

# COUNTY OF SHASTA COMMUNITY ACTION BOARD (CAB)



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

**Chairperson**  
Jessaca Lugo

**Vice-Chairperson**  
Shah'ada Shaban

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

**CAA**  
**Director**  
Jaclyn Disney

**Housing**  
**Program Manager**  
Hollie Zander

## CAB AGENDA

Wednesday, June 15, 2022 via Hybrid  
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://gotomeet.me/sthamvongkham>

United States: +1 (224) 501-3412

Access Code: 640-455-677

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

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

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

### 2. Public Comment Period

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

### 3. Action Items

- a. **Approve continuing the State of Emergency Teleconferencing as provided by AB 361** which allows local government agencies to continue to conduct virtual meetings without complying with prior Brown Act teleconference requirements.
- b. **Review and approve the April 20, 2022, Meeting Minutes (Attachment A)**
- c. **Private Sector Vacancy/ Membership Application (Attachment B)**

### 4. Administration Business

- a. **Customer Satisfaction Survey Highlights** Update Provided by Susan Thamvongkham  
**Standard 1.3: Consumer Input and Involvement**
- b. **Project Homeless Connect** Update Provided by Hollie Zander (Attachment C)

## **Standard 2.1: Community Engagement**

5. **CSD Requirements/CSBG Administration**
  - a. **Director's Report Dashboard (Attachment D)** Update Provided by Jaclyn Disney  
**Standard 5.9: Board Governance**  
**Standard 8.7: Financial Operations and Oversight**
  - b. **Notice of Availability of Shasta County Single Audit Report 2021-2022**  
Update Provided by Hollie Zander  
**Standard 8.3: Financial Operations and Oversight**
    1. Year Ended June 30, 2021 Report (**Attachment E**)
    2. [Shasta County Auditor-Controller - Single Audit Reports](#)
  - c. **CSBG CARES Quarterly Fiscal Documentation Review** Update Provided by Hollie Zander  
**Standard 8.4: Financial Operations and Oversight**
    1. No Issues Were Discovered (**Attachment F**)
  - d. **CSD Monitoring Report Contracts 2020 & 2021** Update Provided by Hollie Zander  
**Standard 8.4: Financial Operations and Oversight**
    1. No Findings Identified During This Report (**Attachment G**)
6. **Board Member Jurisdiction / Sector Update**
  - a. **Low-Income/Public/Private Sector**
7. **Confirmation of Next Board Meeting**
  - a. **Meeting Date: August 17, 2022.**
8. **Adjournment**

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

### **ASSISTANCE FOR THE DISABLED:**

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





## Community Action Board Special Meeting Minutes

Wednesday, April 20, 2022

1:30am – 3:00

In-person/teleconferencing

### Board Members

#### Chairperson

Jessaca Lugo  
Low-Income  
Sector

#### Vice-Chairperson

Shah'ada Shaban  
Low-Income  
Sector

#### Public Sector

Joe Chimenti  
Kristen Schreder  
Stan Neutze  
Matt Doyle  
\*Patrick Jones

#### Private Sector

Bobbi Sawtelle  
Missy McArthur  
Susan Wilson  
Bill Jostock  
\*Marlyn Winsen

#### Low-Income

#### Sector

Carrie Noah  
Patrick Moriarty  
\*Katie Swartz

\*denotes alternates

**Board Members Present:** Chairperson-Jessaca Lugo, Vice Chairperson-Shah'ada Shaban, Joe Chimenti, Matt Doyle, Missy McArthur, Stan Neutze, Patrick Moriarty, Carrie Noah, Bill Jostock, (alternate) Katie Swartz and Kristen Schreder came in late.

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

**Members of the Public:** None

### 1. Meeting called to Order and Roll Call taken

The Community Action Board ("CAB") meeting was called to order by Chairperson Jessaca Lugo, at 1:34pm. Quorum was established.

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

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

No public comments were received.

### 3. Action Items

#### a. Approve Continuing the State of Emergency Teleconferencing as Provided by AB 361

Jessaca Lugo opened the floor up to discuss moving back into in-person meetings or remain with the hybrid of both in-person and continuing teleconferencing. She asked if anyone was opposed to everyone meeting in-person. Five board members are concerned with the continued health threat COVID poses or appreciate the hybrid option as they have tight time restraints. It was decided that meetings will remain a hybrid. Non-opposed.

#### b. Review and Approve February 16, 2022, and March 28, 2022, Special Meeting Minutes.

Joe Chimenti made a motion to approve with the minutes with the correction of Kristen Schreder's name on the February 16, 2022, meeting minutes. Stan Neutze seconded the motion. Roll call vote was taken, all-approved and non-opposed.

