



**Monterey County Community Action Commission**  
**Monterey County Community Action Partnership**  
**1000 South Main Street, Suite 110, Salinas, CA 93901**

**Commissioner Chambliss & Esquivel Remote Location: Marina Library 190 Seaside Circle Marina, CA 93933**  
**ZOOM Link: <https://montereycty.zoom.us/j/98543963884> Telephone Dial-In: 1-699-219-2599 98543963884#**

**MEETING AGENDA**  
**April 17, 2023 4:00 pm to 5:30 pm**

District	Rep Low-Income	Rep Public Sector	Rep Private Sector
1-Alejo	Victor Caravez	Grant Joel Hill	Connie Pineda
2-Church	Ronald Holder	Cecilia Correa	Vacant
3-Lopez	Ana Vargas	Teresita Govea	Emma Bojorquez
4-Askew	Germaine Esquivel	Winifred Chambliss	Donna Smith – <b>V. CHAIR</b>
5-Adams	Fernando Elizondo	Linda Coyne	Jake Odello– <b>CHAIR</b>
Staff:	Lauren Suwansupa, Denise Vienne, Alex Soltero, and Teresa Pureco		
Guests:			

- I. Welcome:**
  - A. Call to Order
  - B. Roll Call Attendance & Establishment of Quorum
  
- II. Announcements:**
  - A. Call for Additions/Modifications to the Agenda (**ACTION ITEM, if proposed**)
  
- III. Public Comment:** Chair will recognize members of the public for oral comment on items that are not on the agenda. Comments will be limited to three (3) minutes. Comments relating to scheduled agenda items will be heard at the time the item is being considered by the Commission.
  
- IV. Consent Items: (ACTION ITEMS)** All items will be voted on in single action unless the board wishes to discuss an item further. In which case, the board may request an individual item be pulled and placed in Business Section for separate action.
  - A. March 2023 Commission Meeting Minutes
  - B. Financial Statements for April 2023
    - i. Commission input and comment
  - C. April 2023 Executive Committee Meeting Minutes
  
- V. Presentation:**
  - A. Overview of the CAP Plan and Needs Assessment Process, presented by Lauren Suwansupa.
  
- VI. Business Items:**
  - A. Recruitment for Future Vacancies
  - B. CAC meeting locations
    - i. Marina Library
    - ii. Potential King City Location
  - C. 700Form- 2 Commissioners pending to provide
  - D. Ethics Training – 5 Commissioners pending to complete

*The mission of the Monterey Community Action Partnership is to assess the needs of the low-income people in Monterey County and develop, maintain, and evaluate community services that empower low-income individuals and families to improve their quality of life.*

*Send requests for ADA-related accommodations or modifications to attend meetings to: [mccap@co.monterey.ca.us](mailto:mccap@co.monterey.ca.us)*



## Monterey County Community Action Commission

Monterey County Community Action Partnership

1000 South Main Street, Suite 110, Salinas, CA 93901

Commissioner Chambliss & Esquivel Remote Location: Marina Library 190 Seaside Circle Marina, CA 93933

ZOOM Link: <https://montereycty.zoom.us/j/98543963884> Telephone Dial-In: 1-699-219-2599 98543963884#

- E. Strategic Plan Goal 1 – Strengthen Governance
  - i. Scheduling recurring meetings between Supervisors and Commissioners
- F. Contract Monitoring Site Visits
  - i. Commissioners Signup to attend site visits.

### VII. Reports:

- A. Bylaws Committee – Meeting Summary (attached)
- B. Staff Report (attached)
  - i. Community Needs Assessment
- C. Commissioner Roundtable – verbal reports outs

### VIII. Adjournment:

- A. Meeting adjourned
  - i. Next meeting scheduled for: May 15, 2023

For ZOOM participation by PHONE Dial: US: +1 669 219 2599

For international numbers available:

<https://montereycty.zoom.us/j/98543963884>

Enter this Meeting ID number: 985 4396 3884 when prompted. Please note there is no Participant Code, you will just hit # again after the recording prompts you.

To RAISE YOUR HAND, push \*9 on your keypad

To TOGGLE MUTE/UNMUTE, push \*6 on your keypad

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Monterey County Community Action Partnership

Monterey County Community Action Commission  
Full Commission Meeting

**Regular Commission Meeting Minutes**

March 20, 2023, 4:00-5:30 p.m.

Meeting Location: Zoom <https://montereycty.zoom.us/j/97095673931>

*The mission of the Monterey Community Action Partnership is to assess the needs of the low-income people in Monterey County and develop, maintain, and evaluate community services that empower low-income individuals and families to improve their quality of life.*

Quorum Met: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No *Excused Absence						
District	Rep Low-Income		Rep Public Sector		Rep Private Sector	
1-Alejo	<input type="checkbox"/>	*Victor Caravez	<input type="checkbox"/>	Grant Joel Hill	<input checked="" type="checkbox"/>	Connie Pineda
2-Phillips	<input checked="" type="checkbox"/>	Ronald Holder	<input checked="" type="checkbox"/>	Cecilia Correa	<input type="checkbox"/>	*Everett Sivils
3-Lopez	<input type="checkbox"/>	*Ana Vargas	<input checked="" type="checkbox"/>	Teresita Govea	<input type="checkbox"/>	*Emma Bojorquez
4-Askew	<input type="checkbox"/>	*Germaine Esquivel	<input checked="" type="checkbox"/>	Winifred Chambliss	<input checked="" type="checkbox"/>	Donna Smith - V. CHAIR
5-Adams	<input type="checkbox"/>	Fernando Elizondo	<input checked="" type="checkbox"/>	Linda Coyne	<input checked="" type="checkbox"/>	Jake Odello - CHAIR
Staff:	Denise Vienne, Alex Soltero, Teresa Pureco					
Guests:	Goodwill Central Coast presented by Director Adrian Licea					

**I. Welcome:**

- A. Call to Order: Meeting called to order by Chair Odello at 4:05.
- B. Roll call attendance was taken to determine quorum and excused/absences for attendance requirements. Individuals who provided notification of absence prior to roll call were excused by the Chair. No absences were excused for: Commissioner Hill, Commissioner Elizondo. **QUORUM MET**, see chart above.

