

# COUNTY OF SHASTA COMMUNITY ACTION BOARD (CAB)



## CAB AGENDA

Wednesday, August 16, 2023

1:30-3:00pm

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

**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](mailto: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.

**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-  
Gilliam  
Katie Swartz  
Bill Jostock  
Kristen Shreder  
Hope Seth  
\*Patrick Jones  
\*Marlyn Winsen  
\*Joshua Johnson

\*Denotes  
Alternates

**Executive  
Director**  
Laura Burch

**Deputy  
Director**  
Emily Kerr

**Housing & CAA  
Program  
Manager**

Melissa Nave

### 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 Revised April 19, 2023, Meeting Minutes (Attachment A)
- b. Review and Approve the June 21, 2023, Meeting Minutes (Attachment B)

### 4. CSD Requirements/CSBG Administration

- a. New Staff Introductions
- b. Action Items
  - i. Review and Approve the Recommended Edits to the Bylaws Provided by Lucy Hernandez (Attachment C)
  - ii. Review and Approve the Recommended Edits to the Tripartite Manual Provided by Lucy Hernandez (Attachment D)
- c. Discuss planning for September 20, 2023, Special Meeting on Strategic Plan
- d. Deputy Director's Report (Attachment E) Update Provided by Deputy Director Emily Kerr

e. **Programmatic Dashboard Report (Attachment F) Update Provided by Program Manager Melissa Nave**

**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.*

f. **Customer Satisfaction Survey Update 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. **Special Meeting September 20, 2023 1:30-3pm**

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, 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 and HHSA organizational chart, the Housing programs organizational chart and the approved ordinance.

There was an extended conversation regarding the actions of the County and several CAB members expressed concerns, Mr. Neutze indicated he felt the opportunity to provide feedback was not presented.

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



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## Community Action Board Meeting Minutes

Wednesday, June 21, 2023

1:30pm – 3:00pm

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

**Board Members Present:** Shah'ada Shaban, Kevin Crye, Jack Munns, Susan Wilson, Janice Powell, Carrie Noah-Gilliam, Katie Swartz, Bill Jostock, Kristen Shreder, Hope Seth and Joshua Johnson.

**Staff Present:** Jonathan Taylor Deputy Director, Dwayne Green Deputy Director, Melissa Nave Program Manager, Lucy Hernandez Consultant, Christy Coleman Assistant Agency Director and Susan Thamvongkham Staff Services Analyst.

### Members of the Public:

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

The Community Action Board ("CAB") meeting was called to order by Shah'ada Shaban Vice-Chairperson, at 1:31pm. Quorum was established.

The ("CAB") mission statement was read by Shah'ada Shaban Vice-Chairperson.

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

#### 3. Action Items

##### a. Review and Approval of the April 19, 2023, Meeting Minutes

Kristen Shreder requested that item 4 (c) on the April 19, 2023, meeting minutes be revised to reflect CAB member comments and concerns. Christy Coleman requested the CAB members to provide their requested revisions and item will be brought back to the August meeting for review and approval.

#### 4. CSD Requirements/CSBG Administration

##### a. Review and Approve the Current Bylaws or Make Edits or Updates Provided by Lucy Hernandez

Lucy Hernandez explained this is an opportunity for CAB review and discussion on the Bylaws. Lucy Hernandez recommended to update the language to the document because of the transition to Shasta County Health and Human Services. Lucy Hernandez invites any specific best practices or clarifying language updates to the

document from the CAB. Katie Swartz reviewed the responsibilities of the Nominating Committee as outlined in the Bylaws. Lucy Hernandez informed the CAB that amendments to the Bylaws would need to be approved by the CAB then ratified by the Board of Supervisors.

**b. Review and Approve the Current Tripartite Manual or Make Edits or Updates Provided by Lucy Hernandez**

Lucy Hernandez explained the Tripartite Manual is an optional tool to supplement to the Bylaws and not required by CSD. The outdated 6 national goals are now decreased to 3. The CAB was opened for input and Lucy shared her recommended edits to add the transition to the historical section of the document and to also include language that mirrors the CSBG Act.

The idea of an Ad hoc committee to review both documents was discussed. The CAB requested that Lucy Hernandez review both documents to recommend any compliance related changes. Both items will be brought back to the August meeting for review and approval of the recommended changes.

Katie Swartz made a motion to authorize Lucy Hernandez to make compliance related recommendations to the Bylaws and Tripartite, which will be reviewed and approved at the August meeting and to establish an ad hoc committee to review the Bylaws for 2024. Second by Kevin Crye. Roll call vote was taken, all approved, and none opposed.

Volunteers from the CAB for the ad hoc committee and the guidelines to establish the committee was discussed. Shah'ada Shaban Vice Chair appointed Katie Swartz, Bill Jostock and Hope Seth to the Bylaws ad hoc committee to present recommendation to the Bylaws in January or February of 2024.

**c. Review and Approve the new \$26,000 CSBG 2023 Discretionary Grant Provided by Lucy Hernandez**

Lucy Hernandez shared the new \$26,000 CSBG 2023 Discretionary Grant Budget has not been finalized yet and shared specific eligible uses of the funds that the agency plans to utilize. There was a discussion regarding if this item needs to be approved by the CAB and Lucy Hernandez clarified that our resolution for the CSBG 2023 grant allows us to accept additional funds up to 10%, which this new award amount falls under. So, no action from the CAB is needed.

