

**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

June 8, 2023 – 3:30 p.m. to 5:00 p.m.

Members Present

Hilary Ward
Keith Esshaki
Jeannine Nash

Parina Parikh
Karen Lenyoun

Excused

Oscar Medina

Staff

Deanna Zotalis-Ferreira, Chief,
CAP
Jocelyn Salamat, Admin Analyst,
CAP
Deo Akena, Manager, CAP
Erik Aguilar, OSS, OEqC

Absent

Erik Bruvold

Guests

1. **Call to Order:** Meeting called to order by Jeannine Nash at 3:32 pm.
Keith Esshaki joined meeting at 3:45 pm due to traffic.
Hilary Ward left meeting early at 4:30 pm for a prior commitment.
2. **Roll Call:** 5 members were present; quorum was **Achieved**
3. **Acceptance of Agenda:** Hilary Ward motioned to accept agenda; Karen Lenyoun seconded. Motion passed.
4. **Approval of Minutes:** Parina Parikh motioned to accept May 25, 2023 minutes, Hilary Ward seconded. Motion passed.
5. **Public Comments:** No Public Comments
6. **Information Item: Vacancy Report**
Currently, there are 8 vacancies.

- Public Sector - Seat 1
- Public Sector - Seat 3
- Public Sector - Seat 4
- Private Sector - Seat 8
- Private Sector - Seat 15
- Economically Disadvantaged Sector - Seat 12 – Central Region
- Economically Disadvantaged Sector - Seat 6 – East Region, in process of being appointed
- Economically Disadvantaged Sector - Seat 10 – South Region

CAB members and OEqC Regional Community Coordinators (RCCs) were encouraged to continue outreach efforts to fill the vacancies.

7. Discussion Item: CAB Nominating Committee (AD HOC)

Debrief on Tara Izzo's Interview – Hilary Ward and Oscar Medina were the interview panelists. Stated Tara was very qualified and excited to be a part of the board. Oscar and Hilary both highly recommend her. Tara Izzo is the CEO for Care Choice Health Systems, and President for The Foundation of Care Integration. Tara is applying for the Private Sector – Seat 15.

Keith Eshhaki is available to interview applicant Maurice Borders on Wednesday, 06/14/23, for alternate Seat 19 – Private Sector.

8. Action Item: CAB Nominating Committee

Hilary Ward motioned to appoint Tara Izzo to Private Sector – Seat 15, Karen Lenyoun seconded. Motion passed.

Karen Lenyoun was nominated for Vice-chair position by Chairperson Jeannine Nash, seconded by Hilary Ward. Motion passed.

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

Keith Eshhaki and Jeannine Nash were reminded to complete their Ethics training.

Erik Bruvold and Oscar Medina also need to complete their Ethics training.

10. Discussion Item: Biannual Training: Board Responsibilities

Deanna Zotalis-Ferreira gave presentation on the required Biannual Training regarding Community Action Board member roles, duties, and responsibilities per Organizational Standard 5.8

- Part 1: San Diego County and the Department of Homeless Solutions and Equitable Communities

- Part 2: Background on Community Action Agencies and CAP San Diego
- Part 3: Role and Responsibilities of a Member of the Community Action Board
- Part 4: Brown Act, AB 361, and AB 2449

The CAB By-Laws and County of San Diego Policies pertaining to Boards were discussed during the training.

Earned Income Tax Credit (EITC) recently brought \$24 million into San Diego. Volunteer Income Tax Association (VITA) sites provide free tax services through Communities in Action (CinA) contracts. Deo Akena clarified CinA contracts are required to add one VITA site per year.

Community Action Partnership (CAP) will be inviting contractors to provide presentations regarding the programs that CAP has to offer.

Keith Esshaki raised suggestions and ideas for the programs on issues on homelessness, specifically transportation to shelters. More outreach to meet homeless out in field.

Jeannine Nash provided insight on her company – A Positive Choice Homecare Resource and Referral Service, LLC, and the process for homeless support.

Karen Lenyoun stated Urban Street Angels helps homeless youth ages 18-25 years old.

11. Director's Update: Provided by Deo Akena

No additional update provided as recent Director's Update provided during the Special Session on May 25, 2023.

12. Chair's Update: Provided by Jeannine Nash

Jeannine Nash encouraged board members to continue outreach to fill alternate positions.

13. Adjournment - Next Meeting

Jeannine Nash made a motion to adjourn. Keith Esshaki seconded the motion. Motion carried. Meeting ended at 5:00 pm. The next regular meeting will be on Thursday, July 13, 2023 at 3:00-6:00pm. Location: In Person.

Timeframe for July 13, 2023 meeting has been temporarily changed to discuss Community Action Partnership's Strategic Plan and Mission Statement. Normal CAB meeting will be 3:00-4:00 pm. Strategic Planning will be from 4:00-6:00 pm.