

COUNTY OF SHASTA COMMUNITY ACTION BOARD (CAB)



CAB AGENDA

Wednesday, August 18, 2021 via teleconference
1:30-3:00pm

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

<https://www.gotomeet.me/khanson/cab-meeting>

You can also dial in using your phone.

United States: [+1 \(669\) 224-3412](tel:+16692243412)

Access Code: 712-404-285

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

CAA
Director
Jaclyn Disney

Housing
Program Manager
Hollie Zander

Housing & Community
Programs Specialist
Kristi Hanson

1. **Call to Order and Roll Call (Establishment of a quorum)-**
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. **Approval of April 21, 2021 and May 5, 2021 (Attachment A)**
 - b. **Board Vacancy/ Membership Application (Attachment B)**
 - c. **Annual review of the Bylaw (Attachment C)**
 - d. **Annual review of the Tripartite Manual (Attachment D)**
4. **Administration Business**
 - a. **Announcements/ Information**
 - b. **Board Training and Conferences:**
 - a. **Community Action Board Development Series | CalCAPA**
<https://calcapa.org/cabds/>
 - b. **2021 National Community Action Partnership Annual Convention: September 1-3 (Virtual Registration Available)**
<https://communityactionpartnership.com/capcon21/>
5. **CSD Requirements/CSBG Administration**
 - a. **CSBG DR Funding Update**
 - i. **Waiver Request (Attachment E)**
 - b. **CSBG CARES Funding Update**
 - c. **CSBG 2021 Agency Programs Update**
 - d. **Organizational Standards of the Month:
Standard 6 – Strategic Planning**
6. **Board Member Jurisdiction / Sector Updates**
 - a. **Low-Income/Public/Private Sector**
7. **Standing Items**
 - a) **Standard 1.3 Satisfaction Survey Highlights**

ASSISTANCE FOR THE DISABLED:

Agendas and records are available in alternative formats upon requests. Contact the Community Action Board staff at (530) 225-5160 with questions or to request a disability-related accommodation. 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.



8. Confirmation of Next Board Meeting
 - a. Next Meeting Date: October 20, 2021

9. Adjournment

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

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

**Community Action Board Teleconference
 Meeting Minutes
 Wednesday, April 21, 2021
 1:30pm – 3:00pm via Teleconference**

Board Members Present:

Jessica Lugo, Bobbi Sawtelle, Joe Chimenti, Carrie Noah, Kristen Shreder, Shah'ada Shaban Anderson, Missy McArthur, Matt Doyle, Patrick Moriarty, Susan Wilson, Stan Neutze, and Jacob Krumenacker (alternate).

Board Members Absent:

Dan Waldrop, and Pamelyn Morgan.

Additional Attendees:

Jaclyn Disney, Hollie Zander, and Kristi Hanson.

Call to Order and Roll Call: (Establishment of a quorum)

The Community Action Board meeting was called to order by Jessica Lugo at 1:31pm. Quorum was established.

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

No Public Comments were received.

Action Items:

Missy McArthur made a motion to approve the February 17, 2021 & March 9, 2021 meeting minutes as submitted. Seconded by Stan Neutze. Roll call vote conducted, all approved, none opposed.

Kristen Schreder made a motion to announce Dan Waldrop's board membership term expiration and announce board membership vacancy for the private sector. Seconded by Joe Chimenti. Roll call vote conducted, all approved, none opposed.

Kristen Schreder made a motion to appoint Matt Doyle as Pamelyn Morgan's replacement for Shasta Lake. Seconded by Joe Chimenti. Roll call vote conducted, all approved, none opposed.

CSD Requirements/CSBG Administration:

CSBG amendment A1 to contract - Attachment C

Amendment to the current 2021 CSBG contract language as a result of changes to the CSD contract to be presented to the CAB at the end of May.

CSBG discretionary Workplan \$ Budget \$28,250 - Attachment D

An overview of projected activities/ services to be performed, expected outcomes to be achieved and brief timeline was presented. Housing navigator position to expand and transition into assistant social worker position to assist homeless or at-risk of being homeless residents.

Eviction Prevention and Economic Assistance Program (EPEA) update- Attachment E

The State is administering Housing is Key CA COVID-19 rent relief program to assist the community with rental assistance. A brief overview of EPEA funding resources from CSBG CARES and HHAP- Round 1 and eligible uses was presented.

Organizational Standards-

As best practice the Center of Excellence Developed CSBG Organizational Standards was presented and discussed as a guidance to a high performing Community Action Agency. Feedback on how to best review the standards in the CAB meetings is requested.

CNA/CAP plan update-

CAB to review and approve the CAN/ CAP on May 5th.

CAN/ CAP to be presented to the Board of Supervisors June 8th, 2021.

Board Member Jurisdiction/Sector Updates:

Low Income-

Patrick Moriarty shared his interactions with an individual who is needing housing assistance and his challenges with the process.

Carrie Noah shared that Noah's Community Village have contracted to build an Eden Village in Shasta Co.

Jessica Lugo shared the City of Shasta Lake Emergency Utility Assistance Program has surpassed \$115,000 in funding and continuing. Making the application process as easy as possible, working on getting severely defaulted utilities bills to a zero balance, due diligence completed for the Disaster Multi Family Housing Funding for the 2018 disaster, will be releasing and RFP to solicit partners to build 8 or more units for the City of Shasta Lake, will be taking another stab at the Downtown redevelopment project with K2 & CRDC, and potential partnering with the Redding Rancheria for the project at the end of Shasta Dam Blvd.

Public-

Kristen Schreder shared highlights of the REU and their program.

Matt Doyle shared he is looking forward to working with the group as we move forward.

Private Sector-

No jurisdiction/ Sector updates communicated.

Covid-19 updates-

No COVID-19 updates communicated.

Confirmation of Next Board Meeting:

Special Meeting Date: May 5th, 2021 at 8:00am

Next Meeting Date: June 16th, 2021

Email any agenda items to Jessica Lugo or Jaclyn Disney

Adjournment:

Motion to adjourn meeting made by Jessica Lugo at 2:32pm.

