

**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 BOARD (CAB) via ZOOM****Special Meeting AGENDA****February 18, 2021, 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***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 ☐ *=Excused Absence**

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-Kosmicki	<input type="checkbox"/> Gary Cameron	<input type="checkbox"/> Yolanda Delgado	<input type="checkbox"/> Jessica Wohlander
3-Hernandez	<input type="checkbox"/> Juan Cruz	<input type="checkbox"/> Tonia Sunseri	<input type="checkbox"/> Christy Eggers
4-Tiffany	<input type="checkbox"/> Mel Tungate	<input type="checkbox"/> Judi Johnson	<input type="checkbox"/> Dennis Wightman
5-Gonzales	<input type="checkbox"/> Nelda Escamilla - <u>V Chair</u>	<input type="checkbox"/> Shari Stevenson	<input type="checkbox"/> James Whitehead
Youth Advisor	<input type="checkbox"/> Joey Fernandez		

THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER N-29-20 DATED MARCH 17, 2020, WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT.

At this time, the Workforce Development Board (WDB) is continuing to hold board meetings to conduct essential business. Members of the public are encouraged to participate electronically. Based on guidance from the California Department of Public Health, the Governor's Executive Order and Office, and the San Benito County Public Health Officer,

Join Zoom Meeting

<https://zoom.us/j/93659942862?pwd=YmY0VHN0NnU2dEh0Ynk5ckY0ZngyZz09>**Meeting ID: 936 5994 2862 - Password: 252970**

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I. General:

- A. **Public Comment Period:** Select the "Participants Tab" and click "Raise Hand" icon, the zoom facilitator will unmute you when your turn arrives. Guests may introduce themselves and request to comment on any non-agenda items. Time is limited to three (3) minutes per guest unless the board determines that more time is needed.

II. Regular Agenda:

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

B. Approval of Minutes:

- CAB Meeting Minutes:** The minutes of the January 14, 2021 CAB Meeting are **enclosed** for review and approval.
- Strategic Planning Committee Minutes:** Minutes from January 26, 2021 & February 2, 2021 meetings are **enclosed** for board information.



COMMUNITY ACTION BOARD & WORKFORCE Development BOARD

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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.

- C. **CAB Training**: *Standard 5.8: The governing board members have been provided training on their duties and responsibilities within the past 2 years.* View 4 minute training video on [CSBG National Goals - YouTube](#).
- III. **Consent Items**: All items will be voted on and approved unless the board wishes to discuss further. In which case, the board may request it to be pulled and placed in the Action, Information/ Discussion:
- A. **Monitoring Report for Low-Income Home Energy Assistance Program (LIHEAP and Disbursement Assistance Program (DAP))**: For your information, **enclosed** is the Cover Letter Monitoring Report E-20.037 for LIHEAP and DAP.
- B. **H.O.M.E Resource Center Reports**: **Enclosed** for board information are monthly reports.
- IV. **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 for the Youth Advisory Committee (YAC) may be reviewed and approved.
1. **Term Expirations**: The term of Juan Cruz is due to expire on March 15, 2021. He has agreed to another 3-year term. Request the approval to reappoint Juan Cruz to the CAB for District #3 Representative of the Poor. **Action Required.**
- B. **Duplication of Benefits Policy**: **Enclosed** for review and approval is the Duplication of Benefits Policy and Procedures. **Action Required.**
- C. **CAB Member Attendance at BOS**: Assign CAB member to attend upcoming BOS meetings.
- D. **Committees**:
1. **Board Secretary**: Accept the nomination of Juan Cruz as board secretary to fill the vacancy of Darlene Boyd. **Action Required.**
2. **Update Committees**: With the departure of board members, Darlene Boyd and Katherine Zavala, there is a need to appoint a new CAB Secretary, as well as fill other committee vacancies. The updated Board and Committee Roster is **enclosed**. **Action Required**
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.* Committee members will provide an update on their meeting held on January 26, 2021.
4. **2022-2023 Community Needs Assessment (CNA) and Community Action Plan (CAP)**
Timeline: There is a need to set a date in March for the initial planning meeting of the CAB Planning Committee to review the process and timeline for the CNA and CAP which is due to the State by June 30, 2021. Request board approval of the **Enclosed** CNA and CAP timeline. **Action Required**
5. **Ad Hoc Committee for Youth**: Staff and board may provide an update on recruitment efforts, youth ideas, committee logo, etc. and continue discussion on the development of a "Connected Youth Initiative".
- V. **Community Services Block Grant and other Grant updates, Additional Information and Discussion**: *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 updates on current programs, capital projects and the fund development efforts. **Enclosed** is a brief report.
- VI. **Outreach/Volunteer Opportunities & Updates**: *Standard 2.4 The department documents the number of volunteers and hours mobilized in support of its activities.*
- VII. **Adjournment**:

The next meeting will be held March 11, 2021 at 5:30 P.M

**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 BOARD (CAB)

via ZOOM

MINUTES**January 14, 2021, 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*

