



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

May 20, 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.

Commissioner Vargas's Remote Location: 50870 Pine Canyon Rd., King City, CA 93930

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

Commissioner Lopez's Remote Location: 1733 South Anaheim Blvd., Anaheim, CA 92805

Commissioner Mattos's Remote Location: 311160 Bear Paw Way, Yosemite Lakes, CA 93614

District	Rep Low-Income	Rep Public Sector	Rep Private Sector
1 - Alejo	Victor Caravez	Irma Lopez	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 – V. CHAIR
5 - Adams	Rosie Alvarez	Linda Coyne	Jake Odello – CHAIR
Staff:	John Gil, Alex Soltero, Adriana Narez-Tapia, and Teresa Pureco		
Guest:	Esther Hobbs, Meals on Wheels Monterey Peninsula		

I. Welcome:

- A. Call to Order
- B. Roll Call Attendance & Establishment of Quorum
 - i. Excused: Commissioner Chambliss

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. Meals on Wheels Monterey Peninsula – Esther Hobbs, Development Director

V. Introductions: John Gil, Community Affiliations Manager, and Irma Lopez, District 1

VI. 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. April 2024 Commission Minutes

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



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- B. May 2024 Executive Committee Minutes
- C. May 2024 Financial Report

VII. Business Items:

- A. Community Action 60th Anniversary – Resolution, Media Briefing/Press Release, Social Media Post, and Tabling Events
- B. Discuss Strategic Plan – Goal 3: Improve Community Outreach
- C. Leadership Nomination Process – 2024 Officer Election Process of identifying Commissioners' interest in running for election for Chair, Vice-Chair, Secretary, and Compliance Officer for FY 24-25 and FY 25-26
- D. Monterey County Homeless Services Resource Guide – Workgroup Update

VIII. Reports:

- A. Staff Report
 - i. See the attached written report
- B. CNA Workgroup – Next Meeting June 5, 2024
- C. Commissioner Roundtable – verbal reports outs

IX. Adjournment:

- A. Meeting adjourned
 - i. The Next Full CAC Meeting is scheduled for **June 17, 2024**

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

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**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	4,291.44	97,708.56	4%	Apr-24
COMMUNITY HOMELESS SOLUTIONS	DO# 37781	DV/HP	03/07/24 - 12/31/25	180,000.00	45,000.00	9,782.84	170,217.16	5%	Apr-24
GATHERING FOR WOMEN	DO# 37634	Homeless Funds	03/01/24 - 12/31/25	90,000.00	22,500.00	7,538.29	82,461.71	8%	Apr-24
GOODWILL CENTRAL COAST	DO# 37581	CSBG CAP	02/15/24 - 12/31/25	90,000.00	22,500.00	5,753.20	84,246.80	6%	Mar-24
MEALS ON WHEELS OF MONTEREY PENINSULA	DO# 37527	CSBG CAP	02/01/24 - 12/31/25	90,000.00	22,500.00	22,500.00	67,500.00	25%	Mar-24
PARTNERSHIP FOR CHILDREN	DO# 37782	CSBG CAP	03/01/24 - 12/31/25	76,000.00	19,000.00	15,000.00	61,000.00	20%	Mar-24
SUN STREET CENTERS	DO# 37783	CSBG CAP	03/08/24 - 12/31/25	90,000.00	22,500.00	8,897.42	81,102.58	10%	Apr-24
UNITED WAY	DO# 37582	CSBG CAP	02/15/24 - 12/31/25	126,000.00	31,500.00	25,730.00	100,270.00	20%	Apr-24
YWCA	DO# 37583	County DVTF	02/01/24 - 12/31/25	112,000.00	28,000.00	19,076.56	92,923.44	17%	Apr-24
Subtotal				956,000.00	239,000.00	118,569.75	837,430.25	12%	



Monterey County Community Action Partnership

Monterey County Community Action Commission
Full Commission Meeting

Regular Commission Meeting Minutes

April 15, 2024, 4:00-5:30 p.m.

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

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.

