



## Monterey County Community Action Commission

Monterey County Community Action Partnership

Meeting Location: 1000 South Main Street, Suite 110, Salinas, CA 93901

Zoom Link: <https://montereycty.zoom.us/j/98543963884> Telephone Dial-In: 1-669-219-2599 98543963884#

### MEETING AGENDA

February 26, 2024 4:00 pm to 5:30 pm

*In accordance with the traditional Brown Act's teleconference provision, the following addresses identify the location of remotely participating members, are accessible to the public, have an agenda publicly posted on site, and allow for the public to address the full decision-making body.*

District	Rep Low-Income	Rep Public Sector	Rep Private Sector
1 - Alejo	Victor Caravez	Vacant	Connie Pineda
2 - Church	Ronald Holder	Derrick Elder	Doug Mattos
3 - Lopez	Ana Vargas	Teresita Govea	Vacant
4 - Askew	Germaine Esquivel	Winifred Chambliss	Donna Smith – <b>V. CHAIR</b>
5 - Adams	Rosie Alvarez	Linda Coyne	Jake Odello – <b>CHAIR</b>
Staff:	Lauren Suwansupa, Alex Soltero, Adriana Narez-Tapia, and Teresa Pureco		
Guests:	Joe Doherty, California Rural Legal Assistance, Inc.		

- I. **Welcome:**
  - A. Call to Order
  - B. Roll Call Attendance & Establishment of Quorum
    - i. Commissioner Coyne - Excused
- 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. **Presentation:**
  - A. California Rural Legal Assistance, Inc. – Joe Doherty, Attorney
- 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. January 2024 Commission Minutes
  - B. February 2024 Executive Committee Minutes
  - C. February 2024 Financial Statement
- VI. **Business Items:**
  - A. Bylaws Revision (**ACTION ITEM**)
    - i. Committee redline version submitted
    - ii. Section 6 – Terms of Office, proposed edit provided by staff
    - iii. Next steps, submit to County Counsel for review then Board of Supervisors

*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)*



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- B. 2024-2025 Service Provider Network - Update
- C. Monterey County Homeless Services Resource Guide – Workgroup Update
- D. 2023 CSBG Annual Report submitted
- E. CAC Work Group – ideas for Needs Assessment
- F. 60<sup>th</sup> Resolution for CAP – when should it be submitted to the Board of Supervisors

#### VII. Reports:

- A. Staff Report
  - i. See the attached written report
- B. Commissioner Roundtable – verbal reports out
  - i. Commissioner Smith – Community Action Agencies and Family Resource Centers Webinar
  - ii. CAC Group Picture

#### VIII. Adjournment:

- A. Meeting adjourned
  - i. The Next Full CAC Meeting is scheduled for **March 18, 2024**

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

Enter this Meeting ID number: 985 4396 3884 when prompted. There is no Participant Code, please press # 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 Minutes

**Regular Commission Meeting Minutes**

January 22, 2024, 4:00-5:30 p.m.

Zoom Link: <https://montereycty.zoom.us/j/98543963884> Telephone Dial-In: 1-669-219-2599 98543963884#

*In accordance with the traditional Brown Act's teleconference provision, the following addresses identify the location of remotely participating members, are accessible to the public, have an agenda publicly posted on site, and allow for the public to address the full decision-making body.*

- Commissioner Chambliss Remote Location:** 190 Seaside Circle, Marina, CA 93933
- Commissioner Govea Remote Location:** 61575 Dead Man's Gulch Rd San Ardo, CA 93450
- Commissioner Vargas Remote Location:** 402 Broadway St. King City, CA 93930
- Commissioner Mattos Remote Location:** 31160 Bear Paw Way, Yosemite Lakes, CA 93614
- Commissioner Pineda Remote Location:** 418 Williams Rd. Salinas, CA 93905
- Commissioner Holder Remote Location:** 924 East Street, Smithfield, NC 27577

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 checked="" type="checkbox"/>	Victor Caravez	<input type="checkbox"/>	VACANT	<input checked="" type="checkbox"/>	Connie Pineda
2-Phillips	<input checked="" type="checkbox"/>	Ronald Holder	<input type="checkbox"/>	VACANT	<input checked="" type="checkbox"/>	Doug Mattos
3-Lopez	<input checked="" type="checkbox"/>	Ana Vargas	<input checked="" type="checkbox"/>	Teresita Govea	<input type="checkbox"/>	VACANT
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"/>	*Rosie Alvarez	<input type="checkbox"/>	*Linda Coyne	<input type="checkbox"/>	*Jake Odello - CHAIR
Staff:	Denise Vienne, Alex Soltero, Adriana Narez-Tapia, Lauren Suwansupa, Teresa Pureco					
Guest:	Mujeres en Accion – Anayeli Rodriguez, Program Manager and Maria Rodriguez					

**I. Welcome:**

- A. Call to Order – Meeting called to order by Vice-Chair Smith at 4:04pm
- B. Roll Call Attendance & Establishment of Quorum – **QUORUM MET**
  - i. Commissioner Esquivel – Excused
  - ii. Commissioner Odello – Excused
  - iii. Commissioner Coyne – Excused
  - iv. Commissioner Alvarez – Excused
  - v. Commissioner Govea - Unexcused

**II. Announcements:**

- A. Call for Additions/Modifications to the Agenda (**ACTION ITEM, if proposed**)
  - i. 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.

- A. none



## Monterey County Community Action Partnership

Monterey County Community Action Commission  
Full Commission Meeting Minutes

- IV. 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 2023 Commission Minutes
    - i. **MOTION TO APPROVE as amended by MATTOS, second by PINEDA – APPROVED**
      - 1. Aye: Govea, Pineda, Holder, Mattos, Smith, Vargas, Caravez, Chambliss.
      - 2. Nay: None
      - 3. Abstain: None
  - B. January 2024 Executive Committee Minutes
  - C. January 2024 Financial Statement
    - i. **MOTION TO APPROVE by CHAMBLISS, second by CARAVEZ – APPROVED**
      - 1. Aye: Govea, Pineda, Holder, Mattos, Smith, Vargas, Caravez, Chambliss.
      - 2. Nay: None
      - 3. Abstain: None
- V. Presentation:**
- A. Commissioner Input Surveys – Commissioners participated and submitted their responses
    - i. Responses to topics Commissioners would like to receive in future presentations (top four): Mental Health Resources, Veterans Programs, Health care wellness programs, and Legal aid.
      - 1. Legal Assistance Organizations: Monterey Law, however, legal Support is extremely limited in our community
        - a. Commissioner Chambliss would like to learn more about legal assistance for the elderly
      - 2. Mental Health Organizations: Community Homeless Solutions, Health Department, Ohana for Mental Health, California Alliance
      - 3. Veterans Programs: Monterey County Veterans Affairs Office
      - 4. Health and Wellness Organizations: Clinic Services, Clinica de Salud, California Alliance, County Behavioral Health, and Wellness Programs
    - ii. Ask Boys and Girls Clubs and Meals on Wheels to present first since they are new non-profits with CAP
    - iii. Training Ideas – Refresher on Brown Act, How is CSBG Allotment funding Calculated (CSBG Finance), CalCAPA, Financial Management (Federal, State, and Local), History of CSBG, and Monitoring elements
    - iv. Discussion of Possible template for presenters – bring up in the executive meeting
- VI. Business Items:**
- A. 2024-2025 Service Provider Network – Update – still have pending contracts that need to be executed
  - B. Monterey County Homeless Services Resource Guide – Workgroup Update – We need commissioners to assist in confirming the providers/organizations. Meetings are every two weeks. Due to staffing changes at CHSP, the publish date may be later than February
- VII. Reports:**
- A. Staff Report – written report included in the agenda packet
    - i. Staff will send the CCC Agenda to Commissioners – encouraged to attend
    - ii. F 700 Reminder – Complete before April 2024
    - iii. CalCAPA Summit correction of dates April 30, 2024 - May 1, 2024 in Sacramento



## Monterey County Community Action Partnership

Monterey County Community Action Commission  
Full Commission Meeting Minutes

- iv. Needs Assessment Work Group – Need to start drafting by the end of this year
- B. Roundtable
  - i. Commissioner Chambliss – Update on revision of Bylaws, informed that Staff is currently reviewing the revision made by the committee
  - ii. Commissioner Caravez - Supervisor Alejo recognized Commissioner Caravez; Commissioner Caravez will participate in the Homeless Census Count event.

