

**COUNTY OF SAN DIEGO
HEALTH AND HUMAN SERVICES AGENCY
COMMUNITY ACTION BOARD (CAB)
MEETING NOTICE: In Person
Seville Plaza
5469 Kearny Villa Road, San Diego, CA 92123
Third Floor - Conference Room 3700**

**MEETING MINUTES
December 8, 2022 – 3:30 p.m. to 5:00 p.m.**

Members Present

Madeleine Baudoin
Hilary Ward
Jeannine Nash

Aimee Cox
Parina Parikh

Excused

Nicole Roesler
Keith Esshaki
Connie Cepeda

Margarita Holguin
Maggie Ta

Staff

Deanna Zotalis Ferreira
Deo Akena
Erik Aguilar

Guests

Absent

Oscar Medina
Ramon Marquez
De De Henry

Erik Bruvold
Munqith Alhajjaj

1. **Call to Order:** Meeting called to order by Madeleine Baudoin at 3:42 pm
2. **Information and Action Item: Authorization of Teleconferencing Meeting Option Pursuant to Government Code Section 54953(e)**
 - a. Find that there is a proclaimed State of Emergency
 - b. Find that State and local officials have recommended measures to promote social distancing
3. **Roll Call:** 5 members were present; quorum was **Not Achieved**
4. **Acceptance of Agenda:** No quorum met; therefore, agenda was not accepted.
5. **Approval of Minutes:** No quorum met; therefore, minutes were not accepted.
6. **Public Comments:** No Public Comments
7. **Information Item: Vacancy Report**
 - Currently, there is 1 vacancies.
 - Economically Disadvantaged Sector - Seat 12 – Central Region
 - Recommendation was provided to create a more Regionalized recruitment flyer and add zip codes or list of communities in each region to help fill vacancies.
 - Question was asked whether a Private Sector alternate may be or should be from the same company? Response will be researched regarding Alternates
 - Three main vacancies expiring in January 2023.
 - Maggie Ta – Seat 4 – Public Sector
 - Maggie is willing to renew
 - Madeleine will reach out to confirm renewing
 - Erik Bruvold – Seat 5 – Public Sector
 - Madeleine will reach out to ask about renewing
 - Parina Parikh – Seat 7 – Economically Disadvantaged Sector
 - Parina will renew
8. **Discussion Item: CAB Nominating Committee (Madeleine Ghorashi, Maggie Ta, Aimee Cox)**
 - Nominating anyone interested with moving forward.
 - Madeleine will touch base with individuals lacking in participation.

9. Action Item: CAB Nominating Committee

- No action needed.

10. Information Item: Training Requirements Update (CAP Chief)

- Bi-Annual Ethics Training- be sure to complete by required deadline
- Conflict of Interest Training- be sure to complete by required deadline
- Receive copy of Bylaws every two years- CAP will provide with CAB Packet within required timelines.

11. Director's Update: Provided by Deanna Zotalis-Ferreira

- **Resident Leadership Academy**
 - **SBCS and Community Health Improvement Partners participated along with the County of San Diego at the CALCAPA Conference** to present on the history and current outcomes for the Resident Leadership Academy along with programs and projects that SBCS has promoted thru their academies.
 - **CAP, Jewish Family Services, and Bayside Community Services provided a tour of their facilities** and showcased their Resident Leadership Academy programs for staff from the Community Services and Development who were attending the CALCAPA Conference as well.
- The **Resident Leadership Academy (RLA) Coordination** program, administered by **Community Health Improvement Partners (CHIP)** led several activities in September and October 2022:
 - Provided two technical supports to Bayside Community Center
 - RLA Council Meeting was held on September 28, 2022 where there was a special presentations on: 2022 RLA Project Stipend Awardees; CHIP RLA SOW FY 22-23; and Introduction for New CAP Lead Staff
 - On 10/28/22 Yeni taught RLA Session 3 to Bayside's RLA Cohort (Spanish)
- **Communities in Action (CinA) – Financial Literacy Program (FLP).** CinA and FLP programs provided Financial Skills and Literacy trainings across all regions. Financial Literacy Program and Financial Skills sessions within Communities in Action contract focused on various topics, ranging from developing household budgets, understanding cost savings, applying for tax credits and financial aid applications, basics of banking and maintaining good credit, resources, and tools to improve credit scores, etc. Total of **1539** participants completed individualized and/or group sessions among 6 providers countywide between January 1-October 31, 2022.
- **Project MOST**, administered by **RISE San Diego**, in conjunction with their subcontractor The Prep Institute, provided **262** hours of technical assistance during their contract support and business development technical assistance lab for the period July 1, 2022, through October 31, 2022.
- **Circulate San Diego's Walk 'n Roll** program. The previous contract ended on September 30, 2022. A new two-year contract was awarded October 7, 2022. This new contract extends through September 30, 2024. The Walk n' Roll program is funded through the Office of Traffic Safety (OTS) have the following outcomes achieved in October 2022:
 - Participated in two national campaigns: National Walk to School Day social media post and National Pedestrian Safety Month social media post. - Circulate prepared a series of social

media posts in support of National Walk to School Day and another for National Pedestrian Safety Month. The posts were distributed via Circulate's Twitter, Instagram, and Facebook platforms.

