

**MINUTES OF THE REGULAR MEETING
OF THE CITY OF SOUTH GATE CITIZENS ADVISORY COMMITTEE
September 30, 2020**

INTRODUCTORY PROCEDURES

Vice-Chairperson Cyndi Esquivel called the meeting to order at 6:46 P.M.

The Pledge of Allegiance was led by Committee Member Marie de Lourdes Castillo.

ROLL CALL

Present: Vice-Chairperson Cyndi Esquivel and Committee Members Maria De Lourdes Castillo, Candice Esquivel, Virginia Johnson, Jovanna Laborin, Jimmy Torres, Anthony Zepeda, Brigida Salinas, Lizette Ruiz, Janet Cazares, Darlene Lopez, Jacquelyn Saucedo, Christina Montalvo, and Norma Mendoza (14/20)

Late Arrivals: Committee Member Susan F. Janer, and Angelica Martinez (2/20)

Excused Absence: Committee Member Benigno (Benny) Nunez (1/20)

Unexcused Absence: Committee Members Juliano A. Jarquin, Denisse Martinez, and Brigitte Garza (3/20)

Staff: Dianne Guevara, Management Analyst, Abel Torres, Housing and Grants Analyst and Erika Soriano, Recording Secretary.

COVID-19 Meeting Procedures: Recording Secretary, Erika Soriano, read the COVID-19 meeting procedures into the record.

AGENDA ITEM(S)

1. MINUTES

Committee Member Virginia Johnson moved and Committee Member Jimmy Torres seconded on the motion to approve the meeting minutes of February 19, 2020, and the motion carried (14-0), with Committee Members Susan F. Janer, Juliano A. Jarquin, Angelica Martinez, Benigno (Benny) Nunez, Denisse Martinez, and Brigitte Garza absent. The Citizen Advisory Committee members were polled pursuant to COVID-19 Teleconference Meeting Procedures.

<i>NAME</i>	<i>YES</i>	<i>NO</i>	<i>ABSENT</i>
Vice-chairperson Cyndi Esquivel	yes		
Committee Member Marie De Lourdes Castillo	yes		
Committee Member Jovanna Laborin	yes		
Committee Member Candice Esquivel	yes		
Committee Member Virginia Johnson	yes		
Committee Member Jimmy Torres	yes		
Committee Member Antony Zepeda	yes		
Committee Member Brigita Salinas	yes		
Committee Member Lizette Ruiz	yes		
Committee Member Janet Cazares	yes		
Committee Member Darlene Lopez	yes		
Committee Member Jacquelyn Saucedo	yes		
Committee Member Brigitte Garza			Absent

Committee Member Christina Montalvo	yes		
Committee Member Norma Mendoza	yes		
Committee Member Angeliza Martinez			Absent
Committee Member Susan F. Janer			Absent
Committee Member Benigno Nunez			Absent
Committee Member Julianio A. Jarquin			Absent
Committee Member Denisse Martinez			Absent

Committee Member Virginia Johnson raised the concern that, in the future, new members who were not present at a meeting should recuse themselves or abstain from voting. Management Analyst, Dianne Guevara, agreed.

2. INTRODUCTION OF NEW MEMBERS:

Vice Chairperson Cyndi Esquivel introduced the nine new members as follows:

- Denisse Martinez
- Brigida Salinas
- Lizette Ruiz
- Janet Cazares
- Darlene Lopez
- Jacquelyn Saucedo
- Brigitte Garza
- Christina Montalvo
- Norma Mendoza

3. SELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON

Committee Member Jimmy Torres nominated Cyndi Esquivel for Chairperson and the motion was seconded by Committee Member Marie De Lourdes Castillo and the motion carried (14-0), to elect Cyndi Esquivel as Chairperson, with Committee Members Susan F. Janer, Julianio A. Jarquin, Angelica Martinez, Benigno (Benny) Nunez, Denisse Martinez, and Brigitte Garza absent. The Citizen Advisory Committee members were polled pursuant to COVID-19 Teleconference Meeting Procedures.

<i>NAME</i>	<i>YES</i>	<i>NO</i>	<i>ABSENT</i>
Vice-chairperson Cyndi Esquivel	yes		
Committee Member Marie De Lourdes Castillo	yes		
Committee Member Jovanna Laborin	yes		
Committee Member Candice Esquivel	yes		
Committee Member Virginia Johnson	yes		
Committee Member Jimmy Torres	yes		
Committee Member Antony Zepeda	yes		
Committee Member Brigita Salinas	yes		
Committee Member Lizette Ruiz	yes		
Committee Member Janet Cazares	yes		
Committee Member Darlene Lopez	yes		
Committee Member Jacquelyn Saucedo	yes		
Committee Member Brigitte Garza			Absent
Committee Member Christina Montalvo	yes		
Committee Member Norma Mendoza	yes		
Committee Member Angeliza Martinez			Absent

Committee Member Susan F. Janer			Absent
Committee Member Benigno Nunez			Absent
Committee Member Julianio A. Jarquin			Absent
Committee Member Denisse Martinez			Absent

At this time it was noted that Committee Members Brigitte Garza and Angelica Martinez were experiencing difficulties with calling in and/or logging in to the Zoom meeting.

