



SAN BENITO COUNTY

TRACEY BELTON
DIRECTOR

Health & Human Services Agency

COMMUNITY SERVICES & WORKFORCE DEVELOPMENT

1111 SAN FELIPE ROAD, SUITE 107 • HOLLISTER, CA 95023

(831) 637-9293 • FAX (831) 637-0996

SAN BENITO COUNTY COMMUNITY ACTION BOARD (CAB)

1161 San Felipe Road, Hollister, CA 95023

March 12, 2020, 5:30 P.M.

AGENDA

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

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

Standard 5.5 The department's 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 ☐

District	Representing the Low-Income (L)	Representing the Board of Supervisors (P)	Representing the Private Sector (PR)
1-Medina	<input type="checkbox"/> Linda McKell	<input type="checkbox"/> Carol Thomas	<input type="checkbox"/> Ellen Laitinen - <u>Chair</u>
2-Botelho	<input type="checkbox"/> Gary Cameron	<input type="checkbox"/> Darlene Boyd - <u>Secretary</u>	<input type="checkbox"/> Katherine Zavala
3-Hernandez	<input type="checkbox"/> Juan Cruz	<input type="checkbox"/> Tonia Sunseri	<input type="checkbox"/> VACANT
4-Gillio	<input type="checkbox"/> Mel Tungate	<input type="checkbox"/> Judi Johnson	<input type="checkbox"/> Dennis Wightman
5-De La Cruz	<input type="checkbox"/> Nelda Escamilla - <u>V Chair</u>	<input type="checkbox"/> Shari A Stevenson	<input type="checkbox"/> James Whitehead

I. General:

- A. **Public Comment Period:** Guests may introduce themselves and request to comment on any non-agenda items. Time is limited to 3 minutes per guest unless the board determines that more time is needed.

II. Regular Agenda:

- A. **Roll Call:** Roll will be taken to determine excused absences for attendance requirements.

- B. **Approval of Minutes:** The minutes of the February 13, 2020 are **enclosed** for review and approval.

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. **Fund Development:** **Enclosed** is the current fund development update report.
- B. **Community Services and Workforce Development (CSBG) 2020 Discretionary Letter:** **Enclosed** is a CSBG Funds Planning Letter.
- C. **HOME Resource Center Report:** **Enclosed** is the current report.
- D. **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** was the PowerPoint presentation and webinar link for the training, presented by Santa Cruz CAB, which was e-mailed to CAB members on Jan 14, 2020. <https://communityactionpartnership.com/webinar/bridging-to-equity-developing-a-community-approach-to-racial-equity/>

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.* Any applications received may be reviewed and approved to fill the vacancy of Richard Perez, District #3 Representative of the Board of Private Sector.
- Resignation/Reappointment:** Board Member, Carol Thomas, has moved from District #1 to District #3. She would like to remain on the board and fill the current vacancy in District #3 Representative of the Private Sector. **Action Required**

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 to should call the CSWD office at 831-637-9293 at least five business days before the needed date to arrange for the special accommodations.

- B. **Strategic Planning - Request for Proposals**: Staff will present the proposals received on March 9, 2020 and requests board approve the consultant for the completion of the Community Action Agency strategic plan. **Action Required.**
- C. **Community Services and Workforce Development (CSBG) 2019 Discretionary Funds**: **Enclosed** are the proposed changes to the CSBG 2019 Discretionary Funds for board approval. **Action Required**
- D. **Community Action Month**: *Standard 1.1 The department demonstrates low-income individuals' participation in its activities* Board members were provided a Community Action Month Toolkit and asked to bring their ideas for May Community Action Month and discuss any possible outreach or special event to be scheduled for that month and possible Board of Supervisor (BOS) proclamation. **Action Required.**
- E. **Code of Conduct and Conflict of Interest**: Staff requests the CAB approve the **enclosed** Code of Conduct and Conflict of Interest policy and procedure. **Action Required.**
- F. **Committees**:
 - 1. **Bylaws Committee**: The revised Bylaws are **enclosed** for board review and approval. **Action Required.**
 - 2. **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 may provide an update on the Request for Proposal (RFP) that was released February 18, 2020. The SPC scheduled an additional retreat on May 16, 2020 9am-3pm to understand goals, review overall Strategic Plan, at Veterans Memorial Building.
 - 3. **Youth Rally Ad Hoc**: At the last CAB meeting the board approved the creation of an ad hoc committee to move forward with the Youth Rally. A PowerPoint Presentation will be presented and a sign-up sheet will be distributed for board members to volunteer.

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

- A. **Family Winter Shelter**: Staff may provide an update stating that the 20 families who are scheduled to be moved out by the end of March.
- B. **H.O.M.E Resource Center**: Staff will provide an update on the presentation at the City Council to take place March 16, 2020 requesting \$250,000 annually from the City of Hollister.
- C. **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 Homeless Housing Assistance & Prevention (HHAP) applying for \$308,000, Homeless Emergency Assistance Program (HEAP), Transitional Housing Grant & Whole Person Care (WPC) Housing.

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 will provide an update on services being offered for free tax preparation. Flier **enclosed.**
- B. **Ethics Certification**: Must be completed every 2 years, those needing to update will be notified.

V. **Adjournment:**

The next meeting will be held April 9, 2020 at 5:30 P.M



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SAN BENITO COUNTY COMMUNITY ACTION BOARD (CAB)

1161 San Felipe Road, Hollister, CA 95023

February 13, 2020, 5:30 P.M.

MINUTES

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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

Standard 5.5 The department's 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** ☐

District	Representing the Low-Income (L)	Representing the Board of Supervisors (P)	Representing the Private Sector (PR)
1-Medina	<input checked="" type="checkbox"/> Linda McKell	<input checked="" type="checkbox"/> Carol Thomas	<input checked="" type="checkbox"/> Ellen Laitinen - <u>Chair</u>
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5-De La Cruz	<input checked="" type="checkbox"/> Nelda Escamilla - <u>V Chair</u>	<input checked="" type="checkbox"/> Shari A Stevenson	<input checked="" type="checkbox"/> James Whitehead

The Chair, Ellen Laitinen, called the Public Hearing to order at 5:30 P.M.

