

COUNTY OF SHASTA COMMUNITY ACTION BOARD (CAB)



CAB AGENDA

Wednesday, June 21, 2023

1:30-3:00pm

Shasta County Administration Building
1450 Court St, CAO Conference Room 311

**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
Kevin Crye
Jack Munns
Stan Neutze
Susan Wilson
Janice Powell
Carrie Noah
Katie Swartz
Bill Jostock
Kristen Shreder
Hope Seth
*Patrick Jones
*Marlyn Winsen
*Joshua Johnson

*Denotes
Alternates

**Executive
Director**
Laura Burch

**Deputy
Director**
Jonathan Taylor

**Housing & CAA
Program
Manager**

**Staff Services
Analyst**
Susan
Thamvongkham

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) 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. Review and Approve the April 19, 2023, Meeting Minutes (Attachment A)

4. CSD Requirements/CSBG Administration

- a. Review and Approve the Current Bylaws or Make Edits or Updates Provided by Lucy Hernandez (Attachment B)
- b. Review and Approve the Current Tripartite Manual or Make Edits or Updates Provided by Lucy Hernandez (Attachment C)
- c. Review and Approve the new \$26,000 CSBG 2023 Discretionary Grant Provided by Lucy Hernandez
- d. Review and Approve the \$2,808 Increase of the CSBG 2023 Regular Grant Provided by Lucy Hernandez
- e. Receive an Update on the 2021-2024 Strategic Plan Provided by Lucy Hernandez
Standard 6.5: Strategic Planning

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

- f. **Receive an Update on the 2022-2023 Community Action Plan Provided by Lucy Hernandez**
Standard 4.4: Organizational Leadership
The tripartite board/advisory body receives an annual update on the success of specific strategies included in the Community Action plan.
 - g. **Receive an Update on the 2024-2025 Community Action Plan Provided by Susan Thamvongkham**
 - h. **Director's Dashboard Report (Attachment D) Update Provided by Deputy Director Jonathan Taylor**
Standard 5.9: Board Governance
The department's tripartite board/ advisory body receives programmatic reports at each regular board/ advisory meeting.
Standard 8.7: Financial Operations and Oversight
The tripartite board/ advisory body receives financial reports at each regular meeting, for those program (s) the body advises, as allowed by local government procedure.
 - i. **Customer Satisfaction Survey Highlights Provided by Susan Thamvongkham**
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.
- 5. **Board Member Jurisdiction / Sector Update**
 - a. **Low-Income/Public/Private Sector**
 - 6. **Confirmation of Next Board Meeting**
 - a. **August 16, 2023**
 - 7. **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



Community Action Board Meeting Minutes

Wednesday, April 19, 2023

1:30pm – 3:00pm

Shasta County Administration Building
 1450 Court St, Personnel Training Room 352
 Redding, CA 96001

Board Members Present: Kevin Crye, Jessaca Lugo, Shah'ada Shaban, Susan Wilson, Hope Seth, Bill Jostock, Jack Munns, Kristen Shreder and Stan Neutze.

Staff Present: Mary Williams Acting Director, Laura Burch HHSA Executive Director, Jonathan Taylor HHSA Deputy Director, Lucy Hernandez Consultant, Shannon Goodwin Housing and Community Action Specialist and Susan Thamvongkham Staff Services Analyst.

Members of the Public: Joshua Johnson

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 1:31pm. Quorum was established.

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

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

3. Action Items

a. Review and Approval of the February 15, 2023, Meeting Minutes

Bill Jostock made a motion to approve the February 15, 2023, meeting minutes with minor edits; seconded by Kristen Shreder. Roll call vote was taken, all approved, and none opposed.

b. Review and Approve the Low- Income Sector Alternate Vacancy Membership Applications

Joshua Johnson answered questions the CAB had regarding his interests in the CAB and his background in the community.

Kristen Shreder made a motion to approve Joshua Johnson's designation as low-income sector alternate; seconded by Hope Seth. Roll call vote was taken, all approved, and none opposed.

Joshua Johnson was welcomed into the CAB.

4. CSD Requirements/CSBG Administration

a. Shasta Co. CAA model under HHSA Presented by Lucy Hernandez

Lucy Hernandez provided the CAB with a presentation of proposing four different models the Shasta Co. CAA can be established under HHSA. The presentation included a look the CAA administrative pass through, CAA pass through & direct services, CAA direct service provider and CSBG entity re-assigned to another provider which only CSD has this authority to designate. Different examples of other CAA's were provided for each model. She reviewed her role as a CAA consultant.