**II. Announcements:**

- A. Call for Additions/Modifications to the Agenda (**ACTION ITEM, if proposed**): None

**III. Public Comment:** Chair will recognize members of the public for oral comment on items that are not on the agenda. Comments will be limited to three (3) minutes. Comments relating to scheduled agenda items will be heard at the time the item is being considered by the Commission. No public comment.

**IV. Presentation:** Presentation of Services: Goodwill Central Coast, presented by Adrian Licea, Director of WDS.

**V. Consent Items: (ACTION ITEM)** All items will be voted on in single action unless the board wishes to discuss an item further. In which case, the board may request an individual item be pulled and placed in Business Section for separate action.

- A. November 2022 and February 2023 Commission Minutes
- B. Financial Statement for January and March 2023
  - i. Commission input and comment
- C. January and March 2023 Executive Committee Meeting Minutes
  - i. **MOTION TO APPROVE by SMITH, CHAMBLISS - APPROVED**
    - 1. Aye: Chambliss, Coyne, Odello, Pineda, Holder, Correa, Holder, Smith.
    - 2. Nay: None

**VI. Business Items:**

- A. Recruitment for Future Vacancies: Commissioner Sivils resigned as of 3/23 for private sector, Commissioner Elizondo as of 6/2023 for low income sector. Nominees must live or work in the District applying for.
- B. Bylaws Committee Update: First meeting will be held 3/28 4pm-5pm, via Zoom. Doodle sent out prior to setting meeting.



## Monterey County Community Action Partnership

Monterey County Community Action Commission  
Full Commission Meeting

- C. CAC Meeting Locations
  - i. Marina Library: Commissioner Chambliss confirmed library location has been reserved for the next six months. Commissioners will coordinate posting of agenda.
  - ii. Potential King City Location: Commissioner Govea suggested the library.
- D. 700 Form – 4 Commissioners pending to provide, due 4/1/23. Info sent to Commissioners by CAP staff, any questions contact CAP staff.

### VII. Special Business Item

- A. Proposed updates to Monterey County Community Action Partnership & Commission Information and Procedures Booklet. **(ACTION ITEM - see attached)**
  - i. Section: *Who and how CAC Commissioners get appointed*
  - ii. **MOTION TO APPROVE by COYNE, CHAMBLISS - APPROVED**
    - 1. Aye: Chambliss, Coyne, Odello, Pineda, Holder, Correa, Holder, Smith.
    - 2. Nay: None

### VIII. Reports:

- A. Staff Report: attached
  - i. Survey: hard copies given to Commissioners to have completed by family/friends and return to CAP staff. A link can also be found on our social media and CAP staff can send by email.
  - ii. Community Needs Assessment: More responses needed. Commissioner Smith will share with Homeless Solutions.
- B. Commissioner Roundtable:
  - CAP staff to coordinate a connection between Commissioners and their Supervisor's office to identify any issues/concerns in their Districts. Quarterly meetings suggested.
  - Commissioner Pineda: South County Outreach Chapter to start meetings as of 3/30/23. Agriculture Worker day 8/30/23.
  - Commissioner Odello, attended Carmel Valley Rotary meeting and would like to have them do a presentation. Big Sur struggling with landslides, power outages. Disaster recovery waiting on grants as people still assessing after the storms.
  - Commissioner Smith, mini grants pushed out to different organizations by United Way.

### IX. Adjournment:

- A. Meeting adjourned at 5:15
  - i. **Next meeting scheduled for: April 17, 2023.**