<i>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 <input checked="" type="checkbox"/> No <input type="checkbox"/> * = Excused Absence</i>					
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 - Chair
2-Kosmicki	<input checked="" type="checkbox"/>	Gary Cameron		Vacant	Vacant
3-Hernandez	<input checked="" type="checkbox"/>	Juan Cruz	<input checked="" type="checkbox"/>	Tonia Sunseri	<input checked="" type="checkbox"/> Christy Eggers
4-Tiffany	<input checked="" type="checkbox"/>	Mel Tungate	<input checked="" type="checkbox"/>	Judi Johnson	<input checked="" type="checkbox"/> Dennis Wightman
5-Gonzales	<input checked="" type="checkbox"/>	Nelda Escamilla - V Chair	<input checked="" type="checkbox"/>	Shari Stevenson	<input checked="" type="checkbox"/> James Whitehead
Youth Advisor	<input checked="" type="checkbox"/>	Joey Fernandez			
Staff	Andi Anderson, Enrique Arreola, Sylvia Jacquez				
Guests	Yolanda Delgado, Jessica Wohlander, Bea Gonzales, Kollin Kosmicki, Susan Logue, Darlene Boyd, Linda Lampe				

<https://zoom.us/j/93659942862?pwd=YmY0VHN0NnU2dEh0Ynk5ckY0ZngyZz09>**Meeting ID: 936 5994 2862 - Password: 252970**

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Chair, Ellen Laitinen, Called the meeting to order at 5:03 P.M.**I. General:**

- A. **Public Comment Period:** No public comments were received

II. Regular Agenda:

- A. **Roll Call:** Roll was taken, all board members were present.
- B. **Approval of Minutes:** The minutes of the December 17, 2020 CAB Meeting were approved as presented. Motion/Second/Concur (M/S/C) **Linda McKell/Nelda Escamilla**
- C. **CAB Training:** *Standard 5.8: The governing board members have been provided training on their duties and responsibilities within the past 2 years.* View 4 minute training video on CSBG National Goals was to be shown however the link provided was for [The Community Action Network - YouTube](#).

III. Consent Items: All items will be voted on and approved unless the board wishes to discuss further. In which case, the board may request it to be pulled and placed in the Action, Information/ Discussion: **M/S/C Shari Stevenson/Judi Johnson**

- A. **H.O.M.E Resource Center Reports:** Enclosed for board information were monthly reports.
- B. **2022-2023 Community Needs Assessment (CNA) and Community Action Plan (CAP) Cover Letter and Template:** The Department of Community Services Development (CSD) has developed the 2022/2023 CNA and CAP template for the Community Services Block



COMMUNITY ACTION BOARD & WORKFORCE Development BOARD

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Grant (CSBG) network. Each agency must submit a completed CAP, including a CNA to CSD on or before **June 30, 2021** **Enclosed** for board information were the CNA & CAP Cover Letter and Template.

IV. **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. **District #2 Representative of the Private Sector:** An application was received from Jessica Wohlander to fill the vacancy of Katherine Zavala, District #2 Representative of the Private Sector whose term expired on December 31, 2020. Kollin Kosmicki, District #2 Board of Supervisor (BOS), stated he is in favor and Jessica's appointment and that she was a wealth of knowledge to the board. After discussion and comments, the CAB approved the application of Jessica Wohlander which will be submitted to the BOS for final appointment to the CAB. *M/S/C Gary Cameron/Judi Johnson*
2. **District #2 Representative of the Board of Supervisors (BOS):** An application was received from Yolanda Delgado to fill the vacancy of Darlene Boyd, District #2 Representative of the BOS. Yolanda gave a brief introduction and is excited to serve. Kollin Kosmicki, District #2 BOS stated that Yolanda is very compassionate and has an interest in supporting the homeless. Ellen Laitinen reminded the board that Darlene was the board secretary and served on other committees so if anyone is willing to volunteer please let the chair know. After discussion and comments, the CAB Approved the application of Yolanda Delgado which will be submitted to the BOS for final appointment to the CAB. *M/S/C Shari Stevenson/Nelda Escamilla*
4. **Youth Advisory Committee (YAC):** No applications were received.

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.*
 - a. **Strategic Planning Retreat Goals & Activities:** A copy of the final Strategic Plan was enclosed. It was noticed that CSWD staff, Jessica Valenzuela, was inadvertently left off the plan. Staff will contact the consultant to see if that can be updated.
 - b. **Ad Hoc Committee for Youth:** Staff and board members provided an update on recruitment efforts, youth ideas, committee logo, etc. Joey Hernandez, Youth Advisor, gave a presentation on a "Connected Youth Initiative" and shared his ideas the Youth Committee to come up with a logo, create a resource guide for the youth. Staff will connect Joey with Erica from Community Solutions who recently developed a resource guide during the 100 Day Challenge to End Youth Homeless. Also discussed were recruitment ideas posting on social media asking for interested youth participation. Joey stated he can create a flier. Enrique Arreola stated that he appreciated Joeys presentation and stressed how important it is to have youth engagement. This item will be tabled to next month.

V. **Community Services Block Grant and other Grant updates, Additional Information and Discussion:** *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 updates on current programs and the enclosed fund development outline.

