

**Meeting of the
San Mateo County Community Action Agency Board**
Tuesday, August 17, 2021
8:30 a.m. – 10:00 a.m.

Link to join Zoom online	https://smcgov.zoom.us/j/97914130967
Phone number to join by phone	(669) 900-6833
Meeting info	Webinar ID: 979 1413 0967

BY VIDEOCONFERENCE ONLY

Pursuant to the Shelter in Place Orders issued by the San Mateo County Health Officer and the Governor, the Governor's Executive Order N-29-20, and the CDC's social distancing guidelines which discourage large public gatherings, the regular meeting location of CAA is no longer open for public meetings.

Public Participation

- Written public comments may be emailed to TSweetser@smcgov.org and should include the specific agenda item on which you are commenting, or note that your comment concerns an item that is not on the agenda.
- Spoken public comments will also be accepted during the meeting through Zoom.
- Please see instructions for written and spoken public comments at the end of this agenda.

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| I. Welcome/Introductions | Supervisor Horsley |
| II. Public Comment
This item is reserved for persons wishing to address the committee on any CAA-related matters that are not on this meeting agenda. As with all public comment, members of the public who wish to address the committee should complete a speaker's slip to make a public comment. Speakers are customarily limited to two minutes, but an extension can be provided to you at the discretion of the CAA Chair. | Supervisor Horsley |
| III. Approval of Minutes | Supervisor Horsley |
| IV. Guest Presentation <ul style="list-style-type: none"> a. Core Service Agency Presentation: Daly City Partnership/Daly City Community Services Center | Daly City Partnership
(Mike Stancil) |
| V. CAA Organizational Standards <ul style="list-style-type: none"> a. Organizational standards overview b. CAA Bylaws, mission, and role of members c. Conflict of Interest d. Agency's strategic plan and County Recovery Initiative | Human Services Agency
(Jessica Silverberg) |
| VI. Community Action Agency Program Updates <ul style="list-style-type: none"> a. Program reports and updates b. Customer satisfaction and housing outcomes c. Client story | Samaritan House
(La Trice Taylor, Laura Bent) |
| VII. Community Services Block Grant (CSBG) and CAA Board updates <ul style="list-style-type: none"> a. CSBG grant updates: 2021, discretionary, and CSBG CARES b. CAA Board membership update and next steps c. Annual audit | Human Services Agency
(Jessica Silverberg) |

Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact Tammie Sweetser at least 2 working days before the meeting at (650) 802-5116 and/or tsweetser@smcgov.org. Notification in advance

of the meeting will enable the Council to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. Attendees to this meeting are reminded that other attendees may be sensitive to various chemical based products.

Instructions for Public Comment During Videoconference Meetings

During videoconference meetings of the CAA members of the public may address the CAA members as follows:

***Written Comments:**

Written public comments may be emailed in advance of the meeting. Please read the following instructions carefully:

1. Your written comment should be emailed to TSweetser@smcgov.org
2. Your email should include the specific agenda item on which you are commenting or note that your comment concerns an item that is not on the agenda.
3. Members of the public are limited to one comment per agenda item.
4. The length of the emailed comment should be commensurate with the two minutes customarily allowed for verbal comments, which is approximately 250-300 words.
5. If your emailed comment is received at least 24 hours prior to the meeting, it will be provided to the CAA members and made publicly available on the CAA website along with the agenda. We cannot guarantee that e-mails received less than 24 hours before the meeting will be read during the meeting, but such emails will still be included in the administrative record of the meeting.

***Spoken Comments:**

Spoken public comments will be accepted during the meeting through Zoom. Please read the following instructions carefully:

1. The August 17, 2021 CAA meeting may be accessed through Zoom online at <https://smcgov.zoom.us/j/97914130967>
The webinar ID is: 979 1413 0967.
The CAA meeting may also be accessed via telephone by dialing (669) 900-6833
Enter the meeting 979 1413 0967 then press #.
2. You may download the Zoom client or connect to the meeting using an internet browser. If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
3. You will be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
4. When the CAA Clerk calls for the item on which you wish to speak, click on "raise hand." The Clerk will activate and unmute speakers in turn. Speakers will be notified shortly before they are called to speak.
5. When called, please limit your remarks to the time limit allotted.