



## 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)

1111 San Felipe Road, Suite 108, Hollister, CA 95023

May 10, 2018, 5:30 P.M.

### AGENDA

*The CAB will assist our vulnerable populations with resources to obtain skills, knowledge and opportunities toward self-sufficiency.*

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

**Chair:** Shari Stevenson

**Vice Chair:** Tonia Sunseri

**Secretary:** Katherine Zavala

- I. **Public Comment Period:** Guests may introduce themselves and request to comment on any non-agenda items. Time is limited to five 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 (pg 3):** The minutes of the April 12, 2018 CAB are **enclosed** for review and approval.
- III. **Action/Information:**
  - A. **Community Development Block Grant (CDBG) 2018 Application (pg 5):** The Strategic Planning Committee and the Program/Planning Committee met to review/update the CAB CDBG Application, Rubric and revise the timeline. The Committee is requesting the CDBG Application Timeline, the Application and Rubric be approved. **Action Required.**
  - B. **CalCAPA's First Annual Legislative Breakfast (pg 6):** Staff and members are invited to the **breakfast** scheduled for Tuesday, May 15, 2018 from 8am-9:30am in Sacramento. The cost is \$50/person. See **enclosed** for more info. **Action Required.**
- IV. **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. **NEW Training Modules:** In order to learn more about their role on the board, CAB members are encouraged to view the NEW training videos which can be accessed at: <https://www.youtube.com/channel/UCF6YVlo3SJngWzTSgCcBFVw/videos>
  - B. **New Applications:** Any new applications received may be considered by the board. Current vacancy is District #1, Representative of the Poor.
- V. **Grant updates, Additional Information and Discussion:**
  - A. **Grant Expenditure Summary Report:** Staff will provide a Grant Expenditure Summary Report on a quarterly basis.

COMMUNITY ACTION BOARD & WORKFORCE Development BOARD

SERVING SAN BENITO COUNTY SINCE 1978

The County CSWD is an equal opportunity employer/program

Updated 02.14.18



EQUAL HOUSING  
OPPORTUNITY

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. **CAP60 Report (pg 7):** **Enclosed** is a report of the services provided at CSWD since January 1, 2018.

C. **Outreach/Volunteer Opportunities & Updates:**

1. **Farmer's Market:** CAB members will discuss moving forward with hosting a booth at the market May 30, 2018. *Action Required.*
2. **Community Action Month 2019:** A committee needs to be formed to begin planning for next year and decide on what type of event will be held for Community Action Month 2019. *Action Required*
3. **H.O.M.E. Resource Center Dinner:** The CAB members will schedule a date to prepare a dinner for H.O.M.E. Resource Center. *Action Required*

D. **Youth Committee Report:** The committee will provide an update.

E. **Nominating Committee:** The nominating committee (Representatives of the Poor) will need to provide a new slate of officers for action at the June meeting.

VI. **Adjournment:**

The next CAB Meeting will be held on **June 14, 2018** at 5:30 P.M.



# SAN BENITO COUNTY

JAMES A. RYDINGSWORD  
DIRECTOR

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## SAN BENITO COUNTY COMMUNITY ACTION BOARD (CAB)

1111 San Felipe Road, Suite 108, Hollister, CA 95023

April 12, 2018, 5:30 P.M.

### MEETING AGENDA

*The CAB will assist our vulnerable populations with resources to obtain skills, knowledge and opportunities toward self-sufficiency.*

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

**Chair:** Shari Stevenson

**Vice Chair:** Tonia Sunseri

**Secretary:** Katherine Zavala

**Present:** Darlene Boyd, Gary Cameron, Juan Cruz, Richard Perez Sr., Tonia Sunseri, Carol Thomas, Mel Tungate, James Whitehead, Dennis Wightman, Katherine Zavala.

**Absent:** Nelda Escamilla, Sarahmarie Gutierrez, Shari Stevenson.

**Staff:** Sylvia Jacquez and Cynthia Larca

Co-Chair, Tonia Sunseri, called the meeting to order at 5:33 P.M.