Respectfully,  
Teresa Pureco

**COMMUNITY ACTION PARTNERSHIP  
CY 2022 FY2022-2023  
CSBG CONTRACTORS FINANCIAL STATEMENT**

COMMUNITY ACTION PARTNERSHIP CONTRACTS	PO NUMBER	FUNDING SOURCE	TERM OF CONTRACT	CONTRACT AMOUNT	PO AMOUNT	PAID TO DATE	CONTRACT BALANCE	% USED	PAID THROUGH
COMMUNITY HUMAN SERVICES	DO# 31389	County DVTF	01/01/22 - 12/31/23	140,000.00	105,000.00	91,039.03	48,960.97	65%	Mar-23
FOOD BANK	DO# 33422	CSBG CAP	01/01/22 - 12/31/23	160,000.00	128,000.00	128,000.00	32,000.00	80%	Jan-23
GATHERING FOR WOMEN	DO# 31352	Homeless Funds	01/01/22 - 12/31/23	90,000.00	67,500.00	56,165.29	33,834.71	62%	Mar-23
GOODWILL CENTRAL COAST	DO# 33427	CSBG CAP	01/01/22 - 12/31/23	100,000.00	80,000.00	57,268.41	42,731.59	57%	Feb-23
HOUSING RESOURCE CENTER	DO# 31390	Homeless Funds	01/01/22 - 12/31/23	100,000.00	75,000.00	63,491.04	36,508.96	63%	Mar-23
NORTH COUNTY RECREATION PARKS DISTRICT	DO# 33428	CSBG CAP	01/01/22 - 12/31/23	90,000.00	72,000.00	66,387.00	23,613.00	74%	Mar-23
PARTNERSHIP FOR CHILDREN	DO# 33429	CSBG CAP	01/01/22 - 12/31/23	80,000.00	64,000.00	56,672.27	23,327.73	71%	Mar-23
SUN STREET CENTERS	DO# 33430	CSBG CAP	01/01/22 - 12/31/23	80,000.00	64,000.00	52,374.06	27,625.94	65%	Mar-23
TURNING POINT OF CENTRAL CALIFORNIA	DO# 33431	CSBG CAP	01/01/22 - 12/31/23	80,000.00	64,000.00	54,182.52	25,817.48	68%	Mar-23
UNITED WAY	DO# 33432	CSBG CAP	01/01/22 - 12/31/23	120,000.00	96,000.00	83,421.34	36,578.66	70%	Mar-23
YWCA	DO# 31521	County DVTF	01/01/22 - 12/31/23	130,000.00	97,500.00	85,027.25	44,972.75	65%	Mar-23
<b>Subtotal</b>				<b>1,170,000.00</b>	<b>913,000.00</b>	<b>794,028.21</b>	<b>375,971.79</b>	<b>68%</b>	
<b>OTHER DSS DIRECTOR COUNTY CONTRACTS</b>			<b>FISCAL YEAR</b>						
CENTRAL COAST CENTER FOR INDEPENDENT LIVING - Housing Navigation	DO# 31887	HHAP1/HHAP2	08/01/22 - 06/30/23	217,996.66	217,996.66	39,723.87	178,272.79	18%	Mar-23
CITY OF SALINAS - Project Roomkey/ARPA	DO# 31701	ARPAPR	11/02/21 - 06/30/23	3,303,306.92	1,090,884.61	1,143,344.77	(52,460.16)	105%	Feb-23
CITY OF SALINAS - Project Roomkey/PRK	DO# 31701	PRK	11/02/21 - 06/30/23		543,763.83	543,663.83	100.00	100%	Dec-22
COALITION OF HOMELESS SERVICES PROVIDERS	DO# 31653	County/HHAP3	07/01/22 - 06/30/23	675,375.00	675,375.00	381,002.68	294,372.32	56%	Mar-23
COMMUNITY HOMELESS SOLUTIONS - Salinas Women's Shelter	DO# 31699	DV/HP	07/01/21 - 06/30/23	90,000.00	45,000.00	28,321.39	16,678.61	63%	Mar-23
BAY AREA COMMUNITY SERVICES - SHARE Center	DO# 33134	HHAP1	04/27/21 - 06/30/23	3,259,643.00	183,894.35	183,894.35	-	100%	Sep-22
BAY AREA COMMUNITY SERVICES - SHARE Center	DO# 33134	HHAP2	04/27/21 - 06/30/23		404,269.41	404,269.41	-	100%	Feb-23
BAY AREA COMMUNITY SERVICES - SHARE Center	DO# 31973	HHAP3 - RRHO	04/27/21 - 06/30/23		100.00	64,997.93	(64,897.93)	64998%	Feb-23
BAY AREA COMMUNITY SERVICES - SHARE Center	DO# 31973	HHAP3 - OPSB	04/27/21 - 06/30/23		353,596.21	590,239.75	(236,643.54)	167%	Feb-23
BAY AREA COMMUNITY SERVICES - SHARE Center	DO# 31973	HHAP3 - SVCO	04/27/21 - 06/30/23		346,862.46	443,814.00	(96,951.54)	128%	Feb-23
BAY AREA COMMUNITY SERVICES - SHARE Center	DO# 31973	PLHA	04/27/21 - 06/30/23		50.00	-	50.00	0%	Feb-23
COMMUNITY HUMAN SERVICES - Youth Shelter	DO# 31563	HHAP3	07/01/22 - 06/30/24	60,000.00	30,000.00	30,000.00	-	100%	Dec-22
COMMUNITY HUMAN SERVICES - Casa de Noche Buena Shelter	DO# 31562	HHAP3	07/01/22 - 06/30/23	100,000.00	100,000.00	100,000.00	-	100%	Jan-23
HOUSING RESOURCE CENTER - Family Stabilization & HSP	DO# 31694	FAMSTAB/HSP	07/01/21 - 06/30/23	5,360,057.00	3,826,699.59	2,047,466.38	1,779,233.21	54%	Mar-23
ORPHAN PRODUCTIONS - Safe Parking Program	DO# 31591	HHAP1/HHAP3	07/01/22 - 06/30/23	220,329.79	220,329.79	159,305.21	61,024.58	72%	Mar-23
UNITED WAY OF MTRY CNTY - 211- Fiscal Yr- Qtrly (Yr 1 of 3)	DO# 31602	Social Svcs	07/01/22 - 06/30/25	99,000.00	33,000.00	24,750.00	8,250.00	75%	Mar-23
UNITED WAY OF MTRY CNTY - Emergency Rental Assistance Program	DO# 32385	ERAP	03/15/21 - 06/30/23	52,419,682.00	2,600,408.00	2,573,031.56	27,376.44	99%	Dec-22
UNITED WAY OF MTRY CNTY - Emergency Rental Assistance Program	DO# 33286	ERAP			4,200,000.00	3,341,968.44	858,031.56	80%	Mar-23
UNIVERSITY CORPORATION AT MONTEREY BAY CSUMB - Homeless Outreach	DO# 31598	HHAP1/HHAP3	07/01/22 - 06/30/23	250,000.00	250,000.00	250,000.00	-	100%	Dec-22
<b>Subtotal</b>				<b>66,055,390.37</b>	<b>15,122,229.91</b>	<b>12,349,793.57</b>	<b>2,772,436.34</b>	<b>82%</b>	
<b>GRAND TOTAL</b>				<b>67,225,390.37</b>	<b>16,035,229.91</b>	<b>13,143,821.78</b>	<b>3,148,408.13</b>	<b>82%</b>	
<b>ARPAPR - ARPA Pandemic Response</b> <b>CSBG CAP - Community Services Block Grant</b> <b>County DVTF - Domestic Violence Trust Fund</b> <b>ERAP - Emergency Rental Assistance Program</b> <b>FAMSTAB - Family Stabilization</b> <b>HHAPC - Homeless Housing, Assistance and Prevention County</b> <b>HHAP1 - Homeless Housing, Assistance and Prevention Round 1</b> <b>HHAP2 - Homeless Housing, Assistance and Prevention Round 2</b> <b>HHAP3 - Homeless Housing, Assistance and Prevention Round 3</b> <b>HHAP3 - RRHO HHAP - Rapid Assistance and Rapid Housing</b> <b>HHAP3 - OPSB HHAP - Operating Subsidies and Reserves</b> <b>HHAP3 - SVCO HHAP - Services Coordination</b> <b>HP - Homeless Program</b> <b>HSP - Housing Support Program</b> <b>PLHA - Permanent Housing Allocation</b>									



