

**COUNTY OF SAN DIEGO
HEALTH AND HUMAN SERVICES AGENCY
COMMUNITY ACTION BOARD (CAB)
San Diego County Operations Center
5560 Overland Avenue, Building 5500, Room 120
MEETING MINUTES: July 14, 2016**

CALL TO ORDER

Call to order took place at 3:40 PM.

ROLL CALL

- Present: Ana Briones-Espinoza, Ann Durham, Nicole Murphy, Monique Fernandez, Madeleine Baudoin, Rebecca Huntsman
- Absence: Stephanie Stephens, Stefanie Benvenuto, Daphyne Watson, Jeannine Nash, Gina Jackson
- Staff: Maggie Lujan, Maggie Fenn, Nancy D’Adamo
- Guest: Nashaw Jafari

ACCEPTANCE OF AGENDA

Ana Briones-Espinoza motioned to accept the agenda. Nicole Murphy seconded the motion. The motion carried.

APPROVAL OF JUNE 9th, 2016 MINUTES

Ana Briones-Espinoza motioned to approve the June 9th, CAB minutes. Nicole Murphy seconded the motion. The motion carried.

VACANCY REPORT: Maggie Lujan

Current CAB vacancies are as follows:

Sector Vacancies	Primary	Alternate
Public	1	N/A
Economically Disadvantaged	2	3
Private	1	5

Awichu Akwanya has missed six consecutive CAB meetings, constituting a vacancy per CAB Bylaws. An interview with Karmin Noar for Alternate seat 25 will take place next month. Stephanie Stephens’ 1st term in Primary seat 7 expired on 6/30/2016; CAB will require an Action Item to re-nominate Stephanie for a second term. Since Nashaw Jafari has a change of address, CAB could possibly re-nominate Nashaw to fill North Region, Primary seat 11, also requiring an Action Item. If CAB members know of anyone who may be interested in submitting an application for CAB, please refer them to CAP. CAP has been doing some outreach through the Resident Leadership Academies.

ACTION ITEM: CAB MEMBER NOMINATIONS

Madeleine Baudoin made the recommendation to re-nominate Nashaw Jafari to fill Economically Disadvantaged, North Region - Primary seat 11, and to re-nominate Stephanie Stephens to serve a second term in Economically Disadvantaged, North Central Region - Primary seat 7.

Ann Durham made the motion. Ana Briones-Espinoza seconded the motion. Motion Carried. CAP will send a formal request to County Board of Supervisors.

BOARD DISCUSSION: EXECUTIVE COMMITTEE NOMINATIONS

Maggie Lujan invited CAB members to make nominations and vote on positions of Chair, Assistant Chair, and Secretary. Ana Briones-Espinoza asked if Madeleine Lujan would be open to serve a second term as CAB Chairperson. Madeleine Baudoin agreed that she would be interested. Nicole Murphy stated an interest in becoming Vice-Chair, Ana Briones-Espinoza volunteered to serve as Secretary.

ACTION ITEM: EXECUTIVE COMMITTEE NOMINATIONS

Ann Durham made a motion to approve the nominations of Madeleine Baudoin to serve a second term as Chairperson, Nicole Murphy to serve as Vice Chair, and Ana Briones-Espinoza as Secretary. Monique Fernandez seconded the motion. Motion carried.

CAP PROGRAM DIRECTOR’S REPORT – Maggie Lujan

Eligibility Operations will re-apply to continue CalWORKs Housing Support Program this fiscal year. 137 homeless families were served, with the anticipation of doing more next year.

The pilot program Project MOST is coming to the end of its first year. Monthly trainings have taken place all year, targeting Southeast San Diego. Representatives of ten organizations have been paired with coaches to receive Technical Assistance on business and strategic plans, and they will pitch their plans to a panel of experts on August 4, 2016.

Organizational Standards for CSBG recipients are being discussed in ongoing talks. With over 1,000 Community Action Agencies (CAAs) nationwide, a framework for Private CAAs and Public CAAs is necessary. There are 50 Organizational Standards for Public CAPs divided into three groups with nine categories. Maggie said she participated in a Workgroup, and has been preparing for this. CAP completed a tool for San Diego County and will be certifying and submitting it at the end of the month, it will be an iterative process. CAP uploaded all documents believed necessary. The CAP Plan meets sixteen of the Standards. Org Standards involve the annual NPI Report, the County Single Audit, HR Management, and others. Org Standards that involve the Community Action Board include the CAB Board Roster, Bylaws, Democratic Selection Process, Frequency and Quorum, signed Conflict of Interest forms, Structured Orientation and Training, Acceptance of the CAP Plan, and provision of Programmatic and Financial Updates to CAB members. The Standards are in effect now, and thanks to CAB, we are in a position to meet all of them.

FINANCIAL UPDATE – Maggie Lujan

A CSBG amount of \$17,000 awarded by the State is required to be used by the end of September for Org Standards, Homeless, or EITC. It was given as a supplement to Interfaith Rotational Shelter, and will provide approximately 1700 bed nights.

Maggie Fenn reported that CAP recently applied for the Targeted Discretionary Grant through the Refugee Programs Bureau. CAP has proposed to fund the Bridge2Building program through the IRC, which is a skills training (with a focus in construction skills) program to train 30 -35 participants, with priority to refugee youth ages 17 – 25. The Work Readiness Exchange (WRE) Program was funded with this grant for the past three federal fiscal years, CAP will continue to administer WRE with its formula Refugee Employment Services funding.

CAB CHAIR’S REPORT

Madeleine Baudoin encouraged CAB members to sign-up for LWSD walk. Live Well Community in Action is our Team name.

If CAB members can think of anyone who might be interested in applying for Private Sector seats, please reach out to them. We will also need to replace Awichu’s seat in the Central Region.

ADJOURNMENT

Rebecca Huntsman made a motion for the meeting to be adjourned. Ann Durham seconded the motion. Motion carried. Meeting adjourned at 4:20 pm.

MINUTES APPROVED BY: Madeleine Baudoin (Chair)

Signature

Date

NEXT MEETING: August 11, 2016