

**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  
First Floor – Conference Room B**

**Zoom Conference Call <https://sdcounty-ca-gov.zoom.us/j/83304506584>**

**October 9, 2025 - 3:30 p.m. to 5:00 p.m.**

<b><u>Members Present</u></b> Jeannine Nash Hilary Ward Summer Elliott Samantha Jenkins Elana Levens-Craig Wilford Smith	<b><u>Excused</u></b> Destiny Preston Greg McGuire Maurice Borders  <b><u>Absent</u></b> Jorge Medina Janelle Lopez	<b><u>Staff</u></b> Herminia Ramirez, Chief, DSCE Deo Akena, Manager, DSCE-CAP Jocelyn Salamat, AA, DSCE-CAP Corinne Rodriguez, OA, DSCE- CAP
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1. **Call to Order:** Meeting called to order by the Chair, Jeannine Nash, at 3:38 pm.
2. **Roll Call:** 6 members were present; quorum was **Achieved**. (5 primaries, 1 alternate)
3. **Acceptance of Agenda:** Hilary motioned to accept agenda; Samantha seconded. All in favor, motion passed.
4. **Approval of Minutes:** Hilary motioned to accept the September 11, 2025, minutes; Samantha seconded; All in favor, motion passed.
5. **Public Comments:**
  - No public comments
6. **Information Item: Vacancy Report**
  - There are 7 primary vacancies:
    - Public Sector – Seat 1: The new supervisor is still in the process of getting acquainted with her responsibilities and with all advisory boards; when the appropriate time comes, CAP will work with the new supervisor to appoint a CAB member.
    - Public Sector – Seat 5: Application submitted. Applicant shall directly contact the Board of Supervisor's office to follow-up.
    - Private Sector – Seat 8: Application submitted.
    - Private Sector – Seat 14
    - Private Sector – Seat 15
    - Economically Disadvantaged Sector – Seat 12 (Central Region): CAB voted to appoint applicant Cesar Javier to Seat 12 during the June 10<sup>th</sup> meeting. There is an appointment in process; awaiting availability to meet with CAP Chief for training and information regarding the scope of CAB.
    - Economically Disadvantaged Sector – Seat 7 (North Central Region)

- There are 6 alternate vacancies:
  - Private Sector – Seat 18
  - Private Sector – Seat 23: Pending application from Serene Health IPA.
  - Private Sector – Seat 24
  - Private Sector – Seat 25
  - Economically Disadvantaged Sector – Seat 21 (Central Region)
  - Economically Disadvantaged Sector – Seat 17 (North Central Region)

**7. Discussion Item: CAB Outreach and Recruitment Package**

- CAB members reviewed the member outreach and recruitment materials for input and requested the following changes:
  - For the LinkedIn Digital Flyer, a CAB member requested that the direct application link be included. CAP staff shared that the Flyer links to the CAP webpage, which provides not only the application link, but also context and requirements for applicants to consider prior to applying for CAB membership. Additionally, the Flyer will be kept clean and simple to draw more attention.
  - For the CAB webpage:
    - Highlight and emphasize the “Join” link for membership applications.
    - Add quick links to information about the Public Sector and Economically Disadvantaged Sector Seats’ zip codes.
  - For the Powerpoint slide deck, members requested the following:
    - The text be made more suitable for laypersons.
    - Information be made available detailing the timeline from application to appointment for all sectors of CAB membership.
    - Add information regarding accessibility accommodations (disability, language, etc.).
- A CAB member expressed sentiments about the extent to which CAB members may make an impact as advisory board members.
- A CAB member expressed concerns about making a difference with rural and tribal services.

**8. Discussion Item: CAB Presentations**

- Discussed having CAP providers such as Dreams for Change (Earned Income Tax Credit Coordination Services) and Communities in Action providers present to CAB.

**9. Discussion Item: CAB Nominating Committee (Ad Hoc) – Tabled**

**10. Action Item: CAB Nominating Committee (Ad Hoc) – Tabled**

**11. Discussion Item: Equitable Access and Barriers for CAB Applicants – Tabled**

**12. Discussion Item: Confirmation – Ethics Training Certificate (Org. Std. 5.7) – Tabled**

**13. Discussion Item: Reminder – Review of Biennial CAB Training Material (Org. Std. 5.8) – Tabled**

**14. Director Updates: Deo Akena**

- Deo provided updates; refer to Director’s Update document.

**15. CAB Chair Update: Jeannine Nash**

- No updates.

**16. Adjournment - Next Meeting**

- Hilary Ward made the motion to adjourn. Jeannine Nash seconded the motion. All in favor, motion carried. Meeting ended at 5:10 PM.
- The next regular meeting will be on Thursday November 13<sup>th</sup>, 2025 - In Person at Seville Plaza.