# Monterey County Community Action Commission Executive Committee Meeting Minutes Monday April 3, 2023 4:00pm-5:00pm

**Meeting Location: 1000 S. Main St, Salinas CA Suite 302**  
**Commissioner Chambliss Remote Location: Marina Library 190 Seaside Circle Marina, CA 93933**

**ZOOM Link:** <https://montereycty.zoom.us/j/97945697513> **Telephone Dial-In:** 1-669-219-2599 97004319086#

**Time:** April 3, 2023, 4:01pm  
**Place:** ZOOM <https://montereycty.zoom.us/j/97945697513>  
**Present:** Ronald Holder, Germaine Esquivel, Jake Odello, Donna Smith, Fernando Elizondo  
**Absent:** None  
**Excused:** Connie Pineda  
**Public:** None  
**Staff:** Alex Soltero, Denise Vienne, Lauren Suwansupa, Teresa Pureco

**I. Call to Order & Attendance:** Vice-Chair Commissioner Smith called the Executive Committee meeting to order at 4:01 pm. Attendance recorded above.

**II. Public Comment:** None

**III. Review/Discuss Draft CAC Agenda** *(see attachment of draft agenda)*

a. Consent Items (**ACTION ITEM**)

- March 2023 Commission Minutes
- Financial Statement for April 2023
- April 2023 Executive Committee Meeting Minutes
- March 2023 Bylaws Committee Minutes

b. Business:

- Recruitment for Future Vacancies – D2 Commissioner Sivils resigned as 3/31/23, currently waiting response on two leads for D5.
- Bylaws Committee Updates – First meeting held 3/28, goal to complete revision within five meeting.
- CAC Remote Meeting Locations – Marina library reserved for CAC regular meeting, will also request it for Bylaws meetings. Commissioner Govea to reserve King City library for South County Commissioners.
- Compliance – staff sent reminders to Commissioners to complete 700 fors, Ethics training, and CAC orientation.
- Contract Monitoring and Site Visits – Ten site visits, staff extended invitation to Commissioners to participate, staff will send out dates/times once available

c. Presentation

- No presentation for April meeting, Commissioner Esquivel to provide contact info to staff for a possible organization to present.

d. Reports

- Staff Report – Possible Public Hearing locations near to public transportation, parking: Salinas MCOE, Seaside High School.

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- Community Needs Assessment Survey – collected 450 survey, asked Commissioner to continue to share link with their family/friends/network. No deadline set.
- Commissioner Roundtable – Staff will reach out to each District to set up meetings with Commissioners and their Supervisor in order to provide information/concerns happening in their district.

**IV. Additional Discussion and CAC Meeting Preparations**

- District 3 doesn't have a representative on the Executive Committee, any Commissioner can represent D3.
- Staff and Commissioners acknowledge Commissioner Elizondo's many years of service to CAC.

**V. Meeting adjourned** at 4:52 pm.

The next Executive Committee Meeting is on April 3, 2023.

*Respectfully submitted,*

Teresa Pureco



# Community Action Plan & Needs Assessment Overview and History

Monterey County Community Action Partnership

v.2023



# Community Needs Assessment & Community Action Plan



## Purpose

Public Law 105-285 (the CSBG Act) and the California Government Code require the Department of Community Services and Development (CSD) to secure a Community Action Plan (CAP) and a Community Needs Assessment (CNA) from each CSBG Service Provider agency. Section 676(b)(11) of the CSBG Act directs that receipt of a CAP is a condition to receive funding. Section 12747(a) of the California Government Code requires the CAP to assess poverty-related needs, available resources, feasible goals, and strategies that yield program priorities consistent with standards of effectiveness established for the program.

Although CSD may prescribe statewide priorities or strategies that shall be considered and addressed at the local level, each agency is authorized to set its own program priorities in conformance to its determination of local needs. The CAP supported by the CNA is a two-year plan that shows how agencies will deliver CSBG services. CSBG funds are by their nature designed to be flexible. They shall be used to support activities that increase the capacity of low-income families and individuals to become self-sufficient.



