

**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>**

**August 13, 2026 - 3:30 p.m. to 5:00 p.m.**

|                                                                                                                             |                                                                           |                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>Members Present</u></b><br>Greg McGuire<br>Samantha Jenkins<br>Wilford Smith                                          | <b><u>Excused</u></b><br>Christi Knight<br>Janelle Lopez<br>Jeannine Nash | <b><u>Staff</u></b><br>Herminia Ramirez, Chief, DSCE<br>Deo Akena, Manager, DSCE-CAP<br>Jocelyn Salamat, AAIL, DSCE-CAP<br>Carmelo Mendoza, AAIL, DSCE-CAP |
| <b><u>Members on Zoom</u></b><br>Destiny Preston                                                                            | <b><u>Absent</u></b><br>N/A                                               | <b><u>County Staff on Zoom</u></b><br>Virgina Casey, District 2 Office Policy Advisor                                                                      |
| <b><u>Presenter</u></b><br>Alberta Saavedra, Lifeline Community Services<br>Graciela Gutierrez, Lifeline Community Services |                                                                           | <b><u>Member of Public Present</u></b><br>N/A                                                                                                              |

1. **Call to Order:** Meeting called to order by vice chair Samantha Jenkins, at 3:43 pm.
2. **Roll Call:** 3 members were present; quorum was **NOT Achieved**. (2 primaries & 1 alternate).
3. **Acceptance of Agenda:** No quorum met; therefore, Agenda was not accepted.
4. **Approval of Minutes:** No quorum met; therefore, Minutes were not accepted.
5. **Public Comments:**
  - No public comments
6. **Information Item: Vacancy Report**
  - There are 9 primary vacancies:
    - Public Sector – Seat 1: D1 is interviewing candidates.
    - Public Sector – Seat 2: Shared vacancy with D2 office.
    - Private Sector – Seat 14: Brandon Duran’s Nomination Memo has been routed to the Board of Supervisors for appointment.
    - Private Sector – Seats 8, 13, and 15: Clerk has received applications for these seats. Interviews will be set up based on CAB member availability.
    - Economically Disadvantaged Sector – Seat 12 (Central Region): Clerk has received an application

for this seat. Candidate will be presented for democratic vote by the Central Regional Nominating Committee.

- Economically Disadvantaged Sector – Seat 7 (North Central Region): Applicants have not responded; there are no active applicants
- Economically Disadvantaged Sector – Seat 6 (East Region): Wilford Smith's Nomination Memo has been routed to the Board of Supervisors to move his appointment from Alternate Seat 16 to Primary Seat 6.
- There are 9 alternate vacancies:
  - Private Sector – Seat 18, 19, 23, 24, and 25
  - Economically Disadvantaged Sector – Seat 17 (North Central Region)
  - Economically Disadvantaged Sector – Seat 20 (South Region)
  - Economically Disadvantaged Sector – Seat 21 (Central Region)
  - Economically Disadvantaged Sector – Seat 22 (North Coastal/Inland Region)

**7. Discussion Item: CAB Nominating Committee & Availability for Interviews**

- A new email for interview scheduling has been sent out. CAB members were encouraged to sign up if able to support. Members agreed to provide availability for candidate interviews via email.
- A candidate for a Private sector seat has been interviewed and is recommended for CAB vote once quorum is met. Additionally, two candidates for Economically Disadvantaged sector primary and alternate seats have been interviewed and shall await democratic vote.

**8. Action Item: CAB Nominating Committee & Availability for Interviews**

- Tabled.

**9. Discussion Item: North County Lifeline – Communities in Action & Strive for Success**

- Lifeline Community Services shared about their Communities in Action, Strive for Success, and other programs and efforts, and highlighted success stories.

**10. Discussion Item: Vote for CAB Secretary**

- Tabled

**11. Action Item: Vote for CAB Secretary**

- Tabled

**12. Discussion Item: 2026 Community Needs Assessment (CNA)**

- Jocelyn provided updates about the Community Needs Assessment efforts, sharing that 13,902 responses were received, with 10,344 responses from low-income up to 200% of the federal poverty level. Encouraged available CAB members to join the remaining Ideas Exchange Community Dialogue meetings to be held in the North regions.

**13. Discussion Item: Customer Satisfaction Data**

- Customer Satisfaction Data for Calendar Year 2025 was provided for Communities in Action programs, receiving 310 responses, with 95% sharing that they were very satisfied or satisfied overall with CinA providers and services. 4% were very unsatisfied or unsatisfied overall with CinA providers and services, and the comments provided were shared with CAB.

**14. Discussion Item: Mission Statement**

- Jocelyn informed CAB that we are to revisit the Mission Statement to ensure alignment with the purpose of CAP. CAB members present expressed that they do not desire to alter the Mission Statement. Will

revisit once quorum has been met.

**15. Action Item: Mission Statement**

- Tabled.

**16. Discussion Item: CAB Ethics Training**

- Acknowledged that members present had completed their Ethics Training and shared that reminders for past due CAB Ethics Training certificates had been sent, and support has also been made available if needed.

**17. Director Updates: Deo Akena**

- Deo shared the latest director's report, providing programmatic and fiscal updates, and highlighting that CSD approved CAP's application for additional discretionary funding, which will result in an amendment to the 2026 CSBG agreement.

**18. CAB Chair Update: Samantha Jenkins**

- Samantha filling in for Chair, Jeannine Nash. No updates from Samantha.

**19. Adjournment - Next Meeting**

- Samantha made the motion to adjourn, all in favor, motion carried. Meeting ended at 5:03 PM.
- The next regular meeting will be on September 10, 2026 - In Person at Seville Plaza.