



CAB Board Meeting Minutes
February 21, 2024
1:30 pm to 3:00 pm
1450 Court Street, Suite 352
Redding, CA 96001

To Address the Board: Members of the public may address the Board on any agenda item. Pursuant to the Brown Act (Govt. Code section 54950, et seq.) Board action or discussion cannot be taken on non-agenda matters but the Board may briefly respond to statements or questions. Persons wishing to address the Board on agenda items or during public comment may sign up by emailing Lisa Towns at lrtowns@co.shasta.ca.us. The Board can receive comments in person or via email. Emailed comments will be read into the record.

1. Call to Order/Quorum Established/Introductions

Mission Statement: Shasta County Community Action Agency provides leadership, advocacy, and services to mitigate poverty by empowering economically disadvantaged persons to achieve self-sufficiency.

Meeting was called to order at 1:32pm by Chari Jessaca Lugo. Quorum was established.

Board Members Present: *Jessaca Lugo, Shah'ada Shaban, Katie Swartz, Kristen Schreder, Bill Jostock, Tim Garman, Janice Powell, Stan Neutze, Mary Rickert*

Shasta County Staff Present: *Christy Coleman, Dwayne Green, Emily Kerr, Sarah Brown, Melissa Nave, Lisa Towns*

Members of the Public Present: *Annelise Pierce, Shasta Scout, and Megan Owens, Pilgrim Congregational Church.*

2. Public Comments

This time is set aside for citizens to address the Tripartite Board on any item of interest to the public that is within the subject matter jurisdiction of the Tripartite Board. No action may be taken on any item not appearing on the agenda unless the action is otherwise authorized by Government Code Section 54954.2(b) (typically, this applies to items meeting criteria as an off-agenda emergency). The Chair reserves the right to limit each speaker to three (3) minutes. Disclosure of a speaker's identity is purely voluntary during the public comment period.

No public comments.

Community Action Board

2600 Park Marina Drive
Redding, CA 96001
Phone (530) 225-5160
Fax (530) 527-4365

Chairperson
Jessaca Lugo

Vice-Chairperson
Shah'ada Shaban

Members
Tim Garman
Mark Mezzano
Stan Neutze
Susan Wilson
Janice Powell
Joshua Johnson
Katie Swartz
Bill Jostock
Kristen Schreder
Hope Seth

Alternates
Mary Rickert
Marlyn Winsen

Executive Director
Laura Burch

Deputy Director
Emily Kerr

Housing & CAA Program Manager
Melissa Nave

Staff Services Analyst
Lisa Towns

3. Approval of Meeting Minutes

- I. Board members will review and approve minutes from the December 20, 2023, CAB Meeting. (Attachment A)

Reviewed meeting minutes. No updates needed. Motion made by Katie Swartz to approve meeting minutes. Second by Shah'ada Shaban. Roll call vote taken. All approved. Tim Garman and Mary Rickert abstained.

4. CSD Requirements/CSBG Administration

I. Action Items

- a. Finalized report of the Bylaws Committee with recommendations to complete the review and approve update of the CAB Bylaws. (Attachment B)

Update provided by Katie Swartz. Katie Swartz, Bill Jostock and Hope Seth met 1/17/2024 to update language of By-Laws to reflect organization.

Two categories highlighted as updates.

Article 5, Section 2 to be updated to two-year term for Chair and Vice-Chair with Vice-Chair moving to Chair automatically. This change deemed necessary for continuity in the Board.

Section 9 1A, frequency of meetings to be kept as is with meetings held every other month. Requirement is to meet quarterly, but Board agreed bi-monthly meetings best option going forward in the event a meeting needs to be cancelled the quarterly requirement will still be met without the need to reschedule a bi-monthly meeting.

Requests made to Agendize Nominating Committee at next CAB meeting. Committee to be made up of three voting members.

Motion made by Katie Swartz to approve By-Laws updates with Chair/Vice-Chair updates. Second by Bill Jostock. Roll call vote taken. All approved.