Public Hearing: There was a public hearing was held at 5:30 P.M. to present the Annual Performance Report and Close-Out Report to the public for the Community Development Block Grant #16-CDBG-11153 to give citizens the opportunity to comment. Enrique Arreola presented the report. Feedback Q&A took place. M/S/C Judi Johnson/

The Public Hearing closed at 5:45 P.M

The Chair, Ellen Laitinen, called the Public Hearing to order at 5:45 P.M

I. General:

- A. **Public Comment Period:** Introductions were made by everyone present. Betsy Dirks running for BOS District #1, Valarie Eglund concerned community members who appreciates our work and is referring community members.

II. Regular Agenda:

- A. **Roll Call:** Roll was taken to determine excused absences for attendance requirements. All Board members were present.
- B. **Approval of Minutes:** The minutes of the January 9, 2020 were approved as presented. *Motion/Second/Concur (M/S/C). Judi Johnson/Nelda Escamilla*

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: *M/S/C Nelda Escamilla/Shari Stevenson.*

- A. **Board Membership:** *Standard 5.1* The department's tripartite board/advisory body is structured in compliance with the CSBG Act. Any applications received may be reviewed and approved to fill the vacancy of Richard Perez, District #3 Representative of the Board of Private Sector.
- B. **Fund Development:** Enclosed was the current fund development update report.
- C. **Expenditure Report:** Enclosed was the current expenditure report for all programs.

COMMUNITY ACTION BOARD & WORKFORCE Development BOARD

SERVING SAN BENITO COUNTY SINCE 1978

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- D. **HOME Resource Center Report:** Enclosed was the current report. Distributed the updated report to board members.
- E. **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](#) was the PowerPoint presentation and webinar link for the training, presented by Santa Cruz CAB, which was e-mailed to CAB members on Jan 14, 2020. <https://communityactionpartnership.com/webinar/bridging-to-equity-developing-a-community-approach-to-racial-equity/>

II. **Action Items/Discussion Items:**

- A. **Community Action Month:** *Standard 1.1 The department demonstrates low-income individuals' participation in its activities* May is Community Action Month. Discuss any possible outreach or special event to be scheduled for that month and possible Board of Supervisor (BOS) proclamation. Typically the CAB attends the Farmer's Market in May however, at this time, the farmers market hasn't been approved. Staff will e-mail the Community Action Month Toolkit to board members to review and continued discussion at the next meeting. Guest asked if there is CAB representation on the Wellness Coalition, (they do Kids at the Park), and if not, a partnership may be a good fit. The CAB does participate in Kids at the Park and other community sponsored events. Staff will verify if Community Services and Workforce Development (CSWD) has representation on the Wellness Coalition.
- B. **Committees:**
1. **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 Request for Proposal (RFP) for the consultant to develop a new Strategic Plan with the goal of having the report completed within a 3-month period. The next Organizational Standards are due August 2020 and the plan needs to be completed by then. Consultant will provide: clear view, general statistics from last plan, in-person focus groups with staff and community clients, Strengths Weaknesses Opportunities and Threats (SWOT) analysis, and to present the SWOT and focus group info to the board and staff. The draft must ensure that it meet the state requirements and includes Results Orientated Management and Accountability (ROMA) and that the principles are implemented and incorporate the Org Standards. Staff will release the RFP by tomorrow or early next week. The Strategic Planning Committee (SPC) discussed holding an additional retreat on May 16, 2020 9am-3pm to understand goals, review overall Strategic Plan, at Veterans Memorial Building and have a potluck. There was discussion on how to structure the SPC. County Council has stated that Ad Hoc committees do fall under the Brown Act and need to be publicized. Discussed was adding a Youth Advisory committee to the board and if this is possible. The committee would represent youth throughout the county, under the board w/out voting rights.
 2. **Bylaws Committee:** The Bylaws committee provided an update on the changes proposed to the bylaws, and copies were distributed. Changes were made to the following: Pg 3 Meetings "*or such other places as the directors may designate.*" Page 5: Strategic Planning Committee, *Change membership requirement and change to meet quarterly.* Additional edits were made and provided to staff. Also discussed was technology and live-streaming and issues with allowing online voting. Staff will update current bylaws draft and add to the agenda to next month for board review.
 3. **Youth Rally:** Discussed was the need to form an ad-hoc committee for the planning of a Youth Rally to be held later this year. Enclosed was a summary memo and timeline. Funds could be used from discretionary fund. After discussion a motion was made to sponsor a youth rally between now and 2021, form an ad hoc committee to move this event forwards and create a survey for duties and board interest. *M/C/S Shari Stevenson/Gary Cameron.*

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

- A. **Family Winter Shelter:** Staff provided an update stating that the 20 families will be moving out by end of next month. One family has secured permanent housing.
 - B. **H.O.M.E Resource Center:**
 - 1. Board members reported on the dinner at the H.O.M.E. Resource Center on January 28, 2020 stating that they celebrated Christina's Birthday. Christina Soto has asked if the CAB would like to prepare a meal in May as it is Community Action Month.
 - 2. **Funding for Operations:** San Benito County has accomplished what other cities throughout the nation haven't been able to do; open a year round shelter. Staff updated the board on efforts to fundraise at least \$600,000 for the operations of the HOME Resource Center and the presentation to be held at the City Council March 2, 2020. It would be great if board members could attend. Staff will be requesting \$250,000 annually from the City of Hollister. San Benito County hasn't used any general funds; it has all been paid for by grants. Last year Community Homeless Solutions (CHS) secured \$150,000 and Health & Human Services Agency (HHSA) paid \$450,000 to run the shelter. So far, no funds have been secured for 2020. CSWD will continue to apply for funds. It is important to point out that the only bus stops for the shelter are in Hollister, there are none in San Juan, Tres Pinos, etc.
 - C. **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 provided an update on current grants including Homeless Housing Assistance & Prevention (HHAP) applying for \$308,000, Homeless Emergency Assistance Program (HEAP) received \$1.5 mil to provide 2-3 bedroom housing units for families at the migrant center, build a 4000 sq ft community center and upgrade the park, Transitional Housing Grant & Whole Person Care (WPC) Housing still moving forward. CDBG for \$3mil for transitional housing at the migrant center. Discussed the issues with being able to move forward with the transitional units at the HOME Resource Center. Might be good to offer a tour to the company who purchased the adjacent property so they could see if the company having an issue may change their mind.
- 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 will provide an update on services being offered for free tax preparation. Flier was enclosed.
 - B. **Ethics Certification:** Must be completed every 2 years, those needing to update will be notified.
- V. **Adjournment:** *M/S/C Shari Stevenson/Jim Whitehead. 7:02 P.M.*