Monterey County Community Action Commissioners & Guests

# Planning Process



## Identify

Identify causes and conditions of poverty in our community



## Collect

Collect information from community members, service providers, & data sources



## Organize/Draft

Organize data and input collected to write an action plan



## Comment

Convene community members, advisors, and leaders to review plan and comment



## Approve & Submit

Integrate public feedback and submit the final plan to the State to secure funding for local services

# Needs Assessment

**CSBG Act Section 676(b)(11)**

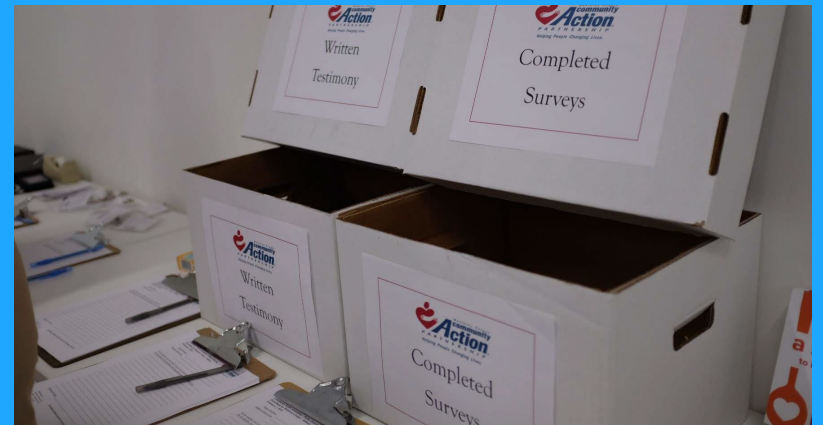
**California Government Code Section 12747(a)**

A Community Needs Assessment is a process conducted by all Community Action Agencies to determine the underlying causes and conditions of poverty within the community they serve and identify the available resources to address the unmet needs of the community's most vulnerable residents. The Community Needs Assessment is the first phase of the Results Oriented Management and Accountability (ROMA) Cycle, grounding and guiding the work to develop and implement programs and services that lift families and communities out of poverty.

To provide a comprehensive "picture" of the community needs in our service area(s), agencies collect and analyze both quantitative and qualitative data.

The execution of a regular Community Needs Assessment is a requirement for all CSBG Eligible Entities, and one of the nine category's (Category 3) of the Organizational Standards.

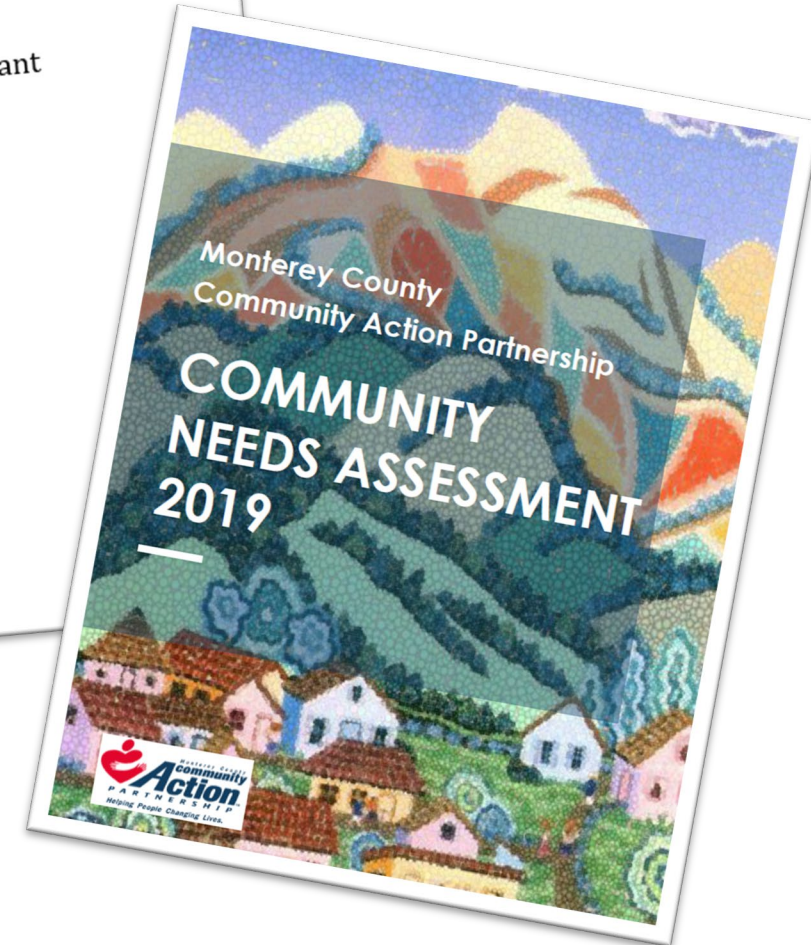
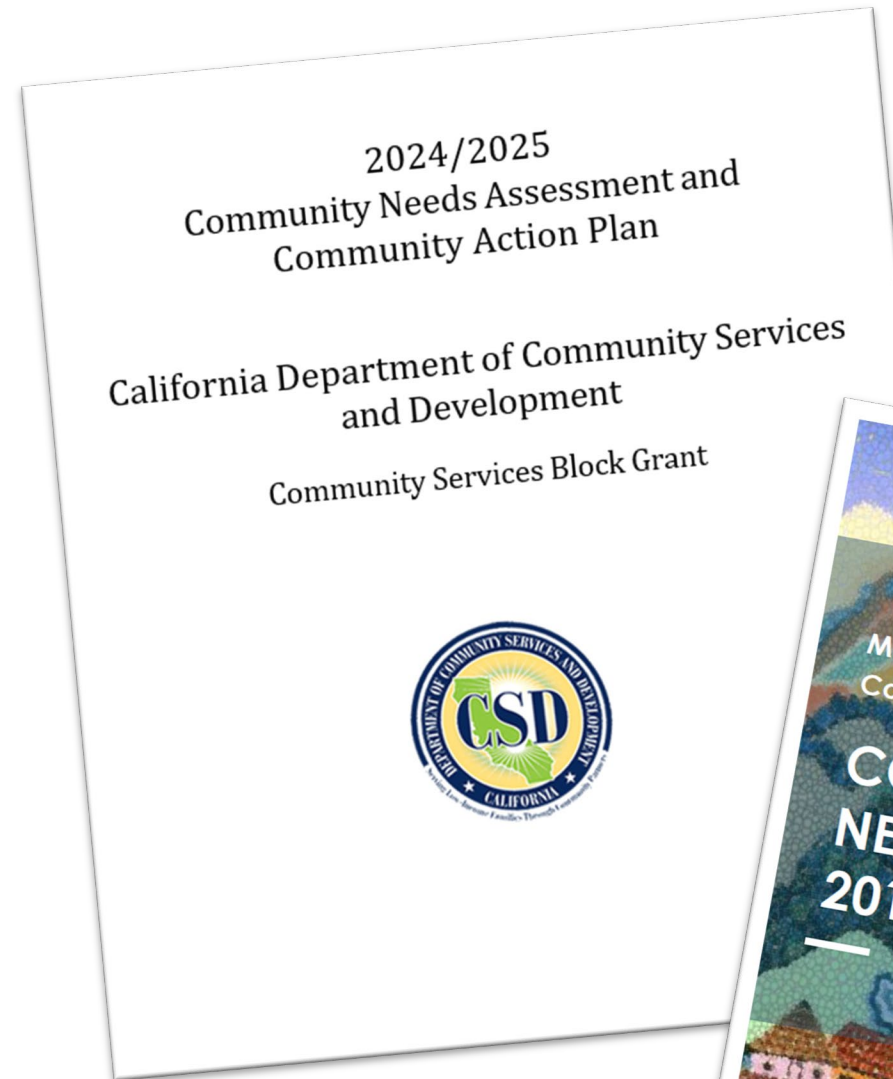




