Applications Received**: No applications received may be reviewed for board approval. Currently there are four (4) vacancies.
- 2. **Recruitment**: During the monitoring, CSD Field Operations Manager stated he could provide a letter for the BOS to assist the BOS in understanding the importance of board membership and the BOS's role in assisting to fill board vacancies. Staff will reach out the Field Representative and request the letter. Staff also reminded the board that next month the Organizational Standards are due August 30, 2023, and with one position being vacant for over a year, we will lose our 100% compliance rating.
- 3. **Resignations Received**: Victora Montoya, District #2 Representative of the Low-Income. stated that due to personal reasons, she will need to resign her position on the board. She is very sorry as she wanted to be able to assist but unfortunately, the board takes more time than she is able to provide.

B. **CAB Retreat**: Discussion was held on planning the CAB Retreat and deciding on a date, time and location and a date of January 13, 2023, from 9am-3pm was selected. Staff will see if the Community Foundation Epicenter is available.

C. **Memorandum of Understanding (MOU) between First 5 of San Benito County and Community Center Collaboratory of San Benito County (CCCSBC)**: Board members will provide an update on the signed MOU and discuss next steps stating it has been reviewed and approved by County Counsel and will need to be signed by the CAB chair.

D. **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. **Volunteer Income Tax Assistance Program (VITA)**: Received report on VITA.

E. **Leadership Luncheon**: Received an update and next steps on the Leadership Luncheon scheduled for September 20, 2023 from 11:45 am – 1pm at the LDS church. Tonia Sunseri distributed a volunteer sheet and requested individuals to assist with various areas of need. There are still a few panel members needing to respond to the invitation to speak at the event and staff will reach out in order to finalize the invitation to send out to the community. Also discussed was holding the September CAB meeting at the LDS church and providing a tour of the complex for new board members.

F. **Board Composition Matrix**: Reviewed, discussed and completed the board composition matrix to ensure that there is adequate representation and expertise among board members. The intent of the board composition matrix is to determine skills and expertise among board

members and to fill in gaps when recruiting new members. The matrix was passed around for members to complete.

G. **Committee Updates:** Received updated Roster and Committee.

1. **Youth Committee:** Received an update on the 2023 Dream Catcher Program. Discussion was held on the funding available and possible uses. Shannan Matthews would like to be on the Youth Committee. For now, due to limited funding the Dream Catcher Program will be opened to High School Students. Staff indicated that they have applied for Community Development Block Grant funding and when that is received the program will be opened to all youth ages 4-18.

CSBG Income Eligibility

Eligibility for Community Services Block Grant (CSBG) funded services may vary depending on sources of income and other factors. Please contact your local community services agency to determine your eligibility. CSBG income eligibility levels are currently set at 200 percent of the Federal Poverty Guidelines, as defined here: <https://aspe.hhs.gov/poverty-guidelines>.

2023 CSBG Income Eligibility

Persons In Household	Annual Income
1	\$29,160
2	\$39,440
3	\$49,720
4	\$60,000
5	\$70,280
6	\$80,560
7	\$90,840
8*	\$101,120

2. **Membership Committee:** Discussed under Item V.A.2. Board Membership. Vacancies: District #1 Representative of the BOS, District #5 Representative of the Low-Income, the BOS and Private Sector.
3. **Homeless Taskforce Committee:** Discussion was held on the appointment of an alternate to the Homeless Taskforce Committee and Tonia Susneri and Daren Kortsen agreed to serve on this committee and Christy Eggers would remain as an alternate. *M/S/C Christy Eggers/Yolanda Delgado.*
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 SPC committee was held June 27, 2023 at 5:00 P.M. and draft minutes were provided. With the term expiration of Dennis Wightman there is a need to appoint a committee member. After discussion the board approved the appointment of Shannan Matthews to the SPC Committee. *M/S/C Yolanda Delgado/Christy Eggers.*

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

- A. **Tidal Wave of Change:** Received the Continuum of Care (CoC) Youth Service Provider’s Coordinated Community Plan (CCP) - [Tidal Wave of Change](#) to Wash away Youth Homelessness. The Youth System of Monterey and San Benito counties is a collaborative of youth serving agencies with the mission to end/prevent youth homelessness in their geographical region. This document outlines the community’s plan to fulfill its mission and vision. The was the collaboration of the past 3 years between Monterey and San Benito County. https://www.sbccab.com/_files/ugd/a38391_2084cf650cab4919a6bcead894b55556c.pdf

VII. **OTHER:**

- A. **Sign-In Sheet:** A sign-in sheet was distributed. Staff indicated that a column was included for board members to insert their volunteer hours. There was a discussion held on volunteer hours and what was allowable. Staff will provide information at the next meeting.

VIII. **ADJOURNMENT:** To next meeting is scheduled on September 14, 2023, at 5:30 P.M. *M/S/C Yolanda Delgado/Mel Tungate 7:20 P.M.*

There is NO MEETING in AUGUST