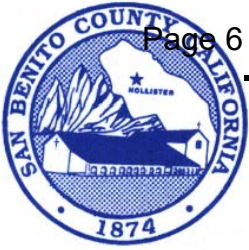
- A. **Project Roomkey-R2:** CSWD received \$117,000 for Project Roomkey-R2 for hotels vouchers. Currently, due to limited funding staff is only serving those with underlying conditions, COVID positive, families and disabled.
- B. **H.O.M.E. Resource Center:** The homeless shelter had a surge in COVID cases in early December. There are currently 5 trailers and 5 housing units for COVID positive cases for quarantine purposes for use through March at the migrant center.
- C. **Personal Protective Equipment (PPE) Emergency Supplies:** During summer CSD submitted a request to receive emergency supplies from www.supplybank.com. PPE supplies: Facemasks, sanitizer, alcohol wipes and spray disinfectant were delivered yesterday, January 13, 2020. Staff will be identifying partners and organizations to begin distribution. A second shipment is due in July.
- D. **Whole Person Care (WPC):** WPC grant ended and no longer exists in San Benito County. CalAIM is the new version of program which will be in effect in 2022. As a result of the grant ending, CSWD no longer has the manager and 2 social workers. 3 CSWD Staff will be moved to the 1161 San Felipe Road location.
- E. **Homeless Emergency Aid Program (HEAP):** Capital project design has been modified and staff will update at the next meeting.
- F. **Temporary Staff:** CSWD services have increased over the past year and no staff were added which has created a huge caseload for staff. A few temporary staff have been hired and are due to begin next month. CSWD has several programs to kick off but are waiting until staff is in place. Services are still being provided to families seeking rental assistance, utility, homeless services and other programs.

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

- A. **2021 CAB Meeting Calendar:** Enclosed was the 2021 CAB Meeting Calendar which was also e-mail to all CAB & BOS members on January 5, 2021.
- B. **2021 Point in Time (PIT) Homeless Census:** The 2021 PIT Homeless Census was scheduled for January 27, 2021 @ 6 A.M. The Continuum of Care (CoC) leadership council decided to cancel due to safety concerns because of COVID. The census will be conducted next year. Enrique Arreola explained how not conducting the census affects our county because any future funding will be based on the 2019 census which was lower than anticipated.
- A. **Winter Shelter & Holiday Gift Donations:** All families were moved in on December 16, 2020. Staff were saddened that due to COVID restrictions, the annual holiday party was canceled for the first time in 28 years. On the positive side, all families were adopted for the holidays and all were grateful for the generosity of the community. Families also received food bags from Fishes & Loaves along with gift cards to Safeway.
- B. **Strategic Planning Committee Meeting:** A meeting was scheduled for January 26th at 5pm to review plan and begin moving forward.
- C. **Question from comments: Is food being provided to guests at the Motels?** Initially yes, meals were being provided by Community Homeless. Usually those housed have means for meals; however, it is a good idea to have those who are “sheltered in place” due to COVID to have food provided. Linda Lampe is willing to assist with delivering meals to the motels but wants to make sure there is a need. With Project Roomkey R2 funding this may be an allowable expense and an accommodation could be made to help off-set any costs incurred by Linda Lampe.

VII. **Adjournment:** *M/S/C Mel Tungate/Tonia Susneri 6:30 P.M.*

The next meeting will be held February 11, 2021 at 5:30 P.M

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SAN BENITO COUNTY COMMUNITY BOARD (CAB)**CAB Strategic Planning Committee****via ZOOM****MINUTES****January 26, 2021, 5:00 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*

Standard 6.1 The department has a strategic plan, or comparable planning document, in place that has been reviewed and accepted by the tripartite board/advisory body within the past 5 years. If the department does not have a plan, the tripartite board/advisory body will develop the plan. **Quorum Met: Yes** ☒ **No** ☐ ***=Excused Absence***Chair, ** Co-Chair, *** Secretary

<input checked="" type="checkbox"/> * Ellen Laitinen #1	<input checked="" type="checkbox"/> ** Nelda Escamilla #5	*** Vacant #2-	<input checked="" type="checkbox"/> Shari Stevenson #5
<input checked="" type="checkbox"/> Carol Thomas #1	<input checked="" type="checkbox"/> Gary Cameron #2	<input checked="" type="checkbox"/> Juan Cruz #3	<input checked="" type="checkbox"/> Dennis Wightman #4

Staff: Enrique Arreola, Sylvia Jacquez, Andi Anderson

<https://zoom.us/j/93659942862?pwd=YmY0VHN0NnU2dEh0Ynk5ckY0ZngyZz09>**Meeting ID: 936 5994 2862 - Password: 252970**

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Chair, Ellen Laitinen, called the meeting to order at 5:12 P.M.**I. General:****A. Public Comment Period:** No public comments were received.**B. Regular Agenda:****C. Roll Call:** Roll was taken to determine excused absences for attendance requirements.**D. Strategic Planning Committee (SPC):**

- SPC Planning Meetings:** Reviewed plan to begin moving forward with the strategies as outlined in the new Strategic Plan. The Committee agreed to set quarterly meetings: at 5 P.M. on April 6, 2020, July 6, 2020, Oct 12, 2020
- Goals & Activities:** Reviewed the CAB Goals and activities and updated the goal sheets to remove any completed items. The SPC decided moving forward to select one strategy at a time to focus on to match up to the new goals as established in the Strategic Plan. A meeting was scheduled for February 2, 2020 at 5P.M.

E. Other:

- CDBG Public Hearing** COVID Round 2. February 5 or 8th.
- Small Business Grants:** Enrique reported that 2nd Round of small business grants are in the works, however, agency staff will most likely not take the lead in processing them due to staffs increased workload.

