

**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**

**June 13, 2024 - 3:30 p.m. to 5:00 p.m.**

**Members Present**

Jeannine Nash	Jorge Medina
Janelle Lopez	Carla Vanegas
Summer Elliott	
Destiny Preston	
Keith Esshaki	
Lewis Biszant	

**Excused**

Oscar Medina  
Tara Izzo  
Hilary Ward

**Staff**

Deanna Zotalis-Ferreira, Chief, CAP  
Deo Akena, Manager, CAP  
Michelle Hollie, Admin Secretary, OEqC  
Laura Monroy, OSS, OEqC  
Erik Aguilar, OSS, OEqC

**Absent**

**Guests**

1. **Call to Order:** Meeting called to order by Jeannine Nash at 3:36 pm.
2. **Roll Call:** 6 members were present; quorum was **Achieved**  
Running Late: Destiny and Jorge.
3. **Acceptance of Agenda:** Janelle Lopez motioned to accept agenda; Keith Esshaki seconded. Motion passed.
4. **Approval of Minutes:** Lewis Biszant motioned to accept the revised April 11, 2024, and May 9, 2024 minutes; Janelle Lopez 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
- Economically Disadvantaged Sector – Seat 6 – East Region – appointment in process
- Economically Disadvantaged Sector – Seat 7 – North Central Region

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

Summer Elliott is in process of being appointed to Economically Disadvantaged Primary Seat 6 – East Region. Application has been routed to Board of Supervisors for approval.

Wilford Smith will be alternate for Seat 16. Was here at last meeting as Public.

Greg McGuire will be alternate for Seat 22- North.

Deanna Zotalis-Ferriera goes over the steps that need to be taken on order to appoint members. From the application and voting them in, to submitting application to Board of Supervisors to formally approve them.

CAB Chair Jeannine Nash brought to CAB's attention that Oscar Medina – Private Sector Seat 13 – has not been in attendance for more than 3 consecutive meetings. The Chair expressed concern that this member has not been in attendance, per our By-laws, and failing to respond to communications regarding the receipt of CAB's Governing Documents.

Deanna Zotalis-Ferriera explains that Oscar Medina's absences constitutes an automatic vacancy, does not require a vote. We tried to reach out to him, and he is not responding to communications by email or phone..

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

Keith Esshaki motioned to appoint Jorge Medina to Private Sector Primary Seat 13. Destiny Preston seconded. Motion passed.

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

Pending: Oscar Medina, Jorge Medina

Erik Aguilar received confirmation from Jorge Medina re: CAB Governing Documents 6/13/24.

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

New bill removes the posting of remote address.

Discussion of what would apply to this board and update our by-laws: What the policy looks like, how the County has implemented the policies. Jurisdictions implications (out of county justifications). Requires camera on. Just cause (lack of childcare, health reasons, work commitment, caring for a dependent, proclaimed state of emergency). Will need teleconference link information to be provided to the public on the agenda and minutes. Maybe the public can participate as well (will need to be closely looked at the bill). If Public wants to speak, they will need to submit a Public Comment Form. All these requirements will be researched before adding to agenda to roll out this proposal properly.

Remote participation allows to vote but does not count towards quorum. Cannot participate remotely for 3 consecutive months.

Deanna Zotalis-Ferriera will check with County policies on the process to implement Remote Attendance and will bring this back to our next meeting.

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

N/A

**12. Discussion Item: CAB Application Process**

Discussed an opportunity to streamline the application process. New request from the Clerk of the Board is that all applicants complete the online application. CAB currently has a manual application on our website; thus, requiring each of our applicants to submit two applications.

Their application will come to us.

Board reviewed the similarities and differences between applications available. Board agreed to use the online application but implement supplemental questions during the interview. CAB discussed adding language on CAPs website where to seek support if anyone needs assistance with the application.

**13. Action Item: CAB Application Process**

Keith Esshaki motioned to move to one online application via Clerk of the Board, adding verbiage to provide instructions for the applicant. Destiny Preston seconded. Motion passed.

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

Erik to send out instruction via email to other members so they can send in their videos so we can publish it by next meeting. We can finish video with a group photo. We will adjust Summer's part of the video.

Reminder to board that By-Laws Training will be coming their way.

**15. 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.

Destiny Preston expressed interest in hearing about available homeless assistance programs from the Department of Homeless Solutions and Equitable Communities. Deanna Zotalis-Ferriera stated she will reach out to them for availability.

Deanna also said she would present at next meeting an overview of all CAP programs and where they are located.

Binder retention schedule will be determined by next meeting.

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

No chair update to report.

**17. Adjournment - Next Meeting**

Janelle Lopez made a motion to adjourn. Lewis Bizant seconded the motion. Motion carried. Meeting ended at 5:11 pm. The next regular meeting will be on **Thursday, July 11, 2024 at 3:30-5:00pm**. Location: **In Person** at Seville Plaza.