

COUNTY OF SHASTA COMMUNITY ACTION BOARD (CAB)



CAB Board Meeting Agenda
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.

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 December 20, 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
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

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)

II. Discussion Items

- a. Discuss and determine potential activities for expenditure of CSBG funding provided by Christy Coleman, Agency Assistant Director
- b. Deputy Director's Report update provided by Deputy Director Emily Kerr. (Attachment C)
- c. Programmatic Dashboard Report update provided by Program Manager Melissa Nave. (Attachment D)
- 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)

5. Board Member Jurisdiction/Sector Update

- I. Low-Income/Public/Private Sector

6. Next Board Meeting Confirmation

- I. April 17, 2024, 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 Minutes
December 20, 2023
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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.

Meeting was called to order at 1:33pm by Chair Jessaca Lugo. Quorum was established.

Board Members Present: *Jessaca Lugo, Shah'ada Shaban, Bill Jostock, Janice Powell, Kevin Crye, Katie Swartz, Hope Seth, Joshua Johnson.*

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

Members of the Public Present: *Michelle Wiedman*

2. Public Comments

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Community Action Board

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 Phone (530) 225-5160
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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

COUNTY OF SHASTA COMMUNITY ACTION BOARD (CAB)



Katie Swartz requested agenda items provided to board prior to meeting. Attachments only included the Agenda & previous minutes for approval. Staff agreed to send all documents prior to meeting.

3. Approval of Meeting Minutes

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

Reviewed meeting minutes and noted update to heading from Agenda to Minutes. Motion made by Bill Jostock to approve minutes with update. Second by Shah'ada Shaban.. Roll call vote taken. All approved.

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.

Discussion between Katie Swartz & Kevin Crye going over possibility of the CAB being moved to a non-profit. Board had no immediate examples of potential non-profits with a wide enough scope to be able to take it over. Christy Coleman stated it was going to be an ongoing discussion as concerns about Shasta County overhead expenses including staff time and consulting are ongoing. Joshua Johnson requested more details of why the CAB is currently housed with the County including the history and previous reasons why the County has it. Katie Swartz expressed concern of the CAB leaving the County due to loss of the ability to leverage CSBG funds in the future as is happening now. Topic will be brought back to next CAB meeting with background information provided.

- b. Discuss status of remaining recommended edits to Bylaws with update on progress from Ad Hoc Committee.

Update from Katie Swartz that Ad Hoc committee will be meeting in January. Update will be provided at February CAB meeting. Katie requested editable copy of bylaws to be emailed. Staff confirmed.



COUNTY OF SHASTA COMMUNITY ACTION BOARD (CAB)



- c. Deputy Director's Report update provided by Deputy Director Emily Kerr.

Discussion regarding Burney Commons move-in date. Estimated to be completed by January 2024.

- d. Programmatic Dashboard Report update provided by Program Manager Melissa Nave.

Discussion regarding data presented.

- 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.

No Comments.

5. Board Member Jurisdiction/Sector Update

- I. Low-Income/Public/Private Sector

Shah'ada Shaban discussed laws that were changing as of 1/1/2024 impacting lower income tenants. Tenant Protection Act extended. There is still a continued lack of Transitional Housing, Supportive Housing and adequate Case Management for the homeless and low-income populations. She asked that everyone please continue to refer tenants to Legal Services for tenant issues.

Janice Powell discussed successes in Shasta Lake and ongoing housing shortage.

6. Next Board Meeting Confirmation

- I. February 21, 2024, 1:30 pm to 3:00 pm.

7. Adjournment

Motion made by Joshua Johnson to adjourn. Second by Kevin Crye. Roll call vote taken. All approved. Meeting adjourned at 3:01pm.



COUNTY OF SHASTA COMMUNITY ACTION BOARD (CAB)



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

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DRAFT

Shasta County Community Action Board
Report of the Bylaws Committee

Meeting Date: 17 January 2024

Members Present: Bill Jostock, Hope Seth, Katie Swartz

Recommended CAB Action: Discuss and approve bylaw edits as provided in attachment and forward to Shasta County Board of Supervisors for approval and implementation

Principles Guiding Recommended Edits:

- Update language to fit current administration by Shasta County HHS (cover page, II.A., IX.3., X.)
- Incorporate recommendations from Lucy Hernandez provided to the Bylaws Committee (IV.3.A., IV.4.D)
- Modify language to reflect current CAB practices in recruiting and selecting low-income and public sector representatives (Selection Procedures IV.2.B. & IV.2.C., IV.7.C.)
- Clarify the role and responsibilities of the Nominating Committee (IV.2.C., VII.2.A.)
- Ensure accountability of all sector members to the CAB and their fellow members (Removal procedures IV.4.)
- Clarify policies related to sector alternates (IV.7.)