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

CSBG – Community Development Services Block Grant

CSD – Community Services Development

CAP – Community Action Plan

NOFA – Notice of Funding Availability

HUD – Housing Urban and Development

SB2- California Senate Bill 2

AB101- California Assembly Bill 101



PIT- Point-in-Time

DRAFT

**Community Action Board Teleconference
Special Meeting Minutes
Wednesday, May 5, 2021
8:00am – 9:30am via Teleconference**

Board Members Present:

Jessica Lugo, Bobbi Sawtelle, Joe Chimenti, Carrie Noah, Kristen Shreder, Shah'ada Shaban Anderson, Missy McArthur, Matt Doyle, Patrick Moriarty, Susan Wilson, and Stan Neutze.

Board Members Absent:

No board members absent.

Additional Attendees:

Jaclyn Disney, Hollie Zander, Trisha Boss, Kristi Hanson and Lucy Hernandez.

Call to Order and Roll Call: (Establishment of a quorum)

The Community Action Board meeting was called to order by Jessica Lugo at 8:05am. Quorum was established.

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

No Public Comments were received.

Presentation on Community Action Plan and CSD Requirements-Lucy Hernandez

An overview of the Community Needs Assessment Results 2021 was shared. The top five community needs were identified and broken down by level, integral to agency mission, currently addressing and agency priority. A revision of the draft CAP will be made based off CAB input. On May 21, 2021, the draft CAP will be posted on the Shasta County Housing and Community Action website, the Shasta County Facebook page and at the Shasta County Administrative Building for public viewing. Public hearing set for June 8, 2021. Low-income testimony and Agency's Response pending the June 8, 2021 Public Hearing.

Action Items:

Comments and suggested edits to the CAP from CAB board members were discussed in depth and noted by Jaclyn Disney.

Joe Chimenti made a motion to approve the CAP as amended for public posting and submit to the Board of Supervisors for review and approval. Seconded by Missy McArthur. Roll call vote conducted, all approved, and none opposed.

Adjournment:

Motion to adjourn meeting made by Jessica Lugo at 9:36am.

Date of next meeting: June 16, 2021.

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
CSBG – Community Development Services Block Grant
CSD – Community Services Development
CAP – Community Action Plan
NOFA – Notice of Funding Availability

HUD – Housing Urban and Development
SB2- California Senate Bill 2
AB101- California Assembly Bill 101
PIT- Point-in-Time

DRAFT



Shasta County Community Action Agency Advisory Board Candidate Application



*Return completed application to:
Shasta County Community Action
1450 Court St. Suite 108
Redding, CA 96001
Phone (530) 225-5160
Fax (530) 225-5178
www.co.shasta.ca.us*

Shasta County Community Action Agency

The Shasta County Community Action Agency was incorporated in 1973 to provide services that address the problems caused by poverty and services that help prevent poverty to residents of Shasta County. The Shasta County Community Action Agency (SCCAA) is the Community Services Block Grant (CSBG) entity that provides programs and services based on local community needs in Shasta County. We provide various programs that assist low-income families and vulnerable populations either through direct services through our office or by utilizing subcontractors. Response to needs in the community effectively meet the needs of low-income residents in the community through grants and contracted services by local or regional partners. This collaborative effort includes many valuable agencies, including the Department of Social Services and numerous Community Based Organizations.

The Promise

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. Community Action Agencies care about the entire community, and are dedicated to helping people help themselves and each other.

Mission Statement

The Shasta County Community Action Agency provides leadership, advocacy, and services assisting low-income and disadvantaged persons to achieve self-sufficiency.

Community Action Board

The Community Action Agencies (CAA's) are required to have advisory boards to gain and retain designation as eligible entities and to receive CSBG funding. Effective tripartite boards reflect and promote the unique anti-poverty leadership, action, and mobilize responsibilities as designated by the CSBG Act to CAAs. Boards are responsible for assuring that SCCAA continues to assess and respond to the causes and conditions of poverty in the community, achieve anticipated family and community outcomes, and remain administratively and fiscally sound.

A tripartite board member is made up of 1/3 low-income, 1/3 private, and 1/3 public sector representation. Some of the Community Action Board Roles and Responsibilities include, but not limited to:

- *Identifying the needs of the community*
- *Establishing goals for the Community Action Agency*
- *Formulating strategic plans for community action*
- *Approving proposals for financial assistance*

Thank you for your interest in applying to be a member of the Shasta County Community Action Board.



Shasta County Community Action Agency Advisory Board
Candidate Application



Return completed application to:
Shasta County Community Action
1450 Court St. Suite 108
Redding, CA 96001
Phone (530) 225-5160
Fax (530) 225-5178
www.co.shasta.ca.us

Date 8/4/2021
Name BILL JOSTOCK Telephone [REDACTED] Primary Cell
Mailing Address [REDACTED]
Physical Address [REDACTED]
Email Address [REDACTED]
Occupation Retired (Prior Appraisal Manager, Shasta County Assessor)

Public Sector

Must be a Member of Local Government, a Shasta County resident and will serve a 3-year term.

Private Sector

Must be a Member of an Organization or Business, in Shasta County, be a resident of Shasta County and will serve a 3-year term.

Low Income

Must be living in poverty or be from an organization that represents the low-income group in Shasta County, be a Shasta County resident and will serve a 3-year term.

1. Which sector of the community will you represent?

Low Income Private Public

2. Name of referring organization/person supporting this application (If applicable)

Not a Referring Organization, but a referral from a friend (Christy Coleman, Assistant Director-

Shasta County Child Support Services)

3. Share your interest on why you would like to serve on the Shasta County Community Action Board?
Share how your commitment, passion or ability to serve aligns to the SCCAA mission.

As a Leadership Redding graduate, it has always been in my interest to contribute in making
our community better. With my prior position, it was a little bit difficult given the perceived
conflict of interest. I served in the public sector nearly 19 years.