#### c. Acknowledge and Accept Bobbie Sawtelle's Letter of Resignation.

Joe made a motion to except Bobbie Sawtelle's Letter of Resignation with regret. Patrick Moriarty seconded the motion. Roll call vote was taken; due to technical difficulties votes were not heard from Shah'ada Shaban and Carrie Noah, all others approved. Motion carried.

#### **4. Administration Business**

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

David Knight shared he started in December 2020 and came with 14 years of experience in the Community Action sector. He explained for the first time the World Poverty and Community Block Grant allowed local officials the opportunity to decide how and where the funds would be spent to best serve their communities. He expressed his interest in strengthening the relationship between the Private and Public sectors. He does that in two ways by providing structure and training. David is a ROMA certified trainer. He went into detail of what CalCAPA does for Community Action Agencies which include: helping local boards to make sound policies and procedures in operation that allow the families we serve to receive the services they need, using training and technical assistance to achieve maximum feasible participation, completing a Needs Assessment which allows the Board to make informed decisions based on data and facts, branding of Community Action Statewide which teaches Staff to communicate clearly at the local level and coordinating political activity at the State Level. Currently CalCAPA is working on a Rural Tax Credit for families of low to moderate income which will offer \$500 per person and \$1000 for families. He shared there is a bill in the House that would reauthorize the use of how the Community Block Grant could be used and expressed the need to get State Representatives to encourage Federal Representatives to pass the bill.

Missy McArthur made the comment that she appreciated the fact the funds were coming to the Communities and not getting stuck in Sacramento.

Jaclyn Disney let David Knight know that they filter the emails that come in and forward information regarding upcoming trainings and legislation to the CAB.

##### **b). Customer Satisfaction Survey Highlight Standard 1.3: Consumer Input and Involvement**

Susan Thamvongkham provided a brief update to the Board on the latest numbers and outcome results.

##### **c). Community Engagement Opportunities/Announcements Standard 2.1: Community Engagement**

###### **1. Project Homeless Connect Update Provided by Katie Swartz**

Katie addressed the Board with the run down on what will be taking place at the Redding Library. There are 50 service providers signed up, there will be health, vision, dental and haircuts and much more. There will be HMIS-Coordinated Entry staff on hand.

The project is still in need of volunteers to help assess the immediate needs of our homeless residents. They will help them prioritize and connect with available resources. There will be training provided on how to interview and do the assessments. Virtual training will be on May 13th using Zoom.

She shared they are not sure exactly know how many homeless residents will show up but, they are expecting at least 500, and the most important goal is creating a relationship with these residents so, we can help with their long-term need of stabilization such as jobs, housing creating and long-term security.

Katie shared a flyer and expressed the need for volunteers.

## **5. CSD Requirements/CSBG Administration**

### **a). Director's Report**

**Standard 5.9: Board Governance**

**Standard 8.7: Financial Operations and Oversight**

Jaclyn provided a slideshow that gave an overview of the new dashboard created to show an update and the progress of the different programs the Shasta County Housing and Community Action Agency provides. Programs included on the report are homeless planning and response – HMIS Coordinated Entry, housing developments, tenant assistant programs, special projects, and economic assistance programs. The Board was opened to comments and questions. The Director's Report also included a financial update on the CSBG grants which funds those programs the Board advises.

## **6. Board Member Jurisdiction/Sector Update**

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

Jessaca Lugo shared they are working with the Wintun a non-recognized tribe, they have secured 600 thousand dollars of the State's set aside for non-recognized tribes, they are getting ready to launch a rapid COVID testing, they are creating a team for an after-school summer program, a senior nutritional program and food pantry. She expressed her excitement to be able to continue to provide services to the Wintun tribe. Regarding Housing is Key they are waiting on \$40,000 to pay utilities for clients which the State has expressed their priority is to rental assistance and they are oversubscribed. The City of Shasta Lake will be working with those clients to get their utilities bill paid.

Shah'ada Shaban was unable to provide an update due to lost connection.

Joe Chimenti shared Redding has partnered with the City of Anderson and each city has committed 4 million towards infrastructure.

Kristen Schreder had no update at this time.

Matt Doyle had no update at this time.

Missy McArthur had no update at this time.

Stan Neutze shared the City of Anderson has created 3 new subdivisions and is working to develop more.

Patrick Moriarty had no update at this time.

Carrie Noah shared she inquired SHHPP about getting heating/air conditioning installed. She expressed her disappointment to their response of no more funds being available. Her project of building a 28 Space mobile home village in Shasta is moving forward. She plans to house the chronically homeless/ disable ages 50 and over.