II. Adjourn: 6:13 P.M.

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**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 BOARD (CAB)****CAB Strategic Planning Committee
via ZOOM****MINUTES****February 2, 2021, 5:00 P.M.****Join Zoom Meeting****<https://zoom.us/j/98168851691?pwd=eHJzcGJMv0VIZ1lCYUJxO0ZOd0VTZz09>****Meeting ID: 981 6885 1691 - Password: 106546****1 669 900 6833 or +1 408 638 0968*****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*

Standard 6.1 The department has a strategic plan, or comparable planning document, in place that has been reviewed and accepted by the tripartite board/advisory body within the past 5 years. If the department does not have a plan, the tripartite board/advisory body will develop the plan. **Quorum Met: Yes ☐ No ☐ *-Excused Absence*Chair, ** Co-Chair, *** Secretary**

<input checked="" type="checkbox"/> * Ellen Laitinen #1	<input checked="" type="checkbox"/> ** Nelda Escamilla #5	*** Vacant #2-	<input checked="" type="checkbox"/> Shari Stevenson #5
<input checked="" type="checkbox"/> Carol Thomas #1	<input checked="" type="checkbox"/> Gary Cameron #2	<input checked="" type="checkbox"/> Juan Cruz #3	<input checked="" type="checkbox"/> Dennis Wightman #4

Staff: Enrique Arreola, Andi Anderson, Esther Alva

Chair, Ellen Laitinen, called the meeting to order at 5:05 P.M.

I. General:**A. Public Comment Period:** No public comments were received**B. Regular Agenda:****C. Roll Call:** Roll was taken to determine excused absences for attendance requirements. All were present.**D. Align Goals with new Strategic Plan:** Focus on Strategic Goal 1 to match up to the new goals as established in the Strategic Plan.

- 1. Action1:** This item was on hold however funds have been received for CARES CSBG and youth services were earmarked to receive funds. Discussed was providing tutoring, and other forms of services. CSWD could hire tutors and pay for a semester and make them available to youth via zoom. Discussed other youth activities available online and access to youth. Modified expected outcomes to: Fund activities for children and youth to include but not limited to tutoring, counseling, enrichment (Arts/Sport)

- 1. Action 2:** Change Action to: Youth Training: Implement a Summer Youth Job Training Program/Year-round Work Experience Program. Change expected outcomes to: Implementation of a Summer Youth/year-round Work Experience Program

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2. **Action 3:** Change Action to: Ongoing with continuing recruitment of Youth for Youth Advisory Committee. Change expected outcome to: Development of a Youth Committee to coordinate Youth Services and act as Advisory to the CAB. Added Joey to Staff Responsible.
3. **Strategy 3 Action 1:** Discussed conducting a Virtual Rally. Connect with Joey to see if feasible and how to move forward.

B. **Other:** Scheduled meeting to finalize the goals: Wednesday night. Feb 10, 2020 5-7pm.

II. **Adjourn: 6:05 P.M.**



DAVID SCRIBNER
ACTING DIRECTOR

Page 9 of 30

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov



GAVIN NEWSOM
GOVERNOR

January 26, 2021

Ms. Tracey Belton, Director of Health &
Human Services Agency for San Benito County
San Benito County Department of Community
Services & Workforce Development
1111 San Felipe Road, Suite 108
Hollister, CA 95023

Dear Ms. Belton:

CSD conducted an in-house monitoring of San Benito County Department of Community Services & Workforce Development. The review focused on the Administrative, Financial, and Programmatic requirements for the following contracts: 2020 Low-Income Home Energy Assistance Program (LIHEAP) and Disgorgement Assistance Program (DAP).

Attached is Monitoring Report E-20-037, which provides a synopsis of the review/visit. If you have any questions, please feel free to contact me at 916-576-7211 or Jeanette.Ramirez@csd.ca.gov.

Thank you for your dedication and commitment to serve low-income individuals and families in your community. I look forward to working in partnership with you to develop innovative and effective programs as well as strengthen our capacity to not only improve the lives of those living in poverty, but to reduce poverty in California.

Sincerely,

Jeanette M. Ramirez

JEANETTE M. RAMIREZ
Field Representative

Enclosure: 2020 Monitoring Report

C: Ms. Ellen Laitinen, Board Chair, San Benito County CS&WD

STATE OF CALIFORNIA
*Department
of
Community Services and Development*



January 26, 2021

Monitoring Report E-20-037

The Department of Community Services and Development (CSD) is responsible for the oversight of the Low-Income Home Energy Assistance Program (LIHEAP), and the Disbursement Assistance Program (DAP). Hence, CSD is required to monitor the activities of San Benito County Community Services and Workforce Development to ensure compliance with all contractual and statutory requirements.

INTRODUCTION

CSD conducted a desk review of San Benito County Community Services and Workforce Development's (San Benito County CSWD) Energy contracts: LIHEAP 20B-2029 and DAP 20D-1029 contracts. Jeanette Ramirez, Field Representative conducted the review in accordance with CSD's Energy and Environmental Services Division's Monitoring Scope.

The purpose of the review is to ensure the Contractor meets the Administrative Requirements, Financial Requirements, and Programmatic Requirements, and other applicable requirements as prescribed in the contract and referenced therein (2 CFR §200.328; 45 CFR §75.342; LIHEAP and DAP Part II Subpart D Article 10.3 A-E).

