

COUNTY OF SHASTA COMMUNITY ACTION BOARD (CAB)



Community Action Board
1450 Court Street, Ste.
108
Redding, CA 96001
Telephone (530) 225-5160
Fax (530) 527-4365

Chairperson
Jessaca Lugo

Vice-Chairperson
Shah'ada Shaban

Members
Joe Chimenti
Kristen Schreder
Matt Doyle
Missy McArthur
Stan Neutze
Susan Wilson
Patrick Moriarty
Carrie Noah
Bobbi Sawtelle
Bill Jostock
*Patrick Jones
*Marlyn Winsen
*Katie Swartz
*Denotes Alternates

CAA
Director
Jaclyn Disney

Housing
Program Manager
Hollie Zander

CAB AGENDA

Wednesday, April 20, 2022
via teleconference or in-person
1:30-3:00pm

The City of Shasta Lake
Community Meeting Room at the Visitor Center
1525 Median Avenue, Shasta Lake, CA

Please join my meeting from your computer, tablet, or smartphone.

<https://gotomeet.me/sthamvongkham>

United States: +1 (224) 501-3412

Access Code: 640-455-677

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 please sign up by emailing Susan Thamvongkham at sthamvongkham@co.shasta.ca.us. The Board can receive comments in the following ways (1) In person; (2) Call into the meeting conference line and use access code; and (3) You may also submit your public comment via email that will be read into the record.

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

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

2. Public Comment Period

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. Action Items

- a. **Approve Continuing the State of Emergency Teleconferencing as provided by AB 361.** AB 361 allows local government agencies to continue to conduct virtual meetings without complying with prior Brown Act teleconference requirements.
- b. **Review and Approve February 16, 2022 & March 28, 2022 Special Meeting Minutes (Attachment A)**
- c. **Acknowledge and Accept Bobbie Sawtelle's Letter of Resignation (Attachment B)**

4. Administration Business

- a. **Guest Speaker David Knight, Executive Director, California Community Action Partnership Association (CalCAPA)**

b. Customer Satisfaction Survey Highlights

Standard 1.3: Consumer Input and 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.

c. Community Engagement Opportunities/ Announcements

Standard 2.1: Community Engagement

The department has documented or demonstrated partnerships across the community, for specifically identified purposes; partnerships include other anti-poverty organizations in the area.

1. Project Homeless Connect Update Provided by Katie Swartz

5. CSD Requirements/CSBG Administration

a. Director's Report

Standard 5.9: Board Governance

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

6. Board Member Jurisdiction / Sector Update

a. Low-Income/Public/Private Sector

7. Confirmation of Next Board Meeting

a. Meeting Date: June 15, 2022.

8. Adjournment

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

ASSISTANCE FOR THE DISABLED:

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.





1450 Court Street, Ste. 108 • Redding • CA 96001
Telephone (530) 225-5160 • Fax (530) 527-4365

SHASTA COUNTY



Community Action Board Meeting Minutes

Wednesday, February 16, 2022

1:30pm – 3:00pm via Teleconference or In-Person

Larry J. Farr Community Center
4499 Main Street
Shasta Lake, CA 96019

Board Members

Chairperson

Jessaca Lugo
Low-Income
Sector

Vice-Chairperson

Shah'ada Shaban
Low-Income
Sector

Public Sector

Joe Chimenti
Kristen Schreder
Stan Neutze
Matt Doyle
*Patrick Jones

Private Sector

Bobbi Sawtelle
Missy McArthur
Susan Wilson
Bill Jostock
*Marlyn Winsen

Low-Income Sector

Carrie Noah
Patrick Moriarty
*Katie Swartz

*denotes alternates

Board Members Present: Jessaca Lugo, Bobbi Sawtelle, Joe Chimenti, Kristen Schreder, Shah'ada Shaban, Missy McArthur, Matt Doyle, Susan Wilson, Bill Jostock, Patrick Moriarty, Katie Swartz (alternate) and Stan Neutze.

Staff Present: Jaclyn Disney, Hollie Zander, Trisha Boss, Lucy Hernandez and Susan Thamvongkham.

