

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

**MEETING NOTICE: In Person
Seville Plaza
5469 Kearny Villa Road, San Diego, CA 92123
Third Floor - Conference Room 3700**

July 13, 2023 - 3:00 p.m. to 6:00 p.m.

<u>Members Present</u>	
Hilary Ward	Malik Thornton
Keith Esshaki	Karen Lenyoun
Jeannine Nash	
<u>Excused</u>	
Oscar Medina	
Parina Parikh	
<u>Staff</u>	
	Deanna Zotalis-Ferreira, Chief, CAP
	Deo Akena, Manager, CAP
	Jocelyn Salamat, Admin Analyst, CAP
	Erik Aguilar, OSS, OEqC
<u>Absent</u>	
<u>Guests</u>	

1. **Call to Order:** Meeting called to order by Karen Lenyoun at 3:17 pm.
2. **Roll Call:** 5 members were present; quorum was **Achieved**
3. **Acceptance of Agenda:** Malik Thornton motioned to accept agenda; Hilary Ward seconded. Motion passed.
4. **Approval of Minutes:** Keith Esshaki motioned to accept June 8, 2023 minutes, Hilary Ward seconded. Motion passed.
5. **Public Comments:** No Public Comments
6. **Information Item: Vacancy Report**
Currently, there are 7 vacancies.
 - Public Sector - Seat 1
 - Public Sector - Seat 3
 - Public Sector - Seat 4

- Private Sector - Seat 8
- Private Sector - Seat 15 – depending official appointment (Tara Izzo)
- Economically Disadvantaged Sector - Seat 12 – Central Region
- Economically Disadvantaged Sector - Seat 10 – South Region

Deanna Zotalis-Ferreira confirming District 5 – Jim Desmond will appointing new seat member since Erik Bruvold is no longer able to serve. District 4 will re-appoint seat member when new supervisor is appointed. District 1 – Nora Vargas and District 3 – Terra Lawson-Remer's offices have met with our department for more information on CAB and will be identifying seat candidates.

Hilary Ward asked her company's co-founder to be her alternate – seat 22.

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

CAB members suggested we streamline appointment process for quicker seat appointments.

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

Karen Lenyoun interviewed Maurice Borders and recommended to appoint him to the Community Action Board Alternate Seat 19.

8. Action Item: CAB Nominating Committee

Karen Lenyoun motioned to appoint Maurice Borders to Seat 19. Hilary Ward Seconded. Motion passed.

9. Information Item: Office of Immigrant and Refugee Affairs (OIRA) Presentation (Lucero Chavez Basilio)

Director Lucero Chavez Basilio gave presentation on the Office of Immigrant and Refugee Affairs.

Lucero wants to focus on listening to the community and trying to understand their needs. Wants to work on understanding the different kinds of refugee communities in the County of San Diego. Lucero wants to have multiple locations to be able to provide resources in different languages.

OIRA is working on a Comprehensive Resource Guide to help refugees in different situations, expanding on resources available depending on their immigration status.

OIRA's biggest contracts include Refugee Support Services – Vocational English as a Second Language, Welfare to Work Programs, English Classes, Employment Placement, Resume Building – with the goal of improving and ensuring self-sufficiency of refugees as they are in the County and have resettled here.

Last summer 2022, OIRA received an additional allocation of \$2 million to aid in the Afghan Refugee Support Services to support large influx of Afghan refugees. Purpose of the grant is to support housing navigation, landlord education, behavioral health, and Welcome Centers.

OIRA also received a First 5 California Refugee Support grant, in conjunction with First 5, for less than \$500k, which allowed OIRA to provide services specific to pregnant individuals and family

with children 0-5 years of age.

Launched first Welcome Center in National City to provide a centralized center to be able to provide resources to immigrants. OIRA is working on launching other Welcome Centers in needed areas.

OIRA has had two listening sessions, one in North and one in East. Two more listening sessions coming soon in Central and in South regions.

OIRA is leading efforts to support the lifting of Title 42 to be able to provide support, services, and resources to asylum seekers entering the United States. Additionally, OIRA led a donation drive to provide community partners with items essential to asylum seekers.