This monitoring report contains the following sections:

- I. Administrative Requirements
- II. Financial Requirements
- III. Programmatic Requirements
- IV. Monitoring Summary
- V. Recommendations, Observations, and Findings

I. ADMINISTRATIVE REQUIREMENTS

The purpose of the Administrative Requirements review is to ensure that the Contractor is properly administering the Federal and/or State programs in accordance with CSD's contract requirements. The areas covered under the Administrative Requirements are Internal Controls Requirements and Conflict of Interest.

Based on the CSD Field Representative's review, the CSD Field Representative did not identify any issues regarding Administrative Requirements.

II. FINANCIAL REQUIREMENTS

The purpose of the Financial Requirements review is to ensure that Contractor's financial management systems, including records documenting compliance with Federal and/or State statutes, regulations, and the terms and conditions of the Federal and/or State award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal and/or State statutes, regulations, and the terms and conditions of the Federal and/or State award. The areas covered under the Financial Requirements are Allowable Costs; Reimbursement Guidelines; and Reporting Requirements.

Based on the CSD Field Representative's review, the CSD Field Representative did not identify any issues regarding Financial Requirements.

III. PROGRAMMATIC REQUIREMENTS

The purpose of the Programmatic Requirements review is to ensure that the Contractor is adhering to the programmatic requirements of the contract. The areas covered under the Programmatic Requirements are Program Policies and Procedures, and Program Implementation.

The CSD Field Representative requested client files from the following components within the LIHEAP and DAP contracts: Fast Track, Home Energy Assistance Program (HEAP), HEAP Wood, Propane, and Oil (WPO), and Emergency Crisis Intervention Program (ECIP) Wood, Propane, and Oil. Also requested, was a listing of Utility Assistance (UA) and/or WPO applications from employees or officers and those with whom they have family, business, or ties (referred to as Conflict of Interest Files). Below is a summary of the number of files requested, received, and reviewed:

Contract	Program	Number of Files Requested	Number of Files Received	Number of Files Reviewed
2020 LIHEAP	Fast Track	7	7	7
2020 LIHEAP	HEAP	9	9	9
2020 LIHEAP	HEAP WPO	2	2	2
2020 DAP	HEAP	4	4	4
2020 DAP	HEAP WPO	1	1	1
TOTALS		23	23	23

Based on the CSD Field Representative's review, the CSD Field Representative did not identify any issues regarding Programmatic Requirements.

IV. MONITORING SUMMARY

The CSD Field Representative did not identify any issues or concerns during the desk review of your agency. CSD appreciates the effort and collaboration with sending and receiving client files and financial documentation for review.

Thank you for your dedication and commitment to serve low-income individuals and families in your community. I look forward to working in partnership with you to develop innovative and effective programs as well as strengthen our capacity to improve the lives of those living in poverty and ultimately reduce poverty in California.

CDBG Monthly Report

Date Submitted: 4-Jan-21
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
	1	344	1	344
Please give a brief description below of progress made towards achieving the objective				
For the month of December, we had a total of 22 guests staying at the Home Resource Center, 21 duplicated and 1 unduplicated. There was a total of 345 bed nights. We also had several covid exposures as well which participated in the low number of guests.				
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
	2		2	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	
	1		1	
Clients who were housed:	Permanent Housing	Temp Housing	Total Housed	
	1		1	
There was a total of 1 person who found a place to stay with the help of Nora at WPC. One person also acquired a permanent job during the month of December.				
Objective #3: Shelter staff will provide daily meals to all clients	Unduplicated UOS-Mthv	Duplicated UOS-Mthv	Unduplicated UOS-Annual	Duplicated UOS-Annual
	22	323	22	323
Please give a brief description below of progress made towards achieving the objective				
Meals were provided for the shelter by church groups and the community. Christmas dinner was sponsored by the community which donated items.				
Please share a program or participant success story. If challenges were encountered, explain what steps your agency took to resolve them.				
Major Incident Reports. (Police called, Ambulance, Major Health issue, etc.), explain what steps your agency took to resolve them.				
Covid exposures were a challenge this month. Thank goodness to the county for assisting with the quarantine trailers.				

DEMOGRAPHICS	
IDENTIFY CLIENTS	
White	10
Hispanic	10
Black/African American	1
Asian	1
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	22

INCOME LEVELS	
Please use the Federal Poverty Income Guidelines	
Extremely Low (<30%)	20
Low (31%-50%)	2
Moderate (51%-80%)	
Non-Low/Moderate Income (+80%)	
TOTALS	22

Total # of Female Head of Households	8
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If you need more space, please use the
back of this report.



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	428	746	1174	13.8064516	24.064516
April	375	775	1150	12.5	25.833333
May	454	692	1146	14.6451613	22.322581
June	787	1204	1991	26.2333333	40.133333
July	250	256	506	8.06451613	8.2580645
August	233	313	546	8.06451613	10.096774
September	189	409	598	6.3	13.633333
October	244	485	729	7.87096774	15.645161
November	204	456	660	6.8	15.2
December	151	289	440	4.87096774	9.3225806
Total	4234	7245	11479		
YTD Avg	352.8333	603.75	956.5833		

County of San Benito
Community Action Board
Duplication of Benefits Policy and Procedures

County of San Benito Duplication of Benefits Policy

The County of San Benito Health & Human Services Agency, Community Services & Workforce Development (CSWD) primarily in association with its Community Action Board (CAB) (hereinafter known as the “County”) is funded through CDBG-CV funds allocated under the 2020 CARES Act and other related funds as governed by the Federal Register Notice FR-6218-N-01-CDBG-CV, dated August 7, 2020.

