

**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

February 9, 2023 – 3:30 p.m. to 5:00 p.m.

Members Present

Aimee Cox	Parina Parikh
Nicole Roesler	Hilary Ward
Jeannine Nash	
Oscar Medina	

Excused

Connie Cepeda
Margarita Holguin
De De Henry
Erik Bruvold
Keith Esshaki
Maggie Ta
Munqith Alhajjaj

Staff

Deanna Zotalis-Ferreira, Chief,
CAP
Jocelyn Salamat, Admin Analyst,
CAP
Deo Akena, Manager, CAP

Absent

Madeleine Baudoin
Ramon Marquez

Guests

Malik Thornton

1. **Call to Order:** Meeting called to order by Nicole Roesler at 3:30 pm.
2. **Roll Call:** 6 members were present; quorum was **Not Achieved**
Hilary Ward join meeting late due to traffic.
3. **Acceptance of Agenda:** Quorum was not met; therefore, agenda was not accepted.
4. **Approval of Minutes:** Quorum was not met; therefore, minutes were not accepted.
5. **Public Comments:** No Public Comments
6. **Information Item: Vacancy Report**
Currently, there is 1 vacancy.
 - Economically Disadvantaged Sector - Seat 12 – Central Region

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

Madeline reaching out to staff for attendance. Board to review unexcused absences (Ramon Marquez & De De Henry).

7. Discussion Item: CAB Nominating Committee (Madeleine Ghorashi, Maggie Ta, Aimee Cox)

Nicole and Aimee interviewed Malik Thornton today for the alternate Economically Disadvantaged - Seat 16. Malik might be interested in applying for the Public Sector District 4 Seat, in lieu of alternate seat 16. Malik stayed for CAB meeting. Board plans to move forward with onboarding.

8. Action Item: CAB Nominating Committee

9. Information Item: Biennial Ethics Training Requirement (Organizational Standard 5.6)

Biennial training reminder was sent out via Deanna Zotalis-Ferreira.

10. Discussion Item: CAB Meeting Frequency and Location

Community Needs Assessment & Biennial CAP PLAN agenda items coming in the next couple months – March, April, May, and June. Will have Needs Assessment presentation.

CAP had 2 audit items due to inability to approve minutes and make them viewable to the public. This was because inability to meet quorum. Proposing to meet more frequently to be able to meet quorum. Seville as primary location for meetings – members agree.

Discussion items for virtual option for public attendance. No confirmation regarding virtual option for board members to attend virtually.

11. Action Item: CAB Meeting Frequency and Location

12. Discussion Item: CAP Program Presentations for Future Meetings

13. Action Item: CAP Program Presentations for Future Meetings

14. Discussion Item: CAB Recruitment Flyer

Request to add QR code to recruitment flyer

Combine north zip codes – North Inland and North Coastal

By-laws Additional Enhanced Activities – Private Sector

- Send cover letters with flyer to list not-for-profit and for-profit businesses
- Notices posted in public places

15. Director's Update: Provided by Deo Akena

- The **Resident Leadership Academy (RLA) Coordination** program, administered by **Community Health Improvement Partners (CHIP)** led several activities in December 2022:

- Attended HHS CAP LiveWell Advance Conference on December 7, 2022.
- Preparations for the RLA Facilitator Training Seminar were not conducted in December 2022, however, the recruitment flyer was mass distributed through the RLA Network list in December 2022.
- Bayside Community Center conducted a RLA in Spanish language in Linda Vista that graduated on December 16, 2022. There were 7 graduates.
- **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 **1897** participants completed individualized and/or group sessions among 6 providers countywide between January 1, 2022, and December 31, 2022.
- **Project MOST**, administered by **RISE San Diego**, in conjunction with their subcontractor **The Prep Institute**, provided **336** hours of technical assistance during their contract support and business development technical assistance lab for the period July 1, 2022, through November 30, 2022. This contract ended on December 31, 2022. CAP is working with DPC on a new RFP to be posted to BuyNet.
- **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 December 2022:
 - Attended HHS CAP LiveWell Advance Conference on December 7, 2022. Circulate hosted a workshop about walking field trips, one of the deliverable categories under Walk-N-Roll, and how to conduct one. In addition, Circulate had a table with boards telling participants about the Walk-N-Roll program and its offerings.
 - Circulate presented Safety Town (Walk This Way) to Horton Elementary School on December 15, 2022. Fifty (50) kindergarteners attended. Students were taught about the steps to safe walking.
 - Both Circulate and VCC have several deliverables across tasks planned for January. This includes presentations to students, participation in community events, and social media.
 - CAP applied for \$125,000 grant from OTS. This grant will fund the WalkNRoll contract for October 1, 2023 through September 31, 2024.
- The **National Conflict Resolution Center (NCRC)** continues to administer the following trainings and community services:
 - The **Alternate Dispute Resolution (ADR)** provided a total of **849** services from July 1, 2022 through December 31, 2022 – 612 community targeted services and 237 court/small claims services.
 - 849 Total services provided for Fiscal Year 22-23.
 - The most utilized disputes countywide were neighborhood/neighbors (449), landlord/tenant (127), Contractor/Client (52), and consumer/merchant (50).
 - Six outreach presentations were conducted in November and December 2022 bringing the total to twelve outreach presentations for July 1, 2022 through December 31, 2022.
 - The **Live Well Exchange** program engaged a total of **2329** participants for the period July 1, 2022 through December 31, 2022 through 144 trainings and restorative circles; including 94

