

**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**

July 11, 2024 - 3:30 p.m. to 5:00 p.m.

Members Present

Jeannine Nash
Destiny Preston
Hilary Ward
Lewis Bizsant
Janelle Lopez

Carla Vanegas
Jorge Medina

Excused

Oscar Medina
Keith Esshaki
Sebastian Pardo
Summer Elliott

Staff

Deanna Zotalis-Ferreira, Chief, CAP
Deo Akena, Manager, CAP
Michelle Hollie, Admin Secretary, OEqC
Laura Monroy, OSS, OEqC
Raenique Madden-Bowman, OSS, OEqC

Absent

Tara Izzo
Maurice Borders

Guests

Wilford Smith
Samantha Jenkins

1. **Call to Order:** Meeting called to order by Jeannine Nash at 3:37 pm.
2. **Roll Call:** 7 members were present; quorum was **Achieved**
3. **Acceptance of Agenda:** Lewis Bizsant motioned to accept agenda; Janelle Lopez seconded. Motion passed.
4. **Approval of Minutes:** Lewis motioned to accept the June 13, 2024, minutes; Janelle seconded. Motion passed.
5. **Public Comments:** No Public Comments
6. **Information Item: Vacancy Report**

Currently, there are 8 primary seats filled. 6 primary seat vacancies:

- Public Sector – Seat 1
- Public Sector – Seat 4
- Public Sector – Seat 5
- Private Sector – Seat 14
- Economically Disadvantaged Sector – Seat 12 – Central Region – in process
- Economically Disadvantaged Sector – Seat 6 – East Region – in process
- Economically Disadvantaged Sector – Seat 7 – North Central Region – in process

CAP Chief Deanna Zotalis-Ferreira continues to work with the Office of Equitable Communities' (OEqC) director, who is working with the Board of Supervisors' offices to identify and recruit representatives in the community and to fill the vacant Public Sector Seats.

CAB members and OEqC Regional Community Coordinators (RCCs) were encouraged to continue outreach efforts to fill the primary and alternate seat vacancies for private and economically disadvantaged sectors.

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

Interviews conducted by: Jeannine, Hilary, and Janelle.

Jeannine provided insight on the interviews conducted on July 3rd. Recommended seats: Lia Smith for alternate Seat 14. Samantha Jenkins for District 4.

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

Motion to move Lia Smith for alternate Seat 14. Hilary motions 1st and Janelle motions 2nd.

Samantha Jenkins will be voted for the Public Sector separately by the Board of Supervisors.

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

No pending Governing Documents.

10. Discussion Item: CAB By-laws – Remote Attendance

Public can participate virtually, link to join meeting through Zoom will be provided on the agenda posted on website. Open session to Public. Board does not need to vote on this implementation, no need to update by-laws either.

Remote Attendance does not count towards quorum. We will notate members who are present in person or remotely.

Updated information on what entails “Just Cause” will be emailed to Board.

Roll call section, we will prompt to see if there are evaluations for emergency requests. Board will vote to agree if reason to participate virtually meets the criteria.

11. Action Item: CAB By-laws – Remote Attendance

N/A

12. Discussion Item: CAB Application Process

Proposed to only use link to main website. Deanna proposes to rephrase language on our website and guide applicants to the Board of Supervisors website. Proposed language is “Name of Board Committee or Commission to which you are applying for membership, please enter Community Action Partnership”. And our number to contact if applicant has any questions.

Applications require print, wet signature, and scan to submit by email. Deanna will reach out and share feedback to Board of Supervisors website that a “Submit” button will allow us to use only one application. Deanna will also inquire for clarification on what is the minimum requirement for the online application and if wet signature is required.

Deo has located another version of the application. Deanna will research to see if it can be submitted digitally.

13. Action Item: CAB Application Process

Will circle back to this Item when we have clarification for the submit button on applications.

14. Discussion Item: Community Action Month and the 60th Anniversary of Community Action

Reminder to please send videos to Laura.

15. Director’s Update: Deo Akena

Deo provides Director's update. Programs and how stipends are used. Deanna specifies programs that have been extended to the end of the year. Carla inquires if information of how the contract data is acquired can be available for viewing.

CAB programs presentation by Deanna. Provided outlook on the Countywide programs for the next seven months and how it is decided which areas are served.

Representative from CHIP will be invited to present about the RLA.

Samantha Jenkins inquires if we can have a presentation from Project Most.

Wilford Smith inquires if we can see these programs in action, see their schedule. Deanna will share information of their outreach events.

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

No chair update to report.

17. Adjournment - Next Meeting

Janelle Lopez made a motion to adjourn. Hilary Ward seconded the motion. Motion carried. Meeting ended at 5:25 pm. The next regular meeting will be on **Thursday, August 8, 2024 at 3:30-5:00pm**. Location: **In Person** at Seville Plaza.