The next meeting will be held March 12, 2020 at 5:30 P.M

Fund Development Update

3.13.20

Below is a summary of proposals submitted in the last few years and a status for each proposal:

Funding Source	Total Request	Total Awarded	Purpose/Status
Homeless Housing Assistance Program (HHAP)	\$308,849		Application Submitted: Funds will support shelter subsidies for the operations of the HOME Resource Center. The Application is due on 2.15.20.
2020 Community Development Block Grant (CDBG)	\$3,500,000		Application in Process: Funds will support a Public facilities project for transitional housing and 2 Public Service projects to support Sun Street Centers and Community Homeless Solutions (Shelter operations). The Application is due on 4.15.20.
2019 Homeless Emergency Aid Program	\$1,871,098	\$1,871,098	Approved: Funds will support a variety of homeless services such as street outreach team, day services, emergency shelter, youth services...etc. Contract going before the BOS on 9.10.19
2018 HOME NOFA FTHB	\$1,000,000	\$1,100,000	Approved: To provide first time homebuyers assistance loans for the purchase of affordable/low-income housing. Status: have not received contract yet
2018 HOME NOFA TBRA	\$500,000	\$500,000	Approved: To provide rental subsidies for a period of 12 months. Status: Have not received contract yet.
2019/20 HUD Helping Hands	\$242,000	\$242,000	Approved: To provide permanent supportive housing, case management and supportive services. Annually, we received about this amount.
Whole Person Care Housing Grant	\$1,600,251	\$1,600,251	Approved: A grant has been approved and funds received. Funding will be applied for capital projects and service projects related to housing.
2019/20 ESG Grant	\$195,000	\$116,000	Approved: Funds are to provide Rapid Rehousing Services. Contract expires at the end of April.
2018 Transitional Housing	\$2,000,000	\$1,450,000	Approved: To build 8, 200 sq ft transitional housing units at the HOME Resource Center. Architectural Design Phase. Construction is anticipated to sometime this summer.
HOUSING Related Parks Grant	\$150,000	\$75,000	Approved: To Provide funding support to upgrade the large parks at the SBC Migrant Center with the development of the large shade structure. Project was completed in April of 2019.
Housing Support Program	\$166,000	\$434,677	Approved: Funds are to provide Rapid Rehousing Services services including 12 months of rental assistance and other housing related activities to CalWORKs families
Totals	\$11,533,198	\$ 7,389,026	

Thank you
Enrique



LINNÉ K. STOUT
DIRECTOR

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Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov



GAVIN NEWSOM
GOVERNOR

December 26, 2019

Dear Executive Director,

The purpose of this letter is to inform you of the Department of Community Services and Development's (CSD's) decision for the use of the Community Services Block Grant (CSBG) discretionary funding for Program Year 2020.

As stated in CSD's Program Notice [CPN-C-13-01](#), dated January 23, 2013, discretionary funds are distributed using the following categories:

- 1) Core Support
 - a. Annual support for Limited Purpose Agencies (LPAs)
 - b. Annual support of member associations
 - c. Annual support of Training and Technical Assistance
- 2) Disaster Set-Aside
 - a. For use in the event of a proclamation of a State of Emergency declared by the Governor's Office, or subject to the Director's discretion
- 3) Competitive Grants
 - a. Targeted Initiatives Request for Application (RFA) for CSBG eligible entities
 - b. RFA for eligible entities and non-profit organizations

It is important to note that CSD, may, in lieu of the competitive grant process, equally distribute the remaining discretionary funds to the network.

At the CSBG Advisory Council (AC) on November 19, 2019, the use of the discretionary funds was on the agenda and AC members discussed whether the disaster set-aside funds should be added to the amount available for competitive grants as disasters are unpredictable and the funding may not be needed in any given program year. In addition, there was a recommendation made that for the remaining discretionary funding, CSD should equally distribute the funds in lieu of the competitive grant process. Similar discussions occurred during the CSBG Advisory Committee meeting held on November 20, 2019. These discussions were important and helpful as CSD considered how to allocate discretionary funding in 2020.

Since the final CSBG award has not yet been announced, the total amount of the discretionary funding is not yet known, however CSD received notification on December 16, 2019 of a federal spending package which proposes to increase CSBG funds nationwide by approximately \$15 million over the 2019 CSBG appropriation. As soon as the final 2020 CSBG award for California is received, CSD will announce the amount of the final award and the amount available for discretionary funds.

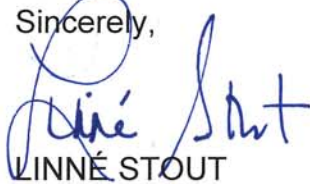
Should there be an increase in the final 2020 CSBG award to California over 2019, CSD will increase the amount of each LPA allocation based on the same percentage increase to the agencies funded under the 90 percent allocation. In addition, CSD will continue to maintain the disaster set-aside as it has provided additional and much needed support to agencies impacted by disasters.

For the 2020 program year, CSD will not administer a competitive grant and will equally distribute the remaining discretionary funds to the network. However, as CSD considers it beneficial to identify specific anti-poverty targeted initiatives and fund competitive grants, the decision to equally distribute the remaining discretionary funds does not necessarily set a precedent for future years. Based on emerging needs, CSD will utilize the CSBG AC to seek input on establishing a framework to disburse future discretionary funds via targeted initiatives.

If you have any questions or concerns, please contact Leslie Taylor, at Leslie.Taylor@csd.ca.gov.

Thank you for your dedication and commitment to serve low-income individuals and families throughout the state.

