

**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: 2451 535 1455

Meeting Password: CAB101421

MEETING MINUTES

October 14, 2021 – 3:30 p.m. to 5:00 p.m.

Members Present

Madeleine Baudoin

Nicole Roesler

Maggie Ta

Parina Parikh

Keith Esshaki

Aimee Cox

Cassandra Schaeg

Munqith Alhajjaj

Margarita Holguin

Choose an item.

Jeannine Nash

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Excused

Erik Bruvold

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Absent

Choose an item.

Choose an item.

Choose an item.

Staff

Michelle Hollie, Admin Secretary,

OEQC

Michael Wang, Admin Secretary,

SSS

Jennifer Bransford-Koons, Director,

OEQC

Rosa Gracian, Deputy Director,

OEQC

Terri Foster, Admin Analyst, CAP

Abdi Abdillahi, Manager, OIRA

Guests

Ann Vilmenay

DeDe Henry

1. **Call to Order:** Meeting called to order by Nicole Roesler at 3:35PM
2. **Information and Action Item: Authorization of Teleconferencing Meeting Option Pursuant to Government Code Section 54953(e):**

Terri Foster shared information about AB 361, which began on October 1, 2021, allows for a continuation of teleconference meetings in certain circumstances. Dr. Wilma Wooten, the County's Public Health Officer issued a Social Distancing Recommendation on September 23, 2021, which stated that utilizing teleconferencing options for public meetings is an effective and recommended social distancing measure to facilitate participation in public affairs and encourage participants to protect themselves and others from the COVID-19 disease.

CAB had a discussion about the regulations and agreed the social distancing measures are necessary for the safety of CAB members, therefore they would like to utilize the teleconferencing meeting option.

Margarita Holguin made a motion to accept and continue teleconferencing for the next meeting, Nicole Roesler seconded the motion, motion carried.

3. **Roll Call:** 10 members were present; quorum was Achieved
4. **Acceptance of Agenda:** Aimee Cox made a motion to accept Agenda, Madeleine Baudoin seconded the motion, motion carried.

5. **Approval of Minutes:** Cassandra Schaeg made a motion to approve the Thursday, August 12, 2021 Minutes, Aimee Cox seconded the motion, motion carried.

6. **Public Comments:** No Public Comments

7. **Information Item: Vacancy Report**

Currently, there are 4 vacancies.

- Seat 13 – Private Sector
- Seat 14 & Seat 24 – Private Sector (previous Representation by SDG&E, both vacated 9/11/2021 with term expirations)
- Seat 6 – Economically Disadvantaged Sector, East Region
- Seat 10 - Economically Disadvantaged Sector, South Region (seat vacated 9/11/2021 by Juana Duenas, term expired)
- At the August 12, 2021 meeting CAB approved for Nicole Roesler to move from seat 12 to seat 6, and for Connor Vaughns to move from seat 25 to seat 12. These appointments are in process to be approved by the San Diego County Board of Supervisors (BOS) and will be on the BOS agenda in November or December 2021.

8. **Discussion Item: CAB Nominating Committee**

Members of the Nominating Committee provided a summary of the recent interviews conducted and contacts made to individuals interested in CAB positions. Oscar Medina's appointment to Seat 13 in the Private Sector was pending a confirmation from his employer allowing Oscar to represent his organization on CAB, confirmation was provided via e-mail indicating their approval.

Seat 14 in the Private Sector was filled by Connie Cepeda (with DeDe Henry as the alternate in Seat 24) was vacated due to a term expiration, DeDe Henry as agreed to step into Seat 14 as the Primary representative of SDG&E, the nominating committee will discuss with Connie prior to the December 8, 2021 meeting about serving as the alternate (Seat 24).

Seat 6 in the Economically Disadvantaged Sector, East Region, is vacant. Madeleine Baudoin and Cassandra Schaeg had a conversation with Hilary Ward, who submitted an application in June 2021; Hilary indicated that she has recently started a new job and is not currently available, she will reach out to the Nominating Committee when she is ready to re-engage.

CAB members were encouraged to continue outreach efforts to fill the vacancies.

9. **Action Item: CAB Nominating Committee**

Nicole Roesler made a motion to appoint DeDe Henry into Private Sector, Seat 14, Munqith Alhajaj seconded the motion, motion carried.

Jeannine Nash made a motion to move Oscar Medina into Private Sector, Seat 13, Nicole Roesler seconded the motion, motion carried.

CAP staff will draft the memos for appointment by the Board of Supervisors.

10. **Discussion Item: CAB Officers**

Nicole Roesler provided updates on the CAB Officer positions; the Co-Chair is currently vacant with the exit of Juana Duenas from CAB and Nicole indicated that she is no longer able to serve as the Chair. Nicole asked CAB members for a volunteer to fill the Chair position, Madeleine Baudoin volunteered to take over as CAB Chair and Nicole will serve as the Co-Chair.

11. Action Item: CAB Officer Appointments

Jeannine Nash made a motion to accept Madeleine Baudion as CAB Chair, Aimee Cox seconded the motion, motion carried.

Jeannine Nash made a motion to accept Nicole Roesler as CAB Co-Chair, Munqith Alhajjaj seconded the motion, motion carried.

12. Information Item: Draft Board Letter – for CSBG Funding Allocation

Terri Foster presented the CSBG Funding Allocation Board Letter required to recommend the acceptance and authorization of the annual CSBG Revenue Agreement.

- Draft Board Letter presented for review and comment

13. Action Item: Approve Board Letter Acceptance of CSBG Funding Allocation

Nicole Roesler made a motion for the approval of the Board Letter to recommend the acceptance and authorization of the CSBG funding for CY 2022 and 2023 from the CA Department of Community Services and Development to be presented for acceptance by the County Board of Supervisors on November 16, 2021, Munqith Alhajjaj seconded the motion, motion carried.