Members of the Public: None.

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

The Community Action Board ("CAB") meeting was called to order by Jessica Lugo, Chairperson, at 1:39pm. Quorum was established.

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

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

No public comments were received.

3. Action Items

a. Approve continuing the State of Emergency Teleconferencing as provided by AB 361

Patrick Moriarty made a motion to continue the state of emergency teleconferencing as provided by AB 361; seconded by Bill Jostock. Roll call vote was taken, all approved, and none opposed.

b. Review and Approval of January 4, 2022, Meeting Minutes

Joe Chimenti made a motion to approve the January 4, 2022, meeting minutes as submitted; seconded by Matt Doyle. Roll call vote was taken, all approved, and none opposed.

4. Administration Business

**a. CSBG Annual report update provided by Consultant Lucy Hernandez
Standard 8.9 Financial Operations and Oversight**

Consultant Lucy Hernandez provided a comprehensive update of the 2021 CSBG Annual report which covered the reporting period of January 1st to December 31st, 2021. Lucy explained that in this reporting year we were able to serve up to 200% of the federal poverty guidelines as opposed to the 100% which allowed us to expand our services to households who typically would not qualify. The report was broken down by outcomes, services, client demographics and CSBG CARES services. Lucy provided explanations to target and below target outcomes then opened the board for questions and discussion. Board member Patrick Moriarty requested a copy of the report and Lucy shared the report will be distributed to the CAB members.

**b. 2022 Virtual Management & Leadership Training Conference update
provided by Katie Swartz**

Katie Swartz expressed her gratitude to the Shasta County Community Action Agency for the opportunity to attend the conference. Katie shared what she found beneficial from the conference including the understanding of the wide varieties of programs, agencies and funding sources that are involved in Community Action Agencies to address poverty and the different avenues that can be utilized to address poverty. The conference discussed how the value of nonprofits and the importance of public and private partnerships affects our continued efforts towards success. The National Community Action Agency is advocating for the development of policies at the White House level, the integration of overlapping programs and services to increase efficiency to reach more clients and the shift away from the term "self-sufficiency" and moving towards the vision of "economic and social mobility".

**c. Customer Satisfaction Survey Highlights
Standard 1.3: Consumer Input and Involvement**

Susan Thamvongkham shared brief highlights on the customer satisfaction surveys. Since the last meeting the agency has received a total of 37 surveys with a satisfaction rate of 90% of surveyors who indicated that they either "strongly agreed" or "agreed" to the survey questions and a few positive comments from the surveyors was shared to the CAB. The survey can also be accessed on our county website.

**d. Community Engagement Opportunities/ Announcements/ Updates
Standard 2.1: Community Engagement**

1. PPE Distribution

Hollie Zander shared a brief overview of the PPE Distribution event where CSBG funds supplied 3 pallets of personal protective supplies including disinfected wipes and masks. A combined total of 35 non-profit and county agencies took advantage of the event and the agency will have supplies available at the office for clients.

2. Project Homeless Connect

Hollie Zander shared a brief update on the Project Homeless Connect event happening on May 17th at the Redding Library from 9am to 3pm. An email regarding volunteer opportunities and service provider sign-up was forwarded to the CAB along with the event flyer. Hollie announced that Katie Swartz is the coordinator of the event and will also be representing the community action agency.

Katie Swartz shared a brief update on her coordination efforts for the event. Due to the pandemic a few years of the event had been canceled; however, this year they anticipate a target of 500 guest and 50 service providers to attend. Katie also discussed how the location of the event was crucial to the overall outreach for the event. A total of 26 service providers have signed up and Katie encouraged more to sign up or to volunteer.

3. CARES Update

Hollie Zander shared a brief update on the CSBG CARES funds in which our agency has been allocated a total of \$459,094. Of that amount, \$300,000 has been contracted out to subrecipients, who are Faithworks, Shasta Thrive, Dignity Health, One Safe Place, Good News Rescue Mission, NorCAL Youth and Family and NVCSS. The remainder of the funds were utilized to implement the agency's in-house Eviction Prevention and Economic Assistance Program to assist eligible clients with mortgage, utilities, and other COVID-19 related expenses. Since the execution of the subrecipient agreements in late 2021 a total of \$104,367 has been expended between the subrecipients and the in-house program with over 2203 individuals served. The agency expects to be fully expended by the end of April 2022.

