

# 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**

**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](mailto: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 August 16, 2023, CAB Meeting. (Attachment A)
- II. Board Members will review and approve minutes from the September 20, 2023, CAB Special Meeting (Attachment B)

### 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. Action Items**

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

##### **II. Discussion Items**

- a. Discuss status of remaining recommended edits to Bylaws. Update from Ad Hoc Committee (Attachment C).
- b. Deputy Director's Report update provided by Deputy Director Emily Kerr (Attachment D).
- c. Programmatic Dashboard Report update provided by Program Manager Melissa Nave (Attachment E).
- 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.

#### **5. Board Member Jurisdiction/Sector Update**

- I. Low-Income/Public/Private Sector

#### **6. Next Board Meeting Confirmation**

- I. December 20, 2023, 1:30pm 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.



## Community Action Board Meeting Minutes

Wednesday, August 16, 2023

1:30pm – 3:00pm

Shasta County Administration Building  
1450 Court St, Personnel Training Room 352

**Board Members Present:** Jessaca Lugo, Shah'ada Shaban, Kevin Crye, Susan Wilson, Carrie Noah-Gilliam, Katie Swartz, Bill Jostock, Kristen Schreder, Janice Powell, Hope Seth, Stan Neutze and Joshua Johnson.

**Staff Present:** Emily Kerr Deputy Director, Dwayne Green Branch Director, Melissa Nave Program Manager, Lucy Hernandez Consultant present via virtual, Christy Coleman Assistant Agency Director, Anne-Jeanne Rothchild Community Development Coordinator and Susan Thamvongkham Staff Services Analyst.

### Members of the Public:

#### 1. Call to Order and Roll Call (Establishment of a quorum)

The Community Action Board ("CAB") meeting was called to order by Shah'ada Shaban Vice-Chairperson, at 1:32pm. Quorum was established.

The ("CAB") mission statement was read by Jessaca Lugo Chairperson.

#### 2. Public Comments (limited to 3 mins. per comment): None

#### 3. Action Items

##### a. Review and Approve the Revised April 19, 2023, Meeting Minutes

Susan Wilson made a motion to approve the revised April 19, 2023, meeting minutes. Seconded by Kevin Crye. Roll call vote was taken, all approved, and none opposed.

##### b. Review and Approve the June 21, 2023, Meeting Minutes

Susan Wilson made a motion to approve the June 21, 2023, meeting minutes. Seconded by Kevin Crye. Roll call vote was taken, all approved, and none opposed.

## 4. CSD Requirements/CSBG Administration

### a. New Staff Introductions

Christy Coleman introduced to the CAB our new Deputy Director Emily Kerr, Program Manager Melissa Nave and Community Development Coordinator Anne-Jeanne Rothchild.

### b. Action Items

#### i. Review and Approve the Recommended Edits to the Bylaws Provided by Lucy Hernandez

Katie Swartz made a motion to approve only the compliance related recommended edits and the remaining edits will be reviewed by an Ad Hoc committee for approval. Seconded by Janice Powell. Roll call vote was taken, all approved, and none opposed.

#### ii. Review and Approve the Recommended Edits to the Tripartite Manual Provided by Lucy Hernandez

There was a brief discussion to keep the word "Mission" in on page 6 and not replace with the word "Purpose". A head count of members who agreed was conducted with failed results of 5 yes's and 6 no's.

Katie Swartz made a motion to approve the recommended edits to the Tripartite Manual. Seconded by Kristen Schreder. Roll call vote was taken, all approved, and none opposed.

### c. Discuss planning for September 20, 2023, Special Meeting on Strategic Plan Standard 6.5: Strategic Planning

Christy Coleman advised the CAB that the annual strategic plan update is traditionally a brief update and asked if a special meeting for it is necessary. The CAB expressed they appreciate the opportunity to further discuss the goals of the strategic plan. Susan Thamvongkham confirmed the room reservation and date of the strategic plan update special meeting.

### d. Director's Dashboard Report Update Provided by Deputy Director Emily Kerr Standard 5.9: Board Governance

Emily Kerr shared agency updates which included our move to Park Marina Drive, our finalized 2024-2025 CAP submission on July 12, 2023, our 2023 CSBG regular grant amount increase approval by CSD and our new 2023 CSBG Discretionary grant \$26,000 approval by CSD.