### VIII. Adjournment:

- A. Meeting adjourned at 5:05pm

The Next Full CAC Meeting is scheduled for **February 26, 2024**

Respectfully,  
Teresa Pureco and Adriana Narez-Tapia

*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.*



# Monterey County Community Action Commission Executive Committee Meeting Minutes Monday, February 5, 2024 4:00pm-5:00pm

## Meeting Location: 1000 S. Main St, Salinas CA Suite 302

*In accordance with the traditional Brown Act's teleconference provision, the following addresses identify the location of remotely participating members, are accessible to the public, have an agenda publicly posted on site, and allow for the public to address the full decision-making body.*

**Commissioner Govea Remote Location:** 61575 Dead Man's Gulch Rd San Ardo, CA 93450

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

**Time:** February 5, 2024 4:05 pm  
**Place:** ZOOM <https://montereycty.zoom.us/j/97945697513>  
**Present:** Germaine Esquivel, Jake Odello, Connie Pineda, Ronald Holder, and Donna Smith  
**Absent:** Teresita Govea  
**Excused:** None  
**Public:** None  
**Staff:** Lauren Suwansupa, Alex Soltero, Adriana Narez- Tapia, and Teresa Pureco

### 1. Call to Order & Attendance – QUORUM MET

### 2. Public Comment - NONE

### 3. Review/Discuss Draft CAC Agenda for February 26, 2024 meeting:

- a. Consent Items (*Action*)
  - January 2024 Commission Minutes
  - February 2024 Executive Committee Minutes
  - February 2024 Financial Statement -set up new ones, contracts not executed yet
- b. Presentation
  - Rural Legal Assistance, Inc. – Joe Doherty, Attorney - Confirmed
- c. Business/Discussion:
  - Discussion Bylaws Revision – Section 6 – Terms of Office -discussed and revised by team. Questions/concerns/suggestions under the terms of office to be addressed by commissioners at the CAC meeting
  - 2024-2025 Service Provider Network – Update – not all contracts have been executed
  - Monterey County Homeless Services Resource Guide – Update – reach out to commissioners to assist to call agencies to confirm
  - Community Action Agencies and Family Resource Centers Webinar – Commissioner Smith will attend
  - Review required documentation for Commissioners – Form 700, Ethics training, Commissioner Alvarez is the only one due for a term renewal
  - Group Picture of Commissioners – Reminder to take more pictures: Commissioner Odello will send an email to Commissioners to inform them we will take pictures on 2/26
  - The annual 2023 CSBG Report has been submitted. Data was collected from 2023 non-profit agencies
- d. Reports
  - Staff Report – Commissioners are encouraged to share events happening in their communities
  - Commissioner Roundtable

***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.***

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

**5. Meeting Adjourned 4:50**

**Next Executive Meeting is March 4, 2024**

***Respectfully submitted,***

Teresa Pureco and Adriana Narez-Tapia

**COMMUNITY ACTION PARTNERSHIP  
CY 2024 - 2025  
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
BOYS AND GIRLS CLUB OF MONTEREY COUNTY	DO# 37526	CSBG CAP	02/01/24 - 12/31/25	102,000.00	25,500.00	-	102,000.00	0%	Feb-24
COMMUNITY HOMELESS SOLUTIONS	DO#	DV/HP	03/01/24 - 12/31/25	180,000.00	45,000.00	-	180,000.00	0%	Feb-24
GATHERING FOR WOMEN	DO#	Homeless Funds	03/01/24 - 12/31/25	90,000.00	22,500.00	-	90,000.00	0%	Feb-24
GOODWILL CENTRAL COAST	DO# 37581	CSBG CAP	02/15/24 - 12/31/25	90,000.00	22,500.00	-	90,000.00	0%	Feb-24
MEALS ON WHEELS OF MONTEREY PENINSULA	DO# 37527	CSBG CAP	02/01/24 - 12/31/25	90,000.00	22,500.00	-	90,000.00	0%	Feb-24
PARTNERSHIP FOR CHILDREN	DO#	CSBG CAP	02/15/24 - 12/31/25	76,000.00	19,000.00	-	76,000.00	0%	Feb-24
SUN STREET CENTERS	DO#	CSBG CAP	02/15/24 - 12/31/25	90,000.00	22,500.00	-	90,000.00	0%	Feb-24
UNITED WAY	DO# 37582	CSBG CAP	02/15/24 - 12/31/25	126,000.00	31,500.00	-	126,000.00	0%	Feb-24
YWCA	DO# 37583	County DVTF	02/01/24 - 12/31/25	112,000.00	28,000.00	-	112,000.00	0%	Feb-24
<b>Subtotal</b>				<b>956,000.00</b>	<b>239,000.00</b>	<b>-</b>	<b>956,000.00</b>	<b>0%</b>	



MONTEREY  
COUNTY  
COMMUNITY  
ACTION  
COMMISSION



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Commission Bylaws

~~2017~~ 2024  
Revision

## MONTEREY COUNTY COMMUNITY ACTION COMMISSION

### Bylaws

#### I. INTRODUCTION ORIGINS

- A. These bylaws define the structure and operation of the Monterey County Community Action Commission of the Community Action Partnership (MCCAP). The structure and operation of the organization, also referred to as the Commission and the CAC, are developed to conform to the current regulations and policies of the California State Department of Community Services and Development.
- B. In accordance with [Resolution 80-12](#) and all applicable federal, state, and local laws, the Community Action Commission is authorized to amend these bylaws as necessary. Periodic Amendments to these bylaws will reflect changes in current applicable regulations and policies, as well as roles and focus of the Commission in meeting the needs of the low income population. ~~Amendment of these bylaws will be for the purpose of maintaining their currency with changing applicable laws and to accurately reflect changes in the Commission's role and focus to best meet the needs of the low income population.~~
- C. The Monterey County Board of Supervisors ~~is~~ the designated Community Action Partnership ~~and has~~, by Board resolution, ~~has~~ delegated operational responsibility to the Department of Social Services. The Department, ~~of Social Services~~, therefore, is the County's advocate for low-income individuals and families.
- D. It is the policy of the Department of Social Services and the Community Action Partnership to comply with all applicable federal, state, and local laws and regulations which prohibit discrimination. ~~Service recipients will be considered for services regardless of an individual's race, color, ethnic group, national origin, ancestry, religious creed, sex, sexual orientation, age, veteran's or marital status, cancer related medical condition, mental or physical disability (including AIDS).~~
- E. It is the policy of the Department of Social Services and the Community Action Partnership to increase community awareness of and response to the needs and make the entire community more responsive to the needs and interests of the low-income community by mobilizing resources and bringing about greater institutional sensitivity.

~~F.A. The Community Action Commission will be composed of fifteen (15) members who will report their recommendations to the Board of Supervisors.~~

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#### II. STATEMENT OF PURPOSE

- A. Mission  
The Mission of MCCAP 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.~~The~~

mission of the Community Action Partnership is to assess the needs of the low-income residents in Monterey County and develop, maintain, and evaluate community services that empower low-income persons, improve their quality of life, and assist them to achieve self-sufficiency.

B. Vision

Monterey County Community Action Partnership and Community Action Commission envisions a thriving community in which policy makers, community members and a broad representation of the public and private sectors are engaged in service delivery systems that promote self-sufficiency, reduce poverty and homelessness, and build community spirit for the low-income population in Monterey County.

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B.C. Purpose

The purpose of the Community Action Commission is to provide an avenue for participation in local government by the low-income, public, and private sectors of the community in allocating and administering local, state, and federal community assistance funds and programs. The Commission fully participates in the development, planning, implementation, and evaluation of the Community Action Partnership-funded programs which serve low-income communities.

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III. BOARD RELATIONSHIP WITH THE COMMUNITY ACTION COMMISSION

- A. The Commission is delegated the power to determine its own rules and procedures, and select its own officers and Executive Committee.
- B. The Commission determines the Community Action Partnership's major organizational and program policies subject to ratification by the Board of Supervisors. The Board of Supervisors shall determine personnel and fiscal policies of the Community Action Partnership.
- C. The Commission will participate in developing, evaluating, and reviewing Community Action Partnership programs. This includes providing the public an opportunity to be informed and question the proposed programs and policies. The Commission, after review, will submit written reports to the Board with its recommendations. The Board may approve, revise, or reject these comments.
- D. The Commission will recommend funding allocations for applicant agencies, subject to the ratification by the Board of Supervisors.
- E. The Commission will ensure that the interests of the low-income population are well represented in Community Action Partnership programs and funded services.

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F. Commissioners will be encouraged to meet with the district supervisor they represent on an annual basis to give and receive feedback on Community Action matters.

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#### III-IV. COMPOSITION

In accordance with California Government Code, Chapter 9, Article 6, Section 12751, the Community Action Commission must be a tripartite board comprised of members from each district within the county. Commissioners represent one of three constituencies: public, private, and low-income sectors. The County of Monterey consists of five (5) districts; therefore, its Commission has a total fifteen (15) members.

The Board of Supervisors may serve on the Commission, or they may choose representatives to serve in their place or in their absence. The representatives need not be public officials themselves so long as they are entitled to speak and act for the Supervisors whom they represent in connection with the Commission's business. Such nominations shall be made by the Supervisor whose District is represented and shall be appointed by the Board of Supervisors.