II. Discussion Items

- a. Discuss and determine potential activities for expenditure of CSBG funding provided by Christy Coleman, Agency Assistant Director

Update provided by Christy Coleman. Shasta County has committed to keeping the CAB as is and not transferring Board responsibilities to non-profit as discussed in previous meeting. Katie Swartz had follow-up questions on the history of CAB being held by Shasta County. Christy Coleman did not have historical information on why the CAB is with the County.

- b. Deputy Director's Report update provided by Deputy Director Emily Kerr. (Attachment C)

Discussion regarding move-ins and process for Burney Commons. Discussion regarding credit assistance and Alternate Information in place of credit reviews for tenants.

Melissa Nave to provide more information on application process to CAB and Shah'ada Shaban.

Shah'ada iterated that there was a recent legislative update regarding credit score completely disregarded in lieu of Alternate Information. Credit score should not be used for calculation as part of the Alternate Information per Legislation.

Tim Garman and Mary Rickert requested information sent to them regarding preference categories for HCV applications.

- c. Programmatic Dashboard Report update provided by Program Manager Melissa Nave. (Attachment D)

Kristen Schreder requested discussion on CSBG reporting and the reasoning on why it goes to CAB after submitted. Our office will refer to past meeting minutes and Board roles and responsibilities for reasoning.

Sarah Brown and Kristen Schreder discussed status of HMIS MOU with United Way. Sarah indicated that State is aware of HMIS delay to keep County in compliance with data entry. Upon approval, data entry will be very quickly updated. Janice Powell shared that At-Home Committee is very adamant that CES and HMIS data be current and updated. Emily Kerr updated that MOU was returned 2/20/2024 and is currently with County Counsel. Anticipated to go to BOS meeting 3/12/2024.

Melissa Nave provided Stingey Lane address for Anderson PBV. Stan Neutze iterated that location was not appropriate for the 48 units PBV. Too small with Fire Safety concerns.

Kristen Schreder had questions about CSBG Grant amounts and spending dates. Requested to see the entire amounts and positions included. Concerned numbers don't add up. CSBG salary questions. An update was provided to Board 3/31/2023 and Kristen requests format provided similar to that report with updated information.

Agendize for meeting 4/17/2024.

Shah'ada Shahban had questions regarding costs of fringe benefits.

- d. Customer Satisfaction Survey Update provided by Lisa Towns
Standard 1.3: Consumer Input Involvement
The department has a systematic approach for collecting, analyzing and reporting customer satisfaction data to the tripartite board/advisory body which may be met through broader local government processes. (Attachment E)

Update provided by Lisa Towns. Discussion regarding keeping the responders interested in volunteering engaged by contacting them. Our office will contact interested volunteers and discuss Board openings. If parties are agreeable, contact information for volunteers will be forwarded to Board Nominating Committee.

5. Board Member Jurisdiction/Sector Update

I. Low-Income/Public/Private Sector

Stan Neutze reiterated concerns over location of Anderson PBV project on Southwest corner of Stingey Lane. Stan would like additional information for footprint size and fire access. Perhaps project will require reduced number of units.

Janice Powell updated the Veteran's Village may be unable to move forward due to length of time in process. Mary Rickert thanked Janice for effort involved in trying to keep project moving forward.

Tim Garman expressed happiness to be part of this Board and feels it's an opportunity to make a difference.

Kristen Schreder shared that GNRM received approval for Navigation Center. Kristen would also like additional information provided for understanding list of available rentals and process for approval for HCV.

Shah'ada Shaban seeing an increase in clients moving from sheltered to homeless in community. Observing the expiration of many vouchers due to lack of available housing.

Bill Jostock expressed approval of using surveys to contact possibly low-income Board participants.

6. Next Board Meeting Confirmation

- I. April 17, 2024, 1:30 pm to 3:00 pm.



7. Adjournment

Motion made by Shah'ada Shaban to adjourn meeting. Seconded by Katie Swartz. Roll call vote taken. All approved. Meeting adjourned at 2:53pm.

<https://www.co.shasta.ca.us/index/housing-community/community-action-board-meetings>

If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. You may contact the Shasta County Housing and Community Action Agency at 530-225-5160 for disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meeting. To the extent reasonably possible, requests for accommodation or assistance should be submitted at least 24 hours in advance of the meeting so that arrangements may be made.