All CDBG-CV grantees are required to complete a duplication of benefits analysis for assisted activities to demonstrate that no financial assistance has been received or is available to pay costs charged to a CDBG-CV grant. To comply with this requirement, the County of San Benito and its subrecipient(s) will demonstrate that no other funds are available for an activity by maintaining records of compliance with mandatory duplication of benefits requirements described in the Federal Register Notice of August 7, 2020.

A CDBG-CV grantee is required to develop and maintain adequate procedures to prevent a duplication of benefits that address (individually or collectively) each activity or program. A grantee’s policies and procedures are not adequate unless they include, at a minimum: (1) a requirement that any person or entity receiving CDBG-CV assistance must agree to repay assistance that is determined to be duplicative; and (2) a method of assessing whether the use of CDBG-CV funds will duplicate financial assistance that is already received or is likely to be received by acting reasonably by evaluating need and the resources available to meet that need. It is the intent of this document to present the County of San Benito policy to uphold, enforce and document conformance with the duplication of benefit requirements which cover use of its CDBG-CV funds.

County of San Benito Duplication of Benefits Process

All applications to the County’s CDBG-CV Programs or related programs are required to complete a Duplication of Benefits Affidavit and/or Tracking form as part of the application process. This acknowledges the County’s requirement that any person or entity receiving CDBG-CV assistance must agree to repay assistance that is determined to be duplicative.

To meet HUD’s requirements, the County has developed a method of assessing whether the use of CDBG-CV funds will duplicate financial assistance that is already received or is likely to be received by acting reasonably in evaluating need and the resources available to meet that need.¹

This assessment process is as follows:

¹ The County anticipates additional guidance in this regard will be forthcoming from HUD and will review its process to ensure compliance at that time.

1. Upon receipt of the completed application packet, all applicants or subrecipients shall review the Duplication of Benefits Affidavit to determine if the applicant has reported receiving any potentially duplicative assistance.
2. If so, the applicant or subrecipient may request additional information from the applicant, including:
 - a. Dates funds were received
 - b. Specific uses of funds received, including receipts and dates as appropriate.
3. Based on a review of this information, the applicant or subrecipient may:
 - a. Determine that there is no duplication and proceed with consideration of the application for the full amount requested.
 - b. Determine that there is a partial duplication and proceed with consideration of the application for an amount that reduces the request by the DOB amount
 - i. $\text{Amount Requested} - \text{Amount of DOB} = \text{Eligible Amount}$
 - c. Determine that there is a complete duplication and deny the application
4. In the event that an application moves forward and is approved, in whole or in part, the applicant will be required to sign a Subrogation Agreement to address concerns around the potential for future duplication (for example a PPP application was made, and was not denied but the applicant has not heard back).
5. In the event that an application is approved in part, the applicant or subrecipient will also include in the funding documents specific information around what the funds may be spent on so as to avoid duplication of benefits.
6. The applicant or subrecipient will require all successful applicants to provide documentation as to how funds are actually spent and will review this documentation to ensure no duplication of benefits has taken place.

All application documents, including the Affidavit, Tracking Forms and Subrogation Agreement, if any, shall be retained in compliance with HUD's record retention requirements and kept on file with related records and files.

**COMMUNITY ACTION BOARD
BOARD MEMBER ROSTER**

District	Representing the Poor (L)		Representing the Board of Supervisors (P)		Representing the Private Sector (PR)	
1 Medina	11/15/18 thru 11/15/21	Linda McKell (650) 722-1415 lmckell@aimusa.com	8/8/20 thru 08/08/23	Carol Thomas (831) 801-9733 ctgoglobal@gmail.com	10/22/19 thru 10/22/22	Ellen Laitinen (408) 710-2578 ellenlaitinen@gmail.com
Youth Advisory						
2 Kosmicki	11/03/18 thru 11/03/21	Gary Cameron (408) 804-6556 thisisgrc@gmail.com	1/14/21 thru 1/14/24	Yolanda Delgado (831) 331-8813 35delgado@gmail.com	1/14/21 thru 1/14/24	Jessica Wohlander (831) 706-8829 jessica@terracultura.org
Youth Advisory						
3 Hernandez	3/15/18 thru 3/15/21	Juan Cruz (831) 630-0163 cruzbas@charter.net	7/11/19 thru 07/11/22	Tonia Sunseri (831) 902-0005 t_sunstorm@yahoo.com	11/12/20 thru 11/12/23	Christy Eggers (831) 245-7663 cgeggers@gmail.com
Youth Advisory						
4 Tiffany	5/14/20 thru 5/14/22	Mel Tungate (931) 801-1838 mel@tungate.com	10/22/19 through 10/22/22	Judi Johnson (831) 524-5738 jj2x@att.net	5/14/20 thru 5/14/22	Dennis Wightman (408) 781-3264 wighty@sbcglobal.net
Youth Advisory						
5 Gonzales	7/11/19 thru 07/11/22	Nelda Escamilla (209) 603-4065 Nelda.escamilla@edd.ca.gov	7/11/19 thru 7/11/22	Shari A Stevenson (831) 801-5638 sastevenson67@gmail.com	7/11/19 thru 07/11/22	James Whitehead (831) 638-1686 jameswhitehead9341@gmail.com
Youth Advisory						
Link to Ethics Training: http://localethics.fppc.ca.gov/login.aspx						

**Roster Updated 01.22.21****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.

CAB COMMITTEES FY 2020-2021**OFFICERS (Executive Committee)**

Chair:	Ellen Laitinen
Vice-Chair:	Nelda Escamilla
Secretary:	Darlene Boyd

BYLAWS COMMITTEE- Meets periodically to review bylaws and make recommendations thru the board.

