

COUNTY OF SHASTA COMMUNITY ACTION BOARD (CAB)



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

Chairperson
Jessaca Lugo

Vice-Chairperson
Shah'ada Shaban

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

CAA
Director
Jaclyn Disney

Housing
Program Manager
Hollie Zander

CAB AGENDA

Tuesday, January 4, 2022 via teleconference or In-Person
1:30-3:00pm
Larry J. Farr Community Center
4499 Main Street
Shasta Lake, CA 96019

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

<https://www.gotomeet.me/sthamvongkham>

You can also dial in using your phone.

United States: [+1 \(224\) 501-3412](tel:+12245013412)

Access Code: 640-455-677

To Address the Board: Members of the public may address the Board on any agenda item. Pursuant to the Brown Act (Govt. Code section 54950, et seq.) Board action or discussion cannot be taken on non-agenda matters but the board may briefly respond to statements or questions. Persons wishing to address the Board on agenda items or during public comment please sign up by emailing Susan Thamvongkham at sthamvongkham@co.shasta.ca.us. The Board can receive comments in the following ways (1) In person; (2) Call into the meeting conference line and use access code; and (3) You may also submit your public comment via email that will be read into the record.

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

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

2. Public Comment Period

This time is set aside for citizens to address the Tripartite Board on any item of interest to the public that is within the subject matter jurisdiction of the Tripartite Board. No action may be taken on any item not appearing on the agenda unless the action is otherwise authorized by Government Code Section 54954.2(b) (typically, this applies to items meeting criteria as an off-agenda emergency). The Chair reserves the right to limit each speaker to three (3) minutes. Disclosure of a speaker's identity is purely voluntary during the public comment period.

3. Action Items

- a. **AB 361** allowed to meet remotely without complying with prior Brown Act teleconference requirements
- b. **Review and approve the October 20, 2021 & December 13, 2021, Meeting Minutes (Attachment A)**
- c. **Review and approve the 2022 Meeting Calendar (Attachment B & B-1)**
- d. **Chair and Co-Chair Appointments**
- e. **Low-Income Alternate Sector Vacancy (Attachment C)**

4. Administration Business

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

The department has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the tripartite board/ advisory body, which may be met through broader local government processes.

c. Community Engagement Opportunities/ Announcements

Standard 2.1: Community Engagement

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

1. 2021 Winter Coat Drive
2. Project Homeless Connect

5. CSD Requirements/CSBG Administration

a. 2022 CSBG to the BOS for approval

b. Director's Report

Standard 5.9: Board Governance

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

6. Board Member Jurisdiction / Sector Update

a. Low-Income/Public/Private Sector

8. Confirmation of Next Board Meeting

a. Tentative Meeting Date: February 16, 2022.

9. Adjournment

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

ASSISTANCE FOR THE DISABLED:

If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. You may contact the Shasta County Housing and Community Action Agency at 530-225-5160 for disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meeting. To the extent reasonably possible, requests for accommodation or assistance should be submitted at least 24 hours in advance of the meeting so that arrangements may be made.





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

SHASTA COUNTY



Community Action Board Meeting Minutes
Wednesday, October 20, 2021
1:30pm – 3:00pm via Teleconference

Board Members

Chairperson

Jessaca Lugo
Low-Income
Sector

Vice-Chairperson

Shah'ada Shaban
Low-Income
Sector

Public Sector

Joe Chimenti
Kristen Schreder
Stan Neutze
Matt Doyle

Private Sector

Bobbi Sawtelle
Missy McArthur
Susan Wilson

Low-Income

Sector

Carrie Noah
Patrick Moriarty

Board Members Present: Jessaca Lugo, Bobbi Sawtelle, Joe Chimenti, Carrie Noah, Kristen Schreder, Shah'ada Shaban, Missy McArthur, Matt Doyle, Susan Wilson, Bill Jostock, and Stan Neutze.

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

Members of the Public: Marlyn Winsen

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 1:35pm. Quorum was established.

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

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

No public comments were received.

3. Action Items

a. Review and approval of August 18, 2021, Meeting Minutes (Attachment A)

Joe Chimenti made a motion to approve the August 18, 2021, meeting minutes as amended to include Stan Neutze as present; seconded by Matt Doyle. Roll call vote was taken, all approved, and none opposed.

b. Board Vacancy/ Membership Application (Attachment B)

Jessaca Lugo announced there are currently two vacancies. Two applications have been received and were included in the agenda packet for review and consideration. The first application for the private sector alternate Marlyn Winsen was present. The Board agreed not to consider the other appointment until the applicant was able to attend a meeting.

