

**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**

**March 14, 2024 - 3:30 p.m. to 5:00 p.m.**

**Members Present**

Karen Lenyoun  
Jeannine Nash  
Hilary Ward  
Destiny Preston

**Excused**

Tara Izzo  
Keith Esshaki  
Oscar Medina

**Absent**

Malik Thornton

**Staff**

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

**Guests**

1. **Call to Order:** Meeting called to order by Jeannine Nash at 3:39 pm.
2. **Roll Call:** 4 members were present; quorum was **Achieved**
3. **Acceptance of Agenda:** Hilary Ward motioned to accept agenda; Karen Lenyoun seconded. Motion passed.
4. **Approval of Minutes:** Destiny Preston motioned to accept January 11, 2024 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 - In communication with D1 Policy Advisor
- Public Sector - Seat 4 - New D4 appointment; she is actively seeking candidates
- Public Sector - Seat 5 - In communication with D5 Policy Advisor; they are interviewing candidates
- Private Sector – Seat 8
- Economically Disadvantaged Sector - Seat 12 – Central Region
- Economically Disadvantaged Sector - Seat 7 – North Central Region
- Economically Disadvantaged Sector - Seat 10 – South Region – in process

CAB members and OEqC Regional Community Coordinators (RCCs) were encouraged to continue outreach efforts to fill the vacancies.

Malik Thornton (Economically Disadvantaged Sector Seat 6 – East Region) to resign from the CAB effective Thursday, 3/14/24 at 6:00 pm.

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

Lewis Bissant, Jorge Medina, and Carla Vanegas were all recommended by the CAB interviewers for nomination. All three candidates were interviewed February 2024.

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

Hilary Ward motioned to appoint Carla Vanegas to Economically Disadvantaged Sector Alternate Seat 20; Karen Lenyoun seconded. Motion passed.

Hilary Ward motioned to appoint Lewis Bissant to Private Sector Primary Seat 8; Karen Lenyoun seconded. Motion passed.

Karen Lenyoun motioned to appoint Jorge Medina to Private Sector Alternate Seat 23; Hilary Ward seconded. Motion passed.

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

Pending: Oscar Medina

CAB Chairwoman, Jeannine Nash, requested CAP staff resend CAB governing documents to Oscar Medina and Chairwoman will follow-up to receive confirmation needed.

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.

**10. Discussion Item: Community Needs Assessment (CNA) Survey**

Demographics -

CAP staff suggested to remove question 6 as it is redundant with question 10b regarding household size.

CAB discussed whether to rephrase “homelessness” in question 7 to “unhoused” or “unsheltered,” however decided to retain the term “homelessness” to ensure clarity among survey respondents who are more familiar with the term “homelessness.”

CAB suggested to add, “including yourself” to question 10, “What is the size of your household?” CAB suggested to remove “125%” from the 2024 Poverty Level Guidelines table in question 10c as it may cause confusion.

CAP staff suggested to include both annual income and monthly income within the same table, in order to simplify the survey.

CAB discussed whether to add in Adverse Childhood Experience Index; ACES; Trafficking in question 11, however decided that they apply more to different departments and efforts within the County.

Community Input -

Question 1 table –

Health –

- Add in “such as,” social security option, and “etc.” Possibly remove CalWORKs.
- Add in topic, “Assistance applying for disability programs”. CAB noted that CalAIM assists with health care sign-up.

Standard of Living –

- For the topic, “Preparation for disasters,” add in “earthquakes,” “flooding,” “etc.”

Community –

- For the topic, “Energy Efficiency Programs,” reference an actual program offered through CSD and elaborate on types of services provided, such as solar, insulation, etc.

Food Access –

Add “Food distributions” to “Food pantry/food bank” in question 5.

Programs and Services –

Group/categorize class topics together so it is more uniform.

Add a write-in option with “Other” in question 6.

Add “How to apply for affordable housing opportunities”.

Add in “Tenant rights”.

Building Environment, Transportation, and Climate –

Change “bikes” to “biking” and add “using” to “scooters” in question 10.

Communication –

Add “Bulletin Boards” option to question 14.

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

Hilary Ward motioned to have the CNA Survey approved by CAB pending CAP staff’s implementation of changes according to suggestions and intentions conveyed during Discussion Item 10. Destiny Preston seconded. Motion passed.

**12. Director’s Update with 2023 Annual Program Summary: Deo Akena**

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

2023 Annual Program Summary was handed out during 3/14/24 CAB meeting and discussed.

Correction to SRV. Services are not unduplicated numbers.

As of February 2024, the Affordable Connectivity Program (ACP) has concluded providing outreach and enrollment services due to depleted funds. Congress did not provide/renew more monies to ACP.

CAP will be continuing with standard Director’s Report for next meeting.

**13. Chair’s Update: Provided by Jeannine Nash**

Chairwoman Jeannine Nash thanked the CAB for their attendance and for helping with CAB interviews.

Chairwoman Jeannine also shared Serene Health IPA is putting on a weeklong health fair on March 16<sup>th</sup>, 2024. Jeannine asked if CAP and CAB could help distribute flyers and promote the

event. Numerous exhibitors will be attending to help with connecting people with programs. Deo Akena suggested sharing with Communities in Action (CinA) providers.

**14. Adjournment - Next Meeting**

Karen Lenyoun made a motion to adjourn. Hilary Ward seconded the motion. Motion carried. Meeting ended at 5:07 pm. The next regular meeting will be on **Thursday, April 11, 2024** at **3:30-5:00pm**. Location: **In Person** at Seville Plaza.