The Community Action Commission will be composed of a minimum of twelve (12) and maximum of fifteen (15) members who will report their recommendations to the Board of Supervisors. The membership of the commission shall be divisible by 3 in order to implement the tripartite requirement as stated in Government Code § 12751.

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~~Standing Commissioners and CAP staff recruit for commissioner candidates to fill any vacancies on an on-going basis. Identified Commissioner candidates notify their respective District Supervisor of their personal interest and ability in contributing to the success of the Community Action Partnership. Commissioner candidates are invited to observe CAC meeting(s) to determine if they wish to serve its board. District Supervisors have the sole authority to nominate prospective commissioners, and the Board of Supervisors has the sole authority to appoint such commissioners.~~

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#### A. Five Public Sector Representatives

California Government Code, § 12751 stipulates *One-third of the members of the board are elected public officials, currently holding office, or their representatives, except that if the number of elected officials reasonably available and willing to serve is less than one-third of the membership of the board, membership on the board of appointive public officials may be counted in meeting this requirement.*

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~~Chapter 9, Article 6, Section 12751(a) stipulates that one third of the Commissioners must represent the Public Sector. These representatives may be elected officials or their appointed representatives. In Monterey County, there are five (5) CAC board members who represent the Public Sector.~~

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#### B. Low-Income Representatives

California Government Code § 12751 stipulates *At least one-third of the members are persons chosen in accordance with democratic selection procedures outlined in*

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regulations promulgated by the department to assure that the members represent the poor and reside in the area served.

Within each of the five supervisorial districts, one (1) representative will be chosen in accordance with democratic selection procedures outlined within the Commission Information and Procedures document. Although representatives of the low-income residents need not be low-income themselves, they must nevertheless be selected in a manner which ensures they truly represent persons of low-income.

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B.C. Five Private Sector Representatives

California Government Code § 12751 stipulates the remainder of the members are officials or members of business, industry, labor, religious, human services, education, or other major groups and interests in the community. Chapter 9, Article 6, Section 12751(e) stipulates that one third of the Commissioners must represent the Private Sector. These representatives are officials or members of business, industry, agricultural, religious, welfare, education, or other major organizations and interests in the community. In Monterey County, there are five (5) CAC board members who represent the Private Sector.

C. Five Low Income Representatives

California Government Code, Chapter 9, Article 6, Section 12751(b) stipulates that one third of the Commissioners must represent the local low income population. Within each of the five supervisorial districts, one (1) representative will be chosen in accordance with democratic election procedures:

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Although representatives of the low income residents need not be low income themselves, they must nevertheless be selected in a manner which ensures they truly represent persons of low income. The election procedures are detailed in Commission Information and Procedures. As with all Commissioners, the elected representatives are appointed by the Board of Supervisors.

V. QUALIFICATIONS

A. All Commissioners must be of voting age and legal residents of Monterey County.

B. Prospective Commissioners should state interest in and compassion for citizens of low income in Monterey County. Expertise in this area is desired but not mandatory.

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C. Commissioners representing the public and private sectors must reside or be employed in the district which they are appointed to represent.

1. Relocation outside the supervisorial district requires a resignation; or
2. Reconsideration to fill an existing vacancy in the new supervisorial district of residence.

D. Commissioners representing the low-income sector must reside or be employed in the same supervisorial district in which they represent.

1. Relocation or employment outside the supervisorial district requires a resignation; or
2. Reconsideration to fill an existing vacancy in the new supervisorial district of residence or employment.

~~IV~~.VI. SELECTION, TERMS OF OFFICE, and APPEALS

- A. Assuming Office  
New commission members will be seated at the next regular Commission meeting following their appointment by the Board of Supervisors.
- B. Terms of Office  
Members will serve terms of three years. Terms shall be staggered so that one-third of the members will be elected or appointed each year. Staff shall provide Supervisors with feedback regarding a recommendation for reappointment based on the Commissioners' term attendance, engagement, and participation. No member will serve more than three (3) full terms consecutively unless recommended by a 2/3 vote of the Commission and approved by the Board of Supervisors. The Board may override the recommendation made by the Commission.
- C. Appealing the Non-Selection of Low-Income or Private Sector Representatives  
Upon receipt of a petition with at least ten (10) names of persons with a common interest, the Commission shall schedule an open hearing to provide the organization or individual an opportunity to present his or her case appealing the non-selection of a low-income or private sector representative. At the conclusion of the hearing, the Commission will notify the Board of Supervisors of its recommendation. The Board of Supervisor has the authority to approve or reject the recommendations by the Commission.

**Commented [SLC5]:** Why are we needing to reduce this?

VII. OFFICERS

The Commission will select a Chairperson and Vice-chairperson from its membership in June. These officers will serve for a two (2) year term of office. In order for a Commissioner to qualify for office, the Commissioner must have had a minimum of six (6) months of engaged service by the time of assuming the office.

**Commented [SLC6]:** No changes in this section. It was moved from another place to better support continuity.

- A. Election Process  
The election process for officers is facilitated by the Ex-Officio Secretary. Appointment of an elected officer requires a quorum and a majority vote. During the nomination period, any Commissioner may nominate another qualifying Commissioner for a position. Commissioners may nominate themselves.

Separate elections are held for the Chairperson and Vice Chairperson. The election for the Chairperson is completed before the election for the Vice Chairperson and any nominee not appointed to the Chair position may then be nominated for the Vice Chair position.

Calls for nominees begin when the nomination committee is formed two months prior to the election. Nomination committee members will announce Commissioners who are interested in being nominated for a position at the meeting prior to the election. On the day of the election, the Ex-Officio Secretary will call for nominees no less than three (3) times before closing the nomination period for the election. Nominees will not be accepted after the nomination period has been closed.

Once the nomination period has been closed, each nominee may take a few minutes before votes are cast to provide information to the voting body as to why they are seeking to be elected to the position.

Votes for the position may only be made for Commissioners who have been formally nominated during the nomination period. Non-nominated, write-in votes will not be counted. Commissioners shall follow Robert's Rules of Order in conducting the voting process for officers. Commissioners may vote for themselves.

The nominee with the majority vote will be appointed to the position. In the event of a tie, the tied nominees will participate in subsequent elections until a majority is reached.

#### B. Officer Positions

Chairperson (elected):

1. Serves as the presiding officer of the Commission with a vote.
2. Convenes and facilitates Commission meetings following the procedures of the Brown Act, Robert's Rules of Order, and the Commission Bylaws.
3. Must complete Brown Act & Robert's Rules of Order training.
4. Has the authority to convene a special meeting if needed.
5. Can appoint members to committees as established in these bylaws.
6. Works closely with the CAP Executive Director on Commission and Agency operational matters.
7. Will be responsible to notify Commissioners whose eligibility is in jeopardy (see Section XV).
8. Represents the Commission at additional CAP activities such as site visits, needs assessments, and special events.

Vice-Chairperson (elected):

1. Serves as the vice presiding officer of the Commission with a vote.
2. Will exercise the duties of the Chairperson in the latter's absence or at the request of the Chairperson.
3. Serves as the Chairperson of the Executive Committee and the Allocation Committee.
4. Works closely with the Chairperson to oversee Commission activities. Must complete Brown Act & Robert's Rules of Order training).

Ex-officio Secretary (non-elected):

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1. In addition to the officers listed above, the Community Action Partnership Executive Director will serve as Ex-officio Secretary to the Commission.
2. As a non-elected position, the Ex-officio Secretary does not maintain the rights to vote as a Commissioner and shall facilitate the officer election process.

#### VIII. MEETINGS

##### A. Regular Meetings

The Commission will establish a regular monthly meeting date. Such meetings and meeting information materials will be open to the public and are subject to the Brown Act. Commissioners will receive an agenda packet via email will be mailed to each Commissioner at least seven ~~seventy-two (72)~~ hours days prior to the meeting date. Upon request, agenda packets will be mailed to Commissioners. The packet will contain agenda, minutes from the previous meeting, financial statements, and other correspondence as needed. Copies of this packet are available to the public at the meeting or on the MCCAP website.

##### B. Special Meetings

Special meetings may be called by the Chairperson, Vice Chairperson, or upon request by at least one-third of the membership. Such meetings will be made public. Written notice of special meetings will be mailed to each Commissioner at least 24 hours in advance of the meeting, three (3) days prior to the meeting date.

##### C. Time and Place

All meetings will be reasonably convenient in time and place ~~considering the other commitments of the Commissioners.~~

##### D. Operating Procedures

The Commission Chairperson may change the order of the agenda in which business is to be presented with the approval of the Commission and in accordance with the provisions of the Brown Act regarding the conduct of public meetings.

##### E. Minutes

Written minutes will be recorded at each meeting and will be reviewed at the next regular meeting for approval or amendment.

##### F. Other Procedural Matters

Procedural matters not specifically addressed in these bylaws will be governed by Roberts Rules of Order.