4. Do you have any special skills or qualifications that would benefit the overall mission of the Agency?

Yes No

If yes, please explain Leadership Redding Graduate, Public Servant for 19 Years, Accounting Grad

5. You will be expected to attend bi-monthly Board meetings, and could be called on to serve on one or two committees. Your term will be for 3 years. Are you able to allow time necessary for Board Service?

Yes, I have the time available for Board Service

6. Do you have any contracts or business relationships with Shasta County Community Action Board or the Shasta County Community Action Agency that involve any type of compensation?

Yes No

If yes, please explain _____

7. Have you ever been employed by Community Action Agency?

Yes No

If so, when and where? _____

8. Are you related to an employee of the Shasta County Community Action Agency?

Yes No

If so, what is the relationship? _____

9. Have you ever served on a Board of Directors?

Yes No

If yes, please list. Many years ago, I served as the Treasurer of the Anderson Youth Soccer League (1982-1987). Steering Committee for Leadership Redding (2008-Present).

Statement of Commitment:

By my signature below, if nominated and elected to the Shasta County Community Action Board, I understand that I will attend, with frequency, the Community Action Board meetings, when scheduled. I will collaboratively participate at each meeting and will share knowledge and information freely. I understand I will be required to comply with the federal and state regulations that govern the agency.

Signature Bill Jostock Date 8/4/2021



Shasta County Community Action Agency Advisory Board
Candidate Application



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1450 Court St, Suite 108
Redding, CA 96001
Phone (530) 225-5160
Fax (530) 225-5178
www.co.shasta.ca.us

Date 3/29/21
Name MARLYN WINSEM Telephone [REDACTED] Primary Cell
Mailing Address [REDACTED]
Physical Address SAME as above
Email Address [REDACTED]
Occupation Housing Administrator

Public Sector
Must be a Member of Local Government, a Shasta County resident and will serve a 3-year term.

Private Sector
Must be a Member of an Organization or Business, in Shasta County, be a resident of Shasta County and will serve a 3-year term.

Low Income
Must be living in poverty or be from an organization that represents the low-income group in Shasta County, be a Shasta County resident and will serve a 3-year term.

1. Which sector of the community will you represent?
 Low Income Private Public

2. Name of referring organization/person supporting this application (if applicable)
Resources for Rural Community Development, Inc.
dba Access Home

3. Share your interest on why you would like to serve on the Shasta County Community Action Board?
Share how your commitment, passion or ability to serve aligns to the SCCAA mission.
I have worked with various agencies to provide needed services & supports to under served populations for many years.

4. Do you have any special skills or qualifications that would benefit the overall mission of the Agency?

Yes No

If yes, please explain worked with TAY, CPS, FFA, LF & with DV CRISIS SHELTERS

5. You will be expected to attend bi-monthly Board meetings, and could be called on to serve on one or two committees. Your term will be for 3 years. Are you able to allow time necessary for Board Service?

yes

6. Do you have any contracts or business relationships with Shasta County Community Action Board or the Shasta County Community Action Agency that involve any type of compensation?

Yes No

If yes, please explain _____

7. Have you ever been employed by Community Action Agency?

Yes No

If so, when and where? _____

8. Are you related to an employee of the Shasta County Community Action Agency?

Yes No

If so, what is the relationship? _____

9. Have you ever served on a Board of Directors?

Yes No

If yes, please list. _____

Statement of Commitment:

By my signature below, if nominated and elected to the Shasta County Community Action Board, I understand that I will attend, with frequency, the Community Action Board meetings, when scheduled. I will collaboratively participate at each meeting and will share knowledge and information freely. I understand I will be required to comply with the federal and state regulations that govern the agency.

Signature Marilyn L. Anderson Date 3/29/21



Shasta County Community Action Agency Advisory Board
Candidate Application



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1450 Court St. Suite 108
Redding, CA 96001
Phone (530) 225-5160
Fax (530) 225-5178
www.co.shasta.ca.us

Date Aug. 4, 2021

Name Theresa (Terri) Brown Telephone [redacted] Primary Cell

Mailing Address [redacted]

Physical Address same

Email Address [redacted]

Occupation retired

Public Sector
Must be a Member of Local Government, a Shasta County resident and will serve a 3-year term.

Private Sector
Must be a Member of an Organization or Business, in Shasta County, be a resident of Shasta County and will serve a 3-year term.

Low Income
Must be living in poverty or be from an organization that represents the low-income group in Shasta County, be a Shasta County resident and will serve a 3-year term.

1. Which sector of the community will you represent?

Low Income Private Public

2. Name of referring organization/person supporting this application (If applicable)

Cindy Russell Friend

3. Share your interest on why you would like to serve on the Shasta County Community Action Board?
Share how your commitment, passion or ability to serve aligns to the SCCAA mission.

I would like to help/support a foundation that will encourage a positive growth.

4. Do you have any special skills or qualifications that would benefit the overall mission of the Agency?

Yes No

If yes, please explain I believe I have good active listening, communication skills, problem solving/solution finding skills. I am a good team player.

5. You will be expected to attend bi-monthly Board meetings, and could be called on to serve on one or two committees. Your term will be for 3 years. Are you able to allow time necessary for Board Service?

YES

6. Do you have any contracts or business relationships with Shasta County Community Action Board or the Shasta County Community Action Agency that involve any type of compensation?

Yes No

If yes, please explain _____

7. Have you ever been employed by Community Action Agency?

Yes No

If so, when and where? _____

8. Are you related to an employee of the Shasta County Community Action Agency?

Yes No

If so, what is the relationship? _____

9. Have you ever served on a Board of Directors?

Yes No

If yes, please list. _____

Statement of Commitment:

By my signature below, if nominated and elected to the Shasta County Community Action Board, I understand that I will attend, with frequency, the Community Action Board meetings, when scheduled. I will collaboratively participate at each meeting and will share knowledge and information freely. I understand I will be required to comply with the federal and state regulations that govern the agency.