5. CSD Requirements/CSBG Administration

a. Director's Report. Standard 5.9: Board Governance & Standard 4.4 Vision and Direction

Jaclyn Disney shared a detailed update on the Community Action Agency projections and initiatives of the 2022 Annual Plan that address the 2022-2023 Community Action Plan/ Needs Assessment with the focus on programs that are administered by our agency. Jaclyn explained how the top two identified community needs of affordable housing and income stability were alleviated with CSBG funded services and programs from our agency. The CAB was then opened for questions and discussion.

6. Board Member Jurisdiction / Sector Updates

a. Low-Income/Public/Private Sector

Shahada Shaban shared feedback from clients who have had an increase in rental fees which is decreasing the affordable housing in our area. She shared her gratitude towards the agency's continued efforts to increase affordable housing for clients and hopes to see higher numbers next year.

Joe Chimenti shared his continued work with the City of Redding and Emergent 3D to create projects to increase affordable housing in the area.

Kristen Stewart shared updates to last night's City Council meeting. They amended their Home Plan which includes a contract to build six 3D printed housing units and will be working with Access Homes to help formerly unsheltered clients. They are excited to acquire the machinery.

Missy McArthur shared she is co-president of the league of women voters and they are initiating forums to encourage discussions on issues in the community. They are looking for participation from everyone including citizens, government agencies and non-profits to move forward in a positive way.

Stan Neutze shared the primary goal in Anderson is to increase jobs in the area. They have a new Maverik being built which will provide dozens of new jobs and a Cornerstone Bank just opened in the city which will provide 15 or so new jobs. Subdivisions are in the works and will provide housing for single family homes.

Patrick Moriarty gives credit to the City of Redding and K2 Development for their efforts towards affordable housing in the area.

Bobbie Sawtelle shared they are still on track to start building their Burney Commons project which will provide 30 new affordable units in Burney, CA. They are hoping to be done with construction by next year. She expressed the difficulties of obtaining funding for the project, the length of time it took to complete the project and how valuable community partnerships are.

Katie Swartz reiterated her Project Homeless Connect and expressed the need for volunteers and service providers to sign-up.

Jessica Lugo shared the City of Shasta Lake was awarded \$16 million from the California Strategic Growth Council funding toward the construction of a \$36 million mixed-use development along both sides of Shasta Dam Boulevard. This project is a partnership with the City of Shasta Lake, K2 Development, Redding Rancheria and CRDC which will include 49 affordable housing units and commercial space. They anticipate rehousing the local senior population into these new homes. Jessica shared her enthusiasm towards this project and the partnerships developed. They are planning on making significant changes towards their parks and getting feedback from community partners and the community on how to implement that. Jessica shared her gratitude towards Shasta County Housing Authority for coordinating the meeting with Veterans Housing regarding their Veterans Village Project to discuss the progress of the long-standing project.

Bill Jostock shared his concerns on affordable housing and the barriers for landlords of HUD tenants. Bill shared that CRDC is experiencing an increase in activity and discussed how it could be correlated to the California legislature passed SP2 where the county office of the assessor-recorder is required to charge an additional \$75 recording fee on real estate documents to increase the supply of affordable homes in California.

7. Confirmation of Next Board Meeting

a. Next Meeting Date: April 20, 2022.

8. Adjournment

Jessica Lugo made a motion to adjourn the meeting at 3:10 pm.