Recommended CAB Discussion Topics:

- Officer succession and continuity of leadership (V.2.) - recommended by Bill
- Frequency of CAB meetings (IX.1.A.) - recommended by Lucy

Key for bylaw edits:

Pre-existing language

Recommended addition

~~Recommended deletion~~



Shasta County
**Health & Human
Services Agency**



Shasta County Community Action Board (CAB)



Bylaws

Administered by

Shasta County Health & Human Services Agency (HHS)/

Shasta County Community Action Agency

2600 Park Marina Drive

Redding, CA 96001

Telephone: 530-225-5160

Amended and Approved by Community Action Board on 2/21/2024

Ratified by County of Shasta Board of Supervisors on 10/5/2021

Shasta County Community Action Board

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ARTICLE I: Name

The name of this Board shall be the Shasta County Community Action Board ("CAB").

ARTICLE II: Purpose

The purpose of the CAB shall be the following:

- A. To act as the advisory board to the Shasta County Board of Supervisors ("Governing Body") in matters regarding the Shasta County Community Action Agency ("CAA") administered by Shasta County Health & Human Services Agency (HHSA).
- B. To increase community awareness of the problems related to poverty in Shasta County.
- C. To improve the level of community participation in providing its own resources and skills in resolving these problems.
- D. To develop both long-term and annual plans to alleviate or reduce the effects of poverty.
- E. To propose a series of action-oriented programs, evaluate their impact, and recommend modifying them as necessary.
- F. To suggest new and creative ways of handling the problems of poverty through existing structures as economically as possible while preserving the rights and dignity of individuals involved.

ARTICLE III: Area of Service

The area of service shall be Shasta County.

ARTICLE IV: Organization

Section 1. Organization

The CAB shall consist of a tripartite board with twelve members as follows:

- A. Public Sector - One-third of the members of the CAB shall be elected officials, currently holding office, or their appointed representative.
- B. Low-Income Sector - One-third of the members shall be representatives of the low-income sector, chosen in accordance with democratic procedures as outlined in Section 2.B. of this Article.
- C. Private Sector - One-third of the members shall be representatives of business, industry, labor, religious, welfare, education, or law enforcement organizations chosen in accordance with CAB procedures as outlined in Section 2.C. of this Article.

Section 2. Selection Procedures

- A. Public Sector - The Shasta County Board of Supervisors and the City Councils of Anderson, Redding, and Shasta Lake ("the Appointive Body") may each appoint one representative from eligible elected public officials or appointed public officials. Elected public officials are defined to include current members of the Board of Supervisors or City Councils.

Appointed public officials are defined to include current employees of the jurisdiction. If no appointment is made by a City Council, the Shasta County Board of Supervisors shall appoint an additional representative from eligible appointed public officials.

- B. Low-Income Sector - **Low-Income Sector representatives must be able to represent the interests of individuals actively experiencing poverty-related problems.** Representatives shall be selected from multiple areas of Shasta County to ensure equitable geographic input.
1. A representative candidate need not qualify under current "Poverty Level" guidelines, but must be eighteen years of age and must ~~reside in the area to be represented~~ **be affiliated through service or other means to the low-income sector of Shasta County.**
 2. ~~Each public sector representative~~ **Any individual who lives or works in Shasta County** may present to the CAB nominating committee one ~~representative of the low-income nominee~~ **from his or her respective jurisdiction. Each representative of the low-income candidate for each vacant position in the low-income sector will then be democratically selected by the nominating committee for presentation to the Board for interview and selection. If no nominee is presented at the time of a Low-Income Sector vacancy the public sector representative does not make a nomination to the committee, then all CAB members the committee will be responsible for recruiting nominees until the position has been filled** ~~fulfilling all selection requirements~~ .
- C. Private Sector - Representatives of the private sector will be selected by the full CAB as follows:
1. CAA staff will post a public notice of vacancy in appropriate locations requesting notification of interest from **individuals seeking to serve** ~~organizations seeking representation~~ on the CAB.
 2. CAA staff shall utilize media resources and direct mailing techniques to notify and solicit participation from private organizations.
 3. CAB members may assist in the recruitment of interested **individuals** ~~organizations seeking representation~~ through personal contact with those **individuals** ~~organizations seeking representation~~ with whom they are acquainted.
 4. **The Nominating Committee shall present to** the CAB **their selected nominee** ~~shall select an appropriate representative~~ from among those who have submitted a complete application indicating an interest in participation. An attempt will be made to maintain a representative cross section of community interest such as business, education, industry, labor, religious, law enforcement, welfare, or other private groups.