Karen Lenyoun asked how the incoming resettlement agency population numbers are skewed? Lucero explained that resettlement numbers are only people processed through the resettlement agencies.

Deo Akena asked for further explanation of the resettlement process in our County. Also asked to explain the SIV, SIP, HPs - Special Immigrant Visa, Special Immigrant for Particular Countries. County will resettle individuals by placing them with one of five of our community partners resettlement agencies – Catholic Charities Diocese of San Diego, Alliance for African Assistance, International Rescue Committee of San Diego, and Jewish Family Services, or community partner – La Maestra. I-94 document explains the kind of services or supports for which immigrants are eligible.

10. Information Item: Communities in Action Updates (Deanna Zotalis-Ferreira)

Communities in Action (CinA) is CAP's largest program, and the procurement process has begun in order to establish the contracts planned for 2024, which will involve competitive bidding among through the County's BuyNet system. CinA includes an assessment for an array of service needs, case management, job readiness training, referrals, and immediate stabilization supports. The next contract will require more rural outreach and inclusion for East and North Inland regions. The contract's financial literacy program has also been expanded, to further equip the underserved to achieve self-sufficiency. Current financial literacy program services include...

- Classes to build credit
- Car loan assistance
- Utility payments, rent assistance
- Back tax returns filing assistance
- Car repair payments
- ID/Driver License obtainment assistance
- Transportation, bus passes

CAP aims to align financial literacy objectives with services that were most requested in previous contract years to ensure it focuses the services that are most needed and utilized.

11. Information Item: Requirements of New CAB Members

CSBG Organizational Standards (Org Stds) are used to regulate and assess Community Action Agencies (CAAs) such as They are designed to ensure CAP has the appropriate organizational capacity in both critical financial and administrative areas, as well as areas of unique importance to the mission of Community Action Networks. Public CAAs such as CAP San Diego abide by 50

standards. Meeting these standards is necessary to continue to receive CSBG funding to help the most underserved members of the community.

12. Information Item: Reminder to Complete Ethics Training and Sign the Conflict of Interest Policy (Organizational Standard 5.6)

Each tripartite board member is required to complete the Ethics Training every 2 years and sign the certificate upon completion.

13. Information Item: Receipt of Governing Documents (Organizational Standard 5.4)

Documentation that each advisory board member has received the governing documents in our CAB New Member Orientation Guide.

14. Information Item: Availability of Local Government Audit and notification of any findings related to CSBG Funding (Organizational Standard 8.3-8.4)

The local government audit, known as the Single Audit, is available for public review online on the County website at www.sandiegocounty.gov, upon entering the search terms "single audit." A third party, MGO, performs the audit for the County of San Diego. Audit is yearly and is sent to CSBG. In the latest audit, for fiscal year 2021-2022, there were no findings related to the Community Services Block Grant (CSBG).