Signature Lew Brown Date 8/9/20



Community Action Board (CAB)



Commented [KH1]: Replace with new logo

Amended Bylaws

**Shasta County Community Action Agency
1450 Court Street.
Suite 108
Redding, CA 96001
Telephone: (530) 225-5160**

**Amended and Approved by Community Action Board – 12-11-2019
Ratified by County of Shasta Board of Supervisors – XX-XX-XXXX**

Shasta County Community Action Board

BYLAWS
TABLE OF CONTENTS

	<u>Page</u>
ARTICLE I: Name	4
ARTICLE II: Purpose	4
ARTICLE III: Area of Service	4
ARTICLE IV: Organization	4
Section 1: Organization	4
A. Public Sector	4
B. Low-Income Sector	4
C. Private Sector	4-5
Section 2: Selection Procedures	5
A. Public Sector	5
B. Low-Income Sector	5
C. Private Sector	5-6
Section 3: Term of Office	6
A. Public Sector Representation	6
B. Representatives of the Low-Income	6
C. Private Sector Representation	6
Section 4: Removal	6
A. Public Sector	6
B. Low-Income Sector	6
C. Private Sector	6-7
Section 5: Vacancies	7
Section 6: Quorums	7
Section 7: Alternates	7-8
ARTICLE V: Officers of the Board	8
Section 1: Designations of Officers	8
Section 2: Election and Term of Officers	8
Section 3: Vacancies	8
Section 4: Powers and Duties of Officers	8
ARTICLE VI: Board Member Policies & Regulations	8
Section 1: Conflict of Interest	8
Section 2: Compensation	9
Section 5: Nepotism	9

TABLE OF CONTENTS:		<u>Page</u>
ARTICLE VII:	Committees of the Board	9-10
	Section 1: Committee Membership, Appointments and Vacancies	10
	A. Nominating Committee	10
	B. Ad Hoc Committees	10
	C. Other Standing Committees	
ARTICLE VIII:	Compensation	10
ARTICLE IX:	Meetings	11
	Section 1: Schedule and Notice of Meetings	11
	Section 2: Special Meetings	11
	Section 3: Minutes	11
ARTICLE X.	Amendments to Bylaws	11
ARTICLE XI.	Governing Body (Board of Supervisors)	11
	Section 1: Responsibilities	11

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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").
- 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 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.
- 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:

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.

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

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:

- 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

- 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 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

Commented [KH2]: Cancellation procedure update

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.

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 1. 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, budgets, 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 XX day of XX XXXX, 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 Chimenti, Chairman
Board of Supervisors
County of Shasta County
State of California**

Attest:
Matt Pontes
Clerk of the Board of Supervisors
By: _____
Deputy

Approved as to form:

XXXX
County Counsel

Senior Deputy County Counsel

DRAFT



TRIPARTITE BOARD MANUAL 2020



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TABLE OF CONTENTS

KEY STAFF..... 3

COMMUNITY ACTION HISTORY..... 4

GENERAL INFORMATION 5

 WHAT IS A COMMUNITY ACTION AGENCY?5

 THE COMMUNITY ACTION PROMISE.....5

 PURPOSE AND MISSION5

 MODE OF OPERATION6

 THE COMMUNITY ACTION NETWORK.....6

 COMMUNITY ACTION FUNDING.....6

SHASTA COUNTY COMMUNITY ACTION AGENCY..... 7

 MISSION.....7

 VISION7

 FISCAL YEAR7

GETTING UP TO SPEED..... 7

DUTIES OF A BOARD MEMBER 8

COMMUNITY ACTION BOARD 9

BOARD PRIORITIES 10

POWERS OF THE BOARD 10

RESPONSIBILITIES OF THE BOARD 10

BOARD POLICIES AND PROCEDURES..... 11

 BOARD TERM LIMITS11

 BOARD ELECTIONS.....11

 POLICIES.....11

 INDEMINIFICATION OF MEMBERS, OFFICERS.....11

 MEETINGS12

 NON-DISCRIMINATION STATEMENT.....12

RESULTS ORIENTATED MANAGEMENT & ACCOUNTABILITY (ROMA)..... 13

PROGRAMS OPERATED BY SCCAA	18
Community Services Block Grant.....	18
HOUSING REHABILITATION	18
DOWN-PAYMENT ASSISTANCE.....	18
TENANT-BASED RENTAL ASSISTANCE	18
HOMELESS SERVICES.....	18
EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM.....	18
HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS).....	19
CONTINUUM OF CARE LEAD AGENCY	19

ATTACHMENTS:

- I. CACAA Organizational Chart
- II. Board Roster
- III. HHS Information Memorandum #82
- IV. By-Laws

KEY STAFF

Jaclyn Disney	Executive Director
Hollie Zander	Program Manager
Wendy Taylor	Community Development Coordinator
Tonya Willock	Staff Services Analyst II
Trisha Boss	Housing & Community Program Specialist II
Medea Henderson	Housing & Community Program Specialist II
Cathleen Fives	Housing & Community Program Specialist I

Commented [KH3]: Senior Staff Services Analyst

Commented [KH4]: Update/ Paul Tunison

COMMUNITY ACTION HISTORY

Legislative History: Community Action was born at the enactment of the Economic Opportunity Act (EOA) of 1964. The ambitious purpose of this statute was to eliminate the causes and consequences of poverty in the United States. The Act established a federal Office of Economic Opportunity, formed state Economic Opportunity offices, and created the new community-based organizations called Community Action Agencies.

A unique governance concept, the tripartite board, was designed to promote “maximum feasible participation” by poor people in identifying the problems they faced and in crafting potential solutions. CAAs accomplished maximum feasible participation in many ways; a primary tool was their inclusive board structure, and they also hired low-income people as staff and created community leadership opportunities. This innovative process attracted considerable national and international attention. It did not take long for the CAAs to become respected institutions, recognized for their unique ability to identify problems in the low-income community and to mobilize residents and resources to address them. Many states adopted legislation mirroring the federal EOA and provided complementary core funding to their CAAs.