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Commissioner Mattos’s Remote Location: 311160 Bear Paw Way, Yosemite Lakes, CA 93614

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

Commissioner Chambliss’s Remote Location: 1340 Military Ave., Seaside, CA 93955

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 checked="" type="checkbox"/>	Derrick Elder	<input checked="" type="checkbox"/>	Doug Mattos
3-Lopez	<input type="checkbox"/>	*Ana Vargas	<input checked="" type="checkbox"/>	Teresita Govea	<input type="checkbox"/>	VACANT
4-Askew	<input checked="" type="checkbox"/>	Germaine Esquivel	<input checked="" type="checkbox"/>	Winifred Chambliss	<input checked="" type="checkbox"/>	Donna Smith - V. CHAIR
5-Adams	<input checked="" type="checkbox"/>	Rosie Alvarez	<input type="checkbox"/>	*Linda Coyne	<input checked="" type="checkbox"/>	Jake Odello - CHAIR
Staff:	Alex Soltero, Adriana Narez-Tapia, Lauren Suwansupa, Teresa Pureco					
Guest:	Erika Matadamas, Chief Advancement Officer for Boys & Girls Club of Monterey County					

I. Welcome:

- A. Call to Order – Meeting called to order by Chair Odello at 4:02
- B. Roll Call Attendance & Establishment of Quorum

II. Announcements:

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

III. Public Comment: None 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. Boys & Girls Club of Monterey County – Erika Matadamas, Chief Advancement Officer

V. Consent Items: 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. March 2024 Commission Minutes
- B. April 2024 Executive Committee Minutes
- C. March 2024 & April 2024 Financial Report

MOTION TO APPROVE by SMITH, second by ELDER - APPROVED



Monterey County Community Action Partnership

Monterey County Community Action Commission
Full Commission Meeting

1. Aye: Caravez, Govea, Mattos, Pineda, Holder, Mattos, Smith, Esquivel, Odello, Elder, Chambliss.
2. Nay: None
3. Abstain: None

VI. Business items:

A. Review and Approve Additional Revision of Bylaws (**ACTION ITEM**)

i. Included section for Secretary and Compliance Officer positions

1. Review Duties for Secretary and Compliance Officer
2. Commissioner Chambliss considering the Compliance Officer position
3. Commissioner Elder considering the Secretary position

ii. **MOTION TO APPROVE by CHAMBLISS, second by ODELLO - APPROVED**

1. Aye: Govea, Mattos, Pineda, Holder, Mattos, Smith, Esquivel, Odello, Elder, Chambliss.
2. Nay: Caravez
3. Abstain: None

B. Discuss Strategic Plan – Goal 2: Data Management

C. Community Action 60th Anniversary – Toolkit; Ideas for Anniversary Activities

Anniversary Activities:

- Board of Supervisor Resolution – will be presented on May 14, 2024 @ 1030 AM.
- Social Media Posts
- Commissioner Odello will write a Press Release
- Potential Media Briefing

D. Monterey County Homeless Services Resource Guide – staff sent an email seeking assistance with Spanish translation.

VII. Reports:

A. Staff Report

i. Report attached to agenda

B. CNA Workgroup – Meeting first Wednesday of the month at 3:30 pm

C. Commissioner Roundtable – send an email to staff if any info needs to be posted.

VIII. Adjournment:

A. Meeting adjourned at 5:39

i. The Next Full CAC Meeting is scheduled for May 20, 2024

Respectfully,
Teresa Pureco and Adriana Narez-Tapia



Monterey County Community Action Commission Executive Committee Meeting Minutes Monday, May 6, 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: May 6, 2024 4:01 pm
Place: ZOOM <https://montereycty.zoom.us/j/97945697513>
Present: Ronald Holder, Donna Smith, Teresita Govea, Jake Odello, and Germaine Esquivel
Absent: N/A
Excused: Connie Pineda
Public: None
Staff: John Gil, 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 May 20, 2024 meeting

a. Consent Items (*Action*)

- April 2024 Commission Minutes
- May 2024 Executive Committee Minutes
- May 2024 Financial Statement

Discussion: CSD released discretionary funds, will purchase items needed for outreach essential for community. Staff will create process and send email to agencies who would like to bid for the extra CSBG funding.

b. Presentation

- Meals on Wheels of the Monterey Peninsula – have confirmed their presentation.

c. Business/Discussion:

- 60th Anniversary Community Action: May 14, 2024: Resolution; May 15, 2024: Media Briefing/Press Release, Social Media Posts have been created, & tabling events.