**d. Review and Approve the \$2,808 Increase of the CSBG 2023 Regular Grant Provided by Lucy Hernandez**

Lucy Hernandez shared the \$2,808 Increase of the CSBG 2023 Regular Grant Budget was awarded the same time as the discretionary grant and the budget has not been finalized yet and shared specific eligible uses of the funds that the agency plans to utilize. There was a discussion regarding if this item needs to be approved by the CAB and Lucy Hernandez clarified that our resolution for the CSBG 2023 grant allows us to accept additional funds up to 10%, which this increase falls under. So, no action from the CAB is needed. CAB members expressed their frustrations of not having supporting documents available for review. Lucy Hernandez explains because of the



timing we received the award we were not able to provide the supporting documents for review. The approved budgets will be sent out later in August.

**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.*

Lucy Hernandez requested that the CAB set up a meeting in either August or October meeting to oversee our current Strategic Planning goals. To allow for additional data to support the update. The timeframe of the required update was discussed, the last Strategic Plan update was provided last October. Janice Powell requested clarification if action was needed at this meeting. Shah'ada Shaban and Katie Swartz expressed their support of the importance of the Strategic Plan and a focused planning session. Carrie Noah-Gilliam discussed the possibility of researching other CAA's Strategic Plan's in California with a similar population to identify areas for improvement. Lucy Hernandez clarified that our Strategic Plan aligns with other CAA's in California.

Katie Swartz made a motion to have a special meeting on September 20<sup>th</sup> 2023, at 1:30pm for the purpose of receiving an update to the Strategic Plan and reviewing Strategic Plan goals. Second by Shah'ada Shaban. Roll call vote was taken, all approved, and none opposed.

CAB members requested the item be brought back to the August meeting for discussion on planning before the September 20<sup>th</sup>, 2023, special meeting.

**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.*

Lucy Hernandez shared that the 2022-2023 Community Action Plan ends December of this year and that we are currently working on the 2024-2025 Community Action Plan. The Community Action Plan's focus is on housing needs. The commitment of the staff is to continue to provide housing services and expanding service areas. With the transition under HHSA still ongoing the two housing teams are working to integrate. Kristen Shreder requested more clarification on the housing data. Lucy Hernandez explained the housing data is still provided on the dashboard report.

**g. Receive an Update on the 2024-2025 Community Action Plan Provided by Susan Thamvongkham**

Susan Thamvongkham shared that due to time constraints, the 2024-2025 Community Action Plan public hearing has been rescheduled further out to July 11, to allow for the 15-day notice. Lucy Hernandez has contacted Patrick Kane our State CSD rep, and he is aware this will result in a late submission past the June 30<sup>th</sup> deadline, which the State will accept, but most likely will be marked as a finding and a corrective action needed on our next review. CAB members expressed their frustration on the County processes. Christy Coleman clarified the County processes and assured the 2024-2025 Community Action Plan public hearing will be on the correct agenda for the reschedule.

A member of the press requested clarification on what was an action item and discussion item on the agenda.

**h. Director's Dashboard Report 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.*

Jonathan Taylor shared an update on our agency's move to 2600 Park Marina HHSA office in July which will put us closer to HHSA's housing team, establishing us closer to fully integrating. Jonathan Taylor introduced our new Program Manager Melissa Nave and expressed his excitement to have her onboard. In addition, there will be a new Community Development Coordinator coming in July and two new housing and community action program specialist joining the team. CAB members requested clarification on Melissa's roles and responsibilities. Christy Coleman clarified that Melissa will be overseeing all of Housing Authority, Continuum of Care and Community Action Board. CAB members requested clarification on any programs not operating due to the transition and vacancies. Dwane Green ensures we are still serving the public and there has been lots of involvement from our program managers, assistant director, director, and deputy directors. Jonathan Taylor shared we are accepting applications for the Burney Commons Project. CAB expressed their thoughts on how the CAB operated in the past compared to how it is going currently and where they would like the direction to go. CAB requested a simple report breaking down the CSBG grant expenditures.

**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.*

Susan Thamvongkham shared brief highlights of the Customer Satisfaction Surveys received. Since the last board meeting our agency has received a total of 26 surveys with a satisfaction rate of 95% of the surveyors who indicated that they either “strongly agreed” or “agreed” to the survey questions. Some positive feedback from the surveyors and those interested in the advisory board was shared.

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

### **a. Low-Income/Public/Private Sector**

Katie Swartz shared she is a coordinator for a micro shelter project which and going to break ground soon. In addition, collecting bids, then securing a contractor for 2<sup>nd</sup> micro shelter.

Bill Jostock introduced himself, he expressed wanting to learn more of the roles and responsibilities of the CAB, so he asks the right questions. He is a part time accountant for CRDC and is familiar with some components of the affordable housing area and expressed that tying the two organizations together down the road would be beneficial.

Susan Wilson shared she will be the president of the league of women voters. She expressed her hopes for the County, and incorporated cities to work effectively. She describes the organizations she runs, Youth Options Shasta and CBHPC. She expressed the importance of effective communication to achieve goals.

Kristin Shreder shared she currently served as our public sector representative before she retired from the City of Redding and is now serving as our private sector representative. She shared she is on the CoC executive board as well as the Shasta advisory board, she hopes to use her experience working in government to help facilitate some projects like transportation and homelessness.