Chair: Mel Tungate	Carol Thomas
Vice-Chair: Dennis Whitman	Shari Stevenson

PROGRAM/PLANNING COMMITTEE – Reviews programs and report recommendations thru the full board.

Chair: Nelda Escamilla	Jim Whitehead	Juan Cruz
Vice-Chair: Shari Stevenson	Mel Tungate	Darlene Boyd
Katherine Zavala-VACANT	Carol Thomas	

STRATEGIC PLANNING AD HOC COMMITTEE

* Ellen Laitinen #1	** Nelda Escamilla #5	*** Darlene Boyd #2	Shari Stevenson #5
Carol Thomas #1	Gary Cameron #2	Juan Cruz #3	Dennis Wightman #4
*Chair, ** Co-Chair, *** Secretary			

NOMINATING COMMITTEE: Consists of Representatives of the Poor.

Chair: Juan Cruz, District #3	District #2- Gary Cameron
Vice-Chair: Linda McKell #1	District #4- Mel Tungate
	District #5-Nelda Escamilla

MEMBERSHIP COMMITTEE:

Gary Cameron Juan Cruz Shari Stevenson Tonia Sunseri

Youth Committee 2021 Ellen Laitinen Carol Thomas **Darlene Boyd****HOMELOAN Committee:**

Cynthia Holthouse (831) 297-5626 cynthiaholthouse86@gmail.com	Juan Cruz Shari Stevenson (Back-up CAB member)
Jaime DeLa Cruz (831) 636-4000 supervisors@cosb.us	

Community Outreach Ad Hoc members: Tonia Sunseri, Mel Tungate, Carol Thomas, Gary Cameron**YOUTH ADVISORY COMMITTEE: Meets periodically to discuss the needs of youth throughout San Benito County and serve in an advisory capacity only to the CAB.**

#1	#2	#3 Joey Fernandez	#4
#5		* Ellen Laitinen, CAB Chair	

NEW: Hold open public comment for 15 days.

March
2021

3/24/21

4/8/21

5/11/21

6/10/21

6/22/21

6/30/21

CAB: Review and Approve the Final CAP, which includes the comments from the community and the agencies response.

FINAL CAP - *Certified* CAP must be submitted electronically (PDF) by June 30, 2020



02.18.21 Special CAB Meeting Agenda Page 20 of 30

San Benito County Community Action Board

PROGRAMS UPDATE

FEBRUARY 11, 2021

[HTTPS://ZOOM.US/J/93659942862?PWD=ymY0VHN0NNU2DEH0YNK5CKY0ZNGYZZ09](https://zoom.us/j/93659942862?pwd=ymY0VHN0NNU2DEH0YNK5CKY0ZNGYZZ09)





Capital Development Projects

1. Homeless Emergency Aid Program (HEAP)- Home Bound \$1.1 M

- **Phase I: 4-5** Transitional Housing for Homeless Families, infrastructure costs
- **Phase II-** Additional 8-9 Units & 3,000 sq ft Multi-Purpose Room-leveraged funding