Early Innovations & Achievements: From the start, CAAs were expected to act as laboratories for innovative methods of eliminating causes of poverty- causes that neither private efforts, post-war economic growth, nor the public programs initiated before and after World War II had been able to eliminate. The CAAs succeeded dramatically in this role. For example, it is in the Community Services Network that the Head Start program was developed, refined, and shared with other institutions. Today, CAAs remain the single largest delivery system for Head Start programs. Legal Services, the Community Food and Nutrition program, Foster Grandparents, and National Youth Sports are just a few of the successful programs that began in the Community Services Network. Between 1964 and 1980, governors and Congress regularly adapted pilot programs from the CAAs to become nationwide programs. Among the largest of these programs were the energy crisis assistance programs and pilot energy conservation programs in several New England and Midwestern states. In the mid-1970s these became national programs, now known respectively as the Low-Income Home Energy Assistance Program (LIHEAP) and the Department of Energy’s Weatherization Assistance Program (DOE/WAP).

Reinvention and the Community Services Block Grant: President Reagan reduced the federal government’s role by consolidating many domestic social programs into block grants to the states in 1981.

While federal funding had been awarded directly to local agencies through several programs, the CSBG funds go to the states, which are required to allocate 90 percent of the funds to local “eligible entities,” most of which are CAAs. No more than five percent of the federal funds may be used by the states to administer the grant, and the other five percent may be used to support state discretionary programs.

In the 1980s, 1990s, and beyond: The Community Services Network continued its emphasis on reducing dependency while it took on new responsibilities. This was especially true with regard to emergency services to the homeless where a portion of the Stewart B. McKinney Block Grant for the Homeless was designated for the CSBG. CAAs also undertook major new initiatives, such as developing and managing child care services

and early childhood programs for youngsters at risk. During a spate of natural disasters, CAAs took on major roles in coordinating and managing assistance from the Federal Emergency Management Administration (FEMA) and national charities, as well as recruiting volunteers from CAAs throughout the nation. For example, Weatherization crews from East Coast CAAs drove to the Midwest and worked with Midwestern CAAs to help the 1994 flood victims. (Katrina victims were also assisted by the network in 2005.)

As they have for over 40 years, CAAs continue to respond to the pressing problems faced by low-income people across the nation, while seeking new and effective ways to combat the causes, as well as the effects, of poverty.

The Community Services Block Grant Impact: Core funding for the Community Services Network comes from the federal Community Services Block Grant (CSBG). The CSBG funding supports both the unique mission and the many anti-poverty services of the network. The Community Services Network is unique in large part because of the flexible nature of the CSBG funding, which permits the shaping of national and state programs to meet local needs. The CSBG provides the funding that allows CAA leaders the time, facilities and staff to mobilize resources and to plan and integrate those programs and donations that best meet community needs. By coordinating multiple programs and resources, CAAs achieve their mission of creating opportunities for low-income people to overcome the challenges of poverty.

The Community Action Network serves over 13 million low-income people yearly.

GENERAL INFORMATION

WHAT IS A COMMUNITY ACTION AGENCY?

Community Action Agencies (CAAs) are private non-profit or public organizations that were created in accordance with the Economic Opportunity Act of 1964 to combat poverty in geographically designated areas. Community Action Agencies have tripartite boards designed to promote the participation of the entire community in the reduction or elimination of poverty and include elected public officials (or their representatives), private sector representatives, and representatives of low-income neighborhoods.

THE COMMUNITY ACTION PROMISE

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

PURPOSE AND MISSION

Community Action Agencies work to mobilize available local, state, private, and federal resources to assist low-income individuals and families, and to help them to acquire useful skills and knowledge, gain access to new opportunities, and achieve economic self-sufficiency.

Our purpose is to help alleviate poverty, promote self-sufficiency, revitalize local communities and otherwise assist people in need.

Shasta County Community Action Agency makes a significant, positive social and economic impact in the communities we serve by helping to meet the needs of thousands of people, by creating and maintaining employment opportunities and bringing millions of dollars into the local economy each year.

MODE OF OPERATION

Community Action Agencies carry out their mission through a variety of means including: (a) community-wide needs assessments, (b) comprehensive antipoverty plans and strategies, (c) provision of a broad range of direct services, (d) mobilization of financial and non-financial resources, (e) advocacy on behalf of low-income people and (f) partnerships with other community-based organizations to eliminate poverty.

THE COMMUNITY ACTION NETWORK

In the United States, there are about 1,100 national CAA's, as well as state and regional associations of CAAs, a national association (Community Action Partnership), and a National Association of State Community Services Programs (NASCS). The National Community Action Foundation (NCAF) is a separate non-grant funded organization that lobbies on behalf of the community action network.

COMMUNITY ACTION FUNDING

The primary funding for Community Action programs comes from the federal Community Services Block Grant (CSBG). The CSBG supports both core operations as well as direct services provided by agencies. The Community Action Network is unique in part because of the flexible nature of CSBG funding, which permits the shaping of national and state programs to meet local needs. CSBG provides the funding which enables agencies to mobilize and coordinate other resources to meet a wide range of community needs.

The California Department of Community Services Development (CSD) is the agency designated to administer the Community Services Block Grant in California. Federal rules require that CSD allocate at least 90% of CSBG funds to Community Action Agencies.

SHASTA COUNTY COMMUNITY ACTION AGENCY

Shasta County Community Action Agency is a public Community Action Agency serving the cities of Anderson, Redding and Shasta Lake, and the unincorporated area of Shasta County.

MISSION

Shasta County Community Action Agency provides leadership, advocacy, and services assisting low-income and disadvantaged persons to achieve self-sufficiency.

VISION

Providing community leadership through partnerships to improve quality of life and economic vitality.

FISCAL YEAR

The Agency fiscal year begins the first day of July and ends the last day of June.

GETTING UP TO SPEED

It takes time to get up to speed on all aspects of what the Shasta County Community Action Agency (SCCAA) does and how and why it does it.

Board members serve terms according to the SCCAA Bylaws. Public officials shall serve while in office and at the pleasure of the appointive body. Representatives of the poor shall serve an initial term of no more than three years; however, additional terms may be served if desired. Representatives of private organizations shall serve at the pleasure of their organization.