#### IX. VOTING

##### A. Definitions

1. Quorum: A quorum is defined as the minimum number of Commissioners needed to conduct business. For the CAC, a quorum equals a majority (more than half) of the total current membership of the Commission (more than half).
2. Majority Vote: A majority vote is defined as at least one more than half of the votes cast.



B. Commission Action

1. Commission action may be taken by a majority vote of those present and voting, and by no less than a majority of a quorum.
2. A roll call vote can be requested by any member in attendance; however a roll call vote can be taken only when a motion is made and approved by a majority vote.
3. Voting by proxy is not permitted.

X. STANDING COMMITTEES

No committee action will be binding until ratified by Commission majority vote.

A. Executive Committee

The Executive Committee develops the agenda for the regular monthly Commission meetings and reviews the agenda items submitted to the Commission for action. In an emergency situation, the Committee acts upon such matters and reports its actions at the next regular meeting of the Commission.

1. Members of this committee are appointed by the Commission Chairperson each year prior to the September meeting to serve a two (2) year term. The Vice-Chairperson of the Commission will serve as Chairperson of this Committee. The Chairperson and the CAP Executive Director will serve as ex-officio members of this Committee.
2. Composition should include one (1) commissioner from each supervisorial district selected on a rotating basis. Three (3) commissioners constitute a quorum of this committee.
3. Members of this committee are responsible for developing, with assistance from CAP staff, the Community Action Partnership Strategic Plan. The Chair of the Executive Committee will bring the Strategic Plan to the full Commission for ratification.

B. ~~Nominating Committee~~ Other Standing Committees

Other standing committees may be appointed at the discretion of a majority vote of the Commissioners.

~~The Nominating Committee is both a Standing Committee and a Special Committee. Its Special Committee responsibilities are outlined in Section XIV. A. Its Standing Committee responsibilities are those of commissioner recruitment activities as described below.~~

~~This committee, of no less than three (3) members, will be appointed by the Commission Chairperson every two (2) years prior to the September meeting to serve a two (2) year term. Committee members may be reappointed.~~

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~~This committee, with assistance from CAP staff, shall employ any reasonable method to recruit commissioner candidates including, but not limited to: advertising in local media; contacting Supervisors whose districts have vacancies to seek their assistance; seeking assistance from standing commissioners serving in districts where vacancies exist; and presenting information regarding the role of the CAC at community meetings.~~

## XI. SPECIAL COMMITTEES

No committee action will be binding until ratified by Commission majority vote.

### A. Nominating Committee

This committee, of no less than three (3) members, will be appointed by the Commission Chairperson every two (2) years prior to the September meeting to serve a two (2) year term. Committee members may be reappointed. This Committee is responsible for will contacting commissioners in April for the purpose of recruiting the next Chair and Vice-Chair officers.

Nominations will be sent to all Commissioners with the agenda for the May meeting. Elections will be held during the regular June meeting at which time additional nominations may be submitted by the membership. Selection of officers requires a quorum of the Commission and a majority vote.

### B. Bylaws Committee

This committee will review and/or update review periodically the Commission's bylaws every five years ufor the purpose of updating them unless need(s) arise requiring more frequent review and/or update.

1. Proposed changes to these bylaws must be submitted in writing to all Commissioners at least twenty (20) days before voting on the changes during a regularly scheduled meeting. By two-thirds vote, the Commissioners can waive the twenty (20) day requirement.
2. Clarification of existing wordage without change of intent may be done at any general meeting by motion and simple majority.
3. Revised bylaws are required to be formally approved by the Board of Supervisors.

### C. Allocation Committee

This committee, of no less than three (3) members appointed by the Chairperson, reviews Requests for Proposals, proposal submittals, and grant applications. With advice and input from the County Purchasing Division, the committee establishes the procedures for conducting the review process for contract award recommendations. Recommendations of the committee are presented to the full Commission for ratification.

This committee may also consist of non-Commission members representing other groups who bring their knowledge of the proposal review process.

D. Development Committee

The Development Committee will seek out, investigate the merits of, and recommend projects or grant proposals which will increase revenues to provide services to the county's low-income individuals and families. This committee will meet when needed. A written notice will be mailed to each member at least seven (7) days prior to any meeting date.

1. This committee, of no less than three (3) members, will be appointed by the Commission Chairperson each year prior to the September meeting to serve a two (2) year term. Committee members may be reappointed as needed.
2. The committee Chair will be the focal point for recommending the selection of and conducting fundraising activities.
3. All commissioners will be responsible for participating in and supporting the efforts of this committee so that funding sources can be increased.

E. Other Ad-hoc Committees

Other ad-hoc committees may be appointed at the discretion of a majority vote of the Commissioners.

XII. VACANCIES

A. Vacancies at the End of Term

All vacancies at the end of the term will be filled in the same manner as the original selection process.

B. Other Vacancies

In the event a member resigns or ~~for any reason is unable to attend the regular meetings on a consistent basis~~ has been removed for cause, a successor will be sought to fill the vacancy as soon as possible. Standing Commissioners in the district where a vacancy occurs shall coordinate with their Supervisor and proactively participate in recruitment efforts.

C. Standing Commissioners in districts where vacancies occur along with CAP staff shall recruit for commissioner-candidates to fill any vacancies on an on-going basis. Identified Commissioner-candidates notify their respective District Supervisor of their personal interest and ability in contributing to the success of the Community Action Partnership.

CAP staff shall assist Standing Commissioners in employing any reasonable method to recruit commissioner-candidates including, but not limited to: advertising in local media; contacting Supervisors whose districts have vacancies to seek their assistance; and, presenting information regarding the role of the CAC at community meetings.

Commissioner-candidates are invited to observe CAC meeting(s) to determine if they wish to serve its board. District Supervisors have the sole authority to nominate

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prospective commissioners, and the Board of Supervisors has the sole authority to appoint such commissioners.

### XIII. COMMISSIONERS MAY BE REMOVED FOR CAUSE

#### A. Definition

“Cause” is defined as any act which discredits the Commission or hinders the effective performance of the duties of the Commission. Such actions may include, but are not limited to:

1. No longer residing or working in the location required by their original appointment.
2. Having three (3) consecutive unexcused absences from regular meetings or six (6) total unexcused absences from regular meetings in any fiscal year. Absences may be excused by any current Commission Officer.
3. No longer having the authority to represent the group from which the Commissioner was originally selected.
4. Failing to disclose a potential conflict of interest.
5. Neglect of duty.
6. Committing an illegal act when representing the Commission that would be detrimental to the mission and reputation of the Commission.
7. Discourteous treatment of the public, other Commissioners, Service Providers, or employees of the Department of Social Services.

#### B. Pre-Removal Notification

1. Prior to a petition for removal being initiated, written notification shall be sent by the Chair and Ex-Officio Secretary to the Commissioner indicating any concern which may lead to a cause for removal.
2. Corrective measures to prevent the cause for removal must be addressed by the Commissioner within 30 days of receipt.

#### C. Removal for Cause

1. If corrective measures are not made to prevent a cause for removal, a petition for the removal of a Commissioner may be initiated by a majority vote of the Commission.
2. The Board of Supervisors has the authority to accept, modify, or reject the Commission’s recommendation.

#### D. Public Petition for Removal

1. A petition for the removal of a Commissioner may also be initiated by a majority vote of the Commission.
2. The Board of Supervisors has the authority to accept, modify, or reject the Commission’s recommendation.
3. A petition for the removal of an appointed representative may be filed with the Commission by at least ten (10) people residing in the supervisorial district represented by the Commissioner. The petition should state the acts or

omissions upon which the allegations are based, including dates and places such acts took place.

4. If the Commission finds the petition sufficient, a hearing officer shall be appointed within thirty (30) days of filing.
5. Within ten (10) days after notice of appointment, the hearing officer will set a date, time and place of hearing. At least twenty (20) days before the hearing, the subject Commissioner will be notified of the date, time and place of the hearing, and be given a copy of the petition.
6. The hearing will be conducted in the same manner as hearing appeals of disciplinary action taken against County employees ([Monterey County Personnel Policies and Practices Resolution](#)).
7. At the conclusion of the hearing, the hearing officer will submit a record of the proceedings, recommended findings, conclusions and decision to the Commission. Within thirty (30) days after the filing of the hearing officer's report, the Commission will accept, modify or reject the report. In the event of rejecting the submitted report, the Commission may adopt its own recommendations on the issue.
8. The Board of Supervisors has the ultimate authority to accept, modify, or reject any recommendation from the public hearing or Commission.

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#### XIV. RULES GOVERNING CONFLICT OF INTEREST, NEPOTISM, AND POLITICAL ACTIVITY

A. All Commissioners must complete and abide by the Conflict of Interest Statement as required by Board of Supervisors' Resolution ([INCLUDE HYPERLINK TO MC CONFLICT OF INTEREST STATEMENT](#)).