15. Director's Update: Provided by Deo Akena

PROGRAM UPDATES

- The **Resident Leadership Academy (RLA) Coordination** program, administered by **Community Health Improvement Partners (CHIP)** led several activities in May and June 2023:
 - 5/31/2023 – Provided supplemental training workshop on Implicit and Explicit Bias with 51 participants in attendance.
 - 6/29/2023 – Conducted RLA Networking Event with 21 attendees.
- **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 **116** participants completed individualized and/or group sessions among 6 providers countywide for the month of June 2023.
- The **Gang Prevention and Community Response** program in the North Inland Region, administered by Escondido Education COMPACT hosted **1 mentor-hosted meeting** discussing Forecasting Success. As follow-up there were 59 participant engagements that occurred with the mentees. Lastly there were **10** successful program completions during the month of June 2023.
- In June 2023, there were **12** enrollments 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 **13** Car Seat Safety presentations and **4** Checkup Events in the month of June 2023. 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.
- **EITC**, administered by **Dreams for Change** 2023 tax season. 249 volunteers in total provided dedicated service to assist **43,464** individuals bring **\$29,049,748** dollars back to the community. The San Diego EITC Coalition completed a total of 22,556 Federal tax returns, and 20,908 State tax returns for a total of 43,464 returns completed. Of these returns, 14,981 returns were completed by EITC focused VITA sites. A total of 11 organizations operated 29 tax preparation sites throughout the County. DFC mobile team worked with an additional 17 organizations to offer mobile tax preparation services at their facilities.
- **Connect 2 Career**, An expansion of the San Diego Workforce Partnership's C2C program that supports work readiness and increased job opportunities to socially and economically disadvantaged youth residing in Southeastern San Diego and surrounding areas. Services include job readiness training, case management, hiring events, and paid work experience during school breaks. During the month of May 2023 San Diego Workforce Partnership (SDWP) held **2 Open Houses** which allowed the youth to network and receive work readiness information and resources. In the month of May, the SDWP facilitated intake meetings to assess the eligibility of the applicants from January. The Live Well team has recruited from Southeastern San Diego-based high schools to recruit for the program and develop interest in Career Exploration Days. From these efforts, **forty-two (42)** participants were recruited and assessed.
- **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 as of June 2023:
 - In January 2023, CAP applied for a \$125,000 grant from OTS. This grant will fund the WalkNRoll contract for October 1, 2023 through September 30, 2024. OTS will notify this month of the status of the grant application.
 - June 2023:
 - Conducted pre and post-grant bicycle helmet usage surveys.
 - Circulate created a report aggregating and analyzing data from two observations that recorded helmet use at a busy intersection in Pacific Beach, San Diego in a high-crash area (Grant Avenue and Cass Street). Due to its central location and proximity to both the Pacific Beach Taylor Branch Library and Ocean Front Walk shared-use path, this intersection provided a sampling of many types of riders. Helmet usage increased to 27.2% during the second observation after a rate of 12.5% during the initial observation.
- The **National Conflict Resolution Center (NCRC)** continues to administer the following trainings and community services:
 - The **Alternate Dispute Resolution (ADR)** provided a total of **1,589** services from July 1, 2022 through May 31, 2023 – 1,161 community targeted services and 428 court/small claims services.

- 1,589 Total services provided for Fiscal Year 22-23.
 - The most utilized disputes countywide were neighborhood/neighbors (851), landlord/tenant (214), Contractor/Client (114), and consumer/merchant (78).
 - Four (4) outreach presentations were conducted in May 2023 bringing the total to twenty-one (25) outreach presentations for July 1, 2022, through May 31, 2023.
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- The **Live Well Exchange** program engaged a total of **174** participants for the period May 1, 2023 – June 30, 2023 through 7 training and education sessions.
 - Highlights include:
 - **June 2023:** Contractor partnered with Just the Beginning to provide an ARTful Conversation to youth in their pipeline program, designed to inspire and empower youth from underrepresented communities to become scholars and leaders. Many of the youth are interested in becoming lawyers, and conveyed the skills that will empower them to negotiate better in the future.
 - **241 additional** participants attended thirty (30) **COVID recovery and response** specific Live Well Exchange trainings between May 1, 2023 through June 30, 2023.
 - Highlights include:
 - **10The Exchange program trainings and 3 bystander challenges**
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- The **Work Readiness Exchange (WRE)** for refugees had 50 participants complete 14 hours of trainings between May 1, 2023 through June 30, 2023. Highlights include:
 - 3 Work Readiness Exchange Trainings
 - 1 Advanced Work Readiness Exchange Training
 - 0 Art of Inclusive Communication
 - 0 Balancing Parenting and Work in the US training session
 - 2 Climbing the Career Ladder Trainings (the newest course offered for WRE)
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- The **Landlord Education Program** for refugees will focus on educating housing professionals about the benefits of renting to Afghan refugees, as well as provide relevant information to remove barriers to understanding the immigrant community and promote inclusive cross-cultural communication skills. The goal is to create successful renting relationships that lead to stable housing for refugees in the community.
 - As of 4/14/2023 the project was be implemented by the National Conflict Resolution Center (NCRC). The Office of Immigrant and Refugee Affairs (OIRA) added \$243,310 in funding from the Afghanistan Supplemental Appropriations Act to the existing LWE contract for the contract term option year 3 (April 2023-Dec 2023) and option year 4 (Jan 2024-Dec 2025).
 - May and June 2023 Highlights include:
 - Completed Outreach Design for implementation.
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- The **Community Health Worker (CHW) 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.
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- The **Community Health Worker Training Program Implementation, Community Coalition Management, and Evaluation Services Program**, administered by San Diego State University