Bill Jostock shared he has signed up to be a volunteer at Project Homeless Connect.

## **7. Confirmation of Next Board Meeting**

### **a) June 15, 2022**

## 8. Adjournment

Jessaca Lugo made a motion to adjourn the meeting at 3:08pm.

### **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*

*ROMA-Results Oriented Management and Accountability*

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](http://www.co.shasta.ca.us)



## Shasta County Community Action Agency Advisory Board Candidate Application

### 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 5/18/2022

Name Hope Seth Telephone 530-515-0842  Primary  Cell

Mailing Address 215 Mill Valley Pkwy Redding, CA 96003

Physical Address 215 Mill Valley Pkwy Redding, CA 96003

Email Address hope.seth@gmail.com

Occupation Executive Leadership Coach/ Organizational Consultant

**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)

\_\_\_\_\_  
\_\_\_\_\_

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.

For the past 9 years, I have worked and served many collaborative efforts in the community within the sectors of business, nonprofit, education and government sectors to increase economic and educational opportunities in order to improve the quality of life of Shasta County residents. Personally I was raised in a low income family and empathize with the struggles many face. I believe that using the experience and understanding I have of local issues will benefit the Board's mission and create collective impact within the community.



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

Yes  No

If yes, please explain Cross sector collaboration and relationship building

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

Yes, I can commit to the time required to fulfill these obligations.

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. Jackson Downtown Development Corp- Jackson TN,

Good New Rescue Mission, Advance Redding, Anderson Community and Economic Development

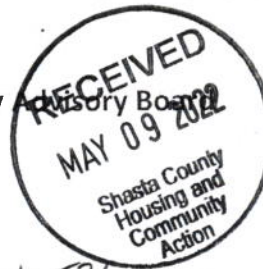
Statement of Commitment:

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 *Hope Seth* Date 5/18/2022



Shasta County Community Action Agency  
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 5/6/22

Name PAUL A HOWELL Telephone 530-941-5260  Primary  Cell

Mailing Address 9189 IRISH CREEK LANE RDG CA 96001

Physical Address 9189 IRISH CREEK LANE REDDING, CA 96001

Email Address Phorward@gmail.com

Occupation RETIRED

**Public Sector**

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

**Private Sector**

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

**Low Income**

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

1. Which sector of the community will you represent?

Low Income  Private  Public

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

N/A

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

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

As the son of a minister, I have been exposed to the  
downtrodden. I have volunteered for many organizations  
and can work well with others. I have lived in  
Shasta County for over 40 years and I care about  
my community.

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

Yes  No

If yes, please explain EMPATHY

5. You will be expected to attend bi-monthly Board meetings, and could be called on to serve on 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. HELPLINE

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 [Handwritten Signature] Date 5/6/22









# SHASTA COUNTY HOUSING & COMMUNITY ACTION AGENCY

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Director's Report Dashboard and CSBG Financial Report  
Community Action Board Meeting  
June 15, 2022

Organizational Standard 5.9  
Organizational Standard 8.7

## Homeless Planning and Response

- Exits from Coordinated Entry into a Permanent Housing Destination

- ❖ Shasta 35
- ❖ Lassen 6
- ❖ Del Norte 29
- ❖ Siskiyou 16
- ❖ Sierra 0
- ❖ Modoc 0
- ❖ Plumas 0

## Housing Development

- Burney Commons: 30 Units of Affordable Housing
- Shasta Lake Veteran's Village: 30 Units of Affordable Housing for Veterans
- CDBG-DR MHP: \$4.2M for the development of affordable housing
  - RFP for Experienced Affordable Housing Developers Open through November 2022

## Tenant Assistance Programs

- **HCV, includes FUP & Mainstream**
  - ❖ 681 leased, 48 issued, 3 set aside for VHDC
- **VASH**
  - ❖ 35 leased, 4 issued, 27 set aside for VHDC
- **FSS**
  - ❖ 24 participants, 2 graduating
- **TBRA**
  - ❖ 32 leased, 19 issued
- **Partners II**
  - ❖ 4 leased, 3 issued
- **EHV**
  - ❖ 13 Leased, 12 issued

## Special Projects and Economic Assistance

- **Down-Payment Assistance**
  - ❖ Approved/Eligible Applications: 7
  - ❖ Pending Applications: 11
  - ❖ Waitlist: 8
- **Shasta County/City of Anderson Housing Rehabilitation**
  - ❖ Approved/Eligible Applications: 4
  - ❖ Active Projects: 2
  - ❖ Loans Closed: 1
- **Shasta Lake Housing Rehabilitation**
  - ❖ Approved/Eligible Applications: 4
  - ❖ Active Projects: 4
  - ❖ Loans Closed: 2



