

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

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

September 14, 2023 - 3:30 p.m. to 6:00 p.m.

Members Present

Parina Parikh
Tara Izzo
Karen Lenyoun

Excused

Hilary Ward
Oscar Medina
Malik Thornton
Keith Esshaki
Jeannine Nash

Absent

Staff

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

Guests

Sebastian Izzo

1. **Call to Order:** Meeting called to order by Parina Parikh at 3:34 pm.
Karen Lenyoun joined meeting late due to traffic.
2. **Roll Call:** 3 members were present; quorum was **Not Achieved**
3. **Acceptance of Agenda:** Quorum was not achieved; therefore, agenda was not accepted.
4. **Approval of Minutes:** Quorum was not achieved; therefore, minutes were not accepted.
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
- Public Sector - Seat 5
- Private Sector - Seat 8
- Economically Disadvantaged Sector - Seat 12 – Central Region
- 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.

Chair Jeannine Nash previously requested to share CAB Application and link to help fill seat. Application was shared via email to all board members.

Tara Izzo suggested we connect with North County Chamber of Commerce to help share CAB recruitment throughout the County as they have a large broadcast range. Also, suggested giving them a presentation on CAB.

Deanna Zotalis-Ferreira suggested we ask CAP staff to share CAB seat recruitment during roundtables at the Live Well San Diego Regional Community Leadership meetings.

Karen Lenyoun is working to fill Central Region Primary Seat 12. Representative is from Urban Street Angels, which is a homeless youth shelter for transitional age youth.

Tara Izzo suggested Saint Paul PACE or San Diego PACE for Central Region Primary Seat 12, as they work with low-income elderly individuals. Tara also suggested we solicit to public hospitals, such as SHARP or Palomar Health, for filling vacant seats.

7. Discussion Item: CAB Nominating Committee

Karen Lenyoun provided debrief of recent CAB Seat Interviews. Karen stated Sebastian Izzo is an excellent addition for the CAB. Karen also stated Ivan Andujar is also an excellent addition for the CAB seat due to his extensive experience with working with the homeless population.

Karen Lenyoun will follow up with Ivan Andujar regarding his preferred seat position – Alternate or Primary.

8. Action Item: CAB Seat Voting

Voting tabled for next meeting.

9. Information Item: County of San Diego Risk Assessment Policies and Procedures (Organizational Standard 4.6)

Served as a reminder for members not present at last CAB meeting.

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

Served as a reminder for members not present at last CAB meeting.

Erik Aguilar will resend Ethic Training email to Karen Lenyoun so she can complete her training.

CAP received Ethics Training Certificates from Keith Eshaki and Jeannine Nash in August 2023.

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

Erik Aguilar will be reviewing responses from the email sent out containing the CAB Governing Documents, or the “Welcome to CAB” email, which also contains the CAB Governing Documents. Any CAB member who has not sent a response to either of these emails will be prompted via email for a response.

12. Discussion Item: Winter Meeting Schedule

Deanna Zotalis-Ferreira stated CAB has met their quota of 6 meetings, where quorum was achieved, per calendar year. This gives CAB the option to “go dark” for either of the winter months of November or December should they choose.

Erik Aguilar will send out an email to determine CAB’s availability for discussion in October.

13. Action Item: Any Changes to Schedule

Action tabled for next meeting.

14. Discussion Item: CAB Interview Questions

CAB agreed to add a question regarding CAB's meeting time and location to determine if that will be an issue for the candidate.

CAB agreed to change the term "disadvantaged" in question 2 to "underserved".

15. Action Item: Any Changes to CAB Interview Questions

Action tabled for next meeting.

16. Discussion Item: Community Needs Assessment (CNA) Survey

Deanna Zotalis-Ferreria asked CAB to review and provide feedback on the Community Needs Assessment Survey questions and if any questions need to be removed or changed. Each region has a minimum 150 quota to meet for surveys taken. Incentives were added to help meet quota. The target population for the CNA survey are those in 125% Federal Poverty Level (FPL) or below.

CAB suggested to make survey visually engaging, super simple, and provide a progress bar for completion.

Deo Akena stated we may add a requirement to the contracts for the provider to create a more visually appealing and engaging survey.

Karen Lenyoun asked if data is available for how many people exited survey after starting. Karen also suggested we promote through schools since CNA contains multiple childcare questions.

17. Action Item: Any Changes to CNA Survey

Changes tabled for next meeting.

18. Director Update: Deanna Zotalis-Ferreira; Deo Akena

Hard copy of Director's Report is available in CAB packet and were handed out during meeting.

Deanna Zotalis-Ferreria reported CAP has submitted their yearly CSD Organization Standards Report in late August 2023. State Department of Community Service and Development (CSD) has reviewed the report with no findings.

Deanna Zotalis-Ferreira stated the purpose of the Community Health Worker (CHW) Training is to provide level-setting foundation to those in the field. CHWs who are trained would go back to their community, or Community Based Organization (CBO) with their new information to help spread resources into the community.

Tara Izzo would love to see the CHW curriculum. Tara would like to provide feedback, especially for people with elderly parents. She would like to put her staff through this program.

19. Chair's Update: Provided by Parina Parikh

Email will be sent to determine November and December meeting schedule.

20. Adjournment - Next Meeting

Parina Parikh made a motion to adjourn. Tara Izzo seconded the motion. Motion carried. Meeting ended at 4:59 pm. The next regular meeting will be on Thursday, October 12, 2023 at 3:30-5:00pm. Location: In Person Seville Plaza.