Hope Seth shared she is our private sector representative, a consultant for Anderson doing economic development, an executive leadership coach, as well as a board member for the Good News Rescue Mission and the Civic Auditorium. She shared her interest in helping people find housing is what got her involved in the CAB.

Joshua Johnson shared he is the newest member of the CAB representing the low-income sector, he also sits on the Good News Rescue Mission board. He explained his role at GNRM is to oversee a 17-space pallet shelter project and the sober living housing. He shared he is familiar with the costs of construction, tax credit financing and the challenges of inventory of affordable housing which he hopes to use his experience to close the gaps of affordable housing.

Janice Powell shared she our public sector representative representing the people. She expressed her concerns the City of Shasta Lake’s housing projects administered by Shasta County and the high administrative costs compared to the actual services and funds the people are receiving.

Carrie Noah-Gilliam shared her passion for the homelessness and her efforts to assist them. She shares her frustration of the amount of funding for homelessness and the lack of resources available and her frustration of the procedures of the PIT count. She expressed her hopes for everyone to come together to make a difference.

Kevin Crye shared a story of a 34-year-old homeless women from Portland Oregon who had been trafficked since she was 19, where the police department told her Shasta County had more services and sent her on a bus down here. He expressed the importance of tracking where this homeless people are coming from to determine if they are being sent here from other counties or law enforcements. He stated he cares about Shasta County first. He shares homelessness is not his passion, but he will put his whole heart into the efforts of finding a solution. He shares his passion is mentoring kids. He expressed his excitement of HHSA's new leadership under Laura Burch, and the accountability to non-profits having to pay back funds. He expressed his support of helping the homeless population willing to accept public assistance and discourages those living illegally on people's property.

Shah'ada Shaban shared details of her work at Legal Services of Northern California in the field of housing stability and preservation.

**6. Confirmation of Next Board Meeting**

Special Meeting Date: September 20, 2023.

Next Meeting Date: August 16, 2023.

**7. Adjournment**

Shah'ada Shaban Vice-Chairperson made a motion to adjourn the meeting at 3:20pm.

**Acronyms**

CAA – Community Action Agency

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Shasta County  
Health & Human  
Services Agency



Shasta County

Community Action Board (CAB)

(CAB)



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# Bylaws

Administered by Shasta County Health  
& Human Services Agency (HHS)/

Shasta County Community Action

Agency 1450 Court Street,

Suite 1082600 Park Marina Drive

Redding, CA 96001

Telephone: (530) 225-5160XXX-XXXX

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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  
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## ARTICLE I: Name

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

## ARTICLE II: Purpose

The purpose of the CAB shall be the following:

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

## ARTICLE III: Area of Service

The area of service shall be Shasta County.

## ARTICLE IV: Organization

### Section 1. Organization

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

- A. ~~Public Sector-~~ One-third of the members of the CAB shall be elected officials, currently holding office, or their appointed representative.
- B. ~~Low-Income Sector-~~ One-third of the members shall be representatives of the low-income, chosen in accordance with democratic procedures

- C. Private Sector-One-third of the members shall be representatives of business, industry, labor, religious, welfare, education, or law enforcement organizations chosen in accordance with procedures.

Section 2. **Selection Procedures**

- A. Public Sector - The Shasta County Board of Supervisors and the City Councils of Anderson, Redding, and Shasta Lake ("the Appointive Body") may each appoint one representative from eligible elected public officials or appointed public officials. Elected public officials are defined to include current members of the Board of Supervisors or City Councils. Appointed public officials are defined to include current employees of the jurisdiction. If no appointment is made by a City Council, the Shasta County Board of Supervisors shall appoint an additional representative from eligible appointed public officials.

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

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

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

- C. Private Sector -Representatives of the private sector will be selected by the full CAB as follows:

- 1. CAA staff will post a public notice of vacancy in appropriate locations requesting notification of interest from organizations seeking representation on the CAB.
- 2. CAA staff shall utilize media resources and direct mailing techniques to notify and solicit participation from private organizations.
- 3. CAB members may assist in the recruitment of interested organizations through personal contact with those organizations with whom they are acquainted.

4. The CAB shall select an appropriate representative from among those who have submitted a complete application indicating an interest in participation. An attempt will be made to maintain a representative cross section of community interest such as business, education, industry, labor, religious, law enforcement, welfare, or other private groups.

Section 3. **Term of Office**

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

Section 4. **Removal**

- A. **Public Sector representatives** may be removed from the CAB only by the Appointive Body or the Shasta County Board of Supervisors.
- B. **Representatives of the low-income and private sector representatives** may be removed for good cause from the CAB upon agreement of a two-thirds majority present at a CAB meeting. Good cause may include but not limited to the following conduct:
  1. Accumulating two consecutive absences without contacting the Community Action Agency ("unexcused").
  2. Refusing to participate in CAB functions and responsibilities.
  3. Engaging in activities not authorized by the CAB that are disruptive of staff effectiveness.
  4. Participating in activities determined to be a conflict of interest.
- C. In all cases, before removal shall be implemented, the CAB member subject to removal shall:

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

1. Receive written notice, at least fifteen days prior to the date of discussion, stating the grounds for removal including dates, times, and places that may be applicable.
2. Receive an opportunity to be heard by the CAB prior to a vote on the removal issue.