Sincerely,



LINNE STOUT
Director



MONTHLY ATTENDANCE REPORT					
Month	Female	Male	Total	Female Avg. by Month	Male Avg. by Month
January	524	829	1353	16.9032258	26.741935
February	395	791	1186	13.6206897	27.275862
March				0	0
April				0	0
May				0	0
June				0	0
July				0	0
August				0	0
September				0	0
October				0	0
November				0	0
December				0	0
Total	919	1620	2539		
YTD Avg	76.58333	135	211.5833		

CDBG Monthly Report

Date Submitted: 12-Feb-20
Agency Name: Community Homeless Solutions
Project Title: HOME Resource Center

Goal: To provide a safe, secure and more suitable living conditions for our homeless population

Objective #1: Offer (50) beds every night while the shelter is open and provide nutritious meals	Unduplicated UOS-Mthv	Duplicated UOS-Mthv	Unduplicated UOS-Annual	Duplicated UOS-Annual
	59	0	59	0
Please give a brief description below of progress made towards achieving the objective				
For the month of January, there were a total of 59 unduplicated guests who spent at least one night at the center.				
Objective #2: The shelter will offer/coordinate programs such as substance abuse, mental health, legal clinics, veteran assistance and medical and dental programs.	Unduplicated UOS-Mthv	Duplicated UOS-Mthv	Unduplicated UOS-Annual	Duplicated UOS-Annual
	3		3	0
Please give a brief description below of progress made towards achieving the objective				
Clients who found employment	Full Time Employ	Temp Employ	Total Employed	
	5	2	7	
Clients who were housed:	Permanent Housing	Temp Housing	Total Housed	
	5		5	
Behavioral Health provides services to the shelter every other week. For the month of January, they were at the shelter twice. There was also a tobacco presentation conducted. 2 of the guests residing at the shelter were able to secure jobs working for the Santa Clara County Census department, 1 got a job at Stericycle and the other 2 work part time.				
Objective #3: Shelter staff will provide daily meals to all clients	Unduplicated UOS-Mthv	Duplicated UOS-Mthv	Unduplicated UOS-Annual	Duplicated UOS-Annual
	59	4000	59	4,000
Please give a brief description below of progress made towards achieving the objective				
For the month of January, there were a total of 4059 meals given out to shelter guests.				
Please share a program or participant success story. If challenges were encountered, explain what steps your agency took to resolve them.				
JW was a guest at the shelter, since it opened in Dec 2017. He had also been homeless since the 1980's. JW was referred to different services such as Whole Person Care where his medical needs were being met. JW also was able to receive to Social Security as well. With all the assistance that WPC, Social Services and the shelter provided him, he was able to move in to his own unit this month.				
Major Incident Reports. (Police called, Ambulance, Major Health issue, etc.), explain what steps your agency took to resolve them.				
The ambulance was called 2 this month due to guests stating that they were not feeling well and had chest pains.				

DEMOGRAPHICS	
IDENTIFY CLIENTS	
White	27
Hispanic	29
Black/African American	1
Asian	2
American Indian/Alaskan Native	
Native Hawaiian/Other Pacific Isl.	
Am. Indian/Alaskan Native & White	
Asian & White	
Black/African Am. & White	
Am. Indian/Alaskan & Black/African	
Other Multi-Racial	
TOTALS	59

INCOME LEVELS	
Please use the Federal Poverty Income Guidelines	
Extremely Low (<30%)	47
Low (31%-50%)	12
Moderate (51%-80%)	
Non-Low/Moderate Income (+80%)	
TOTALS	59

Total # of Female Head of Households	
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If you need more space, please use the back of this report.

MEMORANDUM

Date: 13-Mar-20

TO: Community Action Board

FR: Enrique Arreola

2019 CSBG Discretionary Services: Discuss the approval of the revised recommended activities under the 2019 CSBG Discretionary Contract.

RE: Action is required

There is a need to revise the 2019 CSBG Discretionary allocation. Below are the revised proposed activities for 2019.

Activity/Service	2019 DISC 11.14.19	2019 CSBG Rev. 3.13.20	Comments
2019/20 Family Winter Shelter Program	15,000		To serve at up to 20 homeless families during the winter months of December-March.
Youth Services/Summer Youth Job Training		10,000	To provide work experience subsidized training to high school youth. An additional \$5K is being matched by the Workforce Development Board through a grant received from the Community Foundation.
CAP60 Software system	4,800		Annual subscription costs for the CAP60 Software system for tracking and reporting all our services provided to clients....
Marketing Materials	1,200	1,000	To support marketing and outreach efforts to promote internal programs
Strategic Plan Consultant		10,000	Consultant Costs for the development of the CAA Strategic Plan
Costs for Homeless Census			To support the 2019 Homeless Census.
Backpack supplies and hygiene kits	1,000	1,000	To support homeless individuals and families in need of supplies and hygiene kits
Hotel Voucher	8,000	8,000	To provide emergency hotel vouchers to those in dire need
Totals	30,000	30,000	

Costs for the Winter Shelter Program are being off-set for two reasons: 1) The CalWORKs program is contributing approximately 25% of the total costs to operate the Winter Shelter Program for CalWORKs clients participating in the program; 2) there is a cost savings of approximately \$2,200 per month for garbage fees from Recology as they are now providing this service free of charge. As a result, the budget is being revised to include \$10,000 for a consultant to develop the Strategic Plan and \$10,000 to operate a mini summer youth program for high school students. The WDB is matching an additional \$5,000 from a grant received by the Community Foundation. These activities are in alignment to the CAB's community assessment and staff is recommending approval of proposed activities.

Thank you



Code of Conduct and Conflict of Interest

Purpose

This policy is established to provide direction and guidelines on conducting business in an open, sensitive manner that will prevent actual, potential, or questionable conflicts of interest. All Board members, staff, volunteers, and partners of San Benito County Community Services & Workforce Development (CSWD) are expected to read, understand and apply this policy to ensure integrity and effective oversight of the Emergency Solutions Grant (ESG) Programs. or oversight of programs within Community Services and Workforce Development (CSWD).

Policy

The CSWD recognizes that by its very composition, conflict of interest and issues concerning the appearance of fairness may arise. Therefore, it is essential for the Board members and staff to be sensitive on the side of caution when potential or real conflict or matters of fairness occur. To accomplish these purposes, the following definitions, actions and guidelines have been established.

A. Definitions

Conflict of Interest: Conflict between the official responsibilities and the private interests of a person or entity that is in a position of trust. A conflict of interest would arise when an individual or organization has a financial or other interest, in or participants in the selection or award of funding for an organization. Financial or other interest can be established either through ownership or employment.

