

**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**

**Zoom Conference Call <https://sdcounty-ca-gov.zoom.us/j/83304506584>**

**December 12, 2024 - 3:30 p.m. to 5:00 p.m.**

<b><u>Members Present</u></b> Destiny Preston Samantha Jenkins Jeannine Nash Maurice Borders Jorge Medina Summer Elliott Wilford Smith Hilary Ward Greg McGuire Janelle Lopez Carla Vanegas	<b><u>Excused</u></b> Keith Esshaki Lewis Biszant  <b><u>Absent</u></b>	<b><u>Staff</u></b> Deanna Zotalis-Ferreira, Chief, OEqC-CAP Deo Akena, Manager, OEqC-CAP Herminia Ramirez, RCC, OEqC Laura Monroy, OSS, OEqC Raenique Madden-Bowman- OSS, OEqC Virtually: Jocelyn Salamat, AAIL, OEqC-CAP  <b><u>Guests</u></b>
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1. **Call to Order:** Meeting called to order by Hilary Ward at 3:51 pm.
2. **Roll Call:** 11 members were present; quorum was **Achieved**. 7 primaries, 4 alternate
3. **Acceptance of Agenda:** Samantha Jenkins motioned to accept agenda; Hilary Ward seconded. Motion passed.
4. **Approval of Minutes:** Hilary Ward motioned to accept the November 14, 2024, minutes; Jorge Medina seconded. Motion passed.
5. **Public Comments:** No Public Comments
6. **Attendance Reminder – Deanna Zotalis-Ferreira**
  - To assist in meeting quorum, Deanna shared a reminder that CAB ByLaws state that “if a representative of the Economically Disadvantaged Sector or the Private Sector is unable to attend a meeting of the Community Action Board, the representative shall notify his/her alternate who shall attend in the representative’s place.”
  - If you do not have your alternate’s contact information, please reach out to Laura Monroy and she will be able to provide you the information.
7. **Ethics Training Reminder: Deanna Zotalis-Ferreira**
  - Per our ByLaws: the requirement for new members to complete ethics training is within twelve months of being appointed and again every two years. We have updated due dates for everyone’s Ethics Trainings.
  - Outstanding members reminded to please complete and return their certificates.
8. **Information Item: Vacancy Report**

- Private Sector – Seat 13, Jorge Medina has been confirmed by Board of Supervisors on December 10, 2024.
- Recruitment is ongoing for vacant seats.

**9. Discussion Item: ByLaws Edits for Nominations/Voting Economically Disadvantaged – Herminia Ramirez**

- We have received recommendation from CSD.
  - Proposed verbiage in our ByLaws has been updated to meet the Democratic selection process for the Economically Disadvantaged Sector. Article 2, Section D.
- CAB recommends adding flow chart to show order of steps and add more details of the process.
- Revised document will be shared during January's meeting.

**10. Action Item: ByLaws Edits for Nominations/Voting Economically Disadvantaged**

- Final edits to be reviewed and approved at January meeting. No action taken.

**11. Discussion Item: Draft Community Needs Assessment Report and Draft Community Action Plan for Input – Jocelyn Salamat**

- We received 10,524 survey responses to assist in prioritizing the community needs to build the plan for 2026-2027.
- Comprehensive list of all the partners that have been vetted by the County of San Diego can be found by researching [WWW.LiveWellSD.org](http://WWW.LiveWellSD.org)
- CAB provided feedback that some websites and links to access community resources are outdated and difficult to maneuver. County staff shared the use of the 211 San Diego website and explained the process for updating resource information falls to the owner/provider to update 2-1-1.
- CAB recommended adding consideration for needs of rural communities. County staff to review raw data to compare to recommendations. Information shared for Resident Leadership Academy workshops available in 2025.

**12. Action Item: Community Needs Assessment Priorities - Deanna Zotalis-Ferreira**

- Top priorities were identified based on preliminary community needs assessment.
- Destiny Preston motioned to approve the top six priorities and County staff will build out the programs and recommendations for each priority. Jorge Medina seconded. Motion passed

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

- CAP Director's Report was handed out and discussed during CAB meeting. Key discussion surrounded contact capacity, distribution rates, and data that provides information on how funds are being utilized.
- CAB requests that providers who are receiving funds be invited to present during monthly meetings.

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

- No chair update to report.

**15. Adjournment - Next Meeting**

Destiny Preston made motion to adjourn. Samantha Jenkins seconded the motion. Motion carried. Meeting ended at 5:24 pm. The next regular meeting will be on **Thursday, January 9, 2025 at 3:30-5:00pm**. Location: **In Person** at Seville Plaza.