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

**Section 5. Vacancies**

- A. There is a vacancy on the CAB when the term of a member has expired, when a member notifies the CAB of his/her resignation, when a public sector representative leaves office or is removed by the Appointive Body, or when a member has been notified of his/her removal by action of the CAB for cause.
- B. Public Sector Representation - When the seat of a Public Sector Representative is vacant, the CAB shall ask the Appointive Body to select a replacement.
- C. Representatives of the Low-Income - When the seat of a representative of the low-income is vacant, the CAB shall select a replacement in accordance with the provisions of Article IV, Section 2. B.
- D. Private Sector Representation - When the seat of a private organization representative is vacant, the CAB shall select a replacement in accordance with the provisions of Article IV, Section 2.C.

**Section 6. Quorums**

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

**Section 7. Alternates**

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

Each sector may have one alternate. Each alternate may substitute for only one Board Member.

1. Public Sector - The Board of Supervisors from the County and the City Council from the cities will select their alternates

for the public sector members and alternates will serve only in their absence.

2. Low-Income Sector - The alternate representatives for the Board low-income sector shall be selected in the same manner as the principal low-income representatives are selected. The low-income alternate will serve only during the absence of the low-income seated board member and have voting rights during their absence.
3. Private Sector - The private organizations/sector members represented on the Board shall select their own alternates, just as they select their own representatives. The alternate will serve only during the absence of the private sector representative and have voting rights.

## **ARTICLE V: Officers of the Board**

### **Section 1. Designation of Officers**

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

### **Section 2. Election and Term of Officers**

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

### **Section 3. Vacancies**

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

### **Section 4. Powers and Duties of Officers**

- A. Chairperson - The Chairperson shall preside at all meetings of the CAB and shall be an ex-officio member of all committees. In addition, the Chairperson shall have other power consistent with these By-Laws and as required to conduct the business of the CAB.
- B. Vice-Chairperson - In the absence of the Chairperson, the Vice-

Chairperson shall perform the duties of the Chairperson and shall perform other duties as are designated by the Chairperson. In the absence of both the Chairperson and the Vice-Chairperson at a CAB meeting, members present shall appoint a member to preside over the meeting.

## **ARTICLE VI: Board Member Policies & Regulations**

### **Section 1. Conflict of Interest**

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

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

### **Section 2. Compensation**

Board members shall serve without any salary for their service.

### **Section 3. Nepotism**

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

A Board member who has a relative as a member of the CAB as of the effective date of the Bylaws shall declare such relationship immediately. A Board member shall not be present or participate in any discussion or vote on any action of the Board which will directly or indirectly affect a relative including discussions and/or evaluations of anyone in his/her supervisory chain of command including the Executive Director.

## **ARTICLE VII: Committees of the Board**

### **Section 1. Committee Membership, Appointments, and Vacancies**

The Chairperson of the Board, with recommendations from the full Board, shall establish membership on standing committees. The Chairperson shall add to the membership or fill vacancies on established committees as needed, with the approval of the Board. The Chairperson may utilize non-board members as Technical

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

Resources Assistants for specific assignments and/or projects, subject to approval of the Board.

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

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

The following committees are authorized:

Commented [LH6]: Membership created

- A. Nominating Committee - There shall be a nominating committee, as established by the CAB, which is a standing committee responsible for selection of the Representative of the Low-Income CAB members for election by the CAB.
- B. Ad Hoc Committees - Ad Hoc committees may be established as deemed appropriate by the CAB and shall be appointed by the Chairperson. Ad Hoc committees shall be for a specified purpose and a specific length of time.
- C. Other Standing Committees - Other standing committees may be established as deemed appropriate by the CAB.

## ARTICLE VIII: Compensation

### Section 1. Compensation

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

## ARTICLE IX: Meetings

### Section 1. Schedule and Notice of Meetings

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

- A. The CAB shall meet a minimum of four and up to six times a year. The meetings shall be scheduled for the convenience of its members and of the general public.
- B. An agenda stating the date, time, and location of each meeting will be posted on the Shasta County webpage at [https://www.co.shasta.ca.us/index/housing\\_index.aspx](https://www.co.shasta.ca.us/index/housing_index.aspx) at least 72 hours in

- advance of the meeting.
- C. All CAB meetings shall be governed by the provisions of the Ralph M. Brown Act.

**Section 2. Special Meetings**

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

**Section 3. Minutes**

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

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

**Section 4 Cancellation of Meetings**

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

(A) When a majority of the members of the Board have confirmed, either in open session at a previous meeting or independently in writing, their unavailability to attend a future meeting.

(B) When staff advises the chair that there are five or fewer items requesting action by the Board to be scheduled on the proposed agenda for a future meeting.