Resolution: Commissioners will participate and staff is awaiting confirmation.

Media Briefing and Press release: Mia Carroll will send out press release, staff to follow up.

Social Media: Staff created posts and posted on social media today. I will share about our 60th anniversary at the CCC meeting with the agencies. Commissioner

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.

Odello and Commissioner Esquivel will attend the CCC meeting in person on May 8, 2024.

- Review Strategic Plan Goal 3: Improve Community Outreach
- Leadership Nomination Process Update – 2024 Officer Election Process of identifying Commissioners interested in running for election for Chair, Vice-Chair, Secretary, and Compliance Officer for FY 24-25 and FY 25-26.

Staff will send Available positions and roles/duties to commissioners before the meeting on 5/20 (Staff will send the nomination process and bylaws).

. Commissioners should send email nominations to John Gil. Proposed Nominations due date: 5/31. Elections are to be held at the June meeting. and held an election in the June meeting—new positions to start 7/1.

- Staff Report – Application Received for District 1

District 1 - Public Sector Irma Lopez will be appointed tomorrow. She will attend the 5/20 meeting.

Commissioner Smith shared contact info of constituents interested in District 3. CAP staff did a tabling event at the Alisal High School wellness fair; it was well attended.

- Workgroup Update: HSRG Update – The draft will be ready by the next meeting. Spanish translation in process.
- Workgroup Update: The Needs Assessment Planning Workgroup meets on the first Wednesday of each month. In this past meeting the workgroup reviewed previous surveys as well and proposed a combination of Survey and Caffe Workgroup Setting.
- Commissioner Roundtable

Additional Discussion and CAC Meeting Preparations

Meeting Adjourned at 4:46 - Next Executive Meeting is June 3, 2024

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

Enter this Meeting ID number: 979 4569 7513 when prompted. There is no Participant Code, please press # again after the recording prompts you.

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Respectfully,

Teres Pureco and Adriana Narez-Tapia

GOAL 3: Improve Community Outreach*

Objective: Engage the community through advocacy and outreach initiatives

Strategy 1: Improve stakeholder communications with beneficiaries, CAP Community Circle network, elected officials, and the public.

- Increase the Community Action Partnership email subscriber list.
- Publicize updates on events, community resources and program outcomes.
- Utilize social media to promote activities, community resources and program outcomes.

Strategy 2: Commissioners participate in advocacy activities to support policies and causes that effect Monterey County residents.

- Develop an “elevator speech” that helps Commissioners explain the purpose and activities of Community Action.
- Review mission and vision statement regularly and update as needed.
- Facilitate and record commissioner participation in state association legislative webinars about policy initiatives affecting Monterey County residents.
- Review and update policy on advocacy
- Support annual commissioner meetings with their district supervisor’s policy analyst to learn about priority policies and issues and report back to the full CAC

**ROMA Goals 3 and 4: Low-income people own a stake in their community and Partnerships among supporters and providers of services to low-income people are achieved.*

MONTEREY
COUNTY
COMMUNITY
ACTION
COMMISSION



Commission Bylaws

2024
Revision

MONTEREY COUNTY COMMUNITY ACTION COMMISSION

Bylaws

I. 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.
- C. The Monterey County Board of Supervisors is the designated Community Action Partnership and 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.
- 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 interests of the low-income community by mobilizing resources and bringing about greater institutional sensitivity.

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.
- 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.
- 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.

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.
- 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.

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](#).

A. 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.*

B. Low-Income Representatives

[California Government Code § 12751](#) stipulates *At least one-third of the members are person chosen in accordance with democratic selection procedures outlined in 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.

C. 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.*

V. QUALIFICATIONS

A. All Commissioners must be of voting age and 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.

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 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.

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.

VII. OFFICERS

The Commission will select a Chairperson, Vice-chairperson, Secretary, and Compliance Officer from its membership in the month of 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.

A. Election Process

The election process for officers is facilitated by the CAP Director. 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 each position. The election for the Chairperson is completed before the election for the Vice Chairperson and any nominee not appointed to the previous position may then be nominated for a remaining 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 CAP Director 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 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).