New members can become familiar with the agency and its operations by:

1. Reviewing material (by-laws, annual audit, annual report, etc.) sent to them when they are elected to the board
2. Attending orientation sessions for new board members
3. Thoroughly reviewing board packages
4. Regularly attending board meetings, and other functions
5. Asking questions!

The SCCAA staff:

- Recognizes that members are involved in many other activities, have many other interests and obligations, and that their time is valuable,
- Is committed to providing relevant, concise information in a timely manner so that members can conduct business effectively and responsibly, without having to spend an inordinate amount of time in the process, and
- Sincerely appreciates the fact that members serve on a voluntary basis and are willing to spend time and energy to support the agency.

DUTIES OF A BOARD MEMBER

As a member of the board you have a right to participate in all board deliberations and actions including, but not limited to the following:

- Bringing concerns to the attention of the board
- Initiating relevant new business
- Expressing opinions on issues or proposals before they are voted on
- Requesting additional information on any subject before a vote is taken
- Recommending ways to improve effective conduct of business by the board
- Asking the chairperson to clarify the way in which a meeting is being conducted
- Requesting that a vote be taken in a particular manner (roll call, hands, voice, or secret ballot)
- Asking that action taken by the board on any item of business be deferred to a later date

COMMUNITY ACTION BOARD

The Shasta County Community Action Agency Board (CAB) has 12 seats. One third have to be held by elected public officials (or their representatives), at least one third must be held by representatives democratically selected by low-income residents in areas the agency serves, and up to one third may be held by representatives of various major groups and interests in the community.

Currently seats are held by the following:

Public Sector **Representing** **Officers**

Mr. Joe Chimenti	Shasta County	
Mr. Stan Neutze	City of Anderson	
Mrs. Kristen Schreder	City of Redding	
Mr. Larry Farr	City of Shasta Lake	
Mr. Steve Morgan	Shasta County (Alternate)	

Commented [KH5]: Update/ Matt Doyle

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Private Sector

Mr. Dan Waldrop	Dan's Optical	
Mrs. Bobbi Sawtelle	Northern Valley Catholic Social Service	Vice-Chair

Commented [KH7]: Vacant

Susan Wilson

Commented [KH8]: Remove Vice Chair

Missy McArthur

Low Income Sector

Mrs. Jessaca Lugo	City of Shasta Lake Housing/Economic Development	Chair
Shah'ada Shaban	Anderson	

Commented [KH9]: Add Vice Chair

Patrick Moriarty

Mrs. Carrie Noah

BOARD PRIORITIES

Our **first priority** is to maintain quality operations so that we do not lose grant funding we have, and so that we can be in a position to receive increases if and when they are awarded.

Our **second priority** is to ensure that we obtain sufficient funding and in-kind contributions from local sources to match our grants.

POWERS OF THE BOARD

The powers of the Community Action Board include but are not limited to:

1. Determine and approve overall program plans and priorities
2. Enforce compliance with all conditions of grants and contracts from all sources
3. Determine, subject to funding source regulations and policies, rules or procedures for the Board
4. Select officers; and
5. Review and approve all new members of the Board

RESPONSIBILITIES OF THE BOARD

The basic responsibilities of the Community Action Board are as follows:

1. Regularly attend board meetings and committee meetings to which assigned
2. Attend and participate in any training sessions required by the agency and/or funding sources
3. Support and advocate the purposes, programs and activities of the agency
4. Ensure involvement of a broad cross-section of the community in board activities
5. Encourage cooperation and coordination among other agencies and SCCAA in order to fill service gaps, avoid duplication, and maximize effective delivery of services
6. Generate public awareness and support of the agency's efforts.
7. Policies and procedures – Ensure that there are appropriate and adequate policies and procedures in place addressing the following:
 - By-Laws (describing how agency will be organized and governed)
 - Board Manual
8. Oversight and Governance – participate in the development, planning, implementation and evaluation of programs.
 - Development/Planning
 - review/refine mission statements

- provide needs assessment input
- identify/review/approve goals and outcomes for 5-year strategic plan
- identify/review/approve goals and outcomes for annual funding applications, work plans and budgets
- Implementation
 - meet Community Action Board responsibilities by attending meetings regularly, reviewing materials provided, making informed decisions, etc.
 - reviewing agency fiscal and program outcomes reports regularly
 - being aware of all major agency activities
- Evaluation
 - using performance information in planning future programs
 - review and follow-up on annual audit report findings
 - review and follow-up on any monitoring report findings by funding sources
 - adhering to the following monitoring and evaluation schedule:

▪ Day to day Agency Operations	SCCAA Staff
▪ Quarterly Financial Review	Board
▪ Quarterly Outcome Review	Board
▪ Review of funding source monitoring reports	Board
▪ Annual Review of Audit Reports	Board

BOARD POLICIES AND PROCEDURES

BOARD TERM LIMITS

Board term limits vary according to the representation of the tripartite board. Elected officials representing the public sector shall serve only while they are in office and at the pleasure of the appointive body for a term of one-year. Low-Income representing the low-income sector shall serve a three-year term. At the end of the three-year term, they may be appointed for an additional three-year term. Persons representing the private sector shall serve a three-year term. At the end of the three-year term, they may be appointed for an additional three-year term.

BOARD ELECTIONS

Board elections are held annually. The Board Officers include a Chair and a Vice-Chair.

POLICIES

Members are expected to comply with all requirements contained in the agency's Code of Ethics, Whistleblower, Conflict of Interest, and other applicable policies.

INDEMINIFICATION OF MEMBERS, OFFICERS

The agency shall indemnify the members of the Board for all acts taken in good faith, within the scope of the Board's responsibility, and on behalf of the Agency.

MEETINGS

A. Meetings

Regular Board meetings are held every other month on 3rd Wednesday at a time and place designated by the Board.

A. Attendance Policy

It is especially important that members attend meetings regularly. Quorums are required in order for any official business to be conducted. Meetings are scheduled far in advance so that members can make appropriate arrangements to attend.