I. **Public Comment Period:** Introductions were made by everyone present.

II. **Regular Agenda:**

A. **Roll Call:** Roll was taken to determine excused absences for attendance requirements.

B. **Approval of Minutes:** The minutes of the March 15, 2018 Special CAB were approved as presented. *M/S/C Darlene Boyd/Juan Cruz*

III. **Action/Information:**

A. **2018 Annual CalCAPA Conference Save the Date:** Will be held November 13-16, 2018 in Sonoma CA. Chair requested approval for up to 2 CAB Executive Committee members to attend. The CAB approved authorization for travel expenses. *M/S/C Katherine Zavala/Richard Perez.*

B. **Community Services Block Grant (CSBG) 2018 – Support Services:** Members and staff continued discussion on remaining \$3830 to be allocated for CSBG activities and made a decision on the following:

1. **HOME Resource Center:** Garden project has been funded and was removed from the list.
2. **Winter Shelter:** Staff requested funds be delegated to off-set unexpected expenses at the Family Winter Shelter to include replacing water heaters and mold damage. After discussion the CAB approved the remaining \$3830 for the Family Winter Shelter. *M/S/C Richard Perez/Darlene Boyd.*
3. **Young Adult with Disabilities Activities:** With the approval of the funds going to the Family Winter Shelter, there are no additional funds to go to Special needs young adults activities (much like Dream catcher) except age group is 19-22. This is something the board may wish to consider in the future.

COMMUNITY ACTION BOARD & WORKFORCE Development BOARD

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- C. **Community Development Block Grant (CDBG) 2018 Application Process:** Staff requested the Program/Planning Committee to schedule a meeting to review and update the CAB CDBG Application and revise the timeline. A meeting has been scheduled for May 8, 2018 at Mars Hill at 4:30 p.m. *M/S/C Juan Cruz/Katherine Zavala.*
- IV. **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 Darlene Boyd/Jim Whitehead*
- A. **NEW Training Modules:** In order to learn more about their role on the board, CAB members are encouraged to view the NEW training videos which can be accessed at: <https://www.youtube.com/channel/UCF6YVlo3SJngWzTSqCcBFVw/videos>
- B. **New Applications:** No new applications were received may be considered by the board. Current vacancy is District #1, Representative of the Poor.
- V. **Grant updates, Additional Information and Discussion:**
- A. **Grant Summary Report:** Enclosed was a summary report of the expenditures which will be provided on a quarterly basis. The current report is for expenditures through December 2017. There was Q&A on the timelines for full expenditures and the lack of invoices from Emmaus House. Staff will follow-up with the Emmaus House.
- B. **Outreach/Volunteer Opportunities & Updates:**
1. **Farmer's Market:** CAB members reviewed the enclosed poll to see who is interested in hosting a booth at the Farmer's Market and continue discussion on having a booth at the Farmers Market. Tonia stated she can help with gaps. Members decided on the date of May 30<sup>th</sup>.
  2. **Community Action Month 2019:** The CAB continued discussion on hosting a community event Community Action Month 2019. It was suggested that a committee be formed to begin planning for next year. This will be tabled to the next meeting for action.
  3. **Walk A Mile:** CAB members discussed a team opportunity for "Walk A Mile" on April 28, 2018 10-12. Since the CAB has funded the Emmaus House the board chair felt this would be a good opportunity to volunteer and support the Emmaus House. Upon further discussion, there were no volunteers for this event.
  4. **Spring Clean-Up:** Tonia Sunseri discussed that volunteers are needed for downtown clean-up. Chamberlain's has a need for volunteers. San Juan Bautista also has clean-up days and walking tours.
  5. **H.O.M.E. Resource Center:** The CAB agreed to prepare a dinner for H.O.M.E. Resource Center. There is a need to solidify the date. This item will be added to the May agenda for action.
- C. **Annual Form 700:** Board members received an e-mail reminder to file their Annual Form 700 from the San Benito County Elections Office by April 15, 2018. All board members have filed the required forms!
- VI. **Adjournment:** The meeting adjourned at 6:30 P.M. *M/S/C Juan Cruz/Mel Tungate*
- The next CAB Meeting will be held on **May 10, 2018** at 5:30 P.M.
- The Program Planning Committee and the Strategic Planning meeting are scheduled for Tuesday May 08, 2018 Mars Hill at **4:30-6:00pm**



**SAN BENITO COUNTY COMMUNITY ACTION BOARD (CAB)  
COMMUNITY SERVICES & WORKFORCE DEVELOPMENT (CSWD)**

**CAB LOCAL APPLICATION TIMELINE RECOMMENDATION**

In anticipation of the 2018 CDBG Notice of Funding Availability (NOFA), the CAB will need to approve the local application timeline. The following is a proposed timeline the CAB may approve to initiate the application process, public notice and to prepare us for submission of the application.