Immediate Family: Immediate family consists of individuals' parents (including step-parents), spouse, domestic partner, children (including step-children), siblings, grandchildren, grandparents, and any relative by marriage (an "in-law")

Individual: An employee, officer, board member, committee member, subrecipient, subcontractor or agent of CSWD.

Partner: A business associate of an individual, whether an equal participant in a business with the individual, a supervisor or sub-ordinate.

Organization: A for-profit or not-for-profit entity that employs, or has offered a job to, an individual defined above. An entity can be a partnership, association, trust, estate, joint stock company, insurance company, or corporation, whether domestic or foreign, or a sole proprietor.

B. Code of Conduct

During the performance of duties, individuals' actions are a reflection upon CSWD. It is important that all Board members, staff, subrecipients, and partners act in a



courteous and friendly, helpful and prompt manner in dealing with the public, customers, other employees, officials and members of both internal and external organizations of CSWD.

Ethical Principles

All Community Action Board (CAB) members, staff, subrecipients, volunteers, and partners hereafter referred to as Representatives shall conduct themselves in an honest and ethical manner, including ethical handling of perceived, potential and actual conflicts of interest between CSWD interests and the personal and financial interests of a CSWD representative.

1. Compliance with the Law: It is CSWD policy to be knowledgeable of and comply with applicable laws and regulations of the United States and State of California in a manner that will reflect a high standard of ethics. Compliance does not comprise one's entire ethical responsibility; rather it is at minimum, an essential condition for adherence to the organization's mission and duties.
2. Professional Standards: It is CSWD policy that its Representatives be knowledgeable of emerging issues and professional standards in the field and conduct themselves with professional competence, fairness, efficiency and effectiveness.

Guidelines for Interpretation

Areas of concern are those actions or lack of actions which may lead to conflict of interest or the appearance of conflict of interest or to a perception of unfairness related to CSWD business outside board and committee meetings. Specific areas which may pose problems include, but are not limited to, comments made in public, information sharing, and disclosure of associations.

1. Comments Made in Public: Representatives are encouraged to act in a public relations capacity for CSWD. This includes public speaking engagements and comments in a public forum. Because there is public interest in CSWD actions, Representatives should differentiate between descriptive comments, which relate to actions already taken by the Board, statements which imply future CSWD decision-making, or the ability to influence decision making.
2. Information Sharing: Representatives are encouraged to share information with the community about CSWD activities. To the extent possible, access to information regarding Board activities and procurement of services should be available at the same time and under the same circumstances to all parties. Such information includes the local workforce plan, requests for proposals, notice of meetings, meeting minutes, and policies.
3. Disclosure of Associations: Representatives have professional and personal associations throughout the community. Associations include those which pertain to membership in organizations or contractual agreements between partners, stakeholders, or employers or employees, as well as associations which arise out of custom, shared interests, friendships, or other relationships.

Such associations have been and will continue to be of significant benefit to CSWD. Where a direct or indirect financial conflict of interest exists, Representatives may not vote or serve on a rating team. When associations raise appearance of fairness as an issue, Representatives should qualify statements in public by disclosing the association and minutes of the Board meeting should reflect the disclosure.

Whenever a CSWD representative is in doubt about a possible problem with appearance of fairness, they should disclose the association.

C. Conflict of Interest

1. Each grant recipient and subrecipient shall maintain a written code of standards or conduct governing the performance of persons engaged in the award and administration of CSWD contracts and sub-agreements. This policy can be adopted if none exists. A written acknowledgement adopting this policy must be maintained on record.
2. No individual in a decision-making capacity shall engage in any activity, if a conflict of interest (real, implied, apparent, or potential) is involved. This includes decisions involving the selection, award, or administration of a contract supported by CSWD or any other federal funds.
3. Before any public discussions regarding the release of a Request for Proposal, or any matter regarding the release of funding or the provision of services, a CAB member or Representative must disclose any real, implied or apparent, or potential conflicts of interest before engaging in the discussion. The minutes of the meeting should reflect the disclosure.
4. An individual of the Board shall not cast a vote, nor participate in any decision-making capacity on the provision of services, or any organization which that individual directly represents, nor any matter which would provide any direct financial benefit to the individual, to the individual's immediate family, or to the individual's organization.
5. An individual of the Board or CSWD's Representative cannot solicit or accept gratuities, favors, or anything monetary value from awardees, potential awardees, or other parties to agreements. However, CSWD allows for situations where the gift is an unsolicited item of a nominal value worth \$50.00 or less and can be shared by the members of the organization as a whole.
6. The standards of conduct shall provide for disciplinary action, including termination of employment, board membership or contract for violations of this policy by any individual. The CAB may evaluate any violations of these provisions on a case-by-case basis and recommend to the entire board, if and what penalties and sanctions or other disciplinary actions are appropriate.
7. Individuals shall not use, for their own private gain, for the gain of others, or for other than officially designated purposes, any information obtained as a result of their committee, board or working relationships with CSWD where the information is not available to the public at large, or divulge such information in

advance of the time prescribed for its authorized release.

8. CSWD staff must disclose any potential conflicts of interest arising from relationships with service providers, as specified in this conflict of interest policy.
9. An organization that has been selected or otherwise designated to perform more than one function related to CAB must develop a written plan that clarifies how the organization will carry out its multiple responsibilities while demonstrating compliance with CAB, corresponding regulations, relevant Office of Management Budget circulars, and this conflict of interest policy. This plan must limit conflict of interest or the appearance of conflict of interest, minimize fiscal risk, and develop appropriate firewalls within that single entity performing multiple functions. The plan must be agreed by both the CAB.
10. An organization that has been selected or otherwise designated to perform more than one function related to CAB must develop a written plan that clarifies how the organization will carry out its multiple responsibilities while demonstrating compliance with CAB, corresponding regulations, relevant Office of Management Budget circulars, and this conflict of interest policy. This plan must limit conflict of interest or the appearance of conflict of interest, minimize fiscal risk, and develop appropriate firewalls within that single entity performing multiple functions. The plan must be agreed by both the CAB.
11. An organization that has been selected or otherwise designated to perform more than one function related to CAB must develop a written plan that clarifies how the organization will carry out its multiple responsibilities while demonstrating compliance with CAB, corresponding regulations, relevant Office of Management Budget circulars, and this conflict of interest policy. This plan must limit conflict of interest or the appearance of conflict of interest, minimize fiscal risk, and develop appropriate firewalls within that single entity performing multiple functions. The plan must be agreed by both the CAB.
12. Membership on the CAB, or being a recipient of CAB funds to provide training or other services, is not by itself a violation of conflict of interest provisions of CAB or corresponding regulations. Unless and until a situation arises where there is a conflict of interest. In the event that a family member or friend applies to receive services, staff is to disclose the relationship to immediate supervisor and turn over the file without determining any level of eligibility and shall not review any of the documents. In this case, the immediate supervisor will assign this case to another staff member or shall take over the case.

