

COUNTY OF SHASTA COMMUNITY ACTION BOARD (CAB)



CAB Board Meeting Agenda
December 20, 2023
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.

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.

3. Approval of Meeting Minutes

- I. Board members will review and approve minutes from the October 18, 2023, CAB Meeting. (Attachment A)

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
Kevin Crye
Jack Munns
Stan Neutze
Susan Wilson
Janice Powell
Carrie Noah-Gilliam
Katie Swartz
Bill Jostock
Kristen Schreder
Hope Seth

Alternates
Patrick Jones
Marlyn Winsen
Joshua Johnson

Executive Director
Laura Burch

Deputy Director
Emily Kerr

**Housing & CAA
Program Manager**
Melissa Nave

4. CSD Requirements/CSBG Administration

I. Discussion Items

- a. Discuss and determine potential activities for expenditure of CSBG funding provided by Christy Coleman, Agency Assistant Director
- b. Discuss status of remaining recommended edits to Bylaws with update on progress from Ad Hoc Committee.
- c. Deputy Director's Report update provided by Deputy Director Emily Kerr.
- d. Programmatic Dashboard Report update provided by Program Manager Melissa Nave.
- e. 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.

5. Board Member Jurisdiction/Sector Update

- I. Low-Income/Public/Private Sector

6. Next Board Meeting Confirmation

- I. February 21, 2023, 1:30 pm to 3:00 pm.

7. Adjournment

<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.

COUNTY OF SHASTA COMMUNITY ACTION BOARD (CAB)



CAB Board Meeting Agenda
October 18, 2023
1:30pm to 3:00 pm
1450 Court Street, Suite 352
Redding, CA 96001

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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.

Board Members Present: *Jessaca Lugo, Shah'ada Shaban, Kristen Schreder, Bill Jostock, Jack Munns, Janice Powell, Stan Neutze.*

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

Members of the Public Present: *Michelle Wiedman*

2. Public Comments

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No Public Comments.

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**Housing & CAA
 Program Manager**
 Melissa Nave

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3. Approval of Meeting Minutes

- I. Board members will review and approve minutes from the August 16, 2023, CAB Meeting. (Attachment A)

Motion made by Janice Powell to approve minutes. Second by Kristen Schreder. Roll call vote taken. All approved. Jack Munns abstained.

- II. Board Members will review and approve minutes from the September 20, 2023, CAB Special Meeting (Attachment B)

Motion made by Jack Munns to approve minutes. Second by Bill Jostock. Roll call vote taken. All approved. Kristen Schreder, Janice Powell and Jack Munns abstained.

4. CSD Requirements/CSBG Administration

I. Action Items

- a. Discuss and take action on funding for CSBG provided by Christy Coleman, Agency Assistant Director

Motion made by Jack Munns to move item to next meeting. Second by Kristen Schreder. Roll call vote taken. All approved.

II. Discussion Items

- a. Discuss status of remaining recommended edits to Bylaws. Update from Ad Hoc Committee (Attachment C).

Confirmed approval of Department & Address updates to Bylaws as approved at previous meeting. Discussion item tabled to next meeting because no update from the Ad Hoc committee available.

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

Discussion regarding move-in dates for Burney Commons. Still tbd. Discussion regarding number of lease-ups at 719 when available vouchers were over 1000. Board requested additional data pieces on future Director's Reports rather than broad overviews.

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

Discussion regarding data presented. Board feed-back included appreciation for additional funding breakdowns and expenditures on this Programmatic Report. Board requested entirety of agenda packet be available for Members as hard copy at meetings. Staff confirmed.

- 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.

Customer Satisfaction Survey results presented. 17 surveys returned with 91.33% satisfaction rate.

5. Board Member Jurisdiction/Sector Update

I. Low-Income/Public/Private Sector

Janice Powell discussed Cascade development process is moving forward. Veteran's Housing project is stalled.

Stan Neutze offered advice on Anderson Rehab neighborhoods for outreach. Staff will reach out to Stan for additional information.

Kristen Schreder went to a ribbon cutting ceremony for new RABA routes. Very exciting for community.

Bill Jostock suggested there might be some opportunities for CRDC to do some new things with Rehab.

Jessaca Lugo attending Leadership Redding. Upon completion of Social Service Day realized the barriers clients face by not having transportation and relying on public cell reception and return phone calls from agencies. Very eye-opening.

6. Next Board Meeting Confirmation

- I. December 20, 2023, 1:30pm to 3:00 pm.

Confirmed.

COUNTY OF SHASTA COMMUNITY ACTION BOARD (CAB)



7. Adjournment

Motion was made by Jack Munns to adjourn meeting. Seconded by Stan Neutze. Roll call vote taken. All approved.

Meeting adjourned at 2:31pm.

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