B. Commissioners must abide by the Community Action Code of Ethics. Commissioners must complete the Ethics Training every two (2) years as required by California State Government Code, Title 5, Division 2, Part 1, Chapter 2, Article 2.4, 53235 (b).

C. No person may sit on the Commission who:

1. ~~Is an employee of Monterey County Department of Social Services.~~ Is an employee of assigned to Monterey County Community Action Partnership;  
or,
2. Is a Federal or State employee whose capacity may require such person to act as an agent or an attorney for the Commission.

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D. Programs operated by the Community Action Partnership should be administered in a politically non-partisan manner. Commissioners should avoid actions which can reasonably be construed as intended to favor one political party or candidate over another.

E. Program funds or County personnel may not be used in voter registration activities or with transporting potential voters to the polls. This does not preclude individual Commissioners from performing these acts as private citizens on their own time.

XV. COMPLIANCE WITH FAIR POLITICAL PRACTICES COMMISSION

A. Every elected official and public employee who makes or influence governmental decisions is required to submit a Statement of Economic Interest, also known as Form 700. The Form 700 provides transparency and ensures accountability in two ways:

1. It provides necessary information to the public about an official's personal financial interests to ensure that officials are making decisions in the best interest of the public and are not enhancing their personal finances or profiting from their role as Commissioner.
2. It serves as a reminder to the public official of potential conflicts of interest so the official can abstain from making or participating in governmental decisions that are deemed conflicts of interest.
3. Commissioners must complete and file California Form 700 each year no later than April 1<sup>st</sup>, subject to a \$10/day late fee. ~~Statement of Economic Interests, must be completed by each Commissioner each year no later than April 1<sup>st</sup>. By indicating no reportable interests, Commissioners provide verification that they are not personally profiting from their role as Commissioner.~~

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XVI. ETHICS TRAINING

Assembly Bill (AB) 1234, enacted in April 2005 and effective January 1, 2006, provides that if a local agency gives any type of compensation, salary, stipend to, or reimburses the expenses of a member of its 'legislative body' (as that term is defined in California Government Code Section 54952, that local agency's officials must receive training in ethics, along with designated employees. This training shall be completed every two years. ~~clarifies the rules pertaining to compensation to members of a local government legislative body for attendance at authorized meetings and conferences, requires the establishment of guidelines for reimbursement of members of a local government legislative body for actual and necessary expenses incurred in the performance of official duties, and establishes the provisions for ethics training for local officials and designated employees. This bill defines the Commission as a "governing body."~~ The effective date of AB 1234 is January 1, 2006.

Because Commissioners may be reimbursed for expenses (see Section V, Compensation), they are required to participate in this Ethics Training every two years.

~~VI.~~XVII. COMPENSATION

Reimbursement to Commissioners for necessary expenses incurred in attending meetings, training sessions, and other official appointments will be in accordance with the current [Monterey County Travel and Business Expense Reimbursement Policy](#). ([http://www.in.co.monterey.ca.us/auditor/pdfs/County\\_Travel\\_Business\\_Expense\\_Policy\\_12-5-12.pdf](http://www.in.co.monterey.ca.us/auditor/pdfs/County_Travel_Business_Expense_Policy_12-5-12.pdf)). Necessary expenses could include meals, lodging and travel expenses, but will only be paid pursuant to the County Travel Policy.

VII. ETHICS TRAINING

~~Assembly Bill (AB) 1234, enacted in April 2005, clarifies the rules pertaining to compensation to members of a local government legislative body for attendance at authorized meetings and conferences, requires the establishment of guidelines for reimbursement of members of a local government legislative body for actual and necessary expenses incurred in the performance of official duties, and establishes the provisions for ethics training for local officials and designated employees. This bill defines the Commission as a "governing body." The effective date of AB 1234 is January 1, 2006.~~

~~Because Commissioners may be reimbursed for expenses (see Section V, Compensation), they are required to participate in this Ethics Training every two years.~~

#### ~~VIII.I. COMPLIANCE WITH FAIR POLITICAL PRACTICES COMMISSION~~

~~A. Every elected official and public employee who makes or influence governmental decisions is required to submit a Statement of Economic Interest, also known as Form 700. The Form 700 provides transparency and ensures accountability in two ways:~~

- ~~1. It provides necessary information to the public about an official's personal financial interests to ensure that officials are making decisions in the best interest of the public and are not enhancing their personal finances.~~
- ~~2. It serves as a reminder to the public official of potential conflicts of interest so the official can abstain from making or participating in governmental decisions that are deemed conflicts of interest.~~
- ~~3. California Form 700, Statement of Economic Interests, must be completed by each Commissioner each year no later than April 1<sup>st</sup>. By indicating no reportable interests, Commissioners provide verification that they are not personally profiting from their role as Commissioner.~~

#### ~~IX.I. QUALIFICATIONS~~

~~A. All Commissioners must be of voting age and legal residents of Monterey County.~~

~~B.A. Commissioners representing the public and private sectors must reside in the district which they are appointed to represent.~~

- ~~1. Relocation outside the supervisorial district requires a resignation; or~~
- ~~2. Reconsideration to fill an existing vacancy in the new supervisorial district of residence.~~

~~C.A. Commissioners representing the low income sector must reside or be employed in the same supervisorial district in which they represent.~~

- ~~1. Relocation or employment outside the supervisorial district requires a resignation; or~~
- ~~2. Reconsideration to fill an existing vacancy in the new supervisorial district of residence or employment.~~

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~~X. VACANCIES~~

~~A. Vacancies at the End of Term~~

~~All vacancies at the end of the term will be filled in the same manner as the original selection process.~~

~~B. Other Vacancies~~

~~In the event a member resigns or for any reason is unable to attend the regular meetings on a consistent basis, a successor will be sought to fill the vacancy as soon as possible.~~

~~C. Nominating Committee~~

~~The Nominating Committee shall be the focal point for commissioner recruitment. This committee shall conduct recruitment efforts year round when vacancies exist. Standing commissioners and CAP staff will assist in recruitment efforts. This task shall be accomplished in addition to bringing nominations for the Commission. Standing commissioners serving in districts where vacancies exist will proactively participate in recruitment efforts for their district. This committee will also lead the development of the CAC Recruitment Plan and present this Plan to the Commission for ratification. See Sections XIII (C) and XIV (A) for further information.~~

~~XII. BOARD RELATIONSHIP WITH THE COMMUNITY ACTION COMMISSION~~

~~A. The Commission is delegated the power to determine its own rules and procedures, and select its own officers and Executive Committee.~~

~~B.A. The Commission determines the Community Action Partnership's major organizational and program policies subject to ratification by the Board of Supervisors. The Board of Supervisors shall determine personnel and fiscal policies of the Community Action Partnership.~~

~~C.A. The Commission will participate in developing, evaluating, and reviewing Community Action Partnership programs. This includes providing the public an opportunity to be informed and question the proposed programs and policies. The Commission, after review, will submit written reports to the Board with its recommendations. The Board may approve, revise, or reject these comments.~~

~~D.A. The Commission will recommend funding allocations for applicant agencies, subject to the ratification by the Board of Supervisors.~~

~~E.A. The Commission will ensure that the interests of the low income population are well represented in Community Action Partnership programs and funded services.~~

~~F.A. Commissioners will be encouraged to meet with the district supervisor they represent on an annual basis to give and receive feedback on Community Action matters.~~

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### XII. VOTING

#### A. Definitions

- ~~1. Quorum: A quorum is the minimum number of Commissioners needed to conduct business. For the CAC, a quorum equals a majority of the total current membership of the Commission (more than half).~~
- ~~2. Majority Vote: A majority vote is at least one more than half of the votes cast.~~

#### B. Commission Action

- ~~1. Commission action may be taken by a majority vote of those present and voting and by no less than a majority of a quorum.~~
- ~~2. A roll call vote can be requested by any member in attendance; however a roll call vote can be taken only when a motion is made and approved by a majority vote.~~
- ~~3. Voting by proxy is not permitted.~~

### XIII. OFFICERS

~~The Commission will select a Chairperson and Vice chairperson from its membership in June. These officers will serve for a two (2) year term of office. In order for a Commissioner to qualify for office, the Commissioner must have had a minimum of twelve (12) months of service by the time of assuming the office.~~

#### A. Election Process

~~The election process for officers is facilitated by the Ex-Officio Secretary. Appointment of an elected officer requires a quorum and a majority vote. During the nomination period, any Commissioner may nominate another qualifying Commissioner for a position. Commissioners may nominate themselves.~~

~~Separate elections are held for the Chairperson and Vice Chairperson. The election for the Chairperson is completed before the election for the Vice Chairperson and any nominee not appointed to the Chair position may then be nominated for the Vice Chair position.~~

~~Calls for nominees begin when the nomination committee is formed two months prior to the election. Nomination committee members will announce Commissioners who are interested in being nominated for a position at the meeting prior to the election. On the day of the election, the Ex-Officio Secretary will call for nominees no less than three (3) times before closing the nomination period for the election. Nominees will not be accepted after the nomination period has been closed.~~