# Needs Assessment Process

# Community Action Plan

Agencies use the results of their Community Needs Assessment to inform their Community Action Plans. These two-year plans show how each agency will use CSBG funds to respond to the specific needs of their community while identifying existing and potential resources to expand service opportunities. Community Action Plan responses are then used to inform the CSBG State Plan and the agencies' annual contract workplans.





## Public Hearing

Per California Government Code Section 12747(b)-(d), CAAs are required to conduct a public hearing for the purpose of reviewing the draft CAP. All testimony presented by low-income individuals and families during the public hearing shall be identified in the final CAP.



## Public Hearing

Agencies shall indicate whether or not the concerns expressed by low-income individuals and families have been addressed. If an agency determines that any of the concerns have not been addressed in the CAP, the agency shall include in its response document, information about the concerns and comment as to their validity.

# Understanding the Experience of Poverty



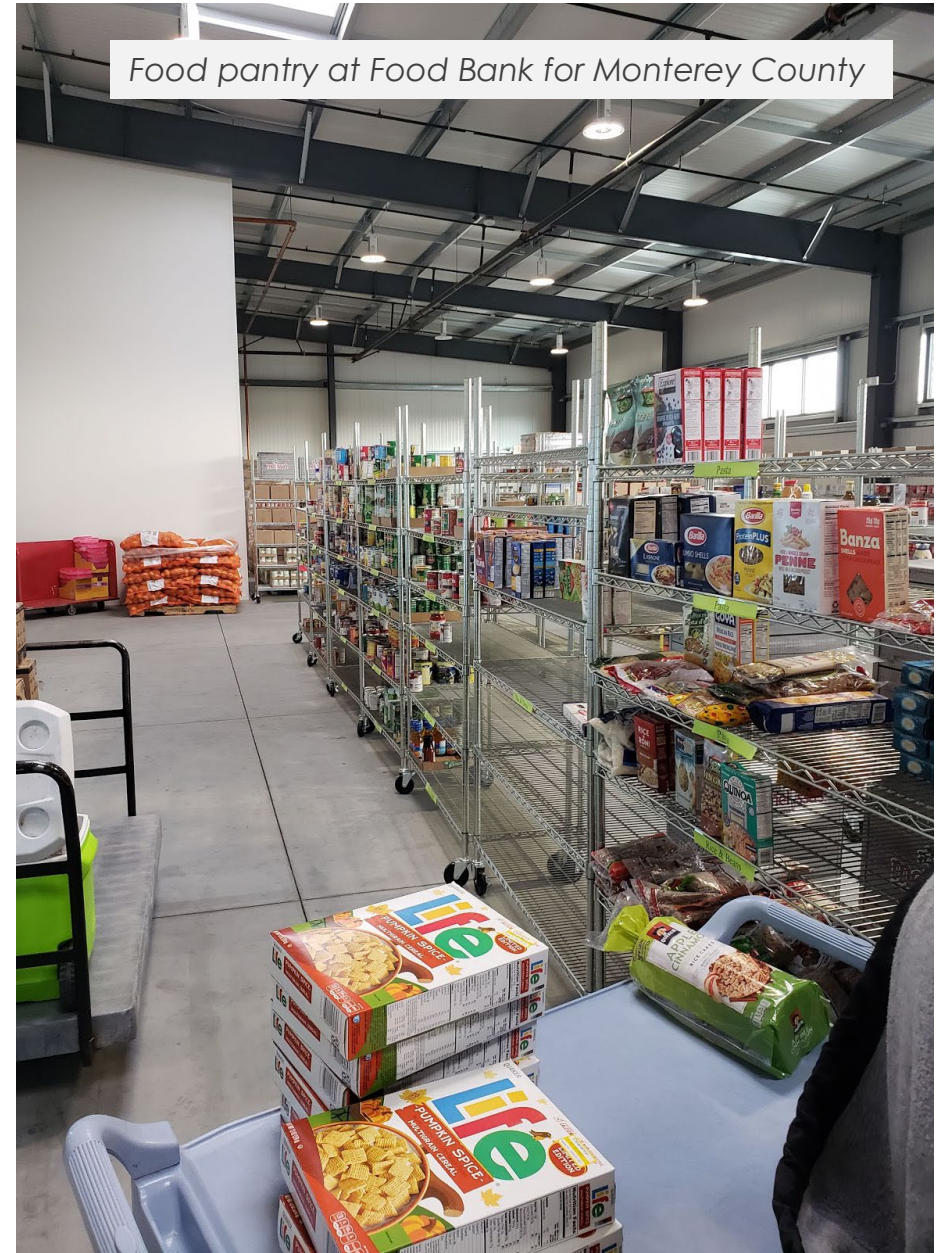
72% of all Monterey public-school children are eligible for the *free or reduced lunch program*.