Emily Kerr shared partnership updates which included the completion of the 2023 PIT Count report which will be presented at the City of Shasta Lake City Council Meeting, an amended Project Based Voucher (PBV) award letter for Sunrise Cottages and the new housing authority stats for July.

# Attachment A

Emily Kerr shared funding updates for HHAP and ARPA coming soon and agency outcomes and successes which included over 1,100 Housing Choice Voucher (HCV) waiting list letters have been sent out since February 2023 and that we have 701 total HCV leased as of 8/1/23; an increase of over 100 vouchers leased since January 2023.

- e. **Programmatic Dashboard Report (Attachment F) Update Provided by Program Manager Melissa Nave**  
**Standard 5.9: Board Governance**  
**Standard 8.7: Financial Operations and Oversight**

Melissa Nave shared program data updates in the areas of homeless planning and response, housing development, tenant assistance programs and special projects and economic assistance. The report also included a financial update on the CSBG 2023 regular and CSBG 2023 Discretionary grants which funds those programs the CAB advises.

- f. **Customer Satisfaction Survey Update Provided by Susan Thamvongkham**  
**Standard 1.3: Consumer Input and Involvement**

Susan Thamvongkham shared brief highlights of the Customer Satisfaction Surveys received. Since the last board meeting our agency has received a total of 25 surveys with a satisfaction rate of 90% of the surveyors who indicated that they either “strongly agreed” or “agreed” to the survey questions. Some positive feedback from the surveyors and those interested in the advisory board was shared.

## 5. Board Member Jurisdiction / Sector Updates

- a. Low-Income/Public/Private Sector

Stan Neutze shared an example of the proper way to present issues or comments to the CAB in relation to the HHSA merger.

## 6. Confirmation of Next Board Meeting

Special Meeting Date: September 20, 2023.  
Next Meeting Date: October 18, 2023.

## 7. Adjournment

Jessaca Lugo Chairperson made a motion to adjourn the meeting at 3:04pm.

# Attachment A

## Acronyms

CAA – Community Action Agency

CAB – Community Action Board

CalCAPA – California Community Action Partnership Association

CAP – Community Action Plan

CAPLAW- Community Action Programs Legal Services, Inc.

CSD- California Department of Community Services and Development

CDBG – Community Development Block Grant

CSBG- Community Services Block Grant

CESH – California Emergency Solutions and Housing

CNA- Community Needs Assessment

CoC – Continuum of Care

EFSP – Emergency Food and Shelter Program

ESG – Emergency Solutions Grant

FUP – Family Unification Program

HHAP – Homeless Housing Assistance and Prevention Program

HUD – Housing Urban and Development

NASCAP- National Association for State Community Services Programs NCAF- National Community Action Foundation

NCAP- National Community Action Partnership

NOFA – Notice of Funding Availability

TBRA – Tenant Based Rental Assistance

VASH – Veterans Affairs Supportive Housing



## Community Action Board Special Meeting Minutes

Wednesday, September 20, 2023

1:30pm – 3:00pm

Shasta County Administration Building  
1450 Court St, Personnel Training Room 352

**Board Members Present:** Jessaca Lugo, Shah'ada Shaban, Kevin Crye, Susan Wilson, Katie Swartz, Bill Jostock, Jack Munns and Hope Seth.

**Staff Present:** Emily Kerr Deputy Director, Dwayne Green Branch Director, Melissa Nave Program Manager, Christy Coleman Assistant Agency Director, Anne-Jeanne Rothchild Community Development Coordinator, Sarah Brown Program Manager, Robin Bostain Supervisor, Lisa Towns Staff Services Analyst and Susan Thamvongkham Staff Services Analyst.

### Members of the Public:

#### 1. Call to Order and Roll Call (Establishment of Quorum)

The Community Action Board (“CAB”) meeting was called to order by Jessaca Lugo Chairperson, at 1:32pm. Quorum was established.

The (“CAB”) mission statement was read by Jessaca Lugo Chairperson.