Section 3. Term of Office

- A. Public Sector - Elected public officials shall serve only while they are in office and at the pleasure of the Appointive Body for a **minimum term** of one-year. Appointed public officials shall serve only while they are current employees of the jurisdiction and at the pleasure of the Appointive Body.
- B. Low-Income Sector - Representatives of the low-income **sector** shall serve a three-year term. At the end of the three-year term, if there is not another interested candidate, the ~~most recent~~ representative of the low-income **sector** may be appointed to an additional three-year term.
- C. Private Sector - Representatives of the private sector shall serve a three-year term. At the end of the three-year term, if there is not another interested candidate, the most recent private sector representative may be appointed to an additional three-year term.

Section 4. Removal

- A. Public Sector representatives may be removed from the CAB only by the Appointive Body or the Shasta County Board of Supervisors. **The CAB can make a recommendation to an Appointive Body to replace a member should there be good cause as outlined in Section 4.C.**
- B. Representatives of the low-income and private sector representatives may be removed for good cause from the CAB upon agreement of a two-thirds majority present at a CAB meeting.
- C. Good cause may include but **is** not limited to the following conduct:
 - 1. Accumulating two consecutive absences without contacting the Community Action Agency ("unexcused").
 - 2. Refusing to participate in CAB functions and responsibilities.
 - 3. Engaging in activities not authorized by the CAB that are disruptive of staff effectiveness.
 - 4. Participating in activities determined to be a conflict of interest.
- D. In all cases, before removal shall be implemented, the CAB member subject to removal shall:
 - 1. Receive written notice **from the Chairperson of the Board**, at least fifteen days prior to the date of discussion, stating the grounds for removal including dates, times, and places that may be applicable.
 - 2. Receive an opportunity to be heard by the CAB prior to a vote on the removal issue.

Section 5. Vacancies

- A. There is a vacancy on the CAB when the term of a member has expired, when a member notifies the CAB of his/her resignation, when a public sector representative leaves office or is removed by the Appointive Body, or when a member has been notified of his/her removal by action of the CAB for cause.
- B. Public Sector Representation - When the seat of a Public Sector Representative is vacant, the

CAB shall ask the Appointive Body to select a replacement.

- C. ~~Representatives of the Low-Income~~ Representation - When the seat of a representative of the low-income is vacant, the CAB shall select a replacement in accordance with the provisions of Article IV, Section 2.B.
- D. Private Sector Representation - When the seat of a private organization representative is vacant, the CAB shall select a replacement in accordance with the provisions of Article IV, Section 2.C.

Section 6. Quorums

- A. The quorum for meetings of the CAB shall be at least 51% of the total membership of the CAB.
- B. The quorum for meetings of committees shall be 51% of the total membership of the committee.

Section 7. Alternates

In the absence of the elected Community Action Board member, the Alternate shall perform the duties of the Representative and will keep said Board member informed as to the decisions of the Board during absence. An Alternate is a person named to take the place of another Board Member in their absence or whenever necessary and holds all voting privileges.

Each sector may have one alternate. Each alternate may substitute for only one Board Member **at a time from within the sector in which they were elected or appointed as an Alternate.**

- A. Public Sector - The Board of Supervisors from the County and the City Council from the cities will select their alternates for the public sector members and alternates will serve only in their absence.
- B. Low-Income Sector - The alternate representatives for the Board low-income sector shall be selected in the same manner as the principal low-income representatives are selected. The low-income alternate will serve only during the absence of **a** the low-income seated board member and have voting rights during their absence.
- C. Private Sector - ~~The private organizations/sector members represented on the Board shall select their own alternates, just as they select their own representatives.~~ **The alternate representatives for the Board private sector shall be selected in the same manner as the principal private sector representatives are selected.** The alternate will serve only during the absence of **a** the private sector representative and have voting rights **during their absence.**

ARTICLE V: Officers of the Board

Section 1. Designation of Officers

The officers of the CAB shall be Chairperson and Vice-Chairperson.

Section 2. Election and Term of Officers

The Chairperson and Vice-Chairperson shall be elected by the CAB at the first meeting of the calendar year and shall assume the duties of such office at that meeting. All officers shall be elected for a two-year term and shall serve until their successors are elected and seated. Officers shall be elected upon a majority vote of the CAB members present.