19% of all children under age 18 experience *food insecurity* at some point during the year.

People living in poverty **disproportionately** experienced *job loss, exposure and economic impacts* due to COVID-19.

*Unemployment spiked* from 4.4% to 14.4% between June 2019 and June 2020.

Food pantry at Food Bank for Monterey County





# SERVICE DOMAINS

The CAP framework is based on service “domains” that encompass all CSBG activities.

Community Action Agencies nationwide categorize services using these six Domains.

The community needs survey solicited input to identify the top service priorities from each domain.

## Employment



*Employment Support*  
*Job Search/Preparedness*  
*Career Counseling/Support*

## Education & Cognitive Development



*Adult Education/Literacy*  
*Youth Education/School Supplies*  
*Extra-Curricular Programs*

## Housing



*Rental Assistance*  
*Housing Navigation/Rapid Re-Housing*  
*Eviction Prevention*

## Health and Social/Behavioral Development



*Domestic Violence Prevention/Intervention*  
*Parenting Education*  
*Mental Health/Counseling*  
*Nutrition and Food/Meals*  
*Emergency Hygiene*

## Income & Asset Building



*Budgeting/Financial Literacy*  
*Free or reduced Income Tax Preparation Services*

## Civic Engagement & Community Involvement



*Voter Education & Access*  
*Volunteer Training*  
*Leadership Training*

*Service examples listed are not exhaustive of domain category.*

# What's Next?

How the Plan guides community services

Complete Needs Assessment



Draft Community Action Plan



Hold Public Hearing



Approve and Submit Final Plan



Helping People Changing Lives.



### GOAL 1: Strengthen Governance\*

#### **Objective: Increase Board Engagement and Training Opportunities**

##### ***Strategy 1: Update Community Action Commission Bylaws***

- Incorporate commissioner input.
- Define commission responsibilities.
- Create new positions, such as Secretary and Compliance Officer.
- Obtain commission and Monterey County Board of Supervisors' approval.

##### ***Strategy 2: Commissioner reports on district news, events, and issues***

- Support commissioners' ability to follow their supervisor's social media and district newsletters.
- Increase commissioner participation in district community events.
- Publish commissioner district updates in the monthly commission meeting minutes.

##### ***Strategy 3: Education and training opportunities that strengthen staff and commissioner understanding of their respective roles***

- Implement the Community Action Virtual Onboarding (CAVO) system for training and compliance.
- Increase commissioner participation in learning opportunities from CalCAPA, Legislative roundtables, and webinars.
- Record training hours in the CSBG Annual Report.
- Report commissioner training and participation at meetings, minutes, and staff reports.

*\*ROMA Goals 4 and 5: Partnerships among supporters and providers of service to low-income people are achieved and Agencies increase their capacity to achieve results.*

## List of Site Visits

Date	Time	Agency Name
April 25, 2022	2:00 PM - 3:00PM	YWCA Monterey County
April 28, 2023	2:00 PM - 3:00 PM	Community Human Services
May 1, 2023	10:30 AM - 11:30 AM	Food Bank of Monterey County
May 11, 2023	3:30 PM - 4:30 PM	Gathering for Women - Monterey
May 12, 2023	10:30 AM - 11:30 AM	Turning Point of Central Ca, Inc.
May 17, 2023	3:30 PM - 4:30 PM	Sun Street Centers
May 18, 2023	1:30 PM - 2:30 PM	United Way Monterey County
May 30, 2023	2:00 PM - 3:00 PM	The Housing Resource Center
June 2, 2023	2:30 PM - 3:30 PM	North County Rec and Park Dist.
June 14, 2023	10:30 AM - 11:30 AM	Goodwill Central Coast
June 15, 2023	2:00 PM - 3:00 PM	Partnership for Children



