

**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**

**October 12, 2023 - 3:30 p.m. to 5:00 p.m.**

**Members Present**

Parina Parikh  
Jeannine Nash  
Karen Lenyoun  
Hilary Ward

**Excused**

Malik Thornton  
Keith Eshaki  
Tara Izzo

**Staff**

Deanna Zotalis-Ferreira, Chief, CAP  
Jocelyn Salamat, Admin Analyst, CAP  
Erik Aguilar, OSS, OEQC

**Absent**

Oscar Medina

**Guests**

Ivan Andujar

1. **Call to Order:** Meeting called to order by Jeannine Nash at 3:41 pm.
2. **Roll Call:** 4 members were present; quorum was **Achieved**  
Chair approved excused absences based on RSVP.
3. **Acceptance of Agenda:** Karen Lenyoun motioned to accept agenda; Hilary ward seconded. Motion passed.
4. **Approval of Minutes:** Jeannine Nash motioned to accept August 10<sup>th</sup> minutes; Karen Lenyoun seconded. Motion passed.  
Parina Parikh motioned to accept September 14<sup>th</sup> minutes; Karen Lenyoun seconded. Motion passed.
5. **Public Comments:** No Public Comments
6. **Information Item: Vacancy Report**  
Currently, there are 8 primary seats filled; 7 primary seat vacancies.
  - Public Sector - Seat 1
  - Public Sector - Seat 3
  - Public Sector - Seat 4
  - Public Sector - Seat 5
  - Private Sector - Seat 8 – see Item #8 below for update.
  - 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.

Deanna Zotalis-Ferrera followed up with Board of Supervisor vacant positions. Board offices are working to fill vacancies.

Deanna Zotalis-Ferreira will update existing recruitment plan to help fill vacant seat positions, which will include going to local Chambers, as well as reaching out hospitals and educational institutions.

Hilary Ward will attempt to recruit at the North Region Community Live Well Team Meeting in December.

Karen Lenyoun has some possible candidates for the Central Region seat.

**7. Discussion Item: CAB Nominating Committee**

- Ivan Andujar for Private Sector – Primary Seat 8.
- Sebastian Pardo [corrected, previously listed incorrectly as Izzo] for Private Sector – Alternate Seat 25.

**8. Action Item: CAB Nominating Committee**

Karen Lenyoun motioned to vote in Ivan Andujar to Primary Seat 8. Hilary Ward seconded. Motioned passed.

Karen Lenyoun motioned to vote in Sebastian Pardo [corrected] to Alternate Seat 25. Hilary Ward seconded. Motioned passed.

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

- Pending: Oscar Medina, Tara Izzo, Maurice Borders

This information item will remain on the agenda as a reminder for those who have not responded to the email confirming receipt of governing documents. At the next CAB meeting, those present who have not responded may acknowledge via wet signatures.

Jeannine Nash stated Maurice Borders' contact information needs updating.

**10. Discussion Item: Winter Meeting Schedule**

CAB discussed the winter meeting schedule. November will continue as scheduled. The December meeting was proposed for cancellation.

**11. Action Item: Any Changes to Schedule**

Jeannine Nash motioned to cancel the December meeting. Hilary Ward seconded. Motion passed.

**12. Discussion Item: CAB Interview Questions**

CAB agreed to change the term in question 2 – “Economically Disadvantaged” to “Underserved”.

CAB also agreed to add an additional question inquiring whether the potential candidate has any concerns with the ability to attend the CAB meetings.

**13. Action Item: Any Changes to CAB Interview Questions**

Karen Lenyoun motioned to accept the two proposed changes listed in Discussion Item 12. Jeannine Nash seconded. Motion passed.

**14. Discussion Item: Community Needs Assessment (CNA) Survey**

Reviewed suggested improvements for the next CNA Survey by the previous contractor. She acknowledged the recommendation to start the survey earlier in the year, as well as provide the contractor with the templates for the flyers and survey materials. Other recommended edits are as follows:

#### Built Environment, Transportation, and Climate

Question 13 does not have an option for “we don’t have it”. i.e., for rural communities who do not have public transportation. Add an option to select “no public transportation” as a barrier. Remove parenthesis in the question and replace with “such as”.

#### Programs and Services

Add to question 8 additional topics - physical health, substance abuse treatment, and technology education.

#### Community Needs and Services

CAB agreed to replace the term “negatively” with “continued to” in question 2.

CAB discussed possibly changing the “social isolation” option in question 2.

Suggested we remove the heading “COVID-19” so the questions remain general. CAB agreed.

#### Food Access

Suggested we eliminate question 6 and we reword question 5 by replacing “Prior to the COVID-19 Pandemic, did” with “Do”. COVID-19 funds have been fully expended, so these questions are not required.

#### Social Connection

Suggested reword question 9 to ask, “Do you feel connected to your community? Check all that apply.” Replace scale with different community options and social groups, such as neighborhood, work, school, places of worship— which are listed in question 11. Blend question 9 and 11.

- Table question 11 for next meeting.

CAB agreed to remove question 10.

### **15. Action Item: Any Changes to CNA Survey**

Action tabled for next meeting to allow time to complete analysis of all edits.

### **16. Director’s Update: Deanna Zotalis-Ferreira**

Director’s Report was handed out during meeting in the CAB Packet and discussed.

### **17. Chair’s Update: Provided by Jeannine Nash**

No update.

### **18. Adjournment - Next Meeting**

Hilary Ward made a motion to adjourn. Karen Lenyoun seconded the motion. Motion carried. Meeting ended at 5:03 pm. The next regular meeting will be on **Thursday, November 9, 2023** at **3:30-5:00pm**. Location: **In Person** at Seville Plaza.