- **The National Conflict Resolution Center (NCRC)** continues to administer the following trainings and community services:
 - The **Alternate Dispute Resolution (ADR)** provided a total of **555** services from July 1, 2022 through October 31, 2022 – 395 community targeted services and 160 court/small claims services.
 - 555 Total services provided for fiscal year 22-23.
 - The most utilized disputes countywide were neighborhood/neighbors (286), landlord/tenant (79), and consumer/merchant (37).
 - Four outreach presentations were conducted in September and October 2022.
 - The **Live Well Exchange** program engaged a total of **549** participants for the period July 1, 2022 through October 31, 22 through 38 trainings and restorative circles; including 29 Live Well Exchange trainings and 8 Bystander Challenges. Highlights include:
 - **Project AWARE**, who work with youth, especially those who are justice involved, on emotional literacy skills participated in an ART of Inclusive Communication and an ARTIC 2.0 workshop to focus on how to better communicate with the youth they serve and with each other. Staff of Salvation Army Door of Hope shelter completed The Exchange training. YMCA Youth and Family staff completed an ARTIC training to practice conflict resolution and communication with families who are in a state of stress. The San Diego Refugee Communities Coalition Behavioral Health Team did an ARTIC training for peer counselors who lead support groups and provide psycho-educational workshops to community members to build up their group facilitation skills by introducing them to some helpful conversation tools. Outdoor Outreach staff participated in The Exchange as a part of internal efforts to practice restorative versus punitive conflict resolution.
 - **585 additional** participants attended **25 COVID recovery and response** specific Live Well Exchange trainings. Highlights include:
 - In October 2022 NCRC conducted two large group trainings of The Client Connection for the CHIP Independent Living Association and Residential Living Association networks as well as the Alliance for Regional Solutions Case Manager's Network. Both groups encompassed people who serve populations who are overcoming considerable challenges that have been exacerbated by the pandemic or are from those populations themselves. It was a great opportunity to discuss the ways that we can have a human-centered approach that acknowledges the trauma and challenges caused by COVID. Similarly, the South Bay Community Services Youth Homelessness & Foster Youth Teams completed The Exchange training and focused on how they can use an empowering model of conflict resolution with the youth they serve, acknowledging that young people may need extra support with social skills due to the pandemic.
 - The **Work Readiness Exchange (WRE)** for refugees had **149** participants completed 36 hours of trainings between July 1, 2022 and October 31, 2022.
 - 4 Work Readiness Exchange Trainings
 - 1 Advanced Work Readiness Exchange Training.
 - 1 Art of Inclusive Communications
 - 2 Balancing Parenting and Work in the US training sessions.