Section 3. Vacancies

Upon resignation or removal of the Chairperson during the calendar year, the Vice-Chairperson shall ascend to the office of Chairperson for the unexpired portion of the term. An election for the vacant office of Vice-Chairperson shall be conducted to fill the unexpired portion of the term.

Section 4. Powers and Duties of Officers

- A. Chairperson - The Chairperson shall preside at all meetings of the CAB and shall be an ex-officio member of all committees. In addition, the Chairperson shall have other power consistent with these Bylaws and as required to conduct the business of the CAB.
- B. Vice-Chairperson - In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson and shall perform other duties as are designated by the Chairperson. In the absence of both the Chairperson and the Vice-Chairperson at a CAB meeting, members present shall appoint a member to preside over the meeting.

ARTICLE VI: Board Member Policies & Regulations

Section 1. Conflict of Interest

Board members shall not financially profit in any way in their outside employment or business interests from their association with the Community Action Agency or Community Action Board.

Elected officials and public employees who make or influence governmental decisions are required to submit the Form 700, Statement of Economic Interest. This contributes to transparency and accountability in government.

Section 2. Compensation

Board members shall serve without any salary for their service.

Section 3. Nepotism

No person shall serve on the Board or any other Committee of the Community Action Agency if he/she or a member of his/her immediate family is a member of the Community Action Board. Immediate family shall be defined as; mother, father, husband, wife, natural or adopted son or daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, or grandchild of the member.

~~A Board member who has a relative as a member of the CAB as of the effective date of the Bylaws shall declare such relationship immediately. A Board member shall not be present or participate in any~~

discussion or vote on any action of the Board which will directly or indirectly affect a relative including discussions and/or evaluations of anyone in his/her supervisory chain of command including the Executive Director.

ARTICLE VII: Committees of the Board

Section 1. Committee Membership, Appointments, and Vacancies

The Chairperson of the Board, with recommendations from the full Board, shall establish membership on standing committees. The Chairperson shall add to the membership or fill vacancies on established committees as needed, with the approval of the Board. The Chairperson may utilize non-board members as Technical Resources Assistants for specific assignments and/or projects, subject to approval of the Board.

Each committee may adopt rules for its own governance consistent with these bylaws or with rules adopted by the Board. Fifty-one percent (51%) of the members of a committee shall constitute a quorum for the transaction of business. The act of a majority of the members present at a meeting at which quorum is present shall be the act of such committee. Unless duly authorized by these bylaws, the Board committees may not act on behalf of the CAB, or bind it to any action, but shall make recommendations to the CAB.

Committees may be created or dissolved by a two-thirds or majority of the Board present at a meeting of the Board at which a quorum is present. Every effort shall be made to include representation from each of the three sectors of the Board.

Section 2. Authorized Committees

The following committees are authorized:

- A. Nominating Committee - ~~The CAB There shall establish be a nominating committee, consisting of at least three voting members of the CAB. as established by the CAB, which is a This standing committee is responsible for selection of nominees for the Representative of the Low-Income Sector and Private Sector Representatives CAB members for selection election by the CAB.~~
- B. Ad Hoc Committees - Ad Hoc committees may be established as deemed appropriate by the CAB and shall be appointed by the Chairperson. Ad Hoc committees shall be for a specified purpose and a specific length of time.
- C. Other Standing Committees - Other standing committees may be established as deemed appropriate by the CAB.

ARTICLE VIII: Compensation

All CAB members shall serve without any salary for their services.

ARTICLE IX: Meetings

Section 1. Schedule and Notice of Meetings

- A. The CAB shall meet a minimum of four and up to six times a year. The meetings shall be scheduled for the convenience of its members and of the general public.
- B. An agenda stating the date, time, and location of each meeting will be posted on the Shasta County webpage at https://www.co.shasta.ca.us/index/housing_index.aspx at least 72 hours in advance of the meeting.
- C. All CAB meetings shall be governed by the provisions of the Ralph M. Brown Act.

Section 2. Special Meetings

Special meetings will be held at a time and place designated by the CAB in the event that a special meeting is called by the Chairperson for a specific purpose or by vote of one-third of the CAB members.

Section 3. Minutes

The **Community Action Board Staff Liaison** ~~Director of Housing and Community Action Programs~~ shall keep, or cause to be kept, for each meeting, written minutes, which include a record of votes on all motions. Minutes of the previous meeting shall be posted on the Shasta County webpage at https://www.co.shasta.ca.us/index/housing_index.aspx.

