



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 BOARD (CAB)

via ZOOM

AGENDA

October 8, 2020, 5:30 P.M.

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

Vision: Ending Poverty by Empowering People

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 type="checkbox"/> No <input type="checkbox"/> *=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-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
Staff	Andi Anderson, Enrique Arreola, Esther Alva, Sylvia Jacquez				

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 Community Action Board (CAB) 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,

You are strongly urged to observe the online board meeting via zoom at:

<https://zoom.us/j/93659942862?pwd=YmY0VHN0NnU2dEh0Ynk5ckY0ZngyZz09>

Meeting ID: 936 5994 2862 - Password: 252970

1 669 900 6833 or +1 408 638 0968

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:** The minutes of the September 19, 2020 CAB Meeting are **enclosed** for board review and approval. **Action Required**

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

- A. **CAB Training:** *Standard 5.8: The governing board members have been provided training on their duties and responsibilities within the past 2 years.* Retreat scheduled on September 12, and 26, 2020 counts as training for CAB.
- B. **Board Membership:** *Standard 5.1 The department's tripartite board/advisory body is structured in compliance with the CSBG Act.*



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 needs. 10-08-20 CAB Agenda Page 1 of 19

1. **Board Vacancy:** Any applications received may be reviewed and approved to fill the vacancy of Carol Thomas, District #3 Representative of the Private Sector.

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

III. **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 Strategic Planning Goals & Activities:** The Retreat was held on September 12, 2020 from 9 A.M.-1 P.M. and September 26, 2020 from 9A.M.-1 P.M. Board members may have follow-up comments.
2. **Ad Hoc Committee for Youth:** Committee members may provide an update on the discussion at the August 8, 2020 meeting and the possibility of creating a club at the high school for the purpose of recruiting youth.

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

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:*

- A. **Coronavirus Aid, Relief, and Economic Security (CARES)-CSBG Supplemental:** Staff will provide and update on Contract (20F-3673) and services being provided. **Enclosed** is a summary memo.
- B. **County CARES Community Program:** Staff will provide an overview of the CARES Community Programs. **Enclosed** is the presentation.
- C. **CARES Service Provider Assistance Grant:** Staff may provide an update on the Service Provider Grant Applications. **Enclosed** is a flier in English and Spanish.
- D. **Community Development Block Grant (CDBG) COVID-19 Notice of Funding Availability (CDBG COVID-19 NOFA):** Staff may provide an update on the jurisdiction application submission for rental assistance for COVID impacted residents which was submitted to the State.

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

- A. **Food Bank:** Community Food Bank is needing volunteers. They need 12 people every Saturday. Helping to sort and distribute bags. Maybe connect with high school as they can get community credits. 8am-1pm.

VI. **Adjournment:**

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



SAN BENITO COUNTY

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SAN BENITO COUNTY COMMUNITY BOARD (CAB)

via ZOOM

MINUTES

September 10, 2020, 5:30 P.M.

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

Vision: Ending Poverty by Empowering People

<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 - <u>Chair</u>
2-Botelho	<input checked="" type="checkbox"/>	Gary Cameron	<input checked="" type="checkbox"/>	Darlene Boyd - <u>Secretary</u>	<input checked="" type="checkbox"/> Katherine Zavala
3-Hernandez	<input checked="" type="checkbox"/>	Juan Cruz	<input checked="" type="checkbox"/>	Tonia Sunseri	<input type="checkbox"/> VACANT
4-Gillio	<input checked="" type="checkbox"/>	Mel Tungate	*	Judi Johnson	<input checked="" type="checkbox"/> Dennis Wightman
5-De La Cruz	<input type="checkbox"/>	Nelda Escamilla - <u>y Chair</u>	<input checked="" type="checkbox"/>	Shari A Stevenson	<input checked="" type="checkbox"/> James Whitehead
Staff	Andi Anderson, Enrique Arreola, Esther Alva, Sylvia Jacquez				

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.

I. General:

A. Public Comment Period: There were no public comments.

II. Regular Agenda:

A. Roll Call: Roll was taken to determine excused absences for attendance requirements. Individuals who called in were excused by the chair.

B. CAB Director's Comments: CAB Director summarized the services being provided during the Shelter in Place Order. Director stated staff has been very busy and thanked staff for their hard work. Because of the extra work, CSWD is looking to hire additional temp staff. The Board of Supervisors (BOS) approved additional funds for Rental Assistance (approximately \$400,000), for COVID impacted residents, to include, utility – water, sewer, garbage and food vouchers during the holidays. Applications will be available from September 23, 2020 through October 22, 2020. An information session will be held to promote the services on September 28, 2020.