Lucy provided feedback to questions the CAB had regarding the different models.

b. 2024-2025 Community Action Plan & Community Needs Survey Update Provided by Lucy Hernandez

Standard 3.1: Community Assessment

Lucy Hernandez provided the CAB with the Community Needs Survey results, which included the community input process, demographic results, income data, the top five priorities in the community, the top five needs faced by residents, the top five barriers, the surveyors hope or vision for Shasta County, and current resources utilized by residents.

CAB members had questions and provided their feedback and edits to the Community Action Plan and Community Needs Survey.

c. Receive an Update on the Consolidation of the Shasta County Housing and Community Action Agency with Shasta County Health and Human Services Agency Provided by Mary Williams.

Mary Williams provided the CAB with an update on the consolidation of the Housing and Community Action Agency with Shasta County Health and Human Services Agency. A memo went out to the CAB describing ordinance number SCC 2023-02 for consolidating the agencies was unanimously adopted on March 28, 2023 and goes into effect on April 27, 2023. The memo included an HHSA organizational chart, the Housing programs organizational chart and the approved ordinance.

Laura Burch expressed her support of CAB involvement and feedback on programs moving forward.

d. Director's Dashboard Report Update Provided by Lucy Hernandez

Standard 5.9: Board Governance

Standard 8.7: Financial Operations and Oversight

County of Shasta Single Audit Report Year Ended June 30, 2022 (Attachment F)

Standard 8.3: Financial Operations and Oversight

Lucy Hernandez shared program data updates in the areas of homeless planning and response, housing development, tenant assistance programs and special projects and economic assistance. The Director's Report also included a financial update on the CSBG 2022, CSBG 2022 Discretionary and CSBG 2023 grants which

funds those programs the CAB advises. The CAB was also received the updates on the County of Shasta Single Audit Report Year Ended June 30, 2022, a copy was provided and a link to access the online report.

CAB members shared recommendations on expanding the Director's Dashboard Report.

e. Customer Satisfaction Survey Highlights Provided by Susan Thamvongkham
Standard 1.3: Consumer Input and Involvement

Susan Thamvongkham shared brief highlights of the Customer Satisfaction Surveys received. Since the last board meeting our agency has received a total of 67 surveys with a satisfaction rate of 90% of the surveyors who indicated that they either "strongly agreed" or "agreed" to the survey questions. Some positive feedback from the surveyors and those interested in the advisory board was shared.

f. Community Action Month – May

In honor of the upcoming Community Action Month, CAB Chair, Jessaca Lugo recited the Community Action Promise. The City of Anderson, City of Redding and City of Shasta Lake will be provided with a template proclamation if they choose to utilize it and have it presented at their city council meeting.

5. Board Member Jurisdiction / Sector Updates

a. Low-Income/Public/Private Sector

Bill Jostock shared his appreciation of the meetings dialogue, and expanding details of the Director's Report Dashboard, hopes to further our efforts and discussions.

Hope Seth shared she is looking forward to working with Shasta County Health and Human Services.

Stan Neutze shared his concerns of the connection to homelessness and mental health. He shared a resident of the City of Anderson was in need of services and advocated for her to get connected with HHSA and services.

Joshua Johnson thanks the CAB for having him, he is excited to see how the CAB works and to get his CAB orientation training. He is looking forward to connecting with HHSA.

Shah'ada Shaban shared her concerns of the source of income discrimination, the end of the Cal-Fresh allotment and lack of food programs. She had questions on the landlord incentive program and if it was still active.

6. Confirmation of Next Board Meeting

Next Meeting Date: June 21, 2023.

10. Adjournment

Jessica Lugo made a motion to adjourn the meeting at 3:26pm.

Acronyms

CAA – Community Action Agency

CAB – Community Action Board

CalCAPA – California Community Action Partnership Association

CAP – Community Action Plan

CAPLAW- Community Action Programs Legal Services, Inc.