~~Once the nomination period has been closed, each nominee may take a few minutes before votes are cast to provide information to the voting body as to why they are seeking to be elected to the position.~~

~~Votes for the position may only be made for Commissioners who have been formally nominated during the nomination period. Non-nominated, write-in votes will not be counted. Commissioners shall follow Robert's Rules of Order in conducting the voting process for officers. Commissioners may vote for themselves.~~

~~The nominee with the majority vote will be appointed to the position. In the event of a tie, the tied nominees will participate in subsequent elections until a majority is reached.~~

~~B. Officer Positions~~

~~Chairperson (elected):~~

- ~~1. Serves as the presiding officer of the Commission with a vote.~~
- ~~2. Convenes and facilitates Commission meetings following the procedures of the Brown Act, Robert's Rules of Order, and the Commission Bylaws.~~
- ~~3. Has the authority to convene a special meeting if needed.~~
- ~~4. Can appoint members to committees as established in these bylaws.~~
- ~~5. Works closely with the CAP Executive Director on Commission and Agency operational matters.~~
- ~~6. Will be responsible to notify Commissioners whose eligibility is in jeopardy (see Section XV).~~
- ~~7. Represents the Commission at additional CAP activities such as site visits, needs assessments, and special events.~~

~~Vice-Chairperson (elected):~~

- ~~1. Serves as the vice-presiding officer of the Commission with a vote.~~
- ~~2. Will exercise the duties of the Chairperson in the latter's absence or at the request of the Chairperson.~~
- ~~3. Serves as the Chairperson of the Executive Committee and the Allocation Committee.~~
- ~~4. Works closely with the Chairperson to oversee Commission activities.~~

~~Ex-officio Secretary (non-elected):~~

- ~~1. In addition to the officers listed above, the Community Action Partnership Executive Director will serve as Ex-officio Secretary to the Commission.~~
- ~~2. As a non-elected position, the Ex-officio Secretary does not maintain the rights to vote as a Commissioner and shall facilitate the officer election process.~~

~~XIV.I. STANDING COMMITTEES~~

~~No committee action will be binding until ratified by Commission majority vote.~~

~~A. Executive Committee~~

~~The Executive Committee develops the agenda for the regular monthly Commission meetings and reviews the agenda items submitted to the Commission for action. In an emergency situation, the Committee acts upon such matters and reports its actions at the next regular meeting of the Commission.~~

~~1. Members of this committee are appointed by the Commission Chairperson each year prior to the September meeting to serve a two (2) year term. The Vice-Chairperson of the Commission will serve as Chairperson of this Committee. The Chairperson and the CAP Executive Director will serve as ex-officio members of this Committee.~~

~~2.1 Composition should include one (1) commissioner from each supervisorial district selected on a rotating basis. Three (3) commissioners constitute a quorum of this committee.~~

~~3.1 Members of this committee are responsible for developing, with assistance from CAP staff, the Community Action Partnership Strategic Plan. The Chair of the Executive Committee will bring the Strategic Plan to the full Commission for ratification.~~

#### ~~B.A. Nominating Committee~~

~~The Nominating Committee is both a Standing Committee and a Special Committee. Its Special Committee responsibilities are outlined in Section XIV.A. Its Standing Committee responsibilities are those of commissioner recruitment activities as described below.~~

~~1. This committee, of no less than three (3) members, will be appointed by the Commission Chairperson every two (2) years prior to the September meeting to serve a two (2) year term. Committee members may be reappointed.~~

~~2.1 This committee, with assistance from CAP staff, shall employ any reasonable method to recruit commissioner candidates including, but not limited to: advertising in local media; contacting Supervisors whose districts have vacancies to seek their assistance; seeking assistance from standing commissioners serving in districts where vacancies exist; and presenting information regarding the role of the CAC at community meetings.~~

### ~~XV.I. SPECIAL COMMITTEES~~

~~No committee action will be binding until ratified by Commission majority vote.~~

#### ~~A. Nominating Committee~~

~~This committee, of no less than three (3) members, will contact commissioners in April for the purpose of recruiting the next Chair and Vice-Chair officers.~~

~~Nominations will be sent to all Commissioners with the agenda for the May meeting. Elections will be held during the regular June meeting at which time additional nominations may be submitted by the membership. Selection of officers requires a quorum of the Commission and a majority vote.~~

#### ~~B.A. Bylaws Committee~~

~~This committee will review periodically the Commission's bylaws for the purpose of updating them.~~

- ~~1. Proposed changes to these bylaws must be submitted in writing to all Commissioners at least twenty (20) days before voting on the changes during a regularly scheduled meeting. By two thirds vote, the Commissioners can waive the twenty (20) day requirement.~~
- ~~2.1 Clarification of existing wordage without change of intent may be done at any general meeting by motion and simple majority.~~
- ~~3.1 Revised bylaws are required to be formally approved by the Board of Supervisors.~~

~~C.A. Allocation Committee~~

~~This committee, of no less than three (3) members appointed by the Chairperson, reviews Requests for Proposals, proposal submittals, and grant applications. With advice and input from the County Purchasing Division, the committee establishes the procedures for conducting the review process for contract award recommendations. Recommendations of the committee are presented to the full Commission for ratification.~~

~~This committee may also consist of non-Commission members representing other groups who bring their knowledge of the proposal review process.~~

~~D.A. Development Committee~~

~~The Development Committee will seek out, investigate the merits of, and recommend projects or grant proposals which will increase revenues to provide services to the county's low-income individuals and families. This committee will meet when needed. A written notice will be mailed to each member at least seven (7) days prior to any meeting date.~~

- ~~1. This committee, of no less than three (3) members, will be appointed by the Commission Chairperson each year prior to the September meeting to serve a two (2) year term. Committee members may be reappointed as needed.~~
- ~~2.1 The committee Chair will be the focal point for recommending the selection of and conducting fundraising activities.~~
- ~~3.1 All commissioners will be responsible for participating in and supporting the efforts of this committee so that funding sources can be increased.~~

~~E.A. Other Ad-hoc Committees~~

~~Other ad-hoc committees may be appointed at the discretion of a majority vote of the Commissioners.~~

~~XVII.I. RULES GOVERNING CONFLICT OF INTEREST, NEPOTISM, AND POLITICAL ACTIVITY~~

~~A. All Commissioners must complete and abide by the Conflict of Interest Statement as required by Board of Supervisors' Resolution.~~

~~B.A. Commissioners must abide by the Community Action Code of Ethics. Commissioners must complete the Ethics Training every two (2) years as required~~

by California State Government Code, Title 5, Division 2, Part 1, Chapter 2, Article 2.4, 53225 (b).

~~C.A. No person may sit on the Commission who:~~

- ~~1. Is an employee of Monterey County Department of Social Services.~~
- ~~2.1. Is a Federal or State employee whose capacity may require such person to act as an agent or an attorney for the Commission.~~

~~D.A. Programs operated by the Community Action Partnership should be administered in a politically non-partisan manner. Commissioners should avoid actions which can reasonably be construed as intended to favor one political party or candidate over another.~~

~~E.A. Program funds or County personnel may not be used in voter registration activities or with transporting potential voters to the polls. This does not preclude individual Commissioners from performing these acts as private citizens on their own time.~~

#### XVII. COMMISSIONERS MAY BE REMOVED FOR CAUSE

##### A. Definition

~~“Cause” is defined as any act which discredits the Commission or hinders the effective performance of the duties of the Commission. Such actions may include, but are not limited to:~~

- ~~1. No longer residing or working in the location required by their original appointment.~~
- ~~2.1. Having three (3) consecutive unexcused absences from regular meetings or six (6) total unexcused absences from regular meetings in any fiscal year. Absences may be excused by any current Commission Officer.~~
- ~~3.1. No longer having the authority to represent the group from which the Commissioner was originally selected.~~
- ~~4.1. Failing to disclose a potential conflict of interest.~~
- ~~5.1. Neglect of duty.~~
- ~~6.1. Committing an illegal act when representing the Commission that would be detrimental to the mission and reputation of the Commission.~~
- ~~7.1. Discourteous treatment of the public, other Commissioners, Service Providers, or employees of the Department of Social Services.~~

##### B.A. Pre Removal Notification

- ~~1. Prior to a petition for removal being initiated, written notification shall be sent by the Chair and Ex Officio Secretary to the Commissioner indicating any concern which may lead to a cause for removal.~~
- ~~2.1. Corrective measures to prevent the cause for removal must be addressed by the Commissioner within 20 days of receipt.~~

C.A. Removal for Cause

- ~~1. If corrective measures are not made to prevent a cause for removal, a petition for the removal of a Commissioner may be initiated by a majority vote of the Commission.~~
- ~~2.1 The Board of Supervisors has the authority to accept, modify, or reject the Commission's recommendation.~~