**ARTICLE IX- Amendments to Bylaws**

**Section 1. Amendments to Bylaws**

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

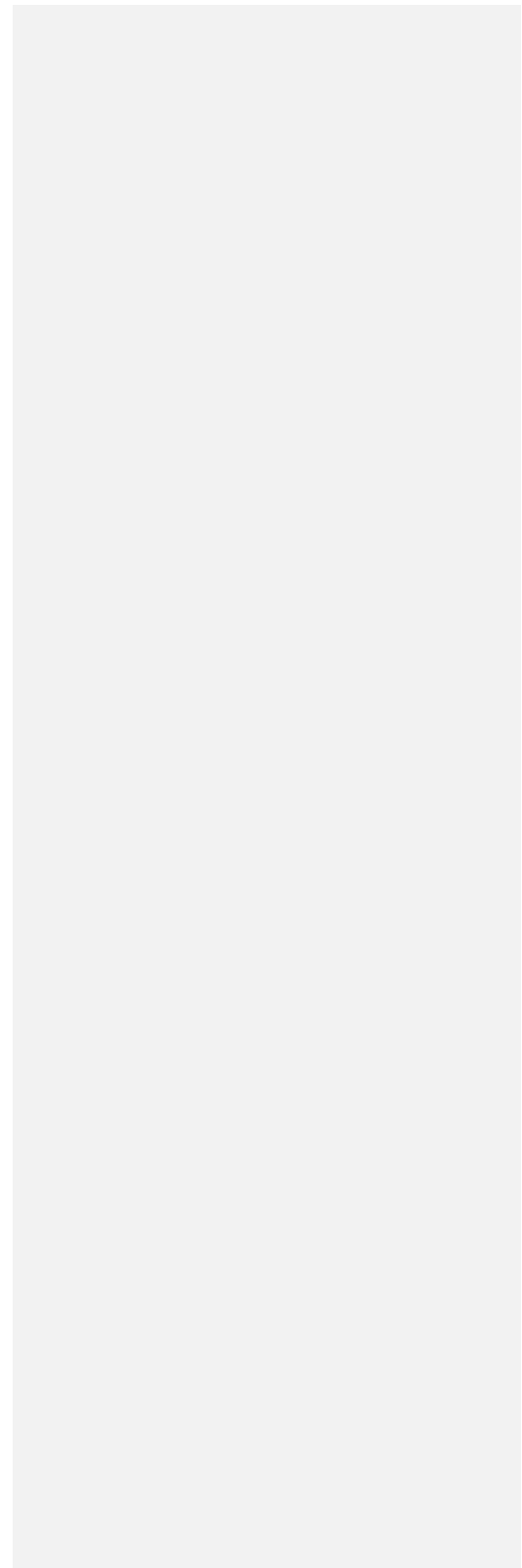
**Commented [LH9]:** At any regular meeting or indicate the first meeting of the year—to stay on-track.

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

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



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



**Section I. Responsibilities**

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

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

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

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

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

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

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

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

**Clerk of**  
**By: \_\_\_\_\_**

**Deputy**  
**ed as to form:**

**Approv**

Joe Chimenti  
Patrick Jones, Chair

\_\_\_\_\_  
**Board of Supervisors**

**E. CRUSE, JR**  
**County**

**RUBIN**  
**County**

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



# TRIPARTITE BOARD MANUAL 2022



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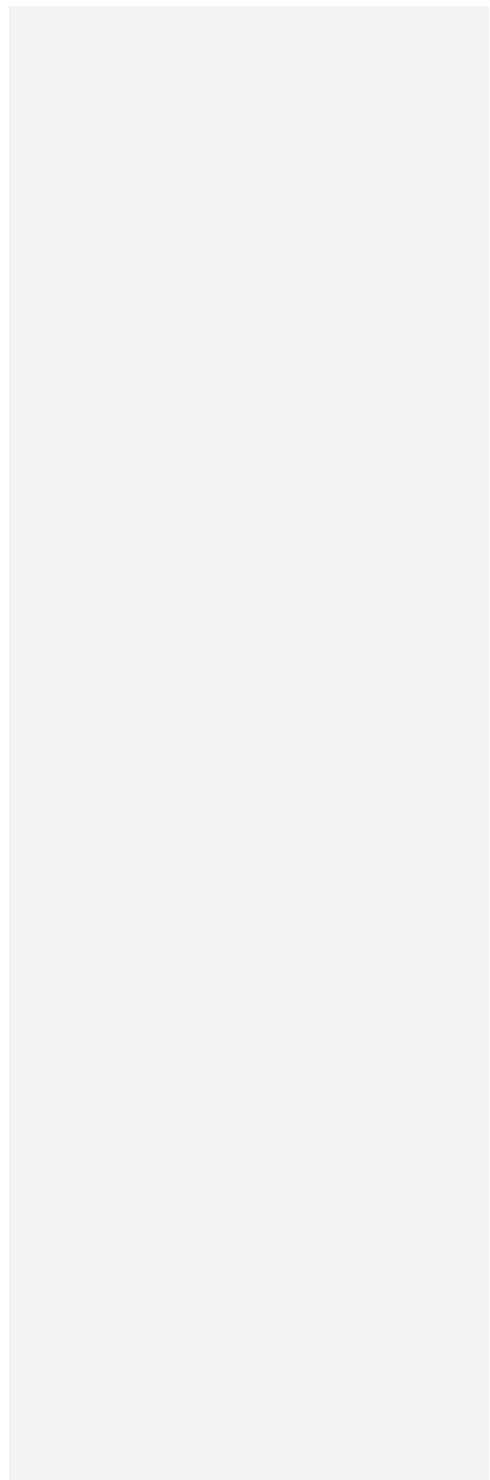
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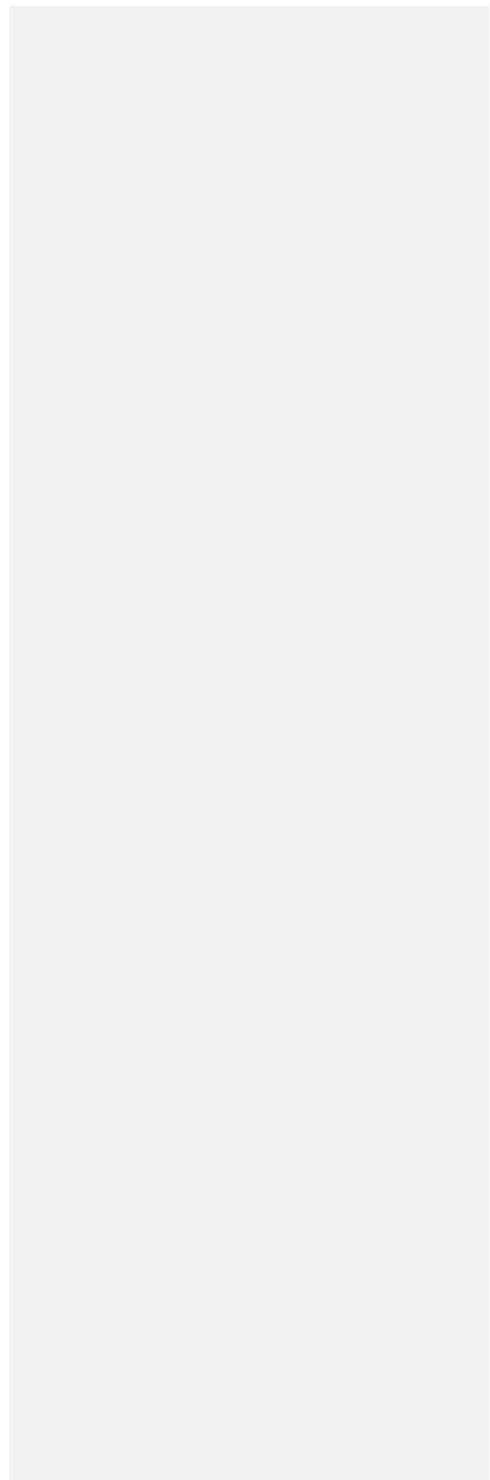