San Benito County Community Action Board (CAB)

BYLAWS

Article I. NAME AND PURPOSE OF THE ORGANIZATION

- A. These bylaws define the structure and operation of the San Benito County Community Action Board. The structure and operation of the board, also referred to as CAB, are developed to conform to the current regulations and policies of the California State Department of Community Services and Development.
- B. The San Benito County Board of Supervisors, as the designated Community Action Agency for the County of San Benito, has established the CAB as an advisory board to the Board of Supervisors, and has, by Board resolution, delegated operational responsibility to the County of San Benito Health and Human Services Agency (HHSA), Department of Community Services and Workforce Development (CSWD). The Department, therefore, is the County's advocate for low-income individuals and families.
- C. It is the policy of the HHSA, CSWD to make the entire community more responsive to the needs and interests of the low-income community by mobilizing resources and bringing about greater institutional sensitivity.
- D. The purpose of this Board is to provide an avenue for the participation of local government, private organizations, and private citizens of the community in serving the needs of the disadvantaged members of the community.
- E. The CAB shall have duty and authority to administer CSBG and other public funds, pending ratification of the San Benito County Board of Supervisors. Furthermore, the Department of Community Services and Development is the state agency administering the CSBG funds.
- F. It is the policy of the HHSA, CSWD to comply with all applicable federal, state, and local laws and regulations, which prohibit discrimination. Service recipients will be considered for services regardless of an individual's race, color, ethnic group, national origin, ancestry, religious creed, sex, sexual preference, age, veteran's or marital status, cancer-related medical condition, mental or physical disability (including AIDS).

Article II. MEMBERSHIP

This board shall consist of fifteen (15) members with five (5) members in each of three (3) categories. This board shall be divisible by (3) to implement the tripartite requirements as stated by California Government Code section 12751 and California Code of Regulations, title 22, section 100605.

- Category I. Members of the San Benito County Board of Supervisors or their appointed representatives.
- Category II. Representatives of business, industry, labor, religious, welfare, education (Gov. Code §12751) or other public private groups or individuals that represent major groups and interests in the community.
- Category III. Elected representatives of the poor.

Each of the above members in individual categories will represent a separate supervisorial district. Each representative must live in the supervisorial district which they represent when initially seated, and no two individuals in category two shall represent the same organization, or organizations sharing the same goal. Representatives of the poor and the Board of Supervisors must continue to live in their respective districts. Representatives of the private sector may continue to serve on the board after their initial selection as long as they live or work in the district they represent.

Residents from each supervisorial district from the preceding categories shall be elected to the board in accordance to the following guidelines:

Category I

1. The elected supervisor may appoint him- or herself to represent his or her own district on the CAB.
2. The elected supervisor from each district may appoint a representative residing in his or her respective district to represent the district, rather than appointing him- or herself to the CAB.
3. The appointed representative for each supervisorial district will then submit the San Benito County Board and Commissions Membership Application to either the San Benito County HHSA, CSWD, or the San Benito County Administrative Office.
4. CAB board members will then take action to consider ratifying the appointments of Category I representatives at the next regular board meeting after the deadline for submitting applications.
5. All appointments to the CAB and all terms of office must be approved by the Board of Supervisors and shall be effective on the date of approval.

Category II

1. Representatives of organizations meeting the qualifications set forth above, from each supervisorial district, may apply to become a CAB board member by submitting the San Benito County Board and Commissions Membership Application to either the San Benito County HHSA, CSWD, or the San Benito County Administrative Office.
2. CAB board members will then take action to elect Category II representatives, at the next regular board meeting after the deadline for submitting applications.
3. All appointments to the CAB and all terms of office must be approved by the Board of Supervisors and shall be effective on the date of approval.

Category III

1. Interested representatives of the poor from each supervisorial district may apply to become a CAB board member by submitting the San Benito County Board and Commissions Membership Application to either the San Benito County HHSA, CSWD, or the San Benito County Administrative Office.
2. Representatives of the poor from each supervisorial district shall be democratically selected by members of the public attending public meetings of the CAB, who live within the supervisorial district to be represented. Representatives elected to each supervisorial district must live in the district.
3. CAB board members will then take action to ratify the appointment of the Category III representatives elected by the members of the public from the respective supervisorial districts.
4. All appointments to the CAB and all terms of office must be approved by the Board of Supervisors and shall be effective on the date of approval.

In compliance with Government Code section 12753, Community Agencies and representative groups of the poor which feel themselves inadequately represented on the CAB may petition for adequate representation by submitting a written request to the CAB Chair. The Board Chair will then hold a meeting or conference to which all residents and especially those who are poor are invited. To the maximum extent possible low-income groups and individuals to the represented will be involved in the meeting and in any selection process of the members.

Article III. TERMS OF OFFICE AND QUALIFICATIONS

Members shall serve terms of three years except as hereinafter provided. Terms of the original board shall be staggered so that one-third, or as nearly as possible, of members shall be elected or selected each year. The length of terms shall be by lottery within designated groups.

Any member who is absent for three consecutive meetings or is absent from 50% of the last twelve (12) regularly scheduled monthly meetings, unless otherwise excused, shall be deemed to have resigned from the board.

Membership terms of office for the Representatives of the Board of Supervisors shall run consecutively with Supervisorial terms.

Article IV. VACANCIES

Vacancies in the membership shall be filled by the CAB employing the following procedures:

1. Vacancies at the end of term

All vacancies at the end of the term shall be filled in the same manner as the original election or appointment, except that private sector members shall be chosen from among organizations that meet the criteria and have been asked to provide members.