Applicant Marlyn Winsen introduced herself, shared her background and why she would like to serve on the Board.

Kristen Schreder made a motion to appoint Marlyn Winsen to Shasta County Community Action Board as the private sector alternate, and to agenda Theresa Brown's candidate application for the next meeting, seconded by Matt Doyle. Roll call vote was taken, all approved, and none opposed.

c. In Person Meetings vs Telecommunication

Jessaca Lugo shared that Assembly Bill 361 was adopted which extends the waiver of some of the Brown Act requirements. The Board discussed options: returning to in person, continue with virtual, or a hybrid that allowed members to either attend in person or participate via telecommunications. Kristen Schreder made a motion to proceed with in-person meetings with the commitment that Staff will evaluate opportunities for hybrid teleconference capabilities; seconded by Carrie Noah. Roll call vote was taken; six approved and four opposed.

4. Administration Business

a. Announcements/ Information

i. Standard 1.3: Consumer Input and Involvement; Satisfaction Survey Highlights

Trisha Boss provided an update of the Customer Satisfaction Surveys. Since the last CAB meeting the agency has received a total of fifteen surveys, who reported a satisfaction rate of 80%. Staff has identified a gap in Consumer input from all programs. To address the gap, a process has been implemented to include mailing the survey with a self-addressed stamped envelope each time a client is sent a recertification letter, and other correspondence. In addition, Staff is working on posting the survey on the county webpage to increase accessibility to the survey.

ii. Board of Supervisors approved the amended bylaws

Jessica Lugo announced that the Shasta County Board of Supervisors approved the amended CAB bylaws.

b. Board Training and Conferences

i. Training Resources

Jaclyn Disney addressed Standard 5.8 Board Governance refers to training requirements. The agency has created a resource section on the CAA webpage that includes the CalCAPA training portal. The agency is responsible for tracking that the Tripartite board/ advisory board members were provided with training on their duties and responsibilities within the past 2 years. The next board training is due March of 2022.

5. CSD Requirements/CSBG Administration

a. CSBG CARES

Trisha Boss presented an update of the CSBG Cares Eviction Prevention and Economic Assistance Program and addressed Standard 9.1 Data and Analysis. Providing the board with an explanation of how the department tracks the number of clients that have inquires, have pending documents, and have had eligibility determined. Additionally, an update was provided on the status of Subrecipient agreements which included the eligible uses of the CSBG CARES funding.

b. Director's Report

Jaclyn Disney gave a detailed presentation of the Shasta County Housing and Community Action Agency programs. A copy of the presentation was emailed to all Board members prior to the meeting. She shared the departments involvement at the Fawn Fire Local Assistance Center (LAC) event including other state and county agencies who were present. Some projects under review include the Permanent Local Housing Allocation (PLHA) and the expansion of the HCV Utilization and Landlord Partnership Program. Some upcoming initiatives include the development of a seven- county homeless response plan and the implementation of a Community-Wide Coordinated Entry System. The Coordinated Entry System Flowchart was presented along with the NorCal CoC's Homeless Management Information System (HMIS) homeless population update. A detailed breakdown of Shasta County's homeless population and demographics was presented.

6. Board Member Jurisdiction / Sector Updates

a. Low-Income

Jessica Lugo shared an update on their CDBG allocation and expenditures. She expressed there is a great need for the funding of transitional housing and hopes to obtain under used properties for that purpose. She also shared they have partnered with the Wintu Tribe on a project, rapid covid testing is still being offered, food banks are available, and she encourages people to apply for the emergency utility assistance.

Carrie Noah shared an update on her 36-unit mobile home park to which she is new to being a developer and appreciates anyone who wants to join the project. She is happy to be on the board and a part of all it's wonderful programs.

Shah'ada Shaban shared the difficulties caused by inefficient communication happening between the state and the court system. She reminded everyone that ERAP assistance is still available to qualifying applicants and also mentioned local non-profits who are also providing assistance.

Public

Joe Chimenti gave an update on construction techniques for affordable housing discussed with Jaclyn Disney.

Kristen Shreder gave an update regarding the 3D printing of homes and possible key locations. She supports the assistance of Access Homes to find applicants. Micro shelters have been approved by the City of Redding and also shared applicants are being considered.

Stan Neutze expressed his support of the City of Anderson allocation and encourages the expenditure of the funding.