Section 4. Cancellation of Meetings

Any future meeting of the Board may be canceled in advance by the Board. The chair (or vice-chair when the chair is absent or unable to act) may also cancel a future meeting under the following circumstances:

- A. When a majority of the members of the Board have confirmed, either in open session at a previous meeting or independently in writing, their unavailability to attend a future meeting.
- B. When staff advises the chair that there are five or fewer items requesting action by the Board to be scheduled on the proposed agenda for a future meeting.

ARTICLE X: Amendments to Bylaws

The CAB may approve amendments to these Bylaws at any regular CAB meeting for subsequent submission to the Shasta County Board of Supervisors for approval. Proposed revisions to these Bylaws shall be submitted to the Shasta County Board of Supervisors as a **Shasta County HHSA /** Community Action Programs agenda item for consideration at a regularly scheduled meeting.

It is the intent of the CAB to maintain compliance with current State of California Department of Community Services and Development Community Services Block Grant requirements related to the legal responsibilities of the CAB through revision of these Bylaws as necessary.

ARTICLE XI: Governing Body Responsibilities

The Shasta County Board of Supervisors is the Governing Body of the Shasta County Community Action Agency. The Board of Supervisors shall:

- A. Make the final determination of major personnel, fiscal, administrative, and program policies.
- B. Make all final decisions, including but not limited to those regarding grant proposals, budget, and matters requiring legal action.
- C. Retain authority to remove without cause any member of the CAB by a majority vote of the Shasta County Board of Supervisors.
- D. Approve the Bylaws for the CAB.
- E. Retain authority to expand, contract, alter, or amend any of the powers or responsibilities delegated to the CAB.

DULY APPROVED this 5th day of October, 2021, by the Board of Supervisors of the County of Shasta by the following vote:

AYES: Supervisor XXX, XXX, XXX, XXX, and XXX
 NOES:
 ABSENT:
 ABSTAIN:
 RECUSE:

Joe Chimenti¹, Chair
 Board of Supervisors
 County of Shasta County
 State of California

ATTEST:
 MATTHEW P. PONTES
 Clerk of the Board of Supervisors
 By: _____
 Deputy

Approved as to form:

RUBIN E. CRUSE, JR
 County Counsel

 Alan B. Cox
 Deputy County Counsel III

DRAFT Bylaws 1.17.2024
 Presented to CAB on 2.21.2024 by the Bylaws Ad Hoc Committee
 Bill Jostock, Hope Seth, Katie Swartz

¹ Supervisor and County Staff names and positions will be updated at the time of submission to the Board of Supervisors.



Shasta County



DEPARTMENT OF HOUSING AND COMMUNITY ACTION PROGRAMS

2600 Park Marina Dr
Redding, CA 96001
Phone: (530) 225-5160 Fax: (530) 225-5178

Laura Burch, Director
Housing Authority
Community Action Agency

Community Action Board Deputy Director Report

Project Name: Community Services Block Grant

Location: Shasta County Community Action Agency

Time Period Reported: 1/1/2024 – 1/31/2024.

Partnership Updates:

- Two members of the Shasta County Housing & Community Outreach team attended the CSBG Annual Report Training in Sacramento January 17-18, 2024.
- Annual CSBG Report submitted 1/31/2024. Report will be presented to the CAB at next meeting in April 2024.
- Cascade Village (formerly Shasta Lake Apartments) held a groundbreaking ceremony January 23, 2024.
- Burney Commons Apartments: There are a total of 29 Project Based Vouchers for Burney Commons. Tentative move-in dates are February 2024, for 10 approved tenants.
- January stats for the Housing Authority:
 - 2 new Mainstream Vouchers issued, 1 new leased up.
 - 1 new Veteran Affairs Supportive Housing Voucher issued, 2 new leased up.
 - 2 new Family Unification Program participants.
 - 1 new Foster Youth to Independence participant.
 - 8 new Housing Choice Vouchers issued, 10 new leased up.
- Monthly Outreach to encampments by collaborative groups continue.

Outcomes and Successes:

2 new Rehab projects are in process. A new loan committee has been formed to review the applications. Additionally, 2 other projects are scheduled for pre-inspection. 2 of these projects are in the City of Anderson, 1 is in Shingletown and 1 is in unincorporated Shasta County.





Shasta County



DEPARTMENT OF HOUSING AND COMMUNITY ACTION PROGRAMS

2600 Park Marina Dr
Redding, CA 96001
Phone: (530) 225-5160 Fax: (530) 225-5178

Laura Burch, Director
Housing Authority
Community Action Agency

New Items:

- On 1/31/2024 the Housing Choice Voucher (HCV) waiting list was temporarily closed in order to process the 1897 clients currently on the waitlist.