D.A. Public Petition for Removal

- ~~1. A petition for the removal of a Commissioner may also be initiated by a majority vote of the Commission.~~
- ~~2.1 The Board of Supervisors has the authority to accept, modify, or reject the Commission's recommendation.~~
- ~~3.1 A petition for the removal of an appointed representative may be filed with the Commission by at least ten (10) people residing in the supervisorial district represented by the Commissioner. The petition should state the acts or omissions upon which the allegations are based, including dates and places such acts took place.~~
- ~~4.1 If the Commission finds the petition sufficient, a hearing officer shall be appointed within thirty (30) days of filing.~~
- ~~5.1 Within ten (10) days after notice of appointment, the hearing officer will set a date, time and place of hearing. At least twenty (20) days before the hearing, the subject Commissioner will be notified of the date, time and place of the hearing, and be given a copy of the petition.~~
- ~~6.1 The hearing will be conducted in the same manner as hearing appeals of disciplinary action taken against County employees.~~
- ~~7.1 At the conclusion of the hearing, the hearing officer will submit a record of the proceedings, recommended findings, conclusions and decision to the Commission. Within thirty (30) days after the filing of the hearing officer's report, the Commission will accept, modify or reject the report. In the event of rejecting the submitted report, the Commission may adopt its own recommendations on the issue.~~
- ~~8.1 The Board of Supervisors has the ultimate authority to accept, modify, or reject any recommendation from the public hearing or Commission.~~

XVIII. PUBLIC AVAILABILITY OF DOCUMENTS

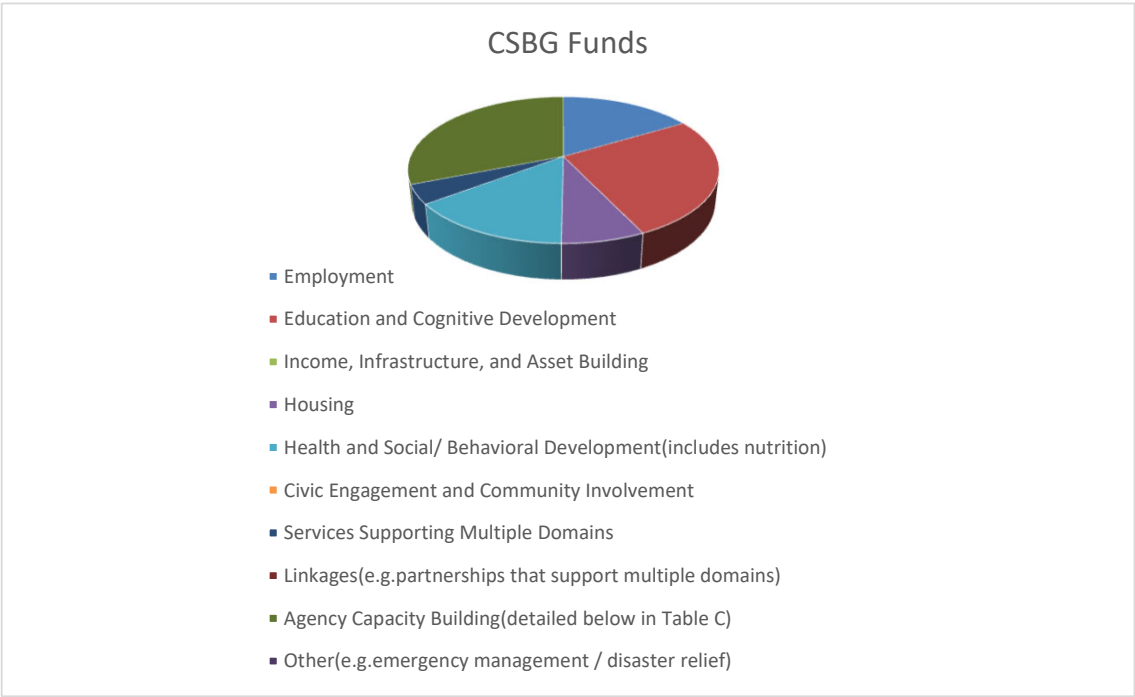
Any Commission documents relating specifically to the activities of an agency for which federal funds have been provided will be made available to any person for inspection and examination, as provided by applicable federal, state, and local laws. Any meeting for which minutes were kept will also be available for public inspection, as well as any other records subject to the [Department of Social Services Document Retention Policy \(INSERT HYPERLINKS TO COUNTY POLICY, NextRequest AND DSS RETENTION POLICY\)](#), Public Records Act.

XIX. AMENDMENT OF BYLAWS

These Bylaws, having been adopted by the Monterey County Community Action Commission, shall be amended only by them, consistent with the Statement of Purpose contained herein, and the Resolution creating the Commission and Resolution No. 80-12, as amended. Revision of these bylaws requires approval by the Board of Supervisors.

<b>A.1.</b>	<b>CSBG Eligible Entity Reporting Period</b>	<b>Date Range</b>
	Reporting Period	1/1/2023 - 12/31/2023

<b>A.2.</b>	<b>CSBG Expenditures Domains</b>	<b>CSBG Funds</b>
A.2a.	Employment	\$90,000.00
A.2b.	Education and Cognitive Development	\$145,000.00
A.2c.	Income, Infrastructure, and Asset Building	\$0.00
A.2d.	Housing	\$40,000.00
A.2e.	Health and Social/ Behavioral Development(includes nutrition)	\$80,000.00
A.2f.	Civic Engagement and Community Involvement	\$0.00
A.2g.	Services Supporting Multiple Domains	\$22,921.41
A.2h.	Linkages(e.g.partnerships that support multiple domains)	\$0.00
A.2i.	Agency Capacity Building(detailed below in Table C)	\$170,164.00
A.2j.	Other(e.g.emergency management / disaster relief)	\$0.00
A.2k.	Total CSBG Expenditures (auto-calculated)	\$548,085.41
A.3.	Of the CSBG funds reported above, report the total amount used for Administration. For more information on what qualifies as Administration, refer to IM37.	\$170,164.00





# Household Characteristics Report 2023 - Agencies Report - Except: FB, NCRPD, CHS, & YWCA

Created from Report #806

100% Poverty Fam Size 1: \$14,580.00 Fam Size 2: \$19,720.00. Age Calculated as of: 12/31/2023

**A. Total unduplicated number of all INDIVIDUALS about whom ONE OR MORE characteristics were obtained: 1,599**

**B. Total unduplicated number of all HOUSEHOLDS about whom ONE OR MORE characteristics were obtained: 1,557**

## C: INDIVIDUAL LEVEL CHARACTERISTICS

1. Gender	Number of Individuals
a. Male	425
b. Female	1,066
c. Other	2
d. Unknown/not reported	106
e. <b>TOTAL (auto calculated)</b>	1,599

2. Age	Number of Individuals
a. 0 - 5	83
b. 6 - 13	108
c. 14 - 17	112
d. 18 - 24	181
e. 25 - 44	591
f. 45 - 54	221
g. 55 - 59	74
h. 60 - 64	50
i. 65 - 74	58
j. 75+	20
k. Unknown/not reported	101
l. <b>TOTAL (auto calculated)</b>	1,599

Total 2d-2j=1,195

3. Education Levels	Number of Individuals	
	[ages 14-24]	[ages 25+]
a. Grades 0 - 8	13	90
b. Grades 9-12/Non-Graduate	112	184
c. High School Graduate	68	93
d. 12 grade + Some Post-Secondary	17	70
e. 2 or 4 years College Graduate	27	75
f. Graduate of other post-secondary school	1	6
g. GED/Equivalency Diploma	7	43
h. Unknown/not reported	48	453
i. <b>TOTAL (auto calculated)</b>	293	1,014

4. Disconnected	Number of Individuals
a. Youth ages 14-24 who are neither working or in school	49

5. Health	Number of Individuals		
	Yes	No	Unknown
a. Disabling Condition	336	663	600
b. Health Insurance*	983	157	459

\*If an individual reported that they had health Insurance please identify the source of health insurance below.