Phase I Project Completion Date: By June 2021

Capital Development Projects



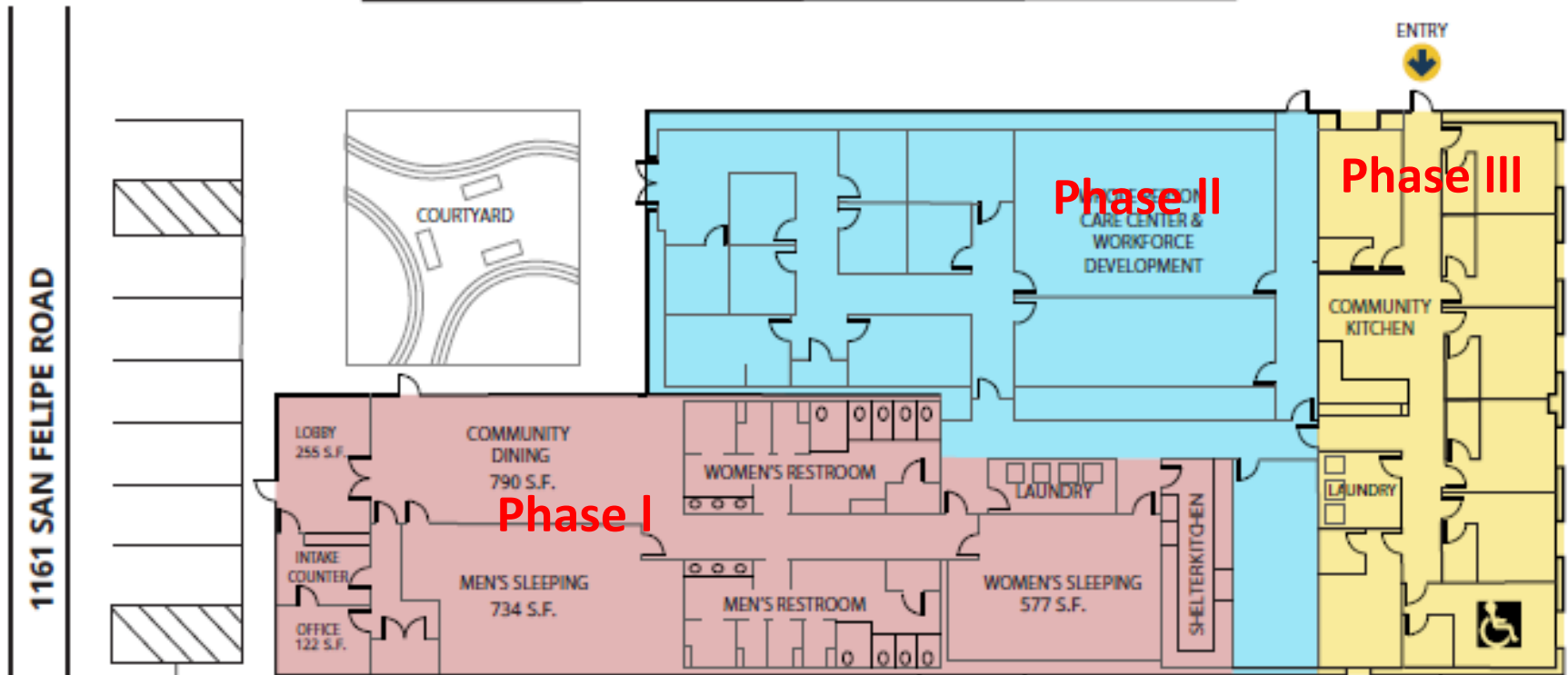
Phase III-Home Resource Center:

\$1.45 M

Transitional Housing: 6; 200 sq. ft. Units w/ common kitchen & laundry Rm

Project Completion Date: March 2021

SAN BENITO COUNTY HOME RESOURCE CENTER, EMERGENCY SHELTER, SERVICE CENTER & TRANSITIONAL HOUSING





Capital Development Projects

Whole Person Care Housing Grant	\$1.6 M
◦ Transitional Housing	\$850K
Purchase of Duplex/Triplex	
Resume purchase in July	
◦ Permanent Housing	\$650K
CHISPA Apartment Complex Project	
5-7 Dedicated Units	
Estimated Date: 2025	
◦ Other (Emergency shelter):	\$100K

Community Development Block Grant (CDBG) Application Overview

Page 25 of 30



Transitional Housing Project: \$3 M

Up to 8-9 units & 3,000 sq. ft. Multi Purpose Rm
Migrant Center

Public Services: \$668K

1. Operations of the HOME Resource Center-\$500K
Collaborative application with the City of Hollister
2. Operations of Sun Street Centers- \$168K - Awarded

Applications submitted in early June



COVID-19 Services Update

Project Roomkey/Hotel Vouchers:

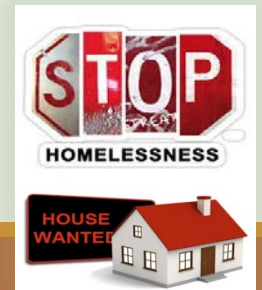
- Hotel rooms are used to provide temporary shelter for people experiencing homelessness for non COVID-19 positive; Protect the most vulnerable individuals in our community & prevent the spread of COVID;
- Total Current Rooms: 2 rooms & 6 total client
- Total Unduplicated Clients assisted in 2020: 265
- Total Expenditures in 2020: \$467,980

Trailers

Dedicated for COVID positive homeless individuals-5 total, plus 5 add'l units

Rental Assistance

- Rental Assistance (permanent housing or homeless prevention)
- Total Households: 206 (345 household members)
- Total Expenditures: Approx. \$635K



Volunteer Income Tax Assistance Program (VITA)



Program Will Resume on a Limited Capacity

Program provides free tax preparation services to residents of SBC for 2020 tax year with certified volunteer tax preparers. It is the goal to reach a minimum of 135 tax returns.



HOME Resource Center Fund Development Update

Annual Goal: \$615,000

2020- FULLY FUNDED

2021-

Received: \$80K State HHAP

Received: \$81K-ESG CV R1

Applied: \$250K (over 2 yrs)-CDBG SBC

Applied: \$250K (over 2 yrs)-CDBG) Hollister

Applied: \$141K State HHAP R2

Applied: \$200K ESG CV R2

In Process: \$369K (over 2 yrs)-CDBG CV R2/3

Grants Update



1. 2020 CDBG- \$3.5 M (Public Facilities \$3M / Public Services \$500K)-Pending

2. Project Roomkey-\$117K- Hotel Vouchers-Received

3. State Housing & Homeless Assistance Program (HHAP R2): \$141,169-Pending
2-year Grant Received: Shelter Operations

4. CDBG COVID R1: \$316K Appl-Pending
CDBG CRV R2/3: \$369K-In Process

San Juan Bautista	\$63,558
Hollister	\$151,177
San Benito County	\$101,532

5. Tenant Based Rental Assistance Program (TBRA): \$500,000
12 Months of Rental Assistance

6. ESG CV R 1 (\$81K) & R2 (\$325K): Round 1 Approved / Round 2 in Process

Questions



Thank You