2. Other vacancies

In the event a regular member resigns, or for any reason is unable to act, a successor shall be elected or selected within sixty (60) days of such vacancy pursuant to the provisions of Article II of these bylaws.

When the seat of an elected representative of the poor is vacant, the remaining representatives of the poor, acting alone, may select a person to fill out the vacant term. The person selected must reside in and represent the same supervisorial district for which he/she is being selected to fill the vacant seat.

Article V. MEETINGS

The San Benito County CAB shall meet at least six (6) times per year. The regular meeting schedule shall be the second Thursday of the month at 5:30 P.M., at 1161 San Felipe Road, Hollister, CA 95023 or such other place as the directors may designate from time to time. The board will not hold a regular meeting during the month of August and December. The agenda packet for the regular meetings, special meetings and meetings of standing committees shall specify the time and place of the meeting and shall contain a brief description of each item of business to be transacted at the meeting, including items to be discussed in closed session. Copies of the agenda and board packet shall be sent electronically to members of the CAB (or to standing committee members in the case of a committee meeting); and shall be posted and distributed in compliance with the Brown Act. Agenda packets will be mailed to board members who may not have access to the internet or members of the public who request a copy of the agenda packet.

A public information release will be made to inform the general public of each meeting.

All meetings of the CAB and its committees shall be open to the public in accordance with Government Code Sections 54950, et seq. (the Ralph M. Brown Act).

Article VI. OFFICERS AND COMMITTEES

The San Benito County CAB shall select from its membership a Chairperson, Vice-Chairperson, and Secretary – annually.

The Chairperson shall preside at meetings of the board and shall be an ex-officio member of all committees, except the Nominating Committee. The Chairperson shall perform all other duties usually pertaining to the office.

The Vice-Chairperson shall act for the Chairperson in his/her absence and shall be Chair of the Program Committee.

The Secretary shall keep correct record of all meetings of the board and shall notify members of their appointments to committees, shall keep a record of representatives, and shall mail notices of special meetings and perform such other duties, unless delegated to staff.

In the event of a permanent vacancy in the following officer positions, the replacement officer will be chosen as follows:

1. Chairperson – The Vice-Chairperson will ascend to this position.
2. Vice-Chairperson – will be elected by the members of the board representing the low-income population.
3. Secretary – will be appointed by the Chairperson of the board.

Committees: To serve a one year term with the option to serve additional terms.

Bylaws The Bylaws Committee shall periodically review the bylaws and make independent recommendations to the board.

Program/Planning The Program/Planning Committee will review each program submitted by the Chairperson of the board, or by action of the membership, and report its recommendations to the full board.

Nominating The Nominating Committee shall consist of the elected representatives of the poor and shall present a slate of officers for election at the annual July meeting.

SBC Home Loan The HOME Loan Committee shall be composed of three (3) active members and one (1) alternate member appointed by the Board. The Committee shall be comprised of members from each of the following classifications and an alternate member from one of the following classifications:

1. One (1) San Benito County Board of Supervisor
2. One (1) Board member from the CAB (CAB) with background and/or expertise in the finance or real estate industry (e.g. certified public accountant, real estate agent, appraiser, loan agent, title/escrow officer, builder or developer); and
3. One (1) resident of San Benito County or a CAB member.

The Home Loan Committee will serve as the advisory body for the County's Home Investment Partnerships Program (HOME) funds and eligible activities. The committee shall make a recommendation on behalf of the County's Home Program. The CAB will then consider such recommendation and make the decisions.

Executive The elected Officers shall constitute the Executive Committee. It shall be the duty of the Executive Committee to transact routine and ordinary business between meetings of the full Board, or in extraordinary circumstances, act on emergency measures in lieu of the Board, subject to ratification of the full Board. The

Executive Committee shall make full report of such transacted business at the next regular meeting of the Board. The committee structure shall reflect the same tripartite composition as the full Board when possible. The quorum requirement for such an Executive Committee must be at least 50% of the total authorized committee membership with each member being allowed (1) vote.

Strategic Planning Ad Hoc Committee The Strategic Planning Ad Hoc Committee shall consist of all Officers of the CAB (mandatory), plus 2 appointed and 1 alternate CAB members (preferably 1 from different districts)

1. Meetings shall be held quarterly to discuss and report the status of the overall Strategic Plan. The committee will also review community assessments as well as update, review and make recommendations to the CAB regarding the on-going implementation of the Strategic Plan Organizational Goals. ~~Meetings shall be held quarterly to discuss and report status and/or recommend changes to CAB, and review Community Assessments.~~
2. The chair of the committee should develop the committee agenda and assign someone to keep notes, questions, etc., for staff.

Ad-Hoc The Chairperson may, with the concurrence of the board, appoint from time to time such ad-hoc committees as may be necessary for the proper functioning of the CAB.

Youth Advisory Youth Advisory Committee (YAC): A committee of high school age youth to consist of 5 members, one from each district if possible. The committee would meet periodically to discuss the needs of youth throughout San Benito County and serve in an advisory capacity only to the CAB. The Youth Advisory would have no official voting rights. Committee members would commit to a term of one semester and could opt to serve more than one semester as long as they are in high school.

Article VII. QUORUM

A quorum is a majority of the total current membership of the CAB. Board action may be taken by a majority of those present and voting, and by no less than a majority of a quorum. A roll call vote shall be taken when requested by any member in attendance. The use of technology such as phone and web-based meetings may be used to ensure members actively participate in meetings, consistent with the requirements of the Ralph M. Brown Act (the Brown Act), California Government Code section 54950—54963.

Article VIII. REMOVAL FROM BOARD FOR CAUSE

For the purpose of this section, “cause” shall be defined as any action by a member, which reflects discredit upon the CAB.

Removal must be determined by 2/3 of the members of the CAB and must be affirmed by the Board of Supervisors.

Article IX. ADOPTION AND AMENDMENTS OF BYLAWS

In accordance with all applicable federal, state, and local laws, the CAB is authorized to adopt and amend these bylaws as necessary. Amendment of these bylaws will be for the purpose of maintaining their currency with changing applicable laws and to accurately reflect changes in the Board's role and focus to best meet the needs of the low-income population.

