

**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>

May 8, 2025 - 3:30 p.m. to 5:00 p.m.

<u>Members Present</u> Samantha Jenkins Lewis Biszant Destiny Preston Jeannine Nash Wilford Smith Hilary Ward Greg McGuire Carla Vanegas	<u>Excused</u> Keith Esshaki Jorge Medina Lillia Smith Maurice Borders Summer Elliott Janelle Lopez <u>Absent</u>	<u>Staff</u> Herminia Ramirez, RCC, DSCE Deo Akena, Manager, DSCE-CAP Jocelyn Salamat, AA, DSCE-CAP Amanda Bass-Garcia, AA, DSCE Laura Monroy, OSS, DSCE Corinne Rodriguez, OA, DSCE- CAP <u>Guests</u> Sheenah Figueroa, DPC, Chief Daniel, DPC
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1. **Call to Order:** Meeting called to order by Jeannine Nash at 3:36 pm.
2. **Roll Call:** 8 members were present; quorum was **Achieved**. 5 primaries, 3 alternates
3. **Acceptance of Agenda:** Samantha Jenkins motioned to accept agenda; Hilary Ward seconded. Motion passed.
4. **Approval of Minutes:** Wilford Smith motioned to accept the April 10, 2025, minutes; Lewis Biszant seconded. Motion passed.
5. **Public Comments:**
 - No public comments
6. **Information Item: Vacancy Report**
 - Currently, there are 5 vacancies:
 - Public Sector – Seat 1 – Will remain vacant until new supervisor is appointed.
 - Public Sector – Seat 5 - Application has been received by the Clerk of the Board.
 - Private Sector – Seat 14
 - Economically Disadvantaged Sector – Seat 12 - Central Region - Interview conducted today. Interview debrief shall be added to the agenda for the next CAB meeting.
 - Economically Disadvantaged Sector – Seat 7 – North Central Region
7. **Updates from Department of Contracting and Purchasing: Sheena Figueroa, Chief**
 - The County of San Diego has been gathering input to improve its procurement and contracting policies with the goal of reducing barriers, promoting sustainability, and increasing equity and

access – especially for small businesses and nonprofits.

- Proposed policy changes include:
 - Update to policy to allow departments to request a procurement to be set aside for small businesses only
 - A simplified procurement process
 - The Small Business Preference program to increase the automatic price deduction for small businesses from 5% to 15%
 - The Disabled Veteran policy language to be expanded to include small businesses
 - The current Disabled Veteran policy allows the County to award contracts under \$50k to Disabled Veteran owned businesses without a procurement process; increase the contract amount to \$75k
 - Changes in policy regarding sustainability, resulting in “greener” decisions when purchasing.
- Policy changes will be presented to the Board of Supervisors on June 24th, 2025.
- CAB members expressed the need for grant-writing assistance, sharing that many small businesses and non-profits do not have the budget to hire a grant writer, and do not have the resources to assign staff for grant applications. Especially in the rural areas, the amount of work to be done in service to the community doesn't allow for time or funds dedicated towards applying for grants.
- Sheena explored ways that the procurement may be broken down and explained in a way that makes sense to all interested organizations. She further encouraged CAB members to reach out to her team if they see a procurement that doesn't include rural communities or similar concerns.
- The Govdeals reutilization webpage was shared, as it is a useful resource for non-profits, who may be provided the opportunity to obtain former County equipment that is no longer in use.
- It was also shared that the P-card threshold was also increased, allotting higher spending limits for small businesses, and reducing the need for additional signatures.
- Herminia added that the County's budget was released, and there is an opportunity to provide feedback. Regarding the Federal budget and CSBG, there is news of advocacy efforts at the state and federal levels.

8. Director's Update: Deo Akena

- The CAP Director's Report was handed out and discussed during CAB meeting. Key discussion surrounded contract capacity, distribution rates, and data that provides information on how funds are being utilized.
- Community Needs Assessment presentations took place in late April.
 - There were 4-8 attendees per region.
 - A few participants asked how to receive support from an actual person and were provided phone and email contacts.
- The updated CAP Plan and ByLaws have been approved by the Board of Supervisors and will be routed to the state on May 9, 2025.
 - Moving forward, any applicants will follow the new by-laws which may result in a more time-intensive process.
- The proposed County budget was released on May 1st. There are various forums available for the community to provide feedback through June 12, 2025.
 - Federal and State Fund implications for CSBG funding are unknown currently. We will share information as we learn more.

9. Chair's Update: Provided by Jeannine Nash

- No chair update to report.
- Reminder to please contact your alternate if you are unable to attend CAB meeting.

10. Adjournment - Next Meeting

Destiny Preston made motion to adjourn. Samantha Jenkins seconded the motion. Motion carried. Meeting ended 5:01 PM.

The next regular meeting will be on **Thursday, June 12, 2025** at **3:30-5:00pm**. Location: **In Person** at Seville Plaza.