



# 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) 634-0784

## SAN BENITO COUNTY COMMUNITY ACTION BOARD (CAB)

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

### ELECTION for REPRESENTATIVES OF THE LOW-INCOME

5:15 P.M. – 5:30 P.M. The candidate rescinded their application; therefore, the election was cancelled.

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

Voting Link (will only be open from 5:15 P.M. – 5:30 P.M.)

<http://s.alchemer.com/s3/DISTRICT-5-LOW-INCOME>

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.



## MINUTES

Thursday, May 11, 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. Individuals who called in were excused by the chair.

*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  No  ex=Excused Absence*

District	Representing the Low-Income (L)		Representing the Board of Supervisors (P)		Representing the Private Sector (PR)	
1-Zanger	<input checked="" type="checkbox"/>	Monica Hernandez	<input type="checkbox"/>	VACANT	<input checked="" type="checkbox"/>	Ellen Laitinen <u>Chair</u>
2-Kosmicki	<input checked="" type="checkbox"/>	Victoria Montoya	Ex	Yolanda Delgado	<input checked="" type="checkbox"/>	Jessica Wohlander <u>Secretary</u>
3-Sotelo	<input checked="" type="checkbox"/>	Juan Cruz	<input checked="" type="checkbox"/>	Tonia Sunseri	<input checked="" type="checkbox"/>	Christy Eggers- <u>V. Chair</u>
4-Curro	Ex	Daren Kortsen	<input checked="" type="checkbox"/>	Mel Tungate-Virtual	Ex	Dennis Wightman
5-Gonzales	<input type="checkbox"/>	VACANT	<input type="checkbox"/>	VACANT	<input type="checkbox"/>	VACANT

Staff: Andi Anderson, Enrique Arreola, Velma Biddlecome

- II. **General Information:**

- A. **Public Comment Period:** No public were present.
- B. **Amendments to the Agenda:** None.



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.

III. **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. *M/S/C Christy Eggers/Juan Cruz.*

A. **Approval of Minutes:**

1. **Regular CAB Meeting Minutes:** Approve the April 13, 2023 CAB meeting minutes. *Approved as presented (Enclosed)*
2. **Strategic Planning Committee (SPC) Meeting Minutes:** *Pull and table* to the next month the April 4, 2023 SPC meeting minutes which were incomplete.
3. **Community Action Plan (CAP) 2<sup>nd</sup> Public Hearing:** Receive the notes from the Public Hearing held on April 20, 2023. *(Enclosed)*

IV. **Regular Agenda:**

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 #5-Representative of the Low-Income:** No action taken, the candidate rescinded their application due to health reasons.

B. **Memorandum of Understanding (MOU) between First 5 of San Benito County and Community Center Collaboratory of San Benito County (CCCSBC):** The MOU was reviewed and approved by County Counsel. Staff will determine who needs to sign the MOU, whether it is staff or the CAB Chair. Once the determination is made the MOU will be forwarded to the appropriate party.

C. **Leadership Luncheon:** An update was provided on the Leadership Luncheon scheduled for September 20, 2023. Several potential presenters were contacted. Staff will send out a “Save the Date”. Enrique Arreola will reach out to Assemblyman Robert Rivas and Sheriff Eric Taylor to see if they are able to attend.

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. **Service Report:** Receive the Year-to-Date service report for all CAB Activities and an oral report on current grant applications. There were some questions on the report which were explained to the board members. CSWD housed 19 families total that were evacuated due to the flood. Currently there are 13 families still housed. Funding for the evacuees is coming from outside the agency. Requested the list show the Total Allocation on the allocation column.
2. **HOME Resource Center Reports and Sun Street Center:** Receive the Homeless Shelter, Transitional Shelter Unit and Sun Street Center reports for board information. Questioned was the unduplicated numbers, which should be changed to “duplicated”.

E. **Outreach/Volunteer Opportunities:**

1. **Outreach**: Staff and Board members were provided with a list of upcoming community events in which they may wish to participate to represent the CAB, conduct the Community Needs Assessment, and promote agency services. Staff provided members with available dates to attend the BOS meetings.
2. **Youth Rally**: The April 26, 2023 Youth ad hoc Committee notes were provided. Members discussed at length the input from the youth. Youth felt strongly that funding should be used for the youth who are less fortunate to include scholarships, Senior Photos, Year Books, Class Ring, Grad Trip, Washington DC trip, Summer Camp, etc. and not for a Youth Rally. After discussion, Christy Eggers made the motion to broaden the scope of the \$5000 CDBG allocation for a youth rally to include support of youth enrichment activities in a structure similar to the Dream Catcher program, adding the \$2000K from marketing to make a total of \$7000K. *M/S/C Christy Eggers/Juan Cruz.*
3. **Community Action Month**: A Proclamation was presented at the Board of Supervisor meeting on May 9, 2023 declaring May, 2023 as Community Action Month. Christy Eggers received the Proclamation on behalf of the CAB.

F. **Committee Updates**: Receive updated Roster and Committees

1. **Programs & Planning Committee – Community Action Plan (CAP)**: Staff provided an update on the draft CAP and the CAP Timeline was provided. The draft has been reviewed by staff and one board member and there are a few new questions remaining that need to be answered by the deputy director. The draft CAP will be made available for 30-Day public comment beginning May 26, 2023 and will need be reviewed and approved by the CAB at the June meeting. A 2<sup>nd</sup> public hearing will be held at the BOS meeting on June 27, 2023 for any final public comment prior to submission. which is due to the State by June 30, 2023.
2. **Membership Committee**: Staff provided an update stating that there was discussion at todays monitoring on committee vacancies. The State Field Representative will provide CSWD with a letter for the BOS informing them of the importance of the CAB and representation from their respective districts. They also provided great options for recruiting low-income individuals through Parent Teacher Groups, Head Start, GoKids and 1<sup>st</sup> Five.
3. **Nominating Committee**: Committee members will present the slate of officers at the next meeting for fiscal year 2023-2024.
4. **Racial Equity Ad Hoc Committee**: Committee scheduled a meeting for Friday, May 19, 2023 at noon at Vertigo Coffee in San Juan Bautista.
5. **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.* Committee chair provided a quick update stating the next SPC committee is scheduled for June 27, 2023 at 5:00 P.M. With the term expiration of Dennis Wightman, there is a need to appoint an additional member to this committee and members were given the option to volunteer.

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

- A. **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. (Enclosed)
2. **ROMA for Boards:** The next training webinar in the series is **ROMA for Boards: Board Role in Agency Advancement on Tuesday, May 16 at 12:00 PM** ([register](#)) or at: [https://us06web.zoom.us/meeting/register/tZcpc-uprTIpGtEPUCvnuUOeG0I\\_dfTIdArx](https://us06web.zoom.us/meeting/register/tZcpc-uprTIpGtEPUCvnuUOeG0I_dfTIdArx)

VI. **OTHER:**

- A. Committee members discussed at length youth aging out of foster care and the age increase from 18 to 21 and how that would affect youth in San Benito County.
- B. CAB members also requested information on how many seniors the agency serves and are staff reaching that demographic when providing services and outreach.
- C. Invite staff from In-Home Supportive Services (IHSS) to the next meeting to provide an overview of their services.

VII. **ADJOURNMENT: To next meeting on June 8, 2023, at 5:30 P.M. The meeting adjourned at 7:10 P.M. M/S/C Mel Tungate/Juan Cruz.**