C. Approval of Minutes: The minutes of the August 8, 2020 Special CAB Meeting were enclosed and approved with the correction to the dates for the CAB retreat from September 9, 2020 to September 12, 2020. *M/S/C Tonia Susneri/Dennis Wightman*

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: *Item D was pulled to discussion, a motion was made to approve all consent item except item D. M/S/C. Nelda Escamilla/Linda McKell.*

A. CAB Training: *Standard 5.8: The governing board members have been provided training on their duties and responsibilities within the past 2 years.* Retreat scheduled on September 12, and 26, 2020 counts as training for CAB.

B. Performance Results: As part of the reporting compliance for Module 1 of the Community Service Block Grant (CSBG) Annual Report, it is required that the state provide each agency



COMMUNITY ACTION BOARD & WORKFORCE Development BOARD

SERVING SAN BENITO COUNTY SINCE 1978

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written feedback regarding the agency's performance in meeting the Results Oriented Management and Accountability (ROMA), as measured through the 2018 and 2019 CSBG Annual Report Modules 2-4. The report was enclosed.

- C. **100 Day Challenge:** Attached was notice on the 100 Day Challenge to end youth homelessness.
- D. **Monitoring Review:** A desk review monitoring has been scheduled for September 17, 2020. – ***Pulled for discussion***
- E. **Board Membership:** *Standard 5.1 The department's tripartite board/advisory body is structured in compliance with the CSBG Act.*
 - 1. **Board Vacancy:** Any applications received may be reviewed and approved to fill the vacancy of Carol Thomas, District #3 Representative of the Private Sector.

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

- A. **Monitoring Review:** A desk review monitoring was scheduled for September 17, 2020 however it was moved to September 24, 2020 from 1-4pm.
- B. **Volunteer Activities/Agency Needs during Shelter in Place:** Ad hoc committee provided an update on their meeting with the shelter manager to discuss shelter needs and community involvement. Linda stated that she has provided a list of ideas to shelter manager (enclosed), however; she hasn't been able to connect with Elizabeth, Shelter Manager. She was informed that shelter guests aren't allowed to leave the facility unless it is for doctor's appointments or work. There is protocol that needs to be followed. Would be great to survey guests and see what their interest are and the importance of activities for guests. Discussed was the possibility of hiring or obtaining a volunteer as an events coordinator to help shelter staff. Follow-up: **Schedule a meeting with shelter manager and discuss ideas as well as possibility of volunteering. Think long term for ongoing.**
- C. **Coronavirus Aid, Relief, and Economic Security (CARES)-CSBG Supplemental:** Staff submitted contract to the State and provided an update on the CARES Contract (20F-3673) and services being provided. Youth \$112, 227 Homeless, \$56,188, Senior/Veterans \$74,9038, Other Costs \$9,729. This grant is retroactive to March, 27, 2020.
- D. **CARES Service Provider Assistance Grant:** Staff provided an update on the Service Provider Grant Applications received. There were 8 application received and 4 were excluded due to ineligibility. The reviewers had questions for the remaining 4 agencies and a decision will be made in the next week. Overall, there wasn't as many submission as anticipated and therefore, the funds will be disbursed as discussed in the Directors comments. Discussed were barriers in criteria based on non-profit status and need to have nonprofit support.
- E. **Community Development Block Grant (CDBG) COVID-19 Notice of Funding Availability (CDBG COVID-19 NOFA):** Staff provided an update on the jurisdiction application submission for rental assistance for COVID impacted residents which was submitted to the State. Expect to be notified soon. These funds will provide up to 6 months of rental assistance.
- F. **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:** The Retreat has been scheduled for all board members on September 12, 2020 from 9 A.M.-1 P.M. and September 26, 2020 from 9A.M.-1 P.M. Reminder to register your attendance.
 - b. **Strategic Planning Goals & Activities:** Staff provided an update on the updated Strategic Planning Goals and Activities. Copies were e-mailed to all board members. Updates were made as discussion ensued. Board members asked about purchasing the Wiebe to use as transitional housing. Staff reported that they tried a few years ago but the owners indicated they weren't selling, then recently found out it has been sold and is under new management.
 - c. **Virtual Community Conversations/Community Survey:** Staff provided an update on the Virtual Community Conversations to gather input for the Strategic Plan 2021-2024 as well as

update the board on the community survey. There were no attendees for the Spanish. The English was fairly well attended.