Live Well Exchange trainings and 29 Bystander Challenges, 17 restorative circles and 4 Live Well culture, communication and conflict courses. Highlights include:

- December 2022 wrapped up the multi-month collaboration with the San Diego Public Library system to train almost all of their staff in The Client Connection, which will give them skills for de-escalating conflicts in the libraries and communicating with the public in a human-centered way.
- **1551 additional** participants attended 100 **COVID recovery and response** specific Live Well Exchange trainings between July 1, 2022, through December 31, 2022. Highlights include:
 - In November 2022 NCRC wrapped up the peer mediation training for Crawford High School students (The Exchange) and all had a COVID-recovery focus as youth have been adapting to returning to in-person, but only two of these cohorts were billed under CDC since that is all we had remaining for the grant. The youth were very proud of this accomplishment and were excited for the opportunity to expand their leadership skills on campus and help peers mediate conflicts. NCRC also conducted an Exchange training for staff of an inclement weather shelter downtown for people experiencing homelessness. These staff and volunteers from Living Water Church of the Nazarene needed skills for quickly resolving conflicts that arise so that people can rest and be taken care of in the shelter. Many participants had experienced homelessness and other disabilities and we had a robust discussion, including the ways that conflicts and the needs of people experiencing homelessness have been exacerbated by COVID.
- The **Work Readiness Exchange (WRE)** for refugees had 183 participants completed 31 hours of trainings between November 1, 2022, and December 31, 2022. A total 98 training hours were completed by 453 unduplicated participants for CY 2022. The following trainings were completed in November and December 2022.
 - 3 Work Readiness Exchange Trainings. This included two Work Readiness Exchange trainings for new Arabic-speaking arrivals and Haitians for PCG. NCRC focused on an overview of the 8 essential soft skills that support work readiness and had a great conversation about their process of adapting to a new environment
 - 2 Advanced Work Readiness Exchange Trainings.
 - 1 Art of Inclusive Communications
 - 2 Balancing Parenting and Work in the US training sessions.
 - 2 Climbing the Career Ladder Trainings (the newest course offered for WRE)
- The **Community Health Worker Pilot Training Program**, with Vista Community Clinic (VCC), closed on 12/31/22. VCC, along with Arboreta Group and Consulting Solutions, produced the CHW Academy Curriculum that will be used to train 300 CHWs across San Diego County. The curriculum is currently being translated into Spanish.
- The **Community Health Worker Training Program Implementation, Community Coalition Management, and Evaluation Services Program**, administered by **San Diego State University Research Foundation**, has held 5 Community Coalition meetings since August 2022. The coalition meetings involve a collaborative discussion on CHW resources, events, and important public health trends and updates. Also, the first training cohort graduated its first 12 CHW participants on January 31, 2023. The next training will take place in March 2023.
- The **Community Needs Assessment Coordination** program, administered by Arboreta Group, LLC, is currently conducting surveys and community dialogues in each region that will be used 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 link for the survey is here: [CAP Community Needs Assessment Survey 2022 \(surveymonkey.com\)](https://www.surveymonkey.com/s/cap-community-needs-assessment-survey-2022)
- The schedule for Community Dialogues:
 - 1/25- North Central region at Bayside Community Center
 - 1/28 East Region at Good Shepherd Ministries
 - 1/30 Central Region at Father Joe's Villages Day Center
 - 2/1 Central Region with Urban Collaborative Project on Zoom
 - 2/7 North Inland Region on Zoom
 - South and North Coastal being finalized
- 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 **77** individuals in December 2022.
- In December 2022, there were **23** 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 **9** Car Seat Safety presentations and **5** 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. CAP also applied for a \$250,000 grant from OTS to fund the Keep'em Safe contract from October 1, 2023 through September 31, 2024.
- **EITC**, administered by **Dreams for Change** has started preparations for the 2023 tax season. EITC post cards, flyers, door hangers have been received from United Way and are in process of being distributed to the FRC's, OIRA and CHET Team and other County partners to get the word out. The tax season kick off event has been scheduled for February 10, 2023.
- **Refugee Arrivals Report** – See attached for FFY 22-23 data.

FISCAL UPDATES

Staff completed and submitted two grant applications at the end of January 2023 for the Office of Traffic and Safety grants to continue the **Walk 'n Roll** program and the **Keep 'em Safe** program. Applications were due January 31, 2023.

Two-week extension for the Community Needs Assessment survey for more input. North Coastal & North Central needs more responses. Request for data on response zip codes for survey entries.

Annual CSBG Report submitted 2/8/23.

Refugee Services moved to the new Office of Immigrant and Refugee Affairs (OIRA) eff. fall 2022.

Community Action Partnership (CAP) has applied for funding for to bring internet services to underserved families.

16. Chair's Update: Provided by Nicole Roesler

No updates.

17. Adjournment - Next Meeting

Nicole Roesler made a motion to adjourn. Aimee Cox seconded the motion. Motion carried. Meeting ended at 4:28pm. The next regular meeting will be on Thursday, March 9, 2023 at 3:30-5:00pm. Location: In Person.