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**KEY STAFF SHASTA COUNTY COMMUNITY ACTION LEADERSHIP STAFF**

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 II

Laura Burch, HHS Executive Director

Jonathan Taylor, Deputy Branch Director-Economic Mobility

Melissa Nave, Program Manager- Economic Mobility

**Commented [LH2]:** There is change to these positions; due to change perhaps consider removing, as it does not serve a clear purpose; recommend only the Leadership team: Executive Director, Deputy Branch Dir. and Program Manager positions

**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.

[The CAA Board Members are required to be trained on their duties and responsibilities, which includes the history orientation of the CAA movement:](#)

- [Organizational Performance Standards—Category 5 Board Governance: Standard 5.7 \(Public CAA\)](#)
  - [The department has a process to provide a structured orientation for tripartite board/advisory body members within 6 months of being seated.](#)
- [Organizational Standard—Category 5 Board Governance: Standard 5.8 \(Public CAA\)](#)
  - [Tripartite board/advisory body members have been provided with training on their duties and responsibilities every 2 years.](#)

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## SHASTA COUNTY COMMUNITY ACTION - 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-CAA MOVEMENT 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 low-income and vulnerable residents in Shasta County attain economic opportunity ~~people, by creating and maintaining employment opportunities and bringing millions of dollars into the local economy each year.~~

### Vision and Purpose Statement

#### Vision

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

#### Purpose Statement

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

#### Core Values

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**Collaborative Action:** All organizational players work together to leverage funds and close service gaps.

**Community Voice:** SCAA partners with the community, working to bring down barriers and championing community-driven solutions.

**Responsibility:** SCAA works to accurately and effectively represent the work of community action through accurate representation of programming, commitment to identified roles and responsibilities, and facilitating community participation.

**Inclusivity:** All community members and organizations are welcome to work together as partners in the process of defining problems, creating solutions, and leveraging resources.

**Leadership:** SCCAA provides the platform for community members to become leaders within their community.

#### MODE OF OPERATION

Community Action Agencies carry out their mission purpose 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.

**Commented [LH6]:** Removal of mission throughout document

#### THE COMMUNITY ACTION NETWORK

In the United States, there are about over 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. There are approximately 64 CSBG entities in the State of California and 2/3 of the organizations are private non-profits and 1/3 are public agencies. Each CSBG agency receives funding based on a state formula.

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

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~~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 Community Services Block Grant (CSBG)~~ fiscal year begins ~~the first day of July and ends the last day of June.~~ January 1st to December 31<sup>st</sup>.

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## 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, as they are adopted annually.

- Public officials shall serve while in office and at the pleasure of the appointive body, for at least one-year.
- Representatives of the poor shall serve an initial term of ~~no more than~~ three years and may be appointed to an additional three-year term, if there is no other candidate interested; ~~however, additional terms may be served if desired.~~
- Representatives of private organizations shall serve ~~at the pleasure of their organizations~~ a three-year term and may be appointed to an additional three-year term, if there is no other candidate interested.