Board members are expected to attend all board meetings. Members who miss an unacceptable number of meetings may be removed from the board. Board member who fails to attend two (2) consecutive regular meetings of the Board in a calendar year, may be removed from the Board.

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B. Meetings via Teleconference

It is the policy of the board to conduct meetings in person and via teleconference. All board meetings in which one or more of the board members are participating by telephone will be conducted under the following rules:

- Public notification of the board meeting will include a telephone number to access for participation;
- All rules for calling meetings and notification of board members as spelled out in other sections of the bylaws will apply;
- All rules for conduct of the meeting, including role call and quorum, will be followed.
- Minutes of the meeting will be kept. Minutes will be reviewed and adopted by the board at the next regularly scheduled board meeting at which a quorum is present.

C. Brown Act

To the extent required by law, board meetings shall be open meetings as defined in the Brown Act. This law requires that any formal, casual or social gathering of two or more members of a committee, or the Board, to discuss some matter on which foreseeable action will be taken by the board, must be open to the public, publicly noticed, and minutes taken.

D. Board Package

Prior to each meeting a Board package is sent to each member. It contains an agenda and all of the information the members should need to conduct business at the meeting.

NON-DISCRIMINATION STATEMENT

In its employment and service delivery activities, SCCAA does not discriminate on the basis of race, color, national origin, sex, age, disability, religious belief, political affiliation or sexual orientation.

RESULTS ORIENTATED MANAGEMENT & ACCOUNTABILITY (ROMA)

The Government Performance and Results Act (GPRA) requires federally funded programs to demonstrate effectiveness and accountability by measuring and reporting actual program results (outcomes) versus planned results (outcomes) for each goal it addresses.

A. The management practice developed and used by the network of Community Action Agencies (CAAs) funded through the Community Services Block Grant is called **ROMA**. It is used to:

- implement the six **national goals** that CAAs address
- integrate **outcomes** or results into CAA operations

B. The six **national goals** CAAs address are:

Goal 1 (Family)	Low-income people become more self-sufficient.
Goal 2 (Community)	The conditions in which low-income people live are improved.
Goal 3 (Community)	Low-income people own a stake in the community.
Goal 4 (Agency)	Partnership among supporters and providers of services to low-income people are achieved.
Goal 5 (Agency)	Agencies increase their capacity to achieve results.
Goal 6 (Family)	Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.

C. **Outcomes** are:

* Benefits to the family, agency, or community resulting from a program, service, or activity in which the CAA is a participant.

Outcomes for each national goal are:	
<u>Goal 1</u>	<u>Outcomes</u>

(Family)	1. Obtained Employment/Self-Employment for Unemployed Persons
	2. Obtained Employment/Self-Employment for Employed Persons
	3. Maintained Employment for at Least 90 days
	4. Increased Earned Income from Previous Reporting Period
	5. Increased Total Household Resources from Non-Employment Sources
	6. Increased Ability to Manage Income and Use Assets to Achieve Self-Sufficiency
	7. Obtained Adequate, Safe, Affordable, Unsubsidized, Permanent Housing
	8. Eliminated/Reduced Barriers to Employment and Self-Sufficiency
<u>Goal 2</u>	1. Low-income people have improved access to employment, housing, capital, and essential services due to expanded capacity
(Community)	2. The supply of jobs, adequate and affordable housing, community facilities, capital and lending programs or essential services is increased
	3. CAA resources expand capacity of other agencies to serve low-income people
	4. The quality of life in low-income neighborhoods is improved
<u>Goal 3</u>	1. Low-income people participate in formal community organizations, government boards or councils that provide input to decision-making and policy setting through CAA efforts
(Community)	2. Low-income people participate in advocacy activities
	3. Low-income people participate in social or volunteer activities
	4. Low-income people own businesses and homes in their communities
<u>Goal 4</u>	1. Partnerships or collaborations to coordinate service delivery, improve program

	efficiency, streamline administration and/or eliminate the duplication of services
(Agency)	2. Partnerships or collaborations to improve community planning
	3. Partnerships or collaborations to achieve specific family outcomes
	4. Other types of partnerships or collaborations
<u>Goal 5</u>	1: Agencies leverage external resources to increase their capacity to serve low-income people
(Agency)	2: Agencies leverage external in-kind and donated resources to increase their capacity to serve low-income people
	3: Agency organizes and operates its programs, services, and activities toward accomplishing family and community outcomes
	4: Agency organizes and operates its programs, services, and activities toward accomplishing family and community outcomes
	5: Agency staff obtains credentials that improve their capacity to achieve results
<u>Goal 6</u>	1. Increased education and/or skills
(Family)	2. Increased family skills and strengthened families
	3. Increased ability to manage income
	4. Obtained, maintained, or improved housing arrangements
	5. Reduced or eliminated an emergency need
	6. Improved or maintained nutrition
	7. Obtained access or links to services
	8. Improved or maintained physical or behavioral health

	9. Children and youth participate in services that support their growth and development
	10. Seniors participate in services that support independent living
	11. Increased other supports to eliminate causes of poverty

D. In order to demonstrate total performance by agencies, not just relative to CSBG funded activities, 12 **national performance indicators** have been adopted in an effort to standardize reporting for all agencies in the community action network.

The national performance indicators for each national goal are as follows:	
Goal	Indicator
1	1. The number of low-income participants in agency initiatives that get a job or become self-employed
	2. The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through agency assistance
	3. The number of low-income households that achieve an increase in financial assets and/or financial skills through agency assistance
2	1. Increase in, or preservation of, opportunities, resources or services for low-income people through agency initiatives or projects
	2. The quality of life and assets in low-income neighborhoods are improved by agency efforts
3	1. The number of volunteer hours donated to agency efforts
	2. The number of low-income people mobilized to engage in activities that support and promote their well-being and that of their community
4	1. The number of organizations the agency works with to expand resources and opportunities for low-income families and communities

5	1. The number of dollars mobilized by the agency
6	1. The number of individuals that maintain independent living through agency services
	2. The number of low-income individuals or families who received emergency assistance through the agency
	3. The number of infants, children, youth, parents and other adults participating in developmental or enrichment programs that achieve program goals

E. Each CAA collects information about the unique set of goals, outcomes, and indicators it is funded to address in its particular locality, and submits cumulative **annual reports** to the office in state government responsible for administering the CSBG (in California it's the Department of Community Services Development).