#### 2. Public Comments (limited to 3 mins. per comment):

Supervisor Kevin Crye

#### 3. Action Items

##### a. Receive an Update on the 2021-2024 Strategic Plan Provided by Susan Thamvongkham Staff Services Analyst and Melissa Nave Program Manager Standard 6.5: Strategic Planning

*The tripartite board/advisory body has received an update(s) on progress meeting the goals of the strategic plan/comparable planning document within the past 12 months.*

Susan Thamvongkham explained how our agency’s three strategic plan goals align with a ROMA and National Community Action Network goal.

Melissa Nave shared updates on our agency’s goal to increase organizational capacity by identifying new funding sources and ongoing collaborations with CoC agencies, local non-profits and housing developers.

# Attachment B

Susan Thamvongkham shared the agency has passed our Organizational Standards Report at 100%, the completion of the 2022 Annual Report, the completion of the 2022 CSBG grant close-outs with the HHSA fiscal team, the completion of the 2024-2025 Community Needs Assessment and Community Action Plan and highlights from the 2023 National Community Action Convention in Atlanta Georgia.

Melissa Nave presented updates to our agency's goals for program outcomes and assessments which include the leadership analysis of the Programmatic report to identify areas for improvement, successful trainings of HMIS by staff in transitioning out of the role of lead agency for Continuum of Care, our production of our informational YouTube videos for the Continuum of Care and updates to our development consultant RFP to assist in housing development program administration and oversight.

Melissa Nave shared updates to our agency's goal for community outreach and engagement which include participating in the Good News Rescue Mission Redding Restart Forums, the 2022 Coat Drive and the 2023 Project Homeless Connect. Additionally, participation and coordination of the 2023 PIT Count with staff collecting surveys at homeless encampments, completing the PIT Count Report and presenting it to the City of Shasta Lake City Council meeting 9/5/2023.

**6. Confirmation of Next Board Meeting**

Next Meeting Date: October 18, 2023.

**7. Adjournment**

Jessaca Lugo Chairperson made a motion to adjourn the meeting at 2:14pm.



# Attachment B

## Acronyms

CAA – Community Action Agency

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NOFA – Notice of Funding Availability

TBRA – Tenant Based Rental Assistance

VASH – Veterans Affairs Supportive Housing



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 1450 Court Street,  
Suite 1082600 Park Marina Drive  
Redding, CA 96001  
Telephone: (530) ~~225-5160~~XXX-XXXX

Amended and Approved by Community Action Board ~~8/18/2021~~  
Ratified by County of Shasta Board of Supervisors - 10/5/2021

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Shasta County Community Action Board

BYLAWS  
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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 to 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~~ 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, chosen in accordance with democratic procedures

- 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 procedures.

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- Representatives shall be selected from multiple areas of Shasta County to insure equitable geographic input.

1. A representative candidate need not qualify under current "Poverty Level" guidelines, but must be eighteen years of age and reside in the area to be represented.
2. Each public sector representative may present to the CAB nominating committee one representative of the low-income from his or her respective jurisdiction. Each representative of the low-income will then be democratically selected by the nominating committee. If the public sector representative does not make a nomination to the committee, then the committee will be responsible for fulfilling all selection requirements.

Commented [LH2]: Who is on the nominating committee?

- 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 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 organizations through personal contact with those organizations with whom they are acquainted.

4. The CAB 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 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 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.
- 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. Good cause may include but 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.
- C. In all cases, before removal shall be implemented, the CAB member subject to removal shall:

Commented [LH3]: Review and update the list, as needed

1. Receive written notice, 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.

**Commented [LH4]:** Indicate who is responsible to draft letter to board member (ex: Chairperson or Vice-Chair)

**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 - 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.

1. 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.

2. 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 the low-income seated board member and have voting rights during their absence.
3. 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 will serve only during the absence of the private sector representative and have voting rights.

## **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 By-Laws 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

**Commented [LH5]:** Committee membership for 2023/2024?

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.

The following committees are authorized:

Commented [LH6]: Membership created

- A. Nominating Committee - There shall be a nominating committee, as established by the CAB, which is a standing committee responsible for selection of the Representative of the Low-Income CAB members for 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

### Section 1. Compensation

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

## ARTICLE IX: Meetings

### Section 1. Schedule and Notice of Meetings

Commented [LH7]: CAB must decide/approve the frequency of meetings (keep as-is or monthly/quarterly)

- 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](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 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](https://www.co.shasta.ca.us/index/housing_index.aspx)

**Commented [LH8]:** Change to Deputy Branch, Program Manager or Board Staff liaison (Susan)

**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 IX- Amendments to Bylaws**

**Section 1. Amendments to Bylaws**

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

**Commented [LH9]:** At any regular meeting or indicate the first meeting of the year—to stay on-track.

**Commented [LH10]:** Shasta Co. HHSA/Community Action Programs

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 By-Laws as necessary.