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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 [Community Action Advisory](#) board, you have a right to participate in all board deliberations and actions including, but not limited to the following:

- [Overse the CSBG grant performance](#)
- [Provide CAA Strategic Direction](#)
- [Community Advocacy on issues impacting our local community](#)
- Bringing concerns [or community issues](#) to the attention of the board.
- Initiating relevant new business [or initiatives to respond to local needs](#).
- 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, [administered by the Shasta Co. Health & Human Services, 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, [service provider\(s\) serving](#) or representatives of [low-income 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. [Leverage CSBG funding with other funding sources to maximize services for our local community.](#)

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 ([CAB](#)) 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 [CAB](#) 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: [\(refer to Organizational Performance Standard-Category 5\)](#)
  - By-Laws (describing how agency will be organized and governed) [should be reviewed and adopted annually](#)

- Board Manual [Provided as an orientation and overview of the CAB role, responsibilities and processes.](#)
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 the CAA](#) 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	SECAA Staff
▪ <a href="#">Quarterly</a> Financial Review	Board
▪ <a href="#">Quarterly Program Reports/</a> 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 [CAB Bylaws](#). 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 [person](#) 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 3<sup>rd</sup> 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. [Per the bylaws a total of 51% of the board members must attend, in order to meet quorum.](#) 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~~ [at least two \(2\) unacceptable number-unexcused](#) 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. [Refer to Bylaws-Section 4 for REMOVAL process.](#)

### 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.

**Commented [LH8]:** This section should be discussed/reviewed to follow AB361 and re-codified AB 2449

*Newly Added Teleconference Rules Available Jan. 1, 2023*

Under the new teleconference rules, a legislative body may hold a "hybrid" (partial teleconference, partial in-person) meeting without having to comply with certain procedural requirements (post agendas at teleconference locations, identify teleconference locations in the agenda, make all teleconference locations open to the public) in the following limited circumstances:

- One or more members of the legislative body (but less than a quorum) have "just cause" for not attending the meeting in person (childcare or family caregiving need, contagious illness, physical or mental disability need, or travel while on official public business); or
- One or more members of the legislative body (but less than a quorum) experience an emergency circumstance (a physical or family medical emergency that prevents in-person attendance).

*Original Brown Act Teleconferencing Rules Remain Available*

Local agencies may always rely on the teleconferencing rules that applied pre-COVID – all votes must be by rollcall, the meeting must be conducted so as to protect the rights of the public appearing before the body or wishing to comment, all members of the public must be able to access the meeting and provide public comment, teleconference locations must be identified in the agenda, copies of the agenda must be posted at all teleconference locations, and teleconference locations must be open to the public. Finally, at least a quorum of the members of the legislative body who are participating remotely must do so from locations within the agency's jurisdiction.

**NON-DISCRIMINATION STATEMENT**

In its employment and service delivery activities, ~~SCCAA~~ CAA 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-three~~ national goals that CAAs address
  - integrate **outcomes** or results into CAA operations

B. The ~~six-three~~ national goals CAAs address are:

<u>Goal #1</u>	<u>Individuals and families with low incomes are stable and achieve economic security.</u>
<u>Goal #2</u>	<u>Communities where people with low incomes live are healthy and offer economic opportunity.</u>
<u>Goal #3</u>	<u>People with low incomes are engaged and active in building opportunities in communities.</u>

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

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C. **Outcomes** are:

\* Benefits to the family, agency, or community resulting from a program, service, or activity in which the CAA is a participant. [Annual Reports are due annually to CSD. The CAB should receive program reports at each meeting and the final annual report, after acceptance by CSD.](#)

<b>Outcomes for each national goal are:</b>	
<b><u>Goal 1</u></b>	<b><u>Outcomes</u></b>
<b><u>(Family)</u></b>	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
<b><u>Goal 2</u></b>	1. Low-income people have improved access to employment, housing, capital, and essential services due to expanded capacity
<b><u>(Community)</u></b>	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
<b><u>Goal 3</u></b>	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

<b>(Community)</b>	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
<b>Goal 4</b>	1. Partnerships or collaborations to coordinate service delivery, improve program efficiency, streamline administration and/or eliminate the duplication of services
<b>(Agency)</b>	2. Partnerships or collaborations to improve community planning
	3. Partnerships or collaborations to achieve specific family outcomes
	4. Other types of partnerships or collaborations
<b>Goal 5</b>	1. Agencies leverage external resources to increase their capacity to serve low-income people
<b>(Agency)</b>	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
<b>Goal 6</b>	1. Increased education and/or skills
<b>(Family)</b>	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
<b>1</b>	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
<b>2</b>	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

F.D. 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 (NASCSPP), which in turn submits a report to the Office of Community Services (OCS) within the U. S. Dept. of Health & Human Services (HHS).

Once the CSBG Annual Report is accepted by CSD, the CAB will receive the annual report for grant performance review and for strategic direction to CAA staff.