Committee Member Jovanna Laborin nominated Committee Member Jimmy Torres for Vice-Chairperson and the motion was seconded by Committee Virginia Johnson. Committee Member Christina Montalvo nominated Committee Member Lizette Ruiz for Vice-Chairperson and the motion was seconded by Committee Member Darlene Lopez. The Citizen Advisory Committee members were polled pursuant to COVID-19 Teleconference Meeting Procedures, and the motion carried (9-6) to elect Committee Member Jimmy Torres as Vice-Chairperson, with Committee Members Susan F. Janer, Julianio A. Jarquin, Angelica Martinez, Benigno (Benny) Nunez, and Denisse Martinez absent.

<i>NAME</i>	<i>YES</i>	<i>NO</i>	<i>ABSENT</i>
Vice-chairperson Cyndi Esquivel	yes		
Committee Member Marie De Lourdes Castillo	yes		
Committee Member Jovanna Laborin	yes		
Committee Member Candice Esquivel	yes		
Committee Member Virginia Johnson	yes		
Committee Member Jimmy Torres	yes		
Committee Member Antony Zepeda	yes		
Committee Member Brigita Salinas		no	
Committee Member Lizette Ruiz		no	
Committee Member Janet Cazares		no	
Committee Member Darlene Lopez		no	
Committee Member Jacquelyn Saucedo	yes		
Committee Member Brigitte Garza		no	
Committee Member Christina Montalvo		no	
Committee Member Norma Mendoza	yes		
Committee Member Angeliza Martinez			Absent
Committee Member Susan F. Janer			Absent
Committee Member Benigno Nunez			Absent
Committee Member Julianio A. Jarquin			Absent
Committee Member Denisse Martinez			Absent

4. DISCUSSION TO CONSIDER ADDING INFORMATIONAL REQUIREMENTS TO THE CDBG FUNDING APPLICATION AS FOLLOWS.

- a. adding the line item in the funding application that asks for a breakdown of how much funds are estimated to go towards direct services and how much will go to salaries and overhead.
- b. adding a line item for groups that are just starting to provide the details of their start-up costs, rent, utilities, staff and equipment in order to see if grant funds will pay for these items, or if they already have the start-up money.

Management Analyst, Dianne Guevara provided an overview of how this item was placed on the Agenda and the need to engage the Citizens Advisory Committee members on this subject. Ms.

Guevara also provided a brief overview of the City's policy on allocating CDBG funding to various non-profit groups and City projects.

Chairperson Cyndi Esquivel opened up this portion of the meeting for questions and/or discussion. Vice-Chairperson Jimmy Torres asked if this would delay the process on staff's end and would these changes be incorporated in this year's applications or future applications. Ms. Guevara stated that these changes would be incorporated in the FY2021-22 applications.

At this time, Committee Member Susan F. Janer joined the meeting.

Chairperson Cyndi Esquivel stated she requested this item be placed on the Agenda in order to assist her, and the members at large, with making a final choice on who receives an award.

Lizette Ruiz asked a question on reporting.

Chairperson Cyndi Esquivel responded that subrecipients are obligated to provide quarterly reports, but the specific concerns (as noted above) are not asked for in the reports.

Committee Member Darlene Lopez asked if these questions are not addressed in the current application to which Chairperson Cyndi Esquivel answered they are not in the current application.

Ms. Guevara again clarified that the items would be added to the current application to specifically ask for this information. Ms. Guevara further stated that the application does request a budget, but these line items would be added to ask more specific questions about salaries.

Newly elected Vice-Chairperson Jimmy Torres stated that he thought it was a good idea to add these two line items into the applications to collect the necessary information even from recurring applicants.

Committee Member Christina Montalvo stated that she agreed with Chairperson Cyndi Esquivel and Committee Member Jimmy Torres that the information should be included in order to know where the money is going. They should maintain excellent record keeping. Committee Member Montalvo mentioned that she works for a non-profit.

Committee Member Lizette Ruiz made a comment that applicants should also include other sources of funding and stated that many grants funds are limited to anything but overhead. Chairperson Esquivel stated that applicants do provide the information regarding other funding sources.

Committee Member Anthony Zepeda also agreed with others in that the requested information should be included in the new applications.

Vice-Chairperson Torres asked if there was any public comment before a motion was entertained.

Chairperson Cyndi Esquivel opened the meeting for public comment.

Adolfo Varas made a comment in agreement with the line items and stated that it's smart to know where other funding is being received and whether it's paying overhead and salaries and provides more transparency to the community.

Committee Member Jovanna Laborin made a motion to approve adding the line items to the CDBG application, and Committee Member Marie De Lourdes Castillo seconded. The Citizen Advisory Committee members were polled pursuant to COVID-19 Teleconference Meeting Procedures, and the motion carried (16-0) to add line items a and b to the CDBG application, with Committee Members Juliano A. Jarquin, Angelica Martinez, Benigno (Benny) Nunez, and Denisse Martinez absent.