2. **Bylaws Committee:** The Bylaws were approved at the Board of Supervisors (BOS) meeting on August 18, 2020. A copy of the approved bylaws was enclosed.
3. **Nominating Committee:** No report.
4. **Ad Hoc Committee for Youth:** Follow-up on the discussion at the August 8, 2020 meeting and the possibility of creating a club at the high school for the purpose of recruiting youth. ***Table until next meeting.***

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

A. **Grant Updates:** *Standard 5.9 The department's tripartite board/advisory body receives programmatic reports at each regular board/advisory meeting. Standard 8.7 The tripartite board/advisory body receives financial reports at each regular meeting, for those program(s) the body advises, as allowed by local government procedure.* Staff may provide an update on current grants including:

1. Staff provided an overview of proposals submitted and funding awarded. Staff are working on applying for funds for Project HomeKey, the application is due the end of the month. An offer was made on a 4-plex to purchase a home to provide 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. **Ethics Certification:** Must be completed every 2 years, those needing to update will be notified.
- B. **Food Bank:** Community Food Bank is needing volunteers. They need 12 people every Saturday. Helping to sort and distribute bags. Maybe connect with high school as they can get community credits. 8am-1pm.
- C. **FLAG:** Need to replace flag and lighting, if not taken down at night.
- D. **New Member Orientation:** Schedule after the first of the Year, Mid-January.

V. **Adjournment:** *M/S/C Mel Tungate/Darlene Boyd. 6:52 P.M.*

The next meeting will be held October 8, 2020 at 5:30 P.M

MEMORANDUM

Date: 10.8.20

TO: Community Action Board

FR: Enrique Arreola

RE: **2020 CARES Services: Staff will provide and update on Contract (20F-3673) and services to be provided.**

The 2020 CSBG CARES contract was amended from \$369,559 to \$374,589 reflecting an increase of \$5,030. With the increased allocation, the following categories were adjusted as follows:

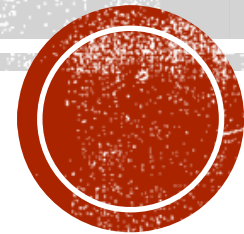
Activity/Service	Option #1	%	Comments
Personnel	102,649	27%	Personnel costs to deliver services: TEMP Eligibility Worker (1-2); Supervision, Off. Support
Operational Support	18,728	5%	Operational Support includes facility rental, utilities, office supplies, maintenance....etc.
Youth Services/Activities	112,377	30%	To provide a variety of services for Youth impacted by COVID-19 including tutoring, tablets for on-line education, wifi assistance, educational/school supplies...etc.
HOMELESS Supportive Services	56,188	15%	To expand the Project Roomkey by providing shelter at local hotels and supportive services for homeless individuals and families
Senior Services	37,459	10%	Provide services to seniors over the age of 60 with a variety of services including, but not limited to, water assistance, rental assistance, food vouchers...
Veteran Services	37,459	10%	Provide services to veterans with a variety of services including, but not limited to, water assistance, rental assistance, food vouchers...
Other	9,729	3%	Transportation Assistance, marketing materials, homeless Census...
TOTAL:	\$ 374,589	100%	

CARES COMMUNITY PROGRAMS OVERVIEW



Monday, September 28, 2020

5:00 PM





CARES COMMUNITY PROGRAMS



The County of San Benito has made available CARES funding to residents impacted by the COVID Pandemic to offer a variety of services. Residents and families who have been affected by COVID can apply with Health & Human Services Agency (HHSA), Community Services & Workforce Development (CSWD) during the application period of Sep. 23-Oct. 22, 2020.



PURPOSE – TO PROVIDE IMMEDIATE RELIEF TO COVID IMPACTED RESIDENTS OF SAN BENITO COUNTY

- Types of Assistance:
 - Rental Assistance-Arrears, security deposit
 - Utility Assistance (Water/Sewer, Garbage)
 - Food Vouchers (Nov-Dec)



ELIGIBILITY

- Must provide evidence of being COVID impacted
- Documents:
 - Reductions in hours, Check stubs, unemployment letter, Lay-off notice, letter from employer, etc.
 - 3-day Pay or Quit or past due notice from Landlord
 - Self-declaration



Rental Assistance to include

- Short term rental assistance of up to 2 Months rent payments. Client pays 30% of the household income.

Ex. If the household income is \$1,500,
then: $\$1,500 \times 30\% = \450 -client's share

- Clients in subsidized housing are not eligible (assistance only with security deposit).
- Arrears of 1 month (if requesting arrears, must have lease established as of June 2020)
- Security Deposit (for new leases). Security Deposit must not exceed 1 month's rent.
- Landlord Cooperation
 - Payments made directly to the landlord
 - W-9 (signed from landlord)
 - Lease Agreement

