



SAN BENITO COUNTY COMMUNITY BOARD (CAB)

via ZOOM MINUTES

July 9, 2020, 5:30 P.M.

Mission: The CAB will assist our vulnerable populations with resources to obtain skills, knowledge and opportunities toward self-sufficiency. Vision: Ending Poverty by Empowering People

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, Staff, and Guest.

The Chair, Ellen Laitinen, called the meeting to order at 5:36 P.M

I. General:

A. Public Comment Period: Introductions were made by everyone present.

II. Regular Agenda:

- A. Roll Call: Roll was taken to determine excused absences for attendance requirements.
B. CAB Director's Comments: CAB Director summarized the services being provided during the Shelter in Place Order.
C. Approval of Minutes: The minutes of the June 11, 2020 and the June 19, 2020 Special meeting were approved as presented.

III. Consent Items: Items as a whole will be voted on. For any item the board wishes to discuss further, the board may request it to be pulled and placed in the Action, Information/Discussion:

A. CAB Training: Standard 5.8: The governing board members have been provided training on their duties and responsibilities within the past 2 years. As part of their ongoing training enclosed is the Theory of Change flier.

II. Action Items/Discussion Items:

- A. Board Membership: Standard 5.1 The department's tripartite board/advisory body is structured in compliance with the CSBG Act.
1. Board Vacancy: Any applications received may be reviewed and approved to fill the vacancy of Carol Thomas, District #1 Representative of the Board of Board of Supervisors (BOS).



2. **Term Expirations:** The term of Katherine Zavala is due to expire on September 12, 2020, she has agreed to continue until the end of the year at which time the new BOS for that district could appoint someone of their choosing. *A motion was made to accept Katherine's reappointment through the end of year. M/S/C Darlene Boyd/Carol Thomas.*

B. **CARES County Allocation:** An update was provided. After meeting with the BOS, the BOS stated they were not in favor of a tier payments for applicants, or providing community programming options. Instead, they wanted anyone who applied to receive a lump payment. The CAB reviewed the grant guidelines and stated to add "**Signed W9 Form**" as part of the application packet. Also discussed was expanding the ad hoc committee to assist with reviewing the applications once received. *A motion to add 3 individuals to the Ad Hoc Committee was approved. M/S/C Darlene Boyd/Katherine Zavala.*

C. **Coronavirus Aid, Relief, and Economic Security (CARES)-CSBG Supplemental:** Staff provided an update on the CARES Contract (20F-3673) and **enclosed** a budget for board review and approval. The contract has been received and is going to BOS for approval on July 21, 2020. *After discussion the board approved Option # 1 funding as shown below. M/S/C Darlene Boyd/Gary Cameron*

Activity/Service	Option #1	%	Comments
Personnel	92,390	25%	Personnel costs to deliver services: TEMP Eligibility Worker (1-2); Supervision, Off. Support
Operational Support	18,478	5%	Operational Support includes facility rental, utilities, office supplies, maintenance....etc.
Youth Services/Activities	110,868	30%	To provide a variety of services for Youth impacted by COVID-19 including tutoring, tablets for on-line education, wifi assistance, educational/school supplies...etc.
HOMELESS Supportive Services	55,434	15%	To expand the Project Roomkey by providing shelter at local hotels and supportive services for homeless individuals and families
Senior Services	36,956	10%	Provide services to seniors over the age of 60 with a variety of services including, but not limited to, water assistance, rental assistance, food vouchers...
Veteran Services	36,956	10%	Provide services to veterans with a variety of services including, but not limited to, water assistance, rental assistance, food vouchers...
Other	18,478	5%	Transportation Assistance, marketing materials, homeless Census...
TOTAL:	369,559	100%	

D. **Volunteer Activities/Agency Needs during Shelter in Place:** Board member Linda McKell updated the CAB on possible volunteer activities to help meet the needs of the community and shelter guests through activities, training events, donations, etc. Discussed was a list of volunteer opportunities and how can the board be involved? Staff shared ways previous manager got homeless involved in the community through services projects, and the AHEAD Beautification Project to hire homeless. It would be up to the shelter manager to organize community involvement. It was suggested that 1-2 CAB members meet with shelter staff to discuss needs and how to assist. Gary Cameron discussed plans that were in the works prior to COVID on the possibility of a bread making classes, however they were halted due to SIP. Discussed creating a committee to survey the shelter guests and explore options. Ad hoc committee members: Linda McKell (lead) Gary Cameron, Carols Thomas. *Add to next agenda for follow-up discussion.*

E. **Committees:**

1. **Nominating Committee:** The Nominating Committee thanked Andi Anderson and Esther Alva for assisting with getting the committee together and indicated the slate of officers for FY20/21 will remain the same. *M/S/C Linda McKell/Tonia Susneri*

Chair: Ellen Laitinen

V-Chair: Nelda Escamilla

Secretary: Darlene Boyd

2. **Bylaws Committee**: The Bylaws, was approved with recommended changes by the State Department of Community Services Development (CSD). The **enclosed** updated bylaws were approved by the CAB and will be submitted to the BOS for adoption. *M/S/C Nelda Escamilla/Darlene Boyd*
3. **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.* Staff provided an update on the CAB retreat tentatively scheduled for August 7-8, 2020 with the consultant. The contract was executed and consultant indicated she is ready to begin. She has availability on July 14 or 15 12-5pm or July 15 11am-6pm. She will meet initially with staff and committee members. Andi will coordinate the meeting. Integrate the next SPC meeting with retreat.
4. **Youth Rally Ad Hoc**: Ad Hoc committee will schedule a date to begin planning the youth rally for some time in 2021. Discussion was held on CAB buy-in and the need for 100% participation. ***Table to September*** and maybe plan for following summer. Start with a presentation and schedule a separate meeting if more time is needed.
5. **Ad Hoc Committee for Youth**: Now in Bylaws so be thinking about who may be a good fit. Add to Retreat for discussion.

III. **Community Services Block Grant and other Grant updates, Additional Information and Discussion:**

- A. **Grant 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.* Staff may provide an update on current grants including:
 1. Staff may provide an overview of the following funding received at CSWD: Homeless Housing Assistance & Prevention (HHAP), GOV COVID Homeless Emergency Funding; Homeless Emergency Assistance Program (HEAP), Project Roomkey, Transitional Housing Grant Phase III of the HOME Resource Center and Whole Person Care (WPC) Housing, etc.

IV. **Outreach/Volunteer Opportunities & Updates**: *Standard 2.4 The department documents the number of volunteers and hours mobilized in support of its activities.*

- A. **Volunteer Income Tax Assistance (VITA) Program**: Staff provided an update on services offered for free tax preparation which were extended through July 15. 340 participants have been served so far. Staff stopped receiving tax returns on Thursday so staff can complete them by the 15th. Numbers don't reflect those who applied online. Overall, staff did well considering that the SIP.
- B. **Ethics Certification**: Must be completed every 2 years, those needing to update will be notified.
- C. **Disaster Relief Assistance for Immigrants (DRAI)**: Staff provided an update stating no final report has been received. Program ended June 30th.
- D. **100 Day Challenge**: Andi shared information 100 Day Challenge to end youth homelessness and will e-mail flier.

V. **Adjournment**: *M/S/C Mel Tungate/Carol Thomas. 7:24 P.M.*

There is no meeting in August.
The next meeting will be held September 10, 2020 at 5:30 P.M