F.E. 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 SC CAA

### 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.

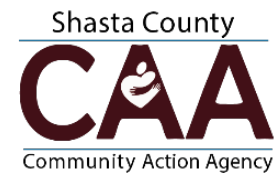
#### CONTINUUM OF CARE LEAD AGENCY

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, served as the lead agency until August 2023.~~

[Shasta County Community Action Staff are available for any questions or for additional information.](#)



# Shasta County



## DEPARTMENT OF HOUSING AND COMMUNITY ACTION PROGRAMS

1450 Court Street, Suite 108  
Redding, CA 96001  
Phone: (530) 225-5160 Fax: (530) 225-5178

**Laura Burch, Director**  
Housing Authority  
Community Action Agency

## Community Action Board Deputy Director's Report

### **Project Name: Community Services Block Grant**

**Location:** Shasta County Community Action Agency

**Time Period Reported:** 06/21/2023- 08/16/2023

### **Agency Updates since last reported (if applicable):**

- Agency move to Park Marina Building.
- Shasta County Finalized 2024-2025 CAP Submission on July 12, 2023, no public comments at July 11, 2023 Public Hearing.
- 2023 CSBG Regular grant amount increase has been approved by CSD (Original contract \$295,200 + new amount of amendment #2 for \$2,808= \$298,008) on July 11, 2023.
- 2023 CSBG Discretionary grant \$26,000 has been approved by CSD on July 11, 2023.
- Lucy Hernandez provided CAB Governance and Ethics training on July 18, 2023, attended by Jonathan Taylor and Joshua Johnson.
- Lucy Hernandez provided CSBG Compliance Overview training on June 30, 2023, attended by Melissa Nave.
- CSBG Org Standards reporting is open, and Deadline is August 31, 2023.
- 2023 National Community Action Partnership Annual Conference in Atlanta Georgia on August 23-25th, 2023, Melissa and Susan will be attending.
- 2023 California Community Action Partnership Association Annual Conference in San Francisco on November 7-9th, Melissa and Susan will be attending.

### **Partnership Updates:**

- A total of 7 different community partners has submitted their HMIS License Renewal\ Activation payments for FY 23-24.
- 2023 PIT Count report complete, will be presenting at City of Shasta Lake City Council Meeting
- Amended Project Based Voucher (PBV) award letter for Sunrise Cottages
- No Place Like Home (NPLH) Center of Hope Apartments, almost move in ready
- Burney Commons Apartments will have first occupants this month (29 PBV from the Housing Authority)





# Shasta County



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## DEPARTMENT OF HOUSING AND COMMUNITY ACTION PROGRAMS

1450 Court Street, Suite 108  
Redding, CA 96001  
Phone: (530) 225-5160 Fax: (530) 225-5178

**Laura Burch, Director**  
Housing Authority  
Community Action Agency

- July stats for the Housing Authority; 2 new Emergency Housing Vouchers, 1 new Mainstream Voucher, 1 Tenant Based Rental Assistance, 2 Veteran Affairs Supportive Housing, 1 FUP Foster Youth Initiative and 33 new HCV leased
- 6 Rehabilitation projects in the eligibility phase and 1 in construction, 2 rehabilitation projects have been completed since January 2023
- Monthly Outreach to encampments by collaborative group

### **New Funding:**

- HHAP Round 4 State Contract approved by Board of Supervisors in July.
- HHAP Round 3 sub recipient agreements are in process
- Permanent Local Housing Allocation (PLHA) RFP coming soon
- American Rescue Plan (ARPA) RFP coming soon

### **Outcomes/Successes:**

- Over 1,100 Housing Choice Voucher (HCV) waiting list letters have been sent out since February 2023
- 701 HCV leased as of 8/1/23; increase of over 100 vouchers leased since January 2023

### **Upcoming items:**

- 2023 CSD Desk Review tentatively scheduled August 21, 2023.
- Strategic Plan update in September
- Changes to the HCV regulations are coming; changes to inspection standards





**Attachment F**

**Shasta County  
Housing & Community  
Action Agency**

**Programmatic Dashboard Report and CSBG  
Financial Report**

**Community Action Board Meeting  
August 16, 2023**



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

## YTD Homeless Planning and Response

### • Exits from Coordinated Entry into a Permanent Housing Destination

- ❖ Shasta: 117
- ❖ Lassen: 13
- ❖ Del Norte: 33
- ❖ Siskiyou: 34
- ❖ Sierra: 2
- ❖ Modoc: 3
- ❖ 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: 22

### • HMIS Administrator User Trainings: 19

### • HMIS\ CE Meetings attended by Staff: 43

### • HMIS Outreach Events attended by Staff: 16

## 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)

- ❖ 648 leased, 119 issued, 3 set aside for VHDC (PBV)

### • Veterans Affairs Supportive Housing (VASH)

- ❖ 35 leased, 6 issued, 27 set aside for VHDC

### • Family Self Sufficiency (FSS)

- ❖ 27 participants, 0 YTD graduates

### • Tenant Based Rental Assistance (TBRA)

- ❖ 33 leased, 4 issued

### • Partners II

- ❖ 4 leased, 2 issued

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

- ❖ 18 Leased, 19 issued

### • YTD Housing Quality Standards Inspections: 678

### • YTD Deposit Assistance: 8

### • Landlord Incentives: 3

## Economic Assistance

### • CDBG CV2/CV3 (\$876,371)

- ❖ Businesses Assisted: 7

### • Down-Payment Assistance-

- ❖ Pending State reactivation of HOME funds.
- ❖ Waitlist: 50

### • Shasta County Housing Rehabilitation

- ❖ State Renewal Approved 7/31
- ❖ Active Projects: 0

### • City of Anderson Housing Rehabilitation

- ❖ Marketing Efforts in February
- ❖ Active Projects: 1
- ❖ 2 Applications in Progress

### • 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.*



# 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 😊