CSD- California Department of Community Services and Development

CDBG – Community Development Block Grant

CSBG- Community Services Block Grant

CESH – California Emergency Solutions and Housing

CNA- Community Needs Assessment

CoC – Continuum of Care

EFSP – Emergency Food and Shelter Program

ESG – Emergency Solutions Grant

FUP – Family Unification Program

HHAP – Homeless Housing Assistance and Prevention Program

HUD – Housing Urban and Development

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

NCAP- National Community Action Partnership

NOFA – Notice of Funding Availability

TBRA – Tenant Based Rental Assistance

VASH – Veterans Affairs Supportive Housing



Community Action Board (CAB)

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 – 8/18/2021
Ratified by County of Shasta Board of Supervisors – 10/5/2021**

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	10
	Section 1: Schedule and Notice of Meetings	10
	Section 2: Special Meetings	11
	Section 3: Minutes	11
	Section 4: Cancellation of Meetings	11
ARTICLE X.	Amendments to Bylaws	11
ARTICLE XI.	Governing Body (Board of Supervisors)	12
	Section 1: Responsibilities	12

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

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

AYES: Supervisors Jones, Baugh, Chimenti, Moty, and Rickert
 NOES: None
 ABSENT: None
 ABSTAIN: None
 RECUSE: None




**Joe Chimenti, Chair
 Board of Supervisors
 County of Shasta County
 State of California**

ATTEST:
MATTHEW P. PONTES
 Clerk of the Board of Supervisors

By: 
 Deputy

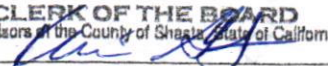
Approved as to form:
RUBIN E. CRUSE, JR
 County Counsel

DocuSigned by:

 Alan B. Cox
 Deputy County Counsel III

09/21/2021 | 1:36 PM PDT

THIS INSTRUMENT IS
 A CORRECT COPY OF THE ORIGINAL
 ON FILE IN THIS OFFICE

ATTEST OCT 06 2021

CLERK OF THE BOARD
 Supervisors of the County of Shasta, State of California
 By: 



TRIPARTITE BOARD MANUAL 2022



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 MISSION.....5

MODE OF OPERATION5

THE COMMUNITY ACTION NETWORK.....5

COMMUNITY ACTION FUNDING.....6

SHASTA COUNTY COMMUNITY ACTION AGENCY 6

MISSION.....6

VISION6

FISCAL YEAR6

GETTING UP TO SPEED 7

DUTIES OF A BOARD MEMBER 7

COMMUNITY ACTION BOARD 8

BOARD PRIORITIES 8

POWERS OF THE BOARD 8

RESPONSIBILITIES OF THE BOARD 9

BOARD POLICIES AND PROCEDURES..... 10

BOARD TERM LIMITS10

BOARD ELECTIONS.....10

POLICIES.....10

INDEMINIFICATION OF MEMBERS, OFFICERS.....10

MEETINGS10

NON-DISCRIMINATION STATEMENT11

RESULTS ORIENTATED MANAGEMENT & ACCOUNTABILITY (ROMA)..... 11

PROGRAMS OPERATED BY SCCAA 16

- COMMUNITY SERVICES BLOCK GRANT16**
- HOUSING REHABILITATION16**
- DOWN-PAYMENT ASSISTANCE16**
- TENANT-BASED RENTAL ASSISTANCE16**

HOMELESS SERVICES..... 17

- EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM.....17**
- HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS).....17**
- CONTINUUM OF CARE LEAD AGENCY17**

KEY STAFF

Shasta County Housing and Community Action Programs:

Executive Director

Program Manager

Community Development Coordinator

Senior Staff Services Analyst I

Staff Services Analyst I

Housing & Community Program Specialist I

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 childcare 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 (NASCSPP). 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 Community Action Board (CAB) is a board representing a number of public, private and low-income interests. The Shasta County Community Action Agency, as the designated Community Action Agency for Shasta County, receives Community Services Block Grant (CSBG) funds from the U.S. Department of Health and Human Services through California's Department of Community Services and Development. The Shasta County Community Action Agency administers CSBG programs with the guidance of the Community Action Board.

The Community Action Board is comprised of twelve members, with four members representing each of three constituent groups: 1) Public Officials or their representatives; 2) Private Sector, consists of business, industry, labor, religious groups, welfare, education, or other major groups and interests in the community; and 3) Low Income Sector, or representatives of the poor residents within the Community Action Board jurisdiction.

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

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.

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
Goal 6	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 SCCA

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 D

Shasta County Housing & Community Action Agency



**Director's Report Dashboard and CSBG Financial Report
Community Action Board Meeting
June 21, 2023**



Organizational Standard 5.9 Board Governance
Organizational Standard 8.7 Financial Operations and Oversight
Organizational Standard 8.3 Financial Operations and Oversight

YTD Homeless Planning and Response

• Exits from Coordinated Entry into a Permanent Housing Destination

- ❖ Shasta: 86
- ❖ Lassen: 13
- ❖ Del Norte: 21
- ❖ Siskiyou: 33
- ❖ Sierra: 2
- ❖ Modoc: 0
- ❖ Plumas: 0

• Weekly CE By-Name List Meetings:

- ❖ Monday- Del Norte Co, Plumas/ Sierra Co's
- ❖ Tuesday- Lassen Co
- ❖ Friday- Shasta Co & Sierra Co

• Weekly Coordinated Entry Intake:

- ❖ Tues & Thurs at Good News Rescue Mission

• CoC Executive Board & Committee Meetings: 8

• HMIS Administrator User Trainings: 50

• HMIS\ CE Meetings attended by Staff: 27

• HMIS Outreach Events attended by Staff: 7

Housing Development

• Burney Commons

- ❖ 30 units of affordable housing; waitlist opened April 2023; June 2023 tentative project completion date.