Secretary (elected):

1. Serves as the secretary officer of the commission with a vote.
2. Serves as a member of the Executive Committee.
3. Will be responsible for conducting the meeting roll call and establishing a quorum for business.
4. Will be responsible for reviewing meeting minutes and documenting virtual attendance notice requests.
5. In the absence of an elected Secretary, the CAP Director may serve as Ex-officio Secretary to fulfill these duties to the Commission without voting rights.

Compliance Officer (elected):

1. Serves as the compliance officer of the commission with a vote.
2. May serve as a member of the Executive Committee
3. Works closely with Commission members to encourage meeting attendance and participation.
4. Works closely with CAP staff to encourage Commission members to maintain compliance with required documentation and trainings.
5. In the absence of an elected compliance officer, the CAP Director may serve as Ex-officio compliance officer to fulfill these duties to the Commission without voting rights.

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 at least seventy-two(72) hours 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..

C. Time and Place

All meetings will be reasonably convenient in time and place.

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.
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 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. Other Standing Committees

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

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 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 the Commission's bylaws every five years 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 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 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.

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.
- 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 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.
- 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 1st, subject to a \$10/day late fee.

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. The effective date of AB 1234 is January 1, 2006.

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](#). Necessary expenses could include meals, lodging and travel expenses, but will only be paid pursuant to the County Travel Policy.

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](#) and [NextRequest](#).

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.



Monterey County Board of Supervisors

168 West Alisal Street,
1st Floor
Salinas, CA 93901
831.755.5066

www.co.monterey.ca.us

Board Order

A motion was made by Supervisor Luis A. Alejo, seconded by Supervisor Mary L. Adams to:

Approve the proposed amendments to the Bylaws of the Monterey County Community Action Commission.

PASSED AND ADOPTED on this 14th day of May 2024, by roll call vote:

AYES: Supervisors Alejo, Church, Lopez, Askew, and Adams

NOES: None

ABSENT: None

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 82 for the meeting May 14, 2024.

Dated: May 15, 2024

File ID: 24-324

Agenda Item No.: 22

Valerie Ralph, Clerk of the Board of Supervisors
County of Monterey, State of California

Emmanuel H. Santos

Emmanuel H. Santos, Deputy

Community Action Commission Staff Report – May 2024

Agency/Community Action Updates:

- CAP Staff will continue to recruit a Commissioner for District 3. Please help spread the word. Informational pamphlets are available.
- The 2024 CalCAPA conference is scheduled to be held in Monterey from November 19 to 22, 2024. MCCAP hopes to support limited staff and commissioners' attendance.
- CAVO - Commissioners, please provide feedback.

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)
- MCDSS is currently recruiting for Military and Veterans Affairs Officer.

Community Events and Activities:

- CalAIM Community of Practice (CoP) – The CalAIM Community of Practice provides a space to share information for agency staff either actively participating in CalAIM funding streams, in the process of connecting with CalAIM resources, or interested in learning how to get started. May 28, 2024 11 am – 12 pm ([register here](#))
- Landlord Workshop – Wednesday, June 5, 2024, 6:30 PM to 7:30 PM. Informational session for landlords to partner with Housing Resource Center in supporting housing placements for low-income residents.
- 2024 Young Legislators Program—This program provides an introduction to the workings of government and builds a strong foundation for our youth to get involved in the leadership of their community. The deadline to submit an application is Friday, June 14, 2024. (See attached Flyer ENG/SPN)
- Community Resource Fair – Saturday, June 22, 2024, 12:00 PM to 4:00 PM. Explore services aimed at enhancing individual and family health, wellness, and safety.

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

Please send suggestions to mccap@co.monterey.ca.us



ANNA CABALLERO
REPRESENTING SENATE DISTRICT 14

Senator Anna M. Caballero invites you to join the **2024 Young Legislators Program**

The **2024 Young Legislators Program** provides an introduction to the workings of government and to build a strong foundation for our youth to get involved in the leadership of their community.

The program will be held *virtually* on the following dates. Participants must commit to attending all sessions and live or attend school in California's 14th Senate District. The sessions will be held from 1pm–3pm. Eligible participants should be in high school (9-12 grade). A trip to the Sacramento State Capitol will be provided.