Acronyms

CAB – Community Action Board
CAA – Community Action Agency
CESH – California Emergency Solutions and Housing
HHAP – Homeless Housing Assistance and Prevention Program
CoC – Continuum of Care
CDBG – Community Development Block Grant
CSD – Community Services Development
TBRA – Tenant Based Rental Assistance
ESG – Emergency Solutions Grant
EFSP – Emergency Food and Shelter Program
CAP – Community Action Plan
NOFA – Notice of Funding Availability
VASH – Veterans Affairs Supportive Housing
FUP – Family Unification Program
HUD – Housing Urban and Development

DRAFT



1450 Court Street, Ste. 108 • Redding • CA 96001
Telephone (530) 225-5160 • Fax (530) 527-4365

SHASTA COUNTY



Community Action Board Special Meeting Minutes
Monday, March 28, 2022
9:30am – 10:00am via Teleconference

Board Members

Chairperson

Jessaca Lugo
Low-Income
Sector

Vice-Chairperson

Shah'ada Shaban
Low-Income
Sector

Public Sector

Joe Chimenti
Kristen Schreder
Stan Neutze
Matt Doyle
*Patrick Jones

Private Sector

Bobbi Sawtelle
Missy McArthur
Susan Wilson
Bill Jostock
*Marlyn Winsen

**Low-Income
Sector**

Carrie Noah
Patrick Moriarty
*Katie Swartz

**denotes alternates*

Board Members Present: Jessaca Lugo, Joe Chimenti, Missy McArthur, Matt Doyle, Susan Wilson, Bill Jostock, Katie Swartz (alternate) and Stan Neutze.

Staff Present: Jaclyn Disney, Hollie Zander, and Susan Thamvongkham.

Members of the Public: None

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

The Community Action Board ("CAB") meeting was called to order by Jessica Lugo, Chairperson, at 9:33am. Quorum was established.

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

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

No public comments were received.

3. Action Items

a. Approval the Extension of the CSBG CARES Contract(s) to Expend Funds. Standard 8.9 Financial Operations and Oversight

Joe Chimenti made a motion to approve the extension of the CSBG CARES contract(s) to expend funds; seconded by Stan Neutze. Roll call vote was taken, all approved, and none opposed.

4. Confirmation of Board Training

a. March 29, 2022 1:30-4:30pm

5. Confirmation of Next Board Meeting

a. April 20, 2022 1:30-3pm

6. Adjournment

Jessaca Lugo made a motion to adjourn the meeting at 9:40am.

Acronyms

*CAB – Community Action Board
CAA – Community Action Agency
CESH – California Emergency Solutions and Housing
HHAP – Homeless Housing Assistance and Prevention Program
CoC – Continuum of Care
CDBG – Community Development Block Grant
CSD – Community Services Development
TBRA – Tenant Based Rental Assistance
ESG – Emergency Solutions Grant
EFSP – Emergency Food and Shelter Program
CAP – Community Action Plan
NOFA – Notice of Funding Availability
VASH – Veterans Affairs Supportive Housing
FUP – Family Unification Program
HUD – Housing Urban and Development*

DRAFT

From: [Bobbi Sawtelle](#)
To: [Jaclyn Disney](#)
Cc: [Hollie Zander](#); [Susan Thamvongkham](#)
Subject: Letter of resignation from CAA Board
Date: Thursday, March 24, 2022 10:46:13 AM
Attachments: [image001.png](#)

EXTERNAL SENDER: Do not follow links or open attachments unless you recognize the sender and know the content is safe.

Good morning, Jaclyn,

With regret, I submit my resignation from the Shasta County Community Action Agency Board. I find my time commitments in other areas limit my ability to give the attention the Community Action Agency deserves. I very much appreciate the time I spent on the Board. I learned a great deal and I'm grateful to have been part of this effort that has given so much to our community.

Thank you again,

Bobbi Sawtelle

Housing Director
O: (530) 247.3316 C: (530) 227-4328
2400 Washington Avenue – Redding, CA 96001
nvcss.org

cid:image001.png@01D316A8.7F6971D0



CONFIDENTIALITY NOTICE: This e-mail transmission, and any documents or messages attached to it, may contain confidential information that is legally privileged. If you are not the intended recipient, then you are (1) notified that any disclosure, copying, distribution, saying, reading or use of this information is strictly prohibited, (2) requested to discard and delete this e-mail and any attachments, and (3) requested to immediately notify us by e-mail that you mistakenly received this message.