**ARTICLE X- Governing Body (Board of Supervisors)**

**Section I. Responsibilities**

The Shasta County Board of Supervisor 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 By-Laws 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:

**Commented [LH11]:** New date—when approved by the BOS, after CAB approves revised bylaws

AYES: Supervisor XXX, XXX, XXX, XXX, and XXX  
NOES:  
ABSENT: \_\_\_\_\_  
ABSTAIN: of Shasta County  
RECUSE: \_\_\_\_\_

**Counsel**  
\_\_\_\_\_  
**Alan B. Cox**  
**Deputy**

**County Counsel III**  
DRAFT Bylaws 8.1.2023  
State of  
California

*ATTES*  
*MATTH*  
*Clerk of*  
*EW P. PONTES*  
*the Board of Supervisors*

*By: \_\_\_\_\_*  
*Deputy*

*ed as to form:*  
**RUBIN**  
E. CRUSE, JR  
**County**

**Commented [LH12]:** Needs to be updated with current BOS Chair name and County staff

~~Joe Chimenti~~  
~~Patrick Jones, Chair~~  
\_\_\_\_\_  
**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's Report

**Project Name: Community Services Block Grant**  
**Location: Shasta County Community Action Agency**  
**Time Period Reported: 08/16/2023 - 10/18/2023**

### Partnership Updates:

- A total of 21 different community partners have submitted their HMIS License Renewal/Activation payments for FY 23-24.
- Sunrise Cottages Environmental Assessment follow-up noise study has been completed.
- Burney Commons Apartments initial eligible applicants have completed Shasta County Housing Authority process and have been referred to Property Manager (29 PBV from the Housing Authority). The Subsidy Layering Review has been submitted for review to the State Treasurer.
- August stats for the Housing Authority: 4 new Emergency Housing Vouchers, 3 new Mainstream Vouchers, 1 new Tenant Based Rental Assistance, 2 new Veteran Affairs Supportive Housing and 15 new HCV leased.
- Monthly Outreach to encampments by collaborative group continue.

### New Funding:

- Down Payment Assistance Program state reactivation of HOME funds.





# Shasta County



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## 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

### Outcomes/Successes:

- 2023 CSBG Organizational Standards met at 100%.
- 2023 CSD Desk Review completed August 2023. The results demonstrated that the agency is in compliance with all contractual requirements covered as well applicable federal and state laws.
- As of 10/2/2023, 300 new Housing Choice Voucher (HCV) waiting list letters have been sent out.
- More than 1,500 HCV waiting list letters have been sent out since February 2023.

### Upcoming items:

- Changes to the HCV regulations are coming and changes to inspection standards.