**CDBG timeline:** Here is a proposed timeline:

Item	Who	Due Date	Notes
Planning Committee to meetings	CAB/Staff	1/24/18 5/08/18	And as needed
Revise Application, Rubric as needed	Staff	5/4/18	
CAB to approve the application & Rubric	Staff	5/08/18	
Hold First Public Hearing on June 12	Staff		6.1.18 Publishing
a. Submit the Public Notice to solicit public feedback on the local needs		5/25/18	
b. Location TBD (Library, School, Vets Building...)		6/12/18	
Public Notice to release application	Staff		6.22.18 Publishing
a. Submit Public notice to appear in the newspaper on to solicit applications from interested organizations		5/15/18	
Release Application	Staff	6/25/18	8 a.m.
Application Due		7/20/18	Due at 3:00 pm
CAB Review, Rate, Rank, Score	Committee Members	7/23-7/27	Rate & Rank
Rating & Scoring Training for CAB Members	Staff	7/16-7/20	@ 4:00 pm
CAB to approve committee's recommendations	CAB	8/9/18	
Notify organization of being selected	Staff	8/16/18	
Hold second Public Hearing concurrently with the request for the Board of Supervisor's to approve the submission of the CDBG Application	Staff & Brd	Date TBD	
a. Location TBD (Library, School, Vets Building...)			
b. Submit the Public Notice to the newspaper to release the application		At least 10 days prior	
Execute Contract	Staff	TBD	BOS to approve





# 2018 LEGISLATIVE BREAKFAST

CALCAPA 1st Legislative Breakfast  
Tuesday, May 15, 2018  
8:00 am – 9:30 am

**\$50 Per Person**

\*INCLUDES BREAKFAST

[CLICK HERE TO REGISTER](#)

## JOIN US FOR

A morning of breakfast and engaging discussion before we head out to the capital to educate our legislative representatives during National Community Action Month!



## BOOK YOUR STAY

**Hyatt Regency**  
1209 L Street  
Sacramento, CA 95814

Services by Category				
Service Category	# Of Services	Cost	# of Units	Program
Employment				
CalWORKS ESE	1	\$0.00	1.00	CalWORKS
Career Counseling	1	\$0.00	1.00	WIOA (Dislocated Worker)
Career Counseling	3	\$0.00	3.00	WIOA WorkforceServices (Adult)
IEP	1	\$0.00	1.00	WIOA (Dislocated Worker)
IEP	1	\$0.00	1.00	WIOA WorkforceServices (Adult)
Objective Assessment-EUREKA	2	\$0.00	2.00	WIOA (Dislocated Worker)
Objective Assessment-EUREKA	4	\$0.00	4.00	WIOA WorkforceServices (Adult)
Objective Assessment-TABE	2	\$0.00	2.00	WIOA (Dislocated Worker)
Objective Assessment-TABE	4	\$0.00	4.00	WIOA WorkforceServices (Adult)
Orientation	2	\$0.00	2.00	WIOA (Dislocated Worker)
Orientation	4	\$0.00	4.00	WIOA WorkforceServices (Adult)
Education				
Income Management				
Housing				
Emergency Services				
Hotel Voucher	1	\$0.00	0.00	Hotel Voucher
Utility Payment (Base)	4	\$1830.00	1830.00	LIHEAP WPO
Utility Payment (Base)	52	\$15768.00	15768.00	Utility Assistance Fast Track
Utility Payment (Base)	86	\$26964.00	26964.00	Utility Assistance HEAP
Utility Payment (Supplimental)	31	\$8553.00	8553.00	Utility Assistance Fast Track
Nutrition				
Linkages				
Self Sufficiency				
Health				
Other				
Bus Token Red	8	\$11.00	11.00	Bus Token
Total Services Provided	207	\$53126.00	53151.00	