The State office then submits **annual reports** to the National Association for State Community Services Programs (NASCS), which in turn submits a report to the Office of Community Services (OCS) within the U. S. Dept. of Health & Human Services (HHS).

F. Board members participate in ROMA in several ways:

- Reviewing/approving mission statements, needs assessments, delivery systems and coordination efforts to assist in the development of the Community Action Plan
- Reviewing/approving strategic and self-sufficiency plans identifying which national goals to address
- Developing/reviewing/approving specific planned outcomes for annual work plans and funding applications
- Conducting internal monitoring visits, and reviewing/evaluating quarterly reports of program accomplishments versus planned outcomes

PROGRAMS OPERATED BY SCCAA

COMMUNITY SERVICES BLOCK GRANT

This program is funded by the U.S. Department of Health and Human Services, providing comprehensive support to families experiencing chronic financial crisis, and who demonstrate a commitment to overcoming barriers to achieve a higher quality of life.

HOUSING REHABILITATION

This is a program that assists low-income homeowners in making health and safety repairs to their homes. Typical repairs include replacing windows, roofs, plumbing, electrical and more. The repairs conducted must be a system of the home (i.e. fencing and landscaping are not eligible) and will be brought up to standard, no luxurious items are permitted.

DOWN-PAYMENT ASSISTANCE

This is a program where participants work with a lender, realtor and the County to purchase their first home. Participants must secure a first mortgage with a lender of their choice and contribute three percent (3%) of their own funds to buy their first home. A first-time homebuyer typically has not owned a home in at least three years.

TENANT-BASED RENTAL ASSISTANCE

This is a 12-month rental assistance program where rental assistance is paid directly to the landlord on the tenant's behalf. An inspection is completed prior to each tenant moving into the home to ensure that the unit they are residing in while receiving assistance is decent, safe and sanitary. Rent limits are provided by California Department of Housing and Community Development to ensure that the tenant is not being overcharged for affordable housing. The source of funds can also be used to pay for a security deposit and a utility deposit on behalf of the tenant upon moving into the unit.

HOMELESS SERVICES

EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM

The Emergency Solutions Grant Program (ESG) is a short to medium-term rental assistance program to assist those who are homeless or at-risk of homeless in the 7 county Continuum of Care region. Using the Homeless Management Information System and Coordinated Entry Process, ESG provides rental assistance those who

are the highest risk of vulnerability. Short-term rental assistance assists with rent for up to 3 months. Medium-term rental assistance assists with rent for up to 24 months. ESG also provides funding to support the Homeless Management Information System staff and licenses.

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

Homeless Management Information System is a web-based database used to confidentially aggregate data on homeless populations served in the United States. Such software databases record and store client-level information on the characteristics and service needs of homeless persons. The agencies that use HMIS are Hill Country Community Clinic, Shasta Community Health Center, FaithWORKS, Inc., North Valley Catholic Social Service, Inc. and more.

CONTINUUM OF CARE LEAD AGENCY

The Community Action Agency oversees the Continuum of Care (CoC) Coordinator contract, the collaborative application and the HMIS/Coordinated Entry systems. As the lead agency, funds are secured to pay for the CoC Coordinator. The CoC Coordinator funding sources include the City of Redding, McConnell Foundation, Redding Rancheria, US Department of Housing and Urban Development and more.

ATTACHMENT E - WAIVER REQUEST

Community Service Block Grant Disaster Relief Proposal

The 2018 Carr Fire, an eligible Presidentially declared disaster, destroyed 817 homes in the unincorporated parts of Shasta County and 266 in Redding. An estimated 300 of those families had insufficient insurance to rebuild.

Following the Carr Fire, the NorCal Community Recovery Team (NorCal CRT), a group of non-profits, teamed up with contractors to rebuild some of the estimated 300 homes owned by people who either did not have insurance at all or possessed policies that would not cover the full costs of rebuilding, leaving them with significant shortfalls. The group provided volunteer labor and materials, with homeowners pitching in only any funds received from their homeowner's insurance or from other sources including FEMA, the Federal Emergency Management Agency.

Shasta Builders' Exchange Community Fund (Exchange) volunteered as the fiscal agent for the NorCal CRT's home construction and replacement program in early 2019. Through a partnership with numerous local service organizations, construction companies like Don Ajamian Construction, area churches, and others, the Exchange and the construction committee helped to craft the policies that guided the NorCal CRT reconstruction program over the past two and a half years.

To date, Shasta Builder's Exchange Community Fund and the committee have helped over 50 families with no or inadequate insurance to replace the homes they lost to the 2018 Carr Fire. As we approach the third anniversary of the disaster, the construction committee has identified outstanding needs for which no funding source currently exists. These needs include, but are not limited to, gutters, French drains, and covered entries. Addressing these needs would complete the process of restoring the residences to the pre-Carr fire conditions for income-qualified residents with mobility issues.

Prior to the 2018 Carr fires, these homes were equipped with the aforementioned amenities; however, due to inadequate funding for the full replacement or reconstruction of the houses, they remain on the list as outstanding needs for these homeowners. This funding will not be used for constructing new additions to the homes, as these homes were total losses and needed to be substantially rehabilitated or reconstructed to replace to what was lost. There will be no duplication of benefits, as the program participants have already used all funding that was available.

At this time, Shasta County Community Action Agency (CAA) is requesting approval to enter into a subrecipient agreement with the Shasta Builder's Exchange to assist 37 income eligible families with completing the replacement and reconstruction process of their homes. With financial support from CSBG-DR the Shasta Builders' Exchange Community Fund would coordinate the bidding, construction, and financial reporting processes for these projects in an effort to reduce or mitigate barriers to poverty and assist households that have been directly impacted by the Carr Fire. This project will also allow Shasta CAA to fully expend its grant allocation of CSBG DR funding.