# Shasta County Housing & Community Action Agency



**Programmatic Dashboard Report and  
CSBG Financial Report**

**Community Action Board Meeting  
October 18, 2023**

Shasta County



Community Action Agency



Organizational Standard 5.9 Board Governance

Organizational Standard 8.7

Financial Operations and Oversight

Year to Date Homeless Planning & Response	Housing Development	Housing Assistance Programs	Housing Assistance Programs
<ul style="list-style-type: none"> <li>• <b>Exits from Coordinated Entry into a Permanent Housing Destination</b></li> <li>❖ Shasta - 155</li> <li>❖ Lassen - 16</li> <li>❖ Del Norte - 56</li> <li>❖ Siskiyou - 38</li> <li>❖ Sierra - 2</li> <li>❖ Modoc - 3</li> <li>❖ Plumas - 0</li> <li>• <b>Weekly CE By-County List Meetings:</b></li> <li>❖ Monday – Del Norte &amp; Plumas/Sierra</li> <li>❖ Tuesday – Lassen</li> <li>❖ Friday – Shasta &amp; Sierra</li> <li>• <b>Weekly Coordinated Entry Intake:</b></li> <li>❖ Tuesday &amp; Thursday at Good News Rescue Mission</li> <li>• <b>HMIS Administration User Trainings – 20</b></li> <li>• <b>HMIS/CE Meetings attended by Staff – 43</b></li> <li>• <b>HMIS Outreach Events attended by Staff - 16</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Burney Commons</b></li> <li>❖ 29 units of Affordable Housing</li> <li>❖ Waitlist opened April 2023</li> <li>❖ October 2023 Tentative Completion Date</li> <li>• <b>Cascade Village</b></li> <li>❖ 48 units of Affordable Housing</li> <li>❖ Mixed Use Development</li> <li>❖ In Pre-Development Stages</li> <li>• <b>Sunrise Cottages</b></li> <li>❖ 44 units of Affordable Senior Housing in City of Anderson</li> <li>❖ 44 will be PBV</li> <li>❖ In Pre-Development Stages</li> <li>• <b>Shasta Lake Veteran’s Village</b></li> <li>❖ 30 units of Affordable Housing for Veterans</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Housing Choice Vouchers (HCV, FYI, FUP &amp; Mainstream)</b></li> <li>❖ 719 Leased</li> <li>❖ 78 Issued</li> <li>❖ 3 Set Aside for VHDC (PBV)</li> <li>• <b>Veteran’s Affairs Supportive Housing</b></li> <li>❖ 36 Leased</li> <li>❖ 11 Issued</li> <li>❖ 27 Set Aside for VHDC (PBV)</li> <li>• <b>Family Self Sufficiency (FSS)</b></li> <li>❖ Increased Saving</li> <li>❖ 27 Participants</li> <li>❖ 0 YTD Graduates</li> <li>• <b>Tenant Based Rental Assistance (TBRA)</b></li> <li>❖ 33 Leased</li> <li>❖ 5 Issued</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Partners II</b></li> <li>❖ 5 Leased</li> <li>❖ 1 Issued</li> <li>• <b>YTD Housing Quality Standards Inspections - 878</b></li> <li>• <b>YTD Deposit Assistance – 8</b></li> <li>• <b>YTD Utility Payment Assistance – 24</b></li> <li>• <b>YTD Landlord Incentives – 7</b></li> <li>• <b>Housing Support Program (HSP) – 176</b></li> <li>• <b>Bringing Families Home (BFH) – 51</b></li> <li>• <b>Unsheltered adult (UA) – 220</b></li> <li>• <b>Home Safe (HSAFE) – 41</b></li> <li>• <b>CalAIM - 40</b></li> </ul>

# Economic Assistance & Special Projects

- **CDBG CV2/CV3 (\$876,371)**

- ❖ Businesses Assisted - 7
- **Down Payment Assistance**
- ❖ State reactivation of HOME funds
- ❖ Waitlist – 50
- ❖ Updating Marketing Materials

- **Shasta County Housing Rehabilitation**

- ❖ State Renewal Approved 7/31/2023
- ❖ Active Projects – 0
- ❖ New Applications - 3
- ❖ Updating Marketing Materials

- **City of Anderson Housing Rehabilitation**

- ❖ Completed Projects - 1
- ❖ Applications in Progress – 2
- ❖ Updating Marketing Materials
- ❖ Marketing Blitz in October

- **Shasta Lake Housing Rehabilitation**

- ❖ Finalization of Projects/Funds Depleted
- ❖ Completed Projects – 1

- **Emergency Food and Shelter Program (EFSP)**

- **Phase 40 - \$72,026**

- ❖ Anderson Cottonwood Christian Assistance - \$13, 293
- ❖ Good News Rescue Mission - \$19,870
- ❖ FaithWorks - \$17,226
- ❖ Hill Country Community Clinic - \$10,233
- ❖ Shasta Health & Community Wellness Center - \$4,060
- ❖ Shingletown Medical Center - \$6,344
- ❖ Tri Counties Community Network - \$1000

- **The spending period of December 30, 2023, was selected as the end date to allow agencies as much time as possible to spend down awards.**

- **Emergency Food and Shelter Program (EFSP)**

- **Phase 41 – Allocations TBD**

- ❖ Awaiting the EFSP Phase 41 allocation release to schedule next EFSP Board Meeting.
- ❖ Applications will likely be due November/December 2023 and EFSP Board Meeting will take place within a week of the application deadline.
- ❖ As of 10/10/2023, the allocations have not yet been released.
- ❖ EFSP was contacted and does not have an updated timeframe for the release of funds but anticipates it to happen quickly.

