



# City of San Antonio

## Agenda Memorandum

**File Number:**  
**{{item.tracking\_number}}**

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**Agenda Item Number:** {{item.number}}

**Agenda Date:** April 20, 2023

**In Control:** Community Action Advisory Board Meeting

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**DEPARTMENT:** Department of Human Services

**DEPARTMENT HEAD:** Melody Woosley

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Installation of New CAAB Members Representatives of Low-Income Families

**SUMMARY:**

This item presents the following from the Department of Human Services (DHS) for action by the Community Action Advisory Committee (CAAB). According to the CSBG Act, as a condition of remaining “eligible entities” for CSBG funding, CAAs must administer their CSBG program through tripartite boards that "fully participate in the development, planning, implementation, and evaluation of the program to serve low-income communities."

**BACKGROUND INFORMATION:**

Organizational Standard Category 5: Board Governance

**ISSUE:**

Rules and regulations for the CSBG grants as set forth by the U.S. Department of Health and Human Services (HHS) require the CAAB to review programmatic actions to oversee certain key responsibilities.

**FISCAL IMPACT:**

There is no anticipated impact to the general fund as a result of these actions.

**ALTERNATIVES:**

The review of the items included in this memorandum are required for program compliance with U.S. Department of Health and Human Services rules and regulations for CSBG programs.

**RECOMMENDATION:**

Staff will present a briefing on this item subject to possible action by the CAAB. Staff recommends review and approval of the items included in this memorandum.