14. Director's Update: Provided by Terri Foster

PROGRAM UPDATES

- Contracted providers continue to administer **COVID-19 response services** through the CSBG CARES Act:
 - Since the start of the calendar year, the Communities in Action (CinA) contractors have provided individuals and families with the following:
 - **Home Start** in the Central Region - **200** food supports, **227** Fuel and transportation, **75** PPE, and **86** diaper packages
 - **International Rescue Committee** in the East Region - **22** rental supports, **34** food supports, **56** technology/Chromebook supports, **68** PPE, **2** debt navigation trainings, and **36** internet supports
 - **Interfaith Community Services** in the North Inland Region - **134** basic needs support, **32** utility supports, **2** childcare assistance supports, and **12** clothing assistance supports
 - **Jewish Family Service** in the North Central Region – assessed and provided COVID-relief focused case management to **54** individuals, **52** housing and dependent care supports, **218** utility and transportation supports, **694** diaper package supports, and **12** internet supports
 - **North County Lifeline** in the North Coastal Region - **25** COVID-19 assessments, **136** emergency needs supports, **41** housing supports, and **62** transportation supports
 - **SBCS** in the South Region - **73** rental supports, **67** transportation supports, **65** food supports, and **95** utility supports
 - Success stories from the CinA CARES services:
 - **Interfaith Community Services** provided assistance to a family that found themselves homeless during the pandemic; the family of four was forced to stay in hotels for months while the mother worked to find and secure housing. She was eventually able to find a place but exhausted their savings to secure a loan to pay for move-in and moving expenses, leaving the family no safety net and soon they fell behind on rent again. Realizing that their new living situation would be unsustainable, she reached out Interfaith for assistance where she was matched with a case manager. Interfaith provided this hard-working mother rental assistance

to help catch-up on rent, she enrolled into a financial education course, and with the case manager created new monthly budgets to help her and her family reduce spending and save. She has recently graduated from adult school and would like to enroll into college soon where she can work towards her dream of becoming a parole officer, stating “I want to bring light to dark places”.

- On August 10, 2021, Promotoras from **SBCS** helped the San Ysidro community access COVID-19 vaccination information and appointment scheduling during a virtual and in-person town hall meeting held by Vice-Chair Vargas. The purpose of this meeting was to provide information to the community about the County’s role and top priorities for San Ysidro, share plans for addressing pandemic recovery including mental health impacts and support needed by families that have been impacted.
- The **RLA Coordination Program**, administered by Community Health Improvement Partners (CHIP), had several successful activities in August and September 2021:
 - CHIP hosted a COVID-focused RLA Council meeting in August with **34** participations, this meeting was focused on various supports available (food, mental health, COVID testing/vaccinations, housing, rental assistance, etc.) via several presenting organizations countywide.
 - A supplemental training was held in September with **38** attendees, the topic was “COVID-19 Impact on College (and Access) Trends”.
 - This first RLA COVID-19 Relief Project Stipend Opportunity for FY 21/22 was released **September 15, 2021**, which is open for RLA trainers, resident leader groups and Community-Based Organizations (CBOs) to apply. The stipends provide the opportunity to support community efforts around COVID-19 response and recovery. Applications were due on October 8, 2021 and will be reviewed by a selection committee independent of CHIP or CAP staff.
- **Project MOST**, administered by RISE San Diego, has been busy planning for upcoming trainings, workshops and cohorts:
 - Open entry/open exit trainings are expected to run monthly between October 2021 and March 2022
 - Plans are moving forward for a subcontract with The Prep Institute to serve as the lead facilitator for the contract support cohort that is expected to begin meeting in November 2021
 - The next business development cohort began in August and will start meeting in November 2021
- 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 **399** participants in August through trainings, restorative circles, and bystander trainings. **149** of those attended COVID recovery and response specific activities.
 - The **Work Readiness Exchange (WRE)** program for refugees trained **56** participants through **2** WRE trainings, and **2** individuals completed the self-guided e-learning course. Staff is currently working with NCRC to amend the WRE program to add in add
 - Through the **Alternate Dispute Resolution (ADR) Program** there were **103** services provided, **67** referrals came through the Regional Taskforce on the Homeless and the San Diego Housing Commission and **77** were disputes among neighbors throughout the county. NCRC staff completed **3** outreach presentations to Poway Sheriff, CA Indian Legal Services, and the California Emergency Solutions and Housing (CESH) in San Diego. NCRC staff is moving towards working within small claims court again with post-pandemic services opening

back up, there has been an increase in referrals stemming from civil harassment cases that mediators will begin to put more focus towards.

FISCAL UPDATES

- The FFY 2021/2022 grants from the Office of Traffic and Safety began on October 1, 2021. Two grants fund the Walk n' Roll Program (\$125,000) and the Child Passenger Safety Seat Program – Keep 'em Safe (\$250,000) annually.
 - **RFP #11106** is currently in progress for the next iteration of the Child Passenger Safety Seat Program, which is projected to begin on or before April 1, 2022.
- The **CY 2022 CBSG Revenue Agreement** will be awarded by CSD in October/November 2021 with an effective date of January 1, 2022.

15. Chair's Update: Provided by Nicole Roesler. No updates to provide.

16. Adjournment - Next Meeting

Nicole Roesler made a motion to adjourn. Keith Esshaki seconded the motion. Motion carried. Meeting ended at 4:45 PM. The next regular meeting will be on Thursday, December 9, 2021 at 3:30 PM. Location: Zoom.