- 4 Climbing the Career Ladder Training (the newest course offered for WRE)
- Highlights include: In October 2022 The El Cajon Library hosted WRE for two workshops for Afghan refugees. One was the Advanced Work Readiness Exchange where they focused on cultivating excellent customer/client relations and receiving feedback on the job in a positive way. WRE hosted another for Arabic-speaking refugees through PCG that was under 7 participants so WRE will combine it for a future month.
- The **Community Health Worker Pilot Training Program**, with Vista Community Clinic (VCC) along with their two subcontractors, has produced its final version of the CHW Academy Curriculum. This thorough curriculum includes a participant handbook, 15 PowerPoint presentations, and a facilitator guide. It has been shared with SDSU Research Foundation who will train 300 CHWs across the County.
- The **Community Health Worker Training Program Implementation, Community Coalition Management, and Evaluation Services Program**, administered by **San Diego State University Research Foundation**, has held 3 Community Coalition meetings since August 2022. The coalition has been holding strategic planning sessions where attendees collaboratively engage in discussions to share their goals and vision for the upcoming year. Their first training cohort will begin in January 2023 and will be comprised of County of San Diego CHW and CHW Liaisons.
- The **Community Needs Assessment Coordination** program was awarded on November 1, 2022 to Arboreta Group, LLC. They are tasked with leveraging partnerships with existing community groups to assist in gathering data for the CAP Community Needs Assessment to incorporate into the 2024-2025 Community Action Plan for San Diego County. The purpose of this program is to ensure CAP programs are meeting community needs in priority service areas and that the programs are not duplicating services already available in the community. A minimum of 1,050 community members countywide will take part in the needs assessment process through survey completion and participation in community dialogues and focus groups.
- The **Gang Prevention and Community Response** program in the Central Region, administered by the Union of Pan Asian Communities (UPAC) hosted **3** Community Walk & Knocks in Barrio Logan, Mid City, and Southeastern San Diego to address an increase gangs and violent crimes that occurred in the area. As follow-up to the Walk & Knocks, UPAC hosted **3** community roundtables for the communities mentioned above. Topics discussed included: Gangs- Why Youth Join, Violent Crimes and Community Needs- Resources. The roundtables were attended by **54** individuals in October 2022.
- In October 2022, **16** participants in the **Strive 4 Success** program administered by North County Lifeline attended individual mentoring and counseling sessions to work on/discuss personal issues that they may be struggling with, providing a more intensive approach than in their regular case management sessions.
- The **Keep'em Safe** program (car seat safety), administered by Pacific Safety Center hosted **5** Car Seat Safety presentations and **11** Checkup Events. These events are held in the community at traffic safety fairs and during safety education presentations for parents and caregivers. The purpose of these events is to support equitable and thriving communities through traffic safety education.

- **Refugee Arrivals Report** – See attached for FFY21-22 and FFY 22-23 data.
- **Annual Organizational Standards and Community Services Development Block Grant (CSBG) Audits** - identified one finding:

Finding(s):

Finding (1): Lack of Quorum - Board Participation:

The County of San Diego Health and Human Services Agency Community Action Board (CAB) has not been able to achieve quorum within the last seven months for their three most recent consecutive meetings. Due to the lack of quorum, the agency is out of compliance with Organization Standard 5.5 and The CSBG Act 42 USC 9910, Sec 676B, Tripartite Boards (b) Public Organizations, (C) “are able to participate actively in the development, planning, implementation, and evaluation of programs funded under this subtitle.”

Corrective Action:

Agency will continue to adhere to the practices detailed in their bylaws in terms of quorum requirements and meeting schedule and will provide CSD with updates regarding actions taken to achieve quorum.

Response/Resolution Due Date:

This action shall commence with the next regular scheduled board meeting on October 13, 2022. CSD will monitor agency’s compliance with meeting a quorum for the next three regularly scheduled board meetings and close this Finding in Spring 2023, upon consistent adherence when at least three consecutive meetings have achieved quorum.

A Organizational Standards 2022 (Public) Report was Reviewed

Here are the details:

Agency:	CAPSD
Fiscal Year:	2022
Period:	1
Version:	2
Reviewed At:	10/18/2022 2:08:11 PM
Reviewed By:	Patrick Kane
Review Status:	Modifications Requested
Reviewer Message:	Std. 5.5 not met due to a lack of board meetings achieving quorum. *** SYSTEM NOTES *** This assessment has been 'Accepted' and the following standards have been reviewed as 'Not Met': Standard: 5.5
Submitter Username:	jocelyn.salamat@sdcounty.ca.gov
Submitter Full Name:	Jocelyn Salamat
Submitter Title:	Administrative Analyst
Submitted At:	9/30/2022 3:41:38 PM

- o **Corrective Action:** 1) Implemented phone call reminders; 2) Incorporating the recruitment flyer in every CAB Packet and requesting assistance from current CAB members to seek additional participants; 3) CAP Chair will be presenting information on CAB to the Live Well San Diego Regional Community Leadership Teams in all Regions; 4) Seeking assistance

from each Regional Community Coordinator to fill not only their seat but any vacant Alternate seats.

- **Compensations and Reimbursements** – mileage form provided in packet.

12. Chair's Update: Provided by Madeleine Baudoin

- Madeleine will call seat members to see who is able to serve and who is not able to serve, re-establish interest in board participation.
- Members provided a request to have presentation from CAP service providers. In the past, members were able to periodically tour faculties i.e. Circulate – have them provide presentation to board.
- At the next meeting, members will identify programs of interest and CAP will invite providers accordingly to showcase these programs and their results.
- Discussion regarding ability to change Bylaws to cater to virtual/hybrid meetings. Believe requirement is based on other regulations. CAP to research.

13. Adjournment - Next Meeting

Madeleine Baudoin made a motion to adjourn. Motion carried. Meeting ended at 4:32 pm. The next regular meeting will be on Thursday, February 9, 2023 at 3:30pm. Location: In Person.