Upcoming items:

- Changes to the HCV regulations and inspection standards are anticipated.
- Down Payment Assistance Program HOME funding totals and updated timelines anticipated in first quarter of 2024.





Shasta County Housing & Community Action Agency

**Programmatic Dashboard Report and
CSBG Financial Report
Community Action Board Meeting
February 21, 2024**

Organizational Standard 5.9 Board Governance
Organizational Standard 8.7 Financial Operations and
Oversight



YTD Housing Development

• Burney Commons

- ❖ 29 units of affordable housing; waitlist opened April 2023; 29 Project Based Vouchers. February 2024 anticipated move-in date.

• Cascade Village

- ❖ 48 Units of Affordable Housing; mixed use development. 48 Project Based Vouchers.
- ❖ Groundbreaking Ceremony occurred January 23, 2024.

• Sunrise Cottages

- ❖ 44 Units of affordable senior housing in the City of Anderson; 44 will be PBV; in pre-development stages.

• Shasta Lake Veteran's Village

- ❖ 30 Units of Affordable Housing for Veterans. 30 Project Based Vouchers.

YTD Housing Assistance Programs

• Housing Choice Voucher (HCV, FYI, FUP, & Mainstream)

- ❖ 703 leased, 37 issued, 153 set aside for Project Based Vouchers

• Veterans Affairs Supportive Housing (VASH)

- ❖ 45 leased, 7 issued, 27 set aside for VHDC

• Family Self Sufficiency (FSS)

- ❖ 24 participants, 0 YTD graduates (increased savings)

• Tenant Based Rental Assistance (TBRA)

- ❖ 25 leased, 0 issued (funding has ended)

• Partners II

- ❖ 6 leased, 0 issued

• Emergency Housing Voucher (EHV) (Shasta, Trinity, Modoc and Siskiyou)

- ❖ 21 Leased, 0 issued (funding has ended)

• YTD Housing Quality Standards Inspections: 71

• YTD Utility Payment Assistance: 23

• YTD Landlord Incentives: 6

YTD Housing Assistance Programs

Clients Enrolled

- ❖ Housing Support Program (HSP): 10
- ❖ Bringing Families Home (BFH): 1
- ❖ Unsheltered Adult (UA): 0
- ❖ Home Safe (HSAFE): 2
- ❖ CalAIM: 3

• Clients Carried over from Previous Month:

- ❖ Housing Support Program (HSP): 67
- ❖ Bringing Families Home (BFH): 27
- ❖ Unsheltered Adult (UA): 18
- ❖ Home Safe (HSAFE): 17
- ❖ CalAIM: 20

• Families/Households housed during the month

- ❖ Housing Support Program (HSP): 4
- ❖ Bringing Families Home (BFH): 0
- ❖ Unsheltered Adults (UA): 0
- ❖ Home Safe (HSAFE): 1
- ❖ CalAIM: 1

SCHCAA – Program Dashboard 2024

Organizational Standard 5.9 Board Governance

The department's tripartite board/advisory body receives programmatic reports at each regular board/advisory meeting.

Economic Assistance	Economic Assistance	Economic Assistance
<ul style="list-style-type: none"> • CDBG CV2/CV3 (\$876,371) <ul style="list-style-type: none"> ❖ Businesses Assisted: 7 • Down-Payment Assistance- <ul style="list-style-type: none"> ❖ State reactivation of HOME funds. ❖ Waitlist: 50 ❖ Updating Marketing Materials • Shasta County Housing Rehabilitation <ul style="list-style-type: none"> ❖ State Renewal Approved 7/31 ❖ Active Projects: 0 ❖ Updating Marketing Materials • City of Anderson Housing Rehabilitation <ul style="list-style-type: none"> ❖ Updated Marketing Materials ❖ Marketing Blitz in Progress ❖ Completed Projects: 0 ❖ 3 Applications in Progress ❖ 1 Project in Progress • Shasta Lake Housing Rehabilitation <ul style="list-style-type: none"> ❖ Finalization of Projects/Funds Depleted ❖ Completed Projects: 1 	<ul style="list-style-type: none"> • Emergency Food and Shelter Program (EFSP) Phase 40 • Shasta County Allocation: \$72,026 • Anderson Cottonwood Christian Assistance-\$13,293 • FaithWorks - \$17,226 • Good News Rescue Mission - \$19,870 • Hill Country Community Clinic - \$10,233 • Shasta Health and Community Wellness Center - \$4,060 • Shingletown Medical Center-\$6,344 • Tri Counties Community Network-\$1,000 • The spending period of December 30, 2024, was selected as the end date to allow agencies as much time as possible to spend down their awards. 	<ul style="list-style-type: none"> • Emergency Food and Shelter Program (EFSP) Phase 41 • Shasta County Allocation: \$81,519 • EFSP Phase 41 Allocations released although application deadlines have not been posted. • Anticipated application deadline to be mid-March. • Board meeting scheduled March 7, 2024, at 1pm.