Research Foundation, continues to build capacity for CHWs in communities countywide. Recent program highlights include:

- CHW Academy, consisting of 50 hours of coursework: SDSU Research Foundation has completed 4 training cohorts as of June 30, 2023, with a total 65 CHW graduates. Cohort 3 was the first training completed in Spanish and consisted of 26 graduates. Another training cohort in Spanish is scheduled for July 2023.
- Continuing Education Seminars: The most recent seminar was held on June 28th and focused on Adverse Childhood Experiences. The next seminar is scheduled for July 26th.
- Community Coalition: This monthly meeting, led by the San Diego County Promotores Coalition, involves a collaborative discussion on CHW resources, events, and important public health trends and updates. The June meeting featured presentations on partner networking and evaluation of Community Health Worker efforts.

- The **Community Health Worker Evaluation Services Program**, with Health Management Associates (HMA), started on 2/7/23. In collaboration with the County and SDSU Research Foundation, HMA's Evaluation Plan will be used to assess the effectiveness and efficiency of the Community Health Worker (CHW) training program through a series of surveys and focus groups with participants and other CHW stakeholders. HMA is planning to implement their first 6-month follow up survey with the CHW Academy's first training cohort to measure how effectively CHWs are using what they learned. Moreover, HMA has completed provided 10 consultation hours to date for the County's evaluation needs of the CHW-BRC program as a whole.

- The **Community Needs Assessment Coordination** program, administered by Arboreta Group, LLC, closed on 6/30/23. The program successfully conducted surveys and community dialogues in each region that were 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.
 - 1,266 community members countywide completed surveys and 188 community members participated in community dialogues.
 - Here is a breakdown of participation by region:
 - North Coastal: 120 surveys completed, 13 community dialogue participants.
 - North Inland: 156 surveys completed, 13 community dialogue participants.
 - North Central: 176 surveys completed, 38 community dialogue participants.
 - East: 173 surveys completed, 43 community dialogue participants
 - Central: 433 surveys completed, 48 community dialogue participants
 - South: 154 surveys completed, 33 community dialogue participants
 - Active Military and Seasonal Workers: 54 surveys completed.
 - The link to the Community Needs Assessment report is here: [Community Needs Assessment Report](#)
 - In May and June 2023, Arboreta completed Follow-Up Presentations in each region to allow community groups, residents, and providers to both see the results and feedback from their communities and utilize the data for their own projects and programs.

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.
- CAP received \$500,000 grant from Federal Communications Commission. This grant will be used for Affordable Connectivity outreach program.
- We received an additional \$59,119.00 from CSBG. This included \$26,000 discretionary funds this will be used to augment the Keeping Them Safe Program.

REFUGEE ARRIVALS REPORT – See attached for FFY 22-23 data.

16. Chair's Update: Provided by Jeannine Nash

No update.

17. Discussion Item: Community Action Partnership Mission Statement (Organizational Standard 4.1) and Strategic Planning (Organizational Standards 6-1-6.5)

Karen Lenyoun requested CAP change the term “Economically Disadvantaged” (historically used) to “under resourced.” In response, the term “underserved” was suggested by Malik Thornton and agreed upon by the present CAB members.

Malik Thornton suggested (Our mission is) “To create a sustainable, resilient, and equitable community that empowers the economically underserved to thrive” as CAP’s new mission statement.

The present CAB members agreed upon this new mission statement.

Malik Thornton further requested we change language in by-laws/documents with this new statement. Detailed discussion tabled for the next CAB meeting.

18. Action Item: Approve New Mission Statement

Malik Thornton motioned to accept new mission statement. Hilary Ward seconded; motion passed.

19. Action Item: Approve new Strategic Plan

Strategic Planning tabled for next meeting. Malik Thornton motioned to table item 19 to next meeting. Hilary Ward seconded. Motion passed.

20. Adjournment - Next Meeting

Keith Esshaki made a motion to adjourn. Malik Thornton seconded the motion. Motion carried. Meeting ended at 5:49 pm. The next regular meeting will be on Thursday, August 10, 2023 at 3:30-5:00pm. Location: In Person.