

**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**

**November 9, 2023 - 3:30 p.m. to 5:00 p.m.**

**Members Present**

Keith Esshaki  
Jeannine Nash  
Hilary Ward  
Parina Parikh

**Excused**

Tara Izzo  
Karen Lenyoun  
Oscar Medina

**Absent**

Malik Thornton

**Staff**

Deo Akena, Manager, CAP  
Jocelyn Salamat, Admin Analyst, CAP  
Erik Aguilar, OSS, OEqC

**Guests**

Ivan Andujar  
Maurice Borders

1. **Call to Order:** Meeting called to order by Jeannine Nash at 3:43 pm.  
Parina Parikh called to let us know she was running late.
2. **Roll Call:** 4 members were present; quorum was **Achieved**
3. **Acceptance of Agenda:** Hilary Ward motioned to accept agenda; Keith Esshaki seconded. Motion passed.
4. **Approval of Minutes:** Jeannine Nash motioned to accept October 12<sup>th</sup> minutes; Hilary Ward 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 – in process of being appointed (Ivan Andujar).
- 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 on Board of Supervisor Public Sector vacant positions. Office of Equitable Communities Director, Jennifer Bransford-Koons, has communicated with Board of Supervisors offices and offices are working to fill Public Sector vacancies.

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

Ivan Andujar for Private Sector – Primary Seat 8 - in process of being appointed.

Sebastian Pardo for Private Sector – Alternate Seat 25 - in process of being appointed.

Jeannine Nash for Private Sector Primary Seat 9 Reappointment - Seat 9 Expiration on December 8, 2023. Reappointment needed.

New CAB application received from Janelle Lopez. CAB decided to move forward with an interview.

- Hilary Ward and Jeannine Nash are on the AD HOC interview panel for Janelle Lopez’s interview on Monday, 11/13/23.

**8. Action Item: CAB Nominating Committee (AD HOC)**

Hilary Ward motioned to reappoint Jeannine Nash to Private Sector Seat 9. Parina Parikh seconded. Motion 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.

Maurice Borders was present and signed the governing documents email.

**10. 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:

Demographics

Question 7 – Add question “Are you currently experiencing homelessness?”

Community Input

Question 1 - Change the word “alleviate” to “address” homelessness.

Community Needs and Services

Remove the COVID-19 subsection text from Community Needs and Services to keep it general.

Question 2 – Replace “Negatively” to “Continue to impact”.

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.

Programs and Services

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

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. Combine question 9 and 11.

Remove question 10 – redundant with question 9.

Built Environment, Transportation, and Climate

Remove question 13 and 14.

Move incentive blurb to the beginning of the survey to entice people to complete the survey.

Create hard copies of the survey for the community for population that are not tech savvy. Some individuals do not have access to internet or do not like using the internet, i.e., elderly. Hard copies can also be taken to churches, organizations, or to group who have limited access i.e. homeless population.

**11. Action Item: Any Changes to CNA Survey**

Hilary Ward motioned to accept changes. Parina Parikh seconded. Motion passed.

**12. Discussion Item: January Meeting – Holiday Potluck**

CAB agreed to change meeting time for January to lunch for a holiday potluck lunch.

Parina Parikh motioned to change January's meeting time to noon. Keith Esshaki seconded. Motion passed.

**13. Director's Update: Deo Akena**

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

**14. Chair's Update: Provided by Jeannine Nash**

No update.

**15. Adjournment - Next Meeting**

Hilary Ward made a motion to adjourn. Parina Parikh seconded the motion. Motion carried. Meeting ended at 5:03 pm. The next regular meeting will be on **Thursday, January 11, 2024** at **12:00-2:00pm**. Location: **In Person** at Seville Plaza.