5. Health Continued	
<b>Health Insurance Sources</b>	
c.1 Medicaid	579
c.2 Medicare	89
c.3 State Childrens Health Insurance Program	2
c.4 State Health Insurance for Adults	63
c.5 Military Health Care	1
c.6 Direct-Purchase	32
c.7 Employment Based	217
c.8 Unknown/not reported	616
c.9. <b>TOTAL (auto calculated)</b>	1,599

6. Ethnicity/Race	Number of Individuals
<b>a. Ethnicity</b>	
a.1 Hispanic, Latino, or Spanish Origins	1,061
a.2 Not Hispanic, Latino, or Spanish Origins	169
a.3 Unknown/not reported	369
a.4 <b>TOTAL (auto calculated)</b>	1,599
<b>b. Race</b>	
b.1 American Indian or Alaska Native	10
b.2 Asian	21
b.3 Black or African American	43
b.4 Native Hawaiian and Other Pacific Islander	7
b.5 White	927
b.6 Other	206
b.7 Multi-race (two or more of the above)	20
b.8 Unknown/not reported	365
b.9 <b>TOTAL (auto calculated)</b>	1,599

7. Military Status	Number of Individuals
a. Veteran	5
b. Active Military	8
c. Never Served in the Military	925
d. Unknown/not reported	1,195-13= 1,182 358
e. <b>TOTAL (auto calculated)</b>	1,296 1,195

8. Work Status (Individuals 18+)	Number of Individuals
a. Employment Full-Time	155
b. Employment Part-Time	124
c. Migrant or Seasonal Farm Worker	188
d. Unemployed (Short-Term, 6 months or less)	133
e. Unemployed (Long-Term, more than 6 months)	67
f. Unemployed (Not in labor force)	162
g. Retired	33
h. Unknown/not reported	333
i. <b>TOTAL (auto calculated)</b>	1,195

**Household Characteristics Report  
2023 - Agencies Report - Except: FB, NCRPD, CHS, & YWCA**

Created from Report #806

100% Poverty Fam Size 1: \$14,580.00 Fam Size 2: \$19,720.00. Age Calculated as of: 12/31/2023

**D: HOUSEHOLD LEVEL CHARACTERISTICS**

9. Household Type	Number of Households
a. Single Person	476
b. Two Adults NO Children	31
c. Single Parent Female	213
d. Single Parent Male	12
e. Two Parent Household	428
f. Non-related Adults with Children	10
g. Multigenerational Household	187
h. Other	3
i. Unknown/not reported	197
j. <b>TOTAL (auto calculated)</b>	<b>1,557</b>

10. Household Size	Number of Households
a. Single Person	476
b. Two	90
c. Three	119
d. Four	219
e. Five	229
f. Six or more	231
g. Unknown/not reported	193
h. <b>TOTAL (auto calculated)</b>	<b>1,557</b>

11. Housing	Number of Households
a. Own	150
b. Rent	755
c. Other permanent housing	27
d. Homeless	321
e. Other	17
f. Unknown/not reported	287
g. <b>TOTAL (auto calculated)</b>	<b>1,557</b>

12. Level of Household Income	Number of Households
(% of HHS Guideline)	
a. Up to 50%	563
b. 51% to 75%	197
c. 76% to 100%	190
d. 101% to 125%	97
e. 126% to 150%	48
f. 151% to 175%	20
g. 176% to 200%	11
h. 201% to 250%	13
i. 251% and over	12
j. Unknown/not reported	406
k. <b>TOTAL (auto calculated)</b>	<b>1,557</b>

13. Sources of Household Income	Number of Households
a. Income from Employment Only	518
b. Income from Employment and Other Income Source	30
c. Income from Employment, Other Income Source, and Non-Cash Benefits	13
d. Income from Employment and Non-Cash Benefits	56
e. Other Income Source Only	184
f. Other Income Source and Non-Cash Benefits	69
g. No Income	217
h. Non-Cash Benefits Only	74
i. Unknown/not reported	396
j. <b>TOTAL (auto calculated)</b>	<b>1,557</b>

Below, please report the types of Other income and/or non-cash benefits received by the households who reported soruces other than employment.

14. Other Income Source	Number of Households
a. TANF	3
b. Supplemental Security Income (SSI)	78
c. Social Security Disability Income	52
d. VA Service-Connected Disability Compensation	4
e. VA Non-Service Connected Disability Pension	0
f. Private Disability Insurance	1
g. Worker's Compensation	12
h. Retirement Income from Social	30
i. Pension	12
j. Child Support	17
k. Alimony or other Spousal Support	1
l. Unemployment Insurance	62
m. EITC	0
n. Other	56
o. Unknown/not reported	396

15. Non-Cash Benefits	Number of Households
a. SNAP (Food Stamps)	161
b. WIC	59
c. LIHEAP	2
d. Housing Choice Voucher	30
e. Public Housing	3
f. Permament Supportive Housing	0
g. HUD-VASH	0
h. Childcare Voucher	1
i. Affordable Care Act Subsidy	0
j. Other	30
k. None	110
l. Unknown/not reported	1,182

Selection Criteria For Report #806

**Description:** 2023 All Agency HH Characteristics Report

**Deduplicate:** Yes, **Method:** MostRecentServiceDate

**Agency #1 of 1:**

(MCCAP) Monterey County Community Action Partnership:

**Include Active Programs only**

**7 Programs:**

Program #1: Gathering for Women (Id #5)

Program #2: Goodwill Central Coast (Id #16)

Program #3: Housing Resource Center (Id #17)

Program #4: Partnership for Children (Id #13)

Program #5: Sun Street Centers (Id #18)

Program #6: Turning Point of Central CA, Inc. (Id #8)

Program #7: United Way of Monterey County (Id #10)

**Service Date Range**

From: 1/1/2023 to 12/31/2023

**Not Excluding Referrals**

## Community Action Commission Staff Report – February 2024

### **Agency/Community Action Updates:**

- *Reminder:* Please complete your Form 700, Due **no later** than April 2, 2024.
- CAP Staff will continue to recruit Commissioners for Districts 1 and 3. Please help spread the word. Informational pamphlets are available.
- The 2024 CalCAPA conference is scheduled to be held in Monterey in November 19-22, 2024. MCCAP hopes to support limited staff and commissioners to attend.

### **Employment Opportunities:**

- The County of Monterey is recruiting for several positions. Please visit the website for a list of job openings: [Job Opportunities | County of Monterey \(governmentjobs.com\)](https://www.montereyjobs.com)

### **Community Events and Activities:**

- Monterey County Office of Education – Save the Date: Central Coast Foster & Homeless Education Summit (See attached flyer)
- 2024 CalCAPA State Legislative & Advocacy Summit from April 1, 2024 – May1, 2024
- 15<sup>th</sup> Annual Salinas Chinatown Asian Festival – Saturday April 27, 2024, 11am to 4pm. <https://www.salinasace.org/asian-festival/>
- Monterey County Works Job Fair – Thursday February 29, 2024, 4:00 PM – 7:00 PM at the Greenfield Civic Center, 599 El Camino Real, Greenfield, CA 93927
- Mental Health & Wellness Fair – Saturday March 23, 2024, 10:00 AM – 2:00 PM at the Gonzales High School.
- California laws going into effect in 2024  
(<https://www.gov.ca.gov/2023/12/29/new-laws-going-into-effect-on-january-1st/>)

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

***Please send suggestions to [mccap@co.monterey.ca.us](mailto:mccap@co.monterey.ca.us)***

# SAVE THE DATE



## **2024 CalCAPA Annual Conference**

You voted for it, we're bringing it to you!

**Monterey, CA**  
November 19-22, 2024

**Monterey Plaza**  
400 Cannery Row  
Monterey, CA, 93940



## REGISTRATION

- **Early Bird:**
  - CalCAPA Member: \$599
  - CalCAPA Non-Member: \$699
- **Standard:**
  - CalCAPA Member: \$649
  - CalCAPA Non-Member: \$749
- **Late:**
  - CalCAPA Member: \$700
  - CalCAPA Non-Member: \$800

## MISC.

### Room Rates

- **Inland View:** \$295
- **Partial Ocean:** \$386
- **Harbor View:** \$497

**Valet Parking:** \$25/night

### Registration launches:

May 6, 2024



# MONTEREY COUNTY WORKS JOB FAIR

**February 29, 2024**  
**4:00 PM - 7:00 PM**

*Greenfield Civic Center, 599 El Camino Real  
Greenfield, CA 93927*



Presented by:



**MONTEREY  
COUNTY  
WORKS**

GROWING TALENT • SUPPORTING BUSINESS

**Pre-Registration is required. Scan the code or visit:**

Registration URL

*Chrome or Edge Browser Recommended, Premier Virtual Training Video: <https://youtu.be/2ja20STazwA>*



*Need help registering for the event in Premier Virtual, preparing your resumé, or practicing your interview skills? Call us at (831) 796-3335 or email: [MCWDB-adultcareerservices@co.monterey.ca.us](mailto:MCWDB-adultcareerservices@co.monterey.ca.us).*

Monterey County Works is an initiative of the Monterey County Workforce Development Board. This project is funded 100% with Workforce Innovation and Opportunity Act (WIOA) Federal Funds made available to the State of California Employment Development Department by the U.S. Department of Labor/Employment and Training Administration as the Grantor. This WIOA program or activity is an equal opportunity employer/program, and auxiliary aids and services are available upon request to individuals with disabilities. TTY/CRS: Dial 711.



GONZALES UNIFIED SCHOOL DISTRICT

# Mental Health & Wellness Fair



Save the date!

Discover your journey to joy!

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SATURDAY

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23

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MARCH

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10:00 AM - 2:00 PM  
GONZALES HIGH SCHOOL