SCHCAA – Program Dashboard 2024 Continued

Organizational Standard 5.9 Board Governance

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CSBG Grants Financial Report

Grant #	Grant Amount	Contract Term	Expenditure Category	Budget Per Category	YTD Expended	% Used
23F-4044	\$298,008	01/01/2023- 05/31/2024	Administrative Costs			
			Salaries and Wages (GRS.)	\$ 7,739.00	\$ 7,739.00	100.00%
			Fringe Benefits	\$ 4,994.00	\$ 4,994.00	100.00%
			Program Costs			
			Salaries and Wages (GRS.)	\$ 45,193.00	\$ 35,357.40	78.24%
			Fringe Benefits	\$ 169,834.00	\$ 169,834.00	100.00%
			Operating Expenses	\$ 41,089.00	\$ 41,089.00	100.00%
			Subcontractor/ Consultant Services	\$ 41,089.00	\$ 41,089.00	100.00%
Grant #	Grant Amount	Contract Term	Expenditure Category	Budget Per Category	YTD Expended	% Used
23F-4044	\$26,000	06/15/2023- 05/31/2024	Program Costs			
			Operating Expenses	\$ 20,000.00	\$ 20,000.00	100.00%
			Out-of-State Travel	\$ 6,000.00	\$ 6,000.00	100.00%

SCHCAA – Program Dashboard 2024 Continued

Organizational Standard 5.9 Board Governance

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Board Governance by Program Area

Administrative Roles of Boards by Program

- **Community Action Board (CAB)**
- Tripartite Advisory Board Representing Low-Income, Private, and Public Sectors Providing Oversight of CSBG Program and CAA Activities
- **Public Housing Authority (PHA) Board**
- DeFacto Board of Supervisors Acting as Governing Entity over PHA Four-County Region



Administrative Role of Shasta County Board of Supervisors by Program

- **Board of Supervisors**
- Acting as administrative approving entity
- **Board of Supervisors**
- Acting as administrative approving entity and representing the interests of the PHA throughout the 4-county PHA Region

