

**COUNTY OF SAN DIEGO
HEALTH AND HUMAN SERVICES AGENCY
COMMUNITY ACTION BOARD (CAB)**

MEETING NOTICE: [WebEx](#) ONLY

Call-In Number: 1 (470) 238-5742 US Toll Free

Meeting Number/Access Code: 133 438 7379

Meeting Password: 03112021

MEETING MINUTES

March 11, 2021 - 3:30 p.m. to 5:00 p.m.

Members Present

Jeannine Nash	De De Henry	Choose an item.
Maggie Ta	Juana Duenas	Choose an item.
Cassandra Schaeg	Keith Eshaki	Choose an item.
Parina Parikh	Gina Jackson	Choose an item.
Nicole Roesler	Choose an item.	Choose an item.

Excused

Erik Bruvold
Munqith Alhajjaj
Connie Cepeda
Ramon Marquez
Choose an item.

Staff

Maggie Fenn, Program Manager, CAP
Abdi Abdillahi, Program Manager, RES
Alyssa Stewart, Admin Secretary, EO
Michael Wang, Admin Secretary, EO
Jeannie Hufford, Chief, EO Fiscal
Rick Wanne, Director, EO
Alberto Banuelos, Deputy Director, EO
Nazira Adieva, Admin Analyst, CAP

Absent

Marlene Ruiz
Choose an item.
Choose an item.

Guests

Conner Vaughs

1. **Call to Order:** Meeting called to order by Nicole Roesler at 3:37 PM
2. **Roll Call:** 9 members were present; quorum was **Achieved**
3. **Acceptance of Agenda:** Juana Duenas made a motion to accept Agenda, Cassandra Schaeg seconded the motion, motion carried.
4. **Approval of Minutes:** Juana Duenas made a motion to approve the Thursday, February 11, 2021 Minutes, Cassandra Schaeg seconded the motion, motion carried.
5. **Public Comments:** No Public Comments
6. **Information Item: Vacancy Report**

Currently, there are four (4) vacancies:

- Public Sector Seat 1
- Public Sector Seat 3
- Economically Disadvantaged Sector Seat 6
- Private Sector Seat 15

7. Discussion Item: CAB Nominating Committee

Cassandra Schaeg shared the results of interview with applicant Aimee Cox and nominated her to fill Private sector seat 15. Maggie Ta shared the results of interview with applicant Connor Vaughs and nominated him to fill Private sector Alternate seat 25. It was recommended that Connie Cepeda be nominated as an additional member of the Nomination Committee.

8. Action Item: CAB Nominating Committee

Nicole Roesler made a motion to approve the nomination of Aimee Cox to Private sector seat 15, and Conner Vaughs to Private sector Alternate seat 25. Juana Duenas seconded the motion, motion carried. Nicole Roesler made a motion to nominate Connie Cepeda to the nominating committee. Juana Duenas seconded the motion, motion carried.

9. Discussion Item: Needs Assessment Data and Community Action Plan

Maggie Fenn reported that staff is finalizing the Community Action Plan and Community Needs Assessment Report; both will be included on the April 8, 2021 agenda for CAB review and approval. The May 13, 2021 CAB meeting will be utilized for a public hearing to obtain feedback on the 2022-2023 Community Action Plan.

10. Discussion Item: Biannual Ethics Training (Organizational Standard 5.6)

CAB members were reminded of the bi-annual State mandated ethics training requirement and requested members complete and submit their certificates by April 12, 2021.

11. Director Update: Maggie Fenn

PROGRAM UPDATES

- Contracted providers continue to administer **COVID-19 response services** through the CSBG CARES Act, in January 2021:
 - In the South Region, through the **Communities in Action (CinA) Program**, SBCS assisted households with **14** rental assistance payments, **10** transportation supports, and **9** utility supports
 - In the North Coastal Region, through the **CinA Program**, North County Lifeline assisted households with **14** emergency needs, **6** housing supports, and **5** transportation supports
 - The School-Based Family Self Sufficiency Services Program administered by SAY San Diego through O'Farrell Charter School and provided **55** educational bundles to help students stay engaged and supports (predominantly food) to **30** households
 - The **Keep 'em Safe** program administered by Pacific Safety Center distributed **61** car seats
 - Interfaith Shelter Network, through the **Rotational Shelter Services** program, distributed **2** emergency rental supports to assist families/individuals moving into transitional or permanent housing or that need assistance paying rent to avoid eviction

- The **Vocational ESL** program for refugee families administered by the International Rescue Committee was supplemented with additional funding in January 2021 for housing assistance:
 - Refugee families may be eligible for a **one-time** payment of **\$1,000** per family
 - A minimum of **90** families in the East Region and **80** families in the Central Region will be served in FY 20/21

- The National Conflict Resolution Center (NCRC) administers various programs, all of which continue to be very active with trainings and community sessions:
 - The **Live Well Exchange** program engaged a total of **73** participants in January through trainings and restorative circles. NCRC fully expended their allocation of CSBG CARES funds in CY 2020, staff will be working with NCRC to add additional COVID-19 response and recovery trainings and sessions in CY 2021. NCRC partnered with the State Council on Developmental Disabilities (SCDD) and the Fieldstone Leadership Network to conduct trainings in January; the SCDD restorative circle was focused on community resiliency, finding hope, purpose, and connection despite the difficulties of this year, and the other sessions were all focused on equity, antiracism, and bridging in the community.
 - The **Alternate Dispute Resolution** program conducted **27** mediations in January; NCRC continues to work primarily with individuals that are either self-referred or via the San Diego Housing Commission and the Regional Taskforce on the Homeless, as access within the courthouse remains closed to outside visitors and non-court personnel.

- A support group of **Resident Leadership Academy (RLA)** facilitators through **SBCS** was recently recognized by the City of Chula Vista as a “Chula Vista Community Champion” at a virtual ceremony/video that took place on February 25, 2021. Selected by a committee, various organizations and groups were recognized in a video that celebrates the amazing accomplishments of those who live, work, and play in Chula Vista and have gone above and beyond for their neighbors and community during these challenging times. The video can be found [here](#). The support group, called *Charlando Durante COVID-19 (Coming Together during COVID-19)*, received one of the COVID-19 Response and Recovery stipends in December 2020 to support their COVID response and outreach efforts through CAP’s **RLA Coordination** program.

FISCAL UPDATES

- CAP is scheduled for a monitoring visit with our state agency, the Department of Community Services and Development in the late spring/early summer of 2021.

12. Chair Update: Provided by Nicole Roesler

Nicole Roesler shared that the Vice-Chair position is currently open and requests a volunteer to fill the position, Juana Duenas who is the current Secretary agrees to do so. The nomination of Juana Duenas to Vice-Chair and a new Secretary will be included on the April 8, 20201 agenda.

13. Adjournment - Next Meeting

Nicole Roesler made a motion to adjourn. Gina Jackson seconded the motion. Motion carried. Meeting ended at 4:22 PM. The next regular meeting will be on Thursday, April 8, 2021 at 3:30 PM. Location: Webex.