Proposed amendments to the bylaws must be submitted to the state Department of Community Services and Development or designee before CAB adopts any amendments (California Code of Regulations title 22 §100615). Recommendations by the Department of Community Services and Development shall be submitted in writing to all board members thirty (30) days before voting is conducted at a regular scheduled meeting. The CAB shall consider the recommendations prior to voting on the proposed amendments. After the CAB adopts or amends these bylaws, they will be forwarded to the Board of Supervisors for final approval.

Article X. RULES GOVERNING CONFLICT OF INTEREST, NEPOTISM, AND POLITICAL ACTIVITY

- A. All board members must complete disclosure statements and abide by the California Political Reform Act and the County of San Benito's Conflict of Interest Code adopted by Board of Supervisors. Board members will fully disclose financial interests in the disclosure categories designated by the County's Conflict of Interest Code and will be asked to withdraw from the board if it is found that they have a direct conflict of interest in a substantial number of decisions before the board. If a board member is associated with an organization that may benefit from potential state and federal funds administered by the State Department of Community Services and Development (CSD) and CAB, such as Community Services Block Grant (CSBG) and Low Income Home Energy Assistance Program (LIHEAP) funding, he/she cannot be a CAB board member.
- B. Board members must abide by the requirements of AB 1234, including the requirement that board members must complete Ethics Training every two (2) years.
- C. No person may sit on the board who:
 - 1. Is an employee of San Benito County HHSA, CSWD.
 - 2. Is a federal or State employee whose capacity may require such person to act as an agent or an attorney for the board.
- D. Programs operated by the CAB shall be administered in a politically non-partisan manner. Board members should avoid actions, which can reasonably be construed as intended to favor one political party or candidate over another, or to be based on any personal bias for or against any organization or individual seeking program benefits.
- E. In addition to the prohibitions in the Political Reform Act, regulations adopted by the California Fair Political Practices Commission, and the San Benito County Conflict of Interest Code, and in order to protect board members from perceived charges of nepotism, favoritism or accusations of performing favors to individuals while in the performance of official board membership activities, board members shall refrain from administering and/or abstain from voting on matters which affect the interests of close friends or relatives and shall further refrain from interviewing, representing or voting for a candidate who is a close friend or relative.

Program funds or County personnel may not be used in voter registration activities or with transporting potential voters to the polls. This does not preclude individual board members from performing these acts as private citizens on their own time.

PASSED AND ADOPTED by the San Benito County CAB at the meeting of said Board on ____ day of _____.

Ellen Laitinen, CAB Chair

COUNTY:

San Benito County Board of Supervisors

_____, Chair

Date: _____



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We'll help you keep 100% of your refund

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 - ◇ Refunds in 7-10 business days with direct deposit
 - ◇ Household income must be less than \$54,000

What to Bring

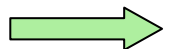
- ◇ Photo ID for you & significant other
- ◇ Social Security Card or ITIN for all household members
- ◇ W-2s, 1099s, 1098s and any other tax forms you receive
 - ◇ Voided check for direct deposit
 - ◇ Last year's tax return (optional)

Mantenga 100% de su reembolso

- ◇ Evite costos adicionales y reciba su reembolso rápido
- ◆ El personal certificado por el IRS se aseguran que usted reciba todo el reembolso que merece
 - ◆ los ingresos del hogar deben ser menos de \$54,000

Documentos Necesarios:

- ◆ Identificación con foto de usted y su pareja
- ◆ Tarjeta de seguro social o numero de ITIN de toda la familia
 - ◆ W-2s, 1099s, 1098s u otro formulario de impuestos
- ◆ Número de cuenta bancaria y un cheque nulo para depósito directo.
 - ◆ Copia de sus impuestos del año pasado (opcional)



Full Calendar Schedule on the backside... **Calendario completo al otro lado de la página**

For more information call:

Para mas información:

Trino at: (831) 637-9293 or E-mail: jserrano@cosb.us



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"Advertencia: El ("Distrito") Distrito Escolar de Hollister no representa ni garantiza la calidad de los servicios, la mercancía u opiniones asociados con esta agencia. El propósito de este boletín informativo es proveer información general para la comunidad, no es recomendado proseguir con la información dada sin primero obtener la información necesaria."

February 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 <u>County Library</u> - 5:30-9pm	4	5 <u>WPC</u> 5:30pm-9pm	6	7	8 <u>Rancho Apt</u> - 10am-2pm
9	10 <u>County Library</u> - 5:30-9pm	11	12 <u>WPC</u> 5:30pm-9pm	13	14	15 <u>San Juan Library</u> - 10am-2pm
16	17 <u>County Library</u> - 5:30-9pm	18	19 <u>WPC</u> 5:30pm-9pm	20	21	22 <u>Aromas The Grange</u> -10am-2pm
23	24 <u>County Library</u> - 5:30-9pm	25	26 <u>WPC</u> 5:30pm-9pm	27	28	29

March 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 <u>County Library</u> - 5:30-9pm	3	4 <u>WPC</u> - 5:30pm-9pm	5	6	7 <u>Mars Hill</u> -10am-2pm
8	9 <u>County Library</u> - 5:30-9pm	10	11 <u>WPC</u> 5:30pm-9pm	12	13	14 <u>Aromas The Grange</u> -10am-2pm
15	16 <u>County Library</u> - 5:30-9pm	17	18 <u>WPC</u> 5:30pm-9pm	19	20	21 <u>Rancho Apt</u> -10am-2pm
22	23 <u>County Library</u> - 5:30-9pm	24	25 <u>WPC</u> 5:30pm-9pm	26	27	28 <u>San Juan Library</u> - 10am-2pm
29	30 <u>County Library</u> - 5:30-9pm	31				

April 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 <u>WPC</u> - 5:30pm-9pm	2	3	4 <u>Mars Hill</u> -10am-2pm
5	6 <u>County Library</u> - 5:30-9pm	7	8 <u>WPC</u> - 5:30pm-9pm	9	10	11

Site Address

- ❖ (WPC) Whole Person Care (HOME Resource Center)-1161 San Felipe Rd.
- ❖ San Benito County Library-470 5th St.
- ❖ Rancho Apt-1200 Rancho Dr. (Community Building)
- ❖ Mars Hill Coffee House- 610 San Benito Street
- ❖ Aromas-The Grange- 400 Rose Ave, Aromas CA 95004