SCHCAA – Program Dashboard 2024 Continued

Organizational Standard 5.9 Board Governance

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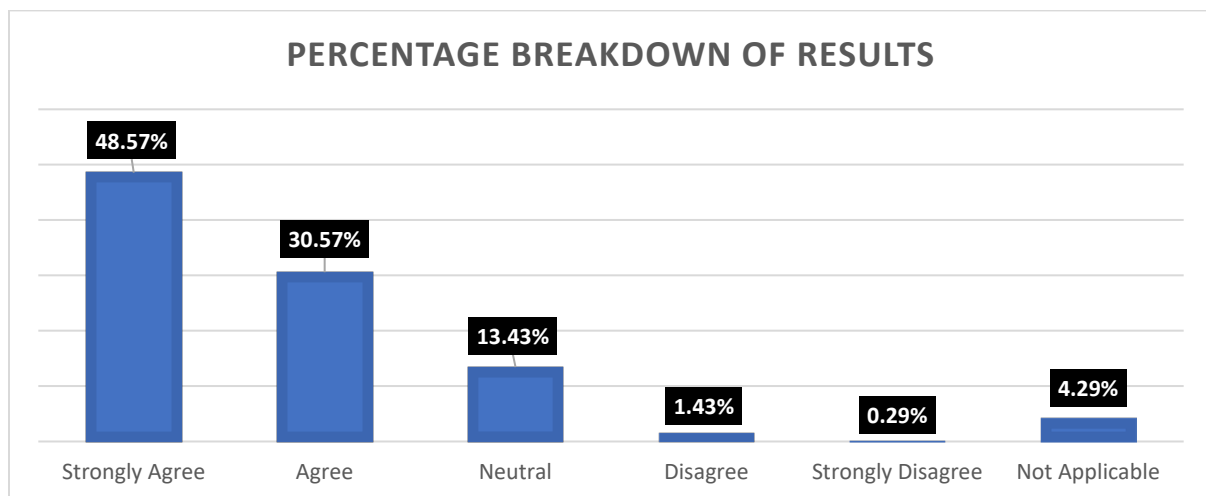
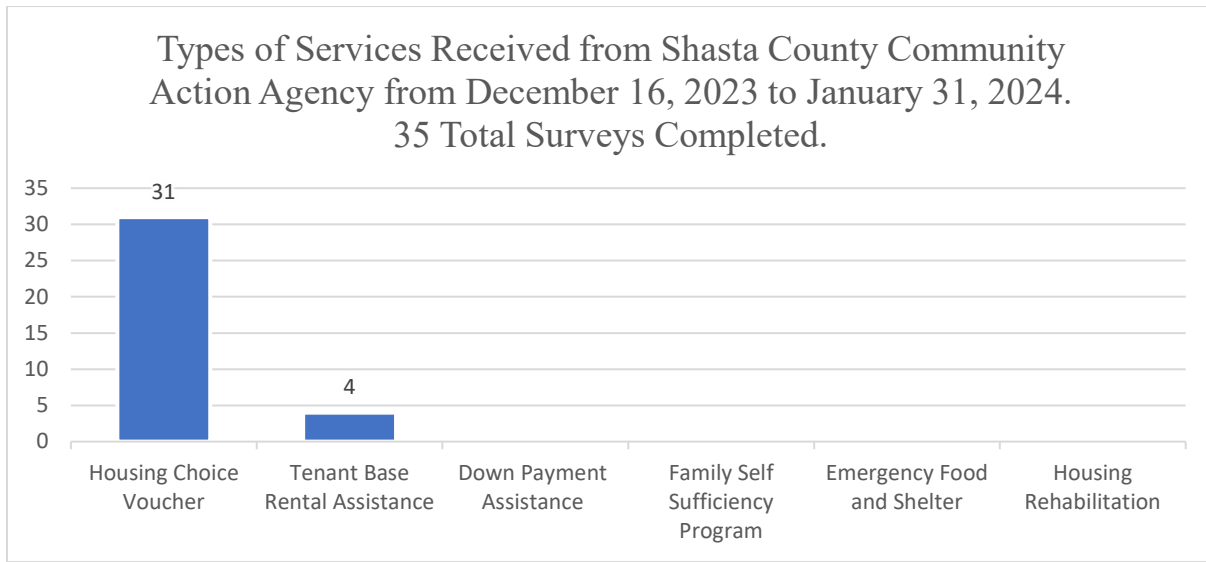
Satisfaction Survey Report

Mission Statement

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

About the Survey

This survey meets the Center of Excellence Developed CSBG Organizational Standards regarding Standard 1.3: 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 process.



Surveyor's Comments

- Enrolled in Partners II program. Ager 1 year @ GNRM and being homeless prior to that I was given an opportunity through the Partners II program and a willing landlord to be stably housed and show that I can make it on my own. After a year of being housed I feel confident that I will do well.
- I am grateful for this program. I feel that I would have ended up homeless if I wasn't accepted to HUD. I have been very happy with the team that inspects out of Redding. They are always friendly and helpful.
- Tori is my gal. I had some questions so I just called her the other day. She was very informative, answered all my questions with ease and understanding. They have helped me a lot since I found out that I have non-small cell lung cancer in my right lung. I have been fighting it for a year now. I wish I could beat it. I get very sick sometimes and my right lung hurts a lot.
- Overall is good.
- If it wasn't for HUD I would be living on the streets. I will always be grateful to them for all the help and peaceful they give me. Without the help I receive I would not be able to reside in this great apartment.
- Because of the help I received from the county of residence (Siskiyou) and Steve Zufelt, I was able to rent this place in Yreka. I have been here and still getting help and therapy in Siskiyou County now for almost 2 years. Steve Zufelt still helps me tremendously as my friend. Thank you to all that support me still!
- I was homeless in a shelter & I got approved for housing. Then my worker helped me port from Oregon to California. Smooth ride! I love where I am & have built good support & friends. Thank you!
- rent assistance helps me keep housing
- Thank you for this program! I wouldn't be able to afford to live anywhere without it. This program also keeps the owners on 'their toes' to make repairs & improvements for my safety!

96.71% Satisfaction Rate

Based on survey feedback from late 2023, the two areas of concern were related to staffing changes with case managers and the need to share information with clients on other programs offered by the CAA. The most recent surveys indicate these areas have significantly improved in the past two months and continued improvement is ongoing.

People Interested in Volunteering

- 5 People indicated they were interested in volunteering or were interested in the advisory board.