• Shasta Lake Apartments

- ❖ 48 Units of Affordable Housing; mixed use development; in pre-development stages.

• Sunrise Cottages

- ❖ 54 Units of affordable senior housing in the City of Anderson; 49 will be PBV; in pre-development stages.

• Shasta Lake Veteran's Village

- ❖ 30 Units of Affordable Housing for Veterans.

Tenant Assistance Programs

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

- ❖ 620 leased, 96 issued, 3 set aside for VHDC (PBV)

• Veterans Affairs Supportive Housing (VASH)

- ❖ 35 leased, 4 issued, 27 set aside for VHDC

• Family Self Sufficiency (FSS)

- ❖ 25 participants, 0 YTD graduates (1 Pending)

• Tenant Based Rental Assistance (TBRA)

- ❖ 39 leased, 6 issued

• Partners II

- ❖ 5 leased, 3 issued

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

- ❖ 16 Leased, 13 issued

• YTD Housing Quality Standards Inspections: 500

• YTD Deposit Assistance: 5

• Landlord Incentives: 1

Economic Assistance

• CDBG CV2/CV3 (\$876,371)

- ❖ Businesses Assisted: 7

• Down-Payment Assistance-

- ❖ On Hold While in Transition
- ❖ Waitlist: 37

• Shasta County Housing Rehabilitation

- ❖ Pending State Renewal
- ❖ Active Projects: 0

• City of Anderson Housing Rehabilitation

- ❖ Marketing Efforts in February
- ❖ Active Projects: 1

• Shasta Lake Housing Rehabilitation

- ❖ Finalization of Projects\ Fund Depleted
- ❖ Active Projects: 1

SCHCAA – Program Dashboard 2023

Organizational Standard 5.9 Board Governance

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

Economic Assistance Cont.

- **Emergency Food and Shelter Program**

(EFSP) Phase 40 \$72,026

- Anderson Cottonwood Christian

Assistance-\$13,293

- FaithWorks - \$17,226

- Good News Rescue Mission - \$19,870

- Hill Country Community Clinic - \$10,233

- Shasta Health and Community Wellness Center - \$4,060

- Shingletown Medical Center-\$6,344

- Tri Counties Community Network-\$1,000

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

- The date and time of the next meeting will be in September.

SCHCAA – Program Dashboard 2023 Continued

Organizational Standard 5.9 Board Governance

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

CSBG Grants Financial Report

Organizational Standard 8.7

The tripartite board/ advisory body receives financial reports at each regular meeting, for those program (s) the body advises, as allowed by local government procedure.

Grant Name	Grant #	Grant Amount	Contract Term	Year-to-date Expended
2022 CSBG	22F-5044	\$314,957	01/01/2022- 05/31/2023	\$314,811.66
2022 CSBG Discretionary	22F-5044	\$31,000	06/15/2022- 05/31/2023	\$29,317.03
2023 CSBG	23F-4044	\$295,200	01/01/2023- 05/31/2024	\$85,100.86

Board Governance by Program Area

Administrative Roles of Boards by Program

- **Community Action Board (CAB)** ↔
 - Tripartite Advisory Board Representing Low-Income, Private, and Public Sectors Providing Oversight of CSBG Program and CAA Activities
- **NorCal COC Executive Board** ↔
 - Representatives from Each County COC Advisory Group Within the Continuum of Care Seven-County Region
- **Public Housing Authority (PHA) Board** ↔
 - DeFacto Board of Supervisors Acting as Governing Entity over PHA Four-County Region

Administrative Role of Shasta County Board of Supervisors by Program

- **Board of Supervisors**
 - Acting as administrative approving entity
- **Board of Supervisors**
 - Acting as administrative approving entity for the SCHCAA to be the grant administrator and fiscal agent for COC programs
- **Board of Supervisors**
 - Acting as administrative approving entity and representing the interests of the PHA throughout the 4-county PHA Region

Thank You for your Attention 😊