# 2023 Annual Report Projections and Actuals

Performance Indicators (Outcomes)	Target	Actual	Details
Housing Rental Assistance provided via programs.	700	765	HCV, FYI, FUP, Mainstream, TBRA, VASH, Partners and Emergency Housing Voucher
The number of individuals who increased their savings.	10	27	Family Self Sufficiency Program
The number of individuals who increased their net worth.	2	2	Housing Rehabilitation
The number of individuals engaged with the Community Action Agency who report improved financial well-being.	2	7	Landlord Incentive
The number of individuals experiencing homelessness who obtained safe temporary shelter.	100	103	Shasta County HMIS
The number of individuals who maintained safe and affordable housing for 90 days.	700	765	HCV, FYI, FUP, Mainstream, TBRA, VASH, Partners and Emergency Housing Voucher
The number of individuals who maintained safe and affordable housing for 180 days.	2	2	Housing Rehabilitation
The number of individuals who experienced improved health and safety due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon monoxide and/or fire hazards or electrical issues, etc).	5	2	Housing Rehabilitation Program
Number of individuals who avoided a utility shut-off.	5	24	HCV Utility Payments
The number of Community Action program participants who increased skills, knowledge and abilities to enable them to work with Community Action to improve conditions in the community.	37	38	Agency Staff Members
The number of Community Action program participants who improved their leadership skills.	12	15	Board Members
Point-In-Time Count Volunteers participating in 2023 COC/HUD Project to capture local homeless count(s).	25	25	PIT Count Volunteers

## 2023 Annual Report Projections and Actuals

Services	Target	Actual	Details
Financial Coaching/Counseling	10	27	Family Self Sufficiency Program
First Time Homebuyer Counseling	2	0	Down Payment Assistance Program
Rent Payments (includes Emergency Rent Payments)	700	765	HCV, FYI, FUP, & Mainstream, TBRA, VASH, Partners, & Emergency Housing Voucher
Temporary Housing Placement (includes Emergency Shelters)	100	103	Shasta County HMIS
Home Repairs (e.g. structural, appliance, heating systems. etc, including Emergency Home Repairs)	5	2	Housing Rehabilitation Program
Leadership Training	12	15	Agency Leadership Team
Tripartite Board Membership	12	13	Community Action Board
Volunteer Training	25	25	PIT Count Volunteers
Referrals	100	101	Agency Referrals to Outside Agencies and Organizations

# 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	<b>Administrative Costs</b>			
			Salaries & Wages (Program Manager, etc.)	\$32,567	\$3,811.20	11.7%
			Fringe Benefits (Health Insurance, Retirement Plans, etc.)	\$21,013	\$2,247.18	10.69%
			<b>Program Costs</b>			
			Salaries & Wages (Analyst, Account Clerk, etc.)	\$33,681	\$23,208.83	68.91%
			Fringe Benefits (Health Insurance, Retirement Plans, etc.)	\$21,729	\$13,704.18	63.07%
			Operating Expenses (Office Copier, Cost Plan Charges, Insurance, IT, 101voice, REU, Fleet Mgmt, Facilities, etc.)	\$155,285	\$90,426.29	58.33%
			Subcontractor/Consultant Services	\$33,733	\$37,203.75	110.29%
23F-4044	\$26,000	06/15/2023 – 05/31/2024	<b>Program Costs</b>			
			Operating Expenses	\$20,000	\$0	0.00%
			Out-of-State Travel (NCAP 2023 Annual Conference Atlanta, Georgia)	\$6,000	\$0	0.00%

Organizational Standard 8.7

*The Tripartite Board/Advisory body receives financial reports at each regular meeting, for those program (s) the body advises, as allowed by local government procedure.*

# Board Governance by Program Area

## Administrative Roles of Boards by Program

- **Community Action Board**
- Tripartite Advisory Board Representing Low-Income, Private and Public Sectors Providing Oversight of CSBG Program and CAA Activities
  
- **Public Housing Authority 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

Thank You for Your Attention 😊