



**Homelessness and Basic Resources Committee (HBRC)  
Meeting Minutes  
November 18, 2019**

Committee Members							
x	Koji Uesugi, Co-Chair	x	Yolanda Haro		Ken McAlpin		Kaitlyn Yrineo
	Pauline Swartz, Co-Chair	x	Renu Katoch		Paul Miller		Instruction Manager (Vacant)
x	Christina Cammayo		Shelly Laddusaw	x	Patricia Montoya		Maricela Vazquez Aviles (Stu)
x	Barbara Carrillo	x	Jeze Lopez	x	Brenda Ricarte	x	Shailah Arreola-Bittner (Stu)
	Rigo Estrada		Irene Martinez	x	Julia Walker		

**I. Call to Order**

**II. Review and Approval of Minutes for November 4, 2019**

**III. Updates**

- Basic Needs Resources (Rigo)
  - CalFresh Outreach (regular updates – Rigo & Brenda) Brenda reported on the CalFresh Outreach training that took place. There are more people assisting with pre-screening students. Rigo is trying to gather information on how to qualify non-credit students for CalFresh benefits. REACH will have someone in their area to assist students in pre-screening.
  - November food pantry had 972 students attend; in the morning we had 612, evening 360 and 75 volunteers. There was an entire class (Communications, Prof. Reynolds) in the morning to help.
- December Food Pantry Process
  - Plan is to have students come into the storage area and pick up food. They can check in outside under the canopy, let six students in at a time to get their food. We expect fewer students in December. When Rigo returns we will look at the days and times and have a strategy for setting up the storage area. Sowing seeds will not be delivering food from December - February. We will be utilizing a new service for food delivery. Will need to start looking at donations from other places come Spring.

**IV. Discussion**

- Hunger & Homelessness Awareness Week Finalize Assignments and Tie Loose Ends

- Food 4 Thought Pop-Up – who can take lead for running this at events and at Library? Yolanda will assist on Tuesday from 12-1, Pauline from 1-2. On Wednesday from 10-11 Rigo and Kaitlyn can assist. Barbara and Shelly will assist with sign in for Café 91. Pop-up will also be at Café 91, Koji and Rigo will assist with this after their team meeting. Brenda will help with supplies for the CalFresh table.
- Prep for each event: materials (sign-in sheets, pens, swag, survey, wrist bands, table banner, CalFresh and Food Pantry info, etc.)

**V. Good of the Order (All)**

- Purpose statement for HBRC was submitted, should hear back in December or January.

**VI. Next Meeting**

- December 2 @ 1:00 p.m. in 9C-5
- December 16 meeting cancelled

**VII. Adjourn**