<i>NAME</i>	<i>YES</i>	<i>NO</i>	<i>ABSENT</i>
Vice-chairperson Cyndi Esquivel	yes		
Committee Member Marie De Lourdes Castillo	yes		
Committee Member Jovanna Laborin	yes		
Committee Member Candice Esquivel	yes		
Committee Member Virginia Johnson	yes		
Committee Member Jimmy Torres	yes		
Committee Member Antony Zepeda	yes		
Committee Member Brigita Salinas	yes		
Committee Member Lizette Ruiz	yes		
Committee Member Janet Cazares	yes		
Committee Member Darlene Lopez	yes		
Committee Member Jacquelyn Saucedo	yes		
Committee Member Briggitte Garza	yes		
Committee Member Christina Montalvo	yes		
Committee Member Norma Mendoza	yes		
Committee Member Angeliza Martinez			Absent
Committee Member Susan F. Janer	yes		
Committee Member Benigno Nunez			Absent
Committee Member Juliano A. Jarquin			Absent
Committee Member Denisse Martinez			Absent

NON-AGENDA ITEMS

5. GENERAL BUSINESS

Audience Comments: Adolfo Varas stated that the process was very interesting and that he hopes the new, incoming members will provide (very muffled) a benefit to the community.

City Staff Comments: Dianne Guevara welcomed the new committee members to the CAC and informed everyone that, starting in January, we will be having a series of meetings, and introduced other staff members on the call.

Ms. Guevara also provided updates as follows:

Updates regarding the 2020 Census and encouraged all to respond to the Census.

Information on the City Council's approval of a series of plans at its September 22 City Council meeting, which included the Five Year Consolidate Plan.

Information on the CARES Act (COVID-19 funding)

Comment regarding Joe Perez transitioning out of the service with the City

Citizens Advisory Committee Comments: Committee Member Virginia Johnson raised concerns regarding the Citizens Advisory Committee Bylaws in that there is no date as to when they were revised and requested that information by email or by the next meeting date. Ms. Johnson also requested clarification regarding the number of absences a CAC member could have before their service is terminated. Other committee members had concerns regarding the CAC Bylaws. Committee Member Lizette Ruiz had questions regarding the dates for meeting to select Chair and Vice-chair. Ms. Guevara addressed these concerns and where to locate this information. Jovanna Laborin raised concerns about a particular CAC member missing almost all CAC meetings. Chairperson Cyndi Esquivel also made comments about a particular committee member missing at least four meetings. Ms. Guevara stated that we will look into that. Vice-Chairperson Jimmy Torres welcomed the new committee members and then made comments regarding previous Chairperson, James Manuel, who past away in March. Committee Member Virginia Johnson also made comments about prior Chairperson James Manual. Committee Member Susan F. Janer chimed in indicating she was having technical difficulties with logging into the meeting. Committee Member Angelica Martinez also expressed difficulty in being able to participate. They will be marked as present. Committee Member Angelica Martinez also asked if future meetings would be held via Zoom to which Dianne Guevara responded that that was unknown at this time, but we could keep members apprised. Committee Member Anthony Zepeda asked if they would continue to receive reminders regarding “ethics” training to which Dianne Guevara responded that they would receive reminders. Committee Member Lizette Ruiz asked where ethics training and W-9 forms should be mailed, to which Ms. Guevara responded to the City Clerk’s Office.

6. ADJOURNMENT

There being no further business before the Citizens Advisory Committee, the time being 8:10 p.m., Chairperson Cyndi Esquivel requested to close the meeting in memory of longtime Chairperson James Manuel. Committee Member Lizette Ruiz moved, and Committee Member Virginia Johnson seconded. The Citizen Advisory Committee members were polled pursuant to COVID-19 Teleconference Meeting Procedures, and the motion carried (17-0) to adjourn the meeting, with Committee Members Julianio A. Jarquin, Benigno (Benny) Nunez, and Denisse Martinez absent.

<i>NAME</i>	<i>YES</i>	<i>NO</i>	<i>ABSENT</i>
Vice-chairperson Cyndi Esquivel	yes		
Committee Member Marie De Lourdes Castillo	yes		
Committee Member Jovanna Laborin	yes		
Committee Member Candice Esquivel	yes		
Committee Member Virginia Johnson	yes		
Committee Member Jimmy Torres	yes		
Committee Member Antony Zepeda	yes		
Committee Member Brigita Salinas	yes		
Committee Member Lizette Ruiz	yes		
Committee Member Janet Cazares	yes		
Committee Member Darlene Lopez	yes		
Committee Member Jacquelyn Saucedo	yes		
Committee Member Brigitte Garza	yes		
Committee Member Christina Montalvo	yes		
Committee Member Norma Mendoza	yes		
Committee Member Angeliza Martinez	yes		
Committee Member Susan F. Janer	yes		
Committee Member Benigno Nunez			Absent
Committee Member Julianio A. Jarquin			Absent

Committee Member Denisse Martinez			Absent
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Respectfully,

Vivian M. Garcia, Secretary
Citizens Advisory Committee

APPROVED:

Cyndi Esquivel, Chairperson
Citizens Advisory Committee