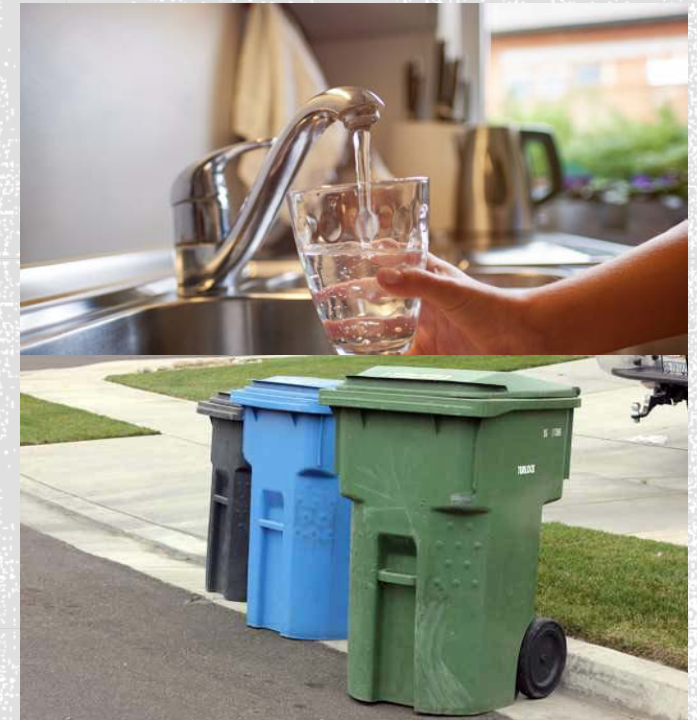
RENTAL ASSISTANCE



Water, Sewer, & Garbage

- Payments made directly to the utility Provider
 - One-time payment of \$300
 - If Past Due, maximum \$500
- Provide Proof of bill

UTILITY ASSISTANCE



Food Voucher

- \$100/family 1-2
- \$150/family 3-4
- \$200 family 5+
 - Hollister Super/Baler Market
 - Grocery Outlet
- Vouchers to be issued mid November through mid December & must be redeemed by December 31st.

Tobacco, alcohol & pet supplies are prohibited.

FOOD VOUCHER



Application Process

- Submit Completed Application
- Client Checklist
- Signed client/landlord forms
- Proof of Income (last 30 days)
- Verification of family members: ID & Birth Certificates required for adults & BC only for children under 18 yrs.
- COVID Impacted Documentation
- San Benito County Resident 90 days or more
- Income Guidelines

Application Period-Sep. 23-Oct. 22, 2020

VERIFICATION AND DOCUMENTATION PROCESS



INCOME GUIDELINES

Number in Household	1	2	3	4	5	6	7	8
Annual Income	\$40,700	\$45,800	\$50,900	\$56,000	\$60,100	\$64,200	\$68,250	\$72,350



**Pick Up Application at
1111 San Felipe Road, Ste 107**

**Drop Off Application in Black Box Located at
1111 San Felipe Road (Front Entrance)**

Include completed application with ALL required documents.

Write on Envelope: RENTAL ASSISTANCE

**download application at
www.cosb.us/rentalassistance**





QUESTIONS



For additional information,
you may call

Community Services & Workforce Development
831-637-9293



Rental Assistance Program

CARES ACT



**Must Be
COVID
Impacted**

San Benito County

Residents Only

Application Deadline:

October 22, 2020

by 5 P.M.

Income Eligibility Guidelines

Number in Household	1	2	3	4	5	6	7	8
Income	40700	45800	50900	56000	60100	64200	68250	72350

**Rental Assistance, Past Due, Security Deposit
Utility Assistance (Water/Sewer, Garbage)
Food Vouchers (November-December)**

Call:

(831) 638-3316

For More Info

Pick Up Application at

1111 San Felipe Road, Ste 107

Drop Off Application in Black Box Located at

1111 San Felipe Road (Front Entrance)

Include completed application with ALL required documents.

Write on Envelope: RENTAL ASSISTANCE



**download application at
www.cosb.us/rentalassistance**

Programa de Asistencia de Alquiler Ley CARES

**Debe ser
impactado por
COVID-19**

**Solamente Para Residentes
del Condado de San Benito**

**Plazo de solicitud:
22 de octubre de 2020
a las 5 P.M.**

Pautas de elegibilidad

Number in Household	1	2	3	4	5	6	7	8
Income	40700	45800	50900	56000	60100	64200	68250	72350

**Asistencia con el alquiler, alquiler atrasado, depósito de seguridad
Asistencia con los servicios públicos (agua/basura)
cupones de comida (noviembre a diciembre)**

**cómo aplicar
Llama:**

(831) 638-3316

**Recoja la solicitud en
1111 San Felipe Road, Ste 107**

**Entrega su solicitud en la caja negra ubicada en la
entrada principal de 1111 San Felipe Road, Hollister**

**Incluya la solicitud completa con todos los documentos requeridos.
Escriba en el sobre: ASISTENCIA DE ALQUILER**

**o descargue la aplicación en
www.cosb.us/rentalassistance**