Private Sector

Bill Jostock shared he is in the process of completing his CalCAPA new member tripartite board roles and responsibilities training and ethics training. He also shared that he has accepted part time work for the CRDC as a bookkeeper and will be recusing himself from any action items that may be associated with the organization to avoid a conflict of interest.

7. Confirmation of Next Board Meeting

a. Next Meeting Date: December 15, 2021

8. Adjournment

Jessica Lugo made a motion to adjourn the meeting at 2:59pm.

Acronyms

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

DRAFT



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SHASTA COUNTY



Community Action Board Meeting Minutes
Monday, December 13, 2021
10:00pm – 10:15pm via Teleconference

Board Members Present: Jessaca Lugo, Shah'ada Shaban, Missy McArthur, Matt Doyle, Bill Jostock, Stan Neutze, Patrick Moriarty and Marlyn Winsen (alternate). Susan Wilson and Joe Chimenti joined the meeting at 10:06am.

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

Members of the Public:

Board Members

Chairperson

Jessaca Lugo
Low-Income
Sector

Vice-Chairperson

Shah'ada Shaban
Low-Income
Sector

Public Sector

Joe Chimenti
Kristen Schreder
Stan Neutze
Matt Doyle
*Patrick Jones

Private Sector

Bobbi Sawtelle
Missy McArthur
Susan Wilson
Bill Jostock
*Marlyn Winsen

**Low-Income
Sector**

Carrie Noah
Patrick Moriarty

**denotes alternates*

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 10:02pm. Quorum was established.

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

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

No public comments were received.

3. Action Items

a. Review and approve the Resolution to Accept the Annual CSBG Grant Funding (Attachment A)

Jaclyn Disney introduced the item and announced that the draft CSBG resolution is scheduled to go before the Shasta County Board of Supervisors for approval on December 14, 2021. Jaclyn gave a brief review of the funding purpose and eligible uses.

Stan Neutze made a motion to approve the resolution to accept the annual CSBG grant funding for 2022, as submitted; seconded by Matt Doyle. Roll call vote was taken, all approved, and none opposed.

7. Confirmation of Next Board Meeting

a. Next Meeting Date: December 15, 2022

8. Adjournment

Jessica Lugo made a motion to adjourn the meeting at 10:08am.

Acronyms

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

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Shasta County Community Action Board Meeting Calendar



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Scheduled Meeting Holiday Observed



Shasta County Community Action Board Meeting Calendar



2022

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Scheduled Meeting Holiday Observed



Shasta County Community Action Agency Advisory Board Candidate Application



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

Shasta County Community Action Agency

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

The Promise

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

Mission Statement

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

Community Action Board

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

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

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

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



Shasta County Community Action Agency Advisory Board
Candidate Application



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

Date 12/23/2021
Name Kathryn Swartz Telephone 530-551-1095 Primary Cell
Mailing Address 11877 Livona Lane Redding CA 96003
Physical Address Same
Email Address katie@stjamesca.com
Occupation Church educator

Public Sector

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

Private Sector

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

Low Income

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

1. Which sector of the community will you represent?

Low Income Private Public

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

Kristen Schreder

3. Share your interest on why you would like to serve on the Shasta County Community Action Board?

Share how your commitment, passion or ability to serve aligns to the SCCAA mission.

I became a member of the Shasta County community in 2018, just a few months before the Carr Fire destroyed many homes and disrupted the lives of hundreds of our most at-risk residents. Serving as the administrative secretary of the recovery group for uninsured and underinsured survivors allowed me to develop a large network of contacts in organizations and agencies committed to supporting financially and socially vulnerable people. I am currently serving as the event coordinator for Shasta County Project Homeless Connect, which has allowed me to further expand my connections and deepen my understanding of how Shasta County is working to combat poverty and homelessness. I am also involved in the development of a pilot program to provide emergency sleeping cabins on the site of St James Lutheran Church, a congregation where I hold membership and serve as the Director of Christian Education and Digital Ministries. My organizational skills and ability to think "outside the box" allow me to be effective in working through procedures, overcoming pitfalls, and moving forward in accomplishing shared goals that I am passionate about like serving my neighbors in need.

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

Yes No

If yes, please explain

Carr Fire recovery, Project Homeless Connect, Micro Shelter communities

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

Yes

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

Yes No

If yes, please explain

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

Yes No

If so, when and where?

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

Yes No

If so, what is the relationship?

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

Yes No

If yes, please list

Statement of Commitment:

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

Signature Kathryn J Swartz Date 12/23/21