**Monterey County Community Action Commission  
Executive/Allocations Committee**

**Bylaws Committee Minutes from Tuesday March 28, 2023**

**Meeting Location: 1000 S. Main St, Salinas CA Suite 110**

**Commissioner Chambliss Remote Location: Marina Library 190 Seaside Circle Marina, CA 93933**

**Commissioner Esquivel Remote Location: Post Ranch Inn 47900 CA-1, Big Sur, CA 93920**

**Commissioner Odello Remote Location: 925 Johnson Ave. Salinas, CA 93902**

**Commissioner Smith Remote Location: MCOE 901 Blanco Circle Salinas, CA 93901**

**ZOOM Link:** <https://montereycty.zoom.us/j/97083394280> **Telephone Dial-In:** 1-669-219-2599 97083394280#

**Time:** March 28, 2023, 4:00pm  
**Place:** ZOOM <https://montereycty.zoom.us/j/97083394280>  
**Present:** Winifred Chambliss, Germaine Esquivel, Jake Odello, Donna Smith  
**Absent:** None  
**Excused:** None  
**Public:** None  
**Staff:** Alex Soltero, Lauren Suwansupa

I. **Call to Order & Attendance:** Chair Commissioner Odello called the Bylaws Committee meeting to order at 4:00 pm. Attendance recorded above.

II. **Public Comment:** None

III. **Review/Discuss Process for Updating Bylaws**

A. CAC Bylaws Revision 2017:

- 19 sections, needs to be review entirely, interest in creating additional positions such as Secretary, Compliance Officer.
- Rules and standard operating roles for the committee. Staff provided via email three samples of bylaws from different commissions.
- Commissioner Esquivel suggests to review sections together and get recommendations from staff.
- Schedule one hour meetings and review by pages, complete in five meetings 3/28, 4/11, 5/9, 5/23 via zoom. Starting with page 1-5, Sections I-VIII.
- Once review completed, committee will seek approval from full Commission, County Counsel and BOS.
- Complete revision bylaws before audit.
- Set it up google docs/Microsoft for all to add comments instead of editing. Staff will send strategic plan.
- Clear up low income Commissioner Requirements.

B. CAC Information and Procedures 2023 – day to day on how to implement bylaws, include references of the bylaws, link to documents used as references.

C. ABC of Bylaws – purpose, requirements for membership, officers’ titles and responsibilities, how offices are to be assigned, how meetings should be conducted, and how often meetings will be held.

D. CAPLAW Tips on Updating CAA Bylaws -

***The mission of the Monterey Community Action Partnership is to assess the needs of the low-income people in Monterey County and develop, maintain, and evaluate community services that empower low-income individuals and families to improve their quality of life.***

**Meeting adjourned: 5pm**

*Respectfully submitted,*

Teresa Pureco

**Monterey County Community Action Commission  
Staff Report – April 2023**

**Agency/Community Action Updates:**

- Monterey County Inclement Weather Response ended on March 30, 2023

**Community Action Plan Updates:**

- Community Needs Assessment Survey will close April 26.
- Public Hearing – Will occur in May. Commissioners will receive an invitation once the dates and locations are finalized.
- CAP/CAC Web Page will be updated, if you have any ideas, please let me know:

[Monterey County Community Action Partnership | Monterey County, CA](#)

**Community News:**

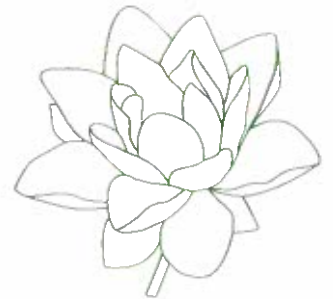
- Lotus Day – outreach event for unhoused and housing insecure women and families of Monterey County. April 21, 2023, at Monterey County Fair & Event Center from 10 AM to 2 PM.
- Asian Festival – free community event. Food, entertainment, exhibitions, craft fair, guided walking tour, and classic car show. April 29, 2023, at Confucius Church from 11 AM to 3 PM.

***CAP staff welcomes your input regarding future  
meeting staff report and presentation topics!***





# LOTUS DAY



**JOIN US** for a day of service and service provisions to the unhoused and housing insecure women and families of Monterey County

**FRIDAY, APRIL 21, 2023  
10 AM - 2 PM  
MONTEREY COUNTY FAIR & EVENT CENTER**

Clothing | Meals |  
VA Services | Housing Assistance |  
Legal Assistance | And More!

Hosted by:



Participating Providers:





# **ASIAN FESTIVAL**

**April 29, 2023 11 a.m. - 3 p.m.**

**CHINATOWN AT THESE LOCATIONS:**



Chinese Association of Salinas  
(Confucius Church) 1 California Street



Buddhist Temple of Salinas  
14 California Street



Filipino Cultural Center  
250 Calle Cebu



Old Republic Cafe, 37 Soledad Street  
(Future Site of Cultural Center & Museum)

**FREE ADMISSION**

**COME TO HISTORICALLY DIVERSE SALINAS CHINATOWN**

- **Opening Ceremonies: 11 am @ Confucius Church 1 California Street**
- **Ethnic: Food, Entertainment, and Exhibitions**
- **Craft Fair and Open-Air Booths**
- **Guided Historic Walking Tour**
- **Classic Car Show**

*The Festival is organized by the Asian Festival Committee of Asian Cultural Experience (ACE), a 501(c)(3) nonprofit corporation*

<https://www.salinasace.org/asian-festival/>