Virtual Program

- Monday, July 15
- Wednesday, July 17
- Monday, July 22
- Wednesday, July 24
- **Capitol Trip to Sacramento: Monday, July 29th**

**Scan Here for
Application!**
(or click the link below)



Application DEADLINE – Submit by Friday, June 14, 2024 by 11:59pm

USE THE FOLLOWING LINK TO SUBMIT APPLICATION
[Senator Anna M. Caballero's 2024 Young Legislators Program](#)

FOR QUESTIONS, please contact Arturo Martinez at 209.726.5495, arturo.martinez@sen.ca.gov or Marisa Hernandez at 831-769-8040, Marisa.Hernandez@sen.ca.gov



ANNA CABALLERO
REPRESENTING SENATE DISTRICT 14

La Senadora Anna M. Caballero te invita a unirse al **Programa de Jóvenes Legisladores 2024**

El **Programa de Jóvenes Legisladores 2024** proporciona una introducción al funcionamiento del gobierno y se esfuerza por construir una base sólida para nuestros jóvenes que quieren involucrarse en el liderazgo de su comunidad.

El programa se llevará a cabo *virtualmente* en las siguientes fechas y los participantes deben comprometerse a asistir a todas las sesiones. Las sesiones se llevarán a cabo de la 1 pm a 3 pm y la sesión final incluye un día en el Capitolio Estatal en Sacramento. Los participantes elegibles deben estar en la preparatoria (9-12 grado) y vivir o atender la escuela en el distrito 14 de California.

Programa Virtual

- Lunes, 15 de julio
- Miércoles, 17 de julio
- Lunes, 22 de julio
- Miércoles, 28 de julio
- Visita a el Capitolio Estatal: Lunes, 29 de julio

**Escanee aquí
para la
aplicación!**
(o haz click en el enlace
de abajo)



FECHA DE ENTREGA – viernes, 14 de junio a las 11:59pm
UTILICE EL SIGUIENTE ENLACE PARA ENVIAR SU APLICACIÓN:

[Programa de Jóvenes Legisladores 2024](#)

SI TIENE PREGUNTAS, por favor comuníquese con
Arturo Martinez al 209.726.5495, arturo.martinez@sen.ca.gov o
Marisa Hernandez al 831.769.8040, Marisa.Hernandez@sen.ca.gov



CITY OF SEASIDE COMMUNITY RESOURCE FAIR

Saturday, June 22, 2024
12:00pm - 04:00pm

Laguna Grande Park
1249 Canyon Del Rey Blvd. 

Join us for an informative and
engaging experience!



Discover essential community resources at the Seaside Family & Community Support Program's annual event, in partnership with the Seaside Police and Fire Departments. Explore services in Monterey County aimed at enhancing individual and family health, wellness, and safety.

Enjoy free entertainment, food and giveaways!



For more information, please contact
FCSprogram@ci.seaside.ca.us
Phone: 831-899-6852

JOIN HRC FOR OUR FIRST

LANDLORD WORKSHOP

*Learn what it means to become an HRC Landlord in
South Monterey County!*

WEDNESDAY JUNE 5TH 2024
6:30 - 7:30

Soledad Community Center
560 Walker Dr, Soledad, CA 93960

RSVP to David Fowler by 5/24
davidf@hrcmc.org

Traducción al español disponible.

Raffled give-aways available for participating landlords.





CIUDAD DE SEASIDE

FERIA DE RECURSOS COMUNITARIOS

Sábado, 22 de junio de 2024
12:00pm - 04:00pm

Parque Laguna Grande 
1249 Canyon Del Rey Blvd.

¡Acompáñanos para disfrutar
de una experiencia
informativa y cautivadora!



Descubre los recursos comunitarios esenciales en el evento anual del Programa de Apoyo para la Familia y la Comunidad de Seaside, en colaboración con el Departamento de Policía y Bomberos de Seaside. Explora los servicios en el Condado de Monterey destinados a mejorar la salud, el bienestar y la seguridad individual y familiar.

Disfruta de entretenimiento gratuito, comida y regalos.



Para obtener más información, por favor comuníquese a:

FCSprogram@ci.seaside.ca.us

Teléfono: 831-899-6852