# CSBG FINANCIAL REPORT

Grant Name	Grant #	Grant Amount	Year-to-date Expended
2021 CSBG	21F-4044	\$310,843	\$310,842.73
2021 CSBG Discretionary	21F-4445	\$28,250	\$16,563.73
2022 CSBG	22F-5044	\$307,734	\$74,715.00
CSBG CARES	20F-3683	\$418,724	\$347,726.15
CSBG CARES Discretionary	20F-3683	\$40,370	\$32,532.12

# BOARD GOVERNANCE BY PROGRAM AREA

## Administrative Roles of Boards by Program

### Community Action Board (CAB)

Tripartite 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

# SHASTA COUNTY HOUSING & COMMUNITY ACTION AGENCY

Director's Report and CSBG Financial Report

Organizational Standard 5.9

Organizational Standard 8.7

Thank You for your Attention 😊



Contact our office for more information  
Monday - Friday 8a-4p | 530-225-5160 | [hcap@co.shasta.ca.us](mailto:hcap@co.shasta.ca.us) | 1450 Court St Suite 108 Redding, CA

**SHASTA COUNTY**



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

As outlined in the **CSBG Organizational Standard 8.3 Financial Operations and Oversight**; the department's tripartite board/ advisory body is to be notified of the availability of the local government audit.

By signing below, I, \_\_\_\_\_, am acknowledging the Shasta County Community Action Agency has notified me of the availability of the **County of Shasta Single Audit Report Year Ended June 30, 2022, which will be completed after June 30, 2022**. The Shasta County Community Action Agency will notify me once the audit report is completed, and results are available.

I can access the report once it is available and previous reports at the Shasta County website below:

<https://www.co.shasta.ca.us/index/auditor/financial-reports/single-audit-reports>

I am also acknowledging that I have read and understand the copy of the **County of Shasta Single Audit Report Year Ended June 30, 2021 (Attachment A)** provided to me for my reference.

---

Signature

Date

SHASTA COUNTY

Shasta County



Community Action Agency

1450 Court Street, Ste. 108 • Redding • CA 96001

Telephone (530) 225-5160 • Fax (530) 527-4365

As outlined in the **CSBG Organizational Standard 8.4 Financial Operations and Oversight**, the department's tripartite board/ advisory body is to be notified of any findings related to CSBG funding.

By signing below, I, \_\_\_\_\_, am acknowledging the Shasta County Community Action Agency has notified and provided me a copy of the **CSBG CARES Quarterly Fiscal Documentation Review** dated Wednesday, April 27, 2022 (**Attachment B**), which identifies the result of the fiscal reconciliation as "No Issues Were Discovered". I am also acknowledging I have read and understand the information provided.

---

Signature

Date

**From:** [Moreno\\_Cynthia@CSD](mailto:Moreno_Cynthia@CSD)  
**To:** [Jaclyn Disney](#); [Hollie Zander](#); [Susan Thamvongkham](#); [Lucy Hernandez](#)  
**Subject:** First Quarter 2022 CARES Fiscal Reconciliation Results  
**Date:** Wednesday, April 27, 2022 10:04:00 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)

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

Good Morning,

CSD has completed the review of the supporting fiscal documentation you provided for the identified transaction associated with CARES contract 20F-3683. The transactions selected have sufficient documentation to verify its accuracy and allowability. As a result, of this action, the quarterly fiscal reconciliation is completed, and Shasta has been given a positive score on this portion of the CARES contract risk assessment.

Thank you for your efforts throughout this process.

New. 2/24/2021

## CSBG CARES Quarterly Fiscal Documentation Review

AGENCY NAME	DATE
Shasta County Community Action Agency	4/27/2022

### Results of the Fiscal Reconciliation:

No Issues were discovered



Cynthia Moreno, Associate Governmental Program Analyst  
CSBG Field Operations Unit  
Department of Community Services & Development  
2389 Gateway Oaks Drive Ste 100 | Sacramento | California | 95833

(916) 594-2618 | [cynthia.moreno@csd.ca.gov](mailto:cynthia.moreno@csd.ca.gov)

[Local Agencies Portal](#)

SHASTA COUNTY



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Telephone (530) 225-5160 • Fax (530) 527-4365

As outlined in the **CSBG Organizational Standard 8.4 Financial Operations and Oversight**, the department’s tripartite board/ advisory body is to be notified of any findings related to CSBG funding.

By signing below, I, \_\_\_\_\_, am acknowledging the Shasta County Community Action Agency has notified and provided me a copy of the **Department of Community Services and Development Community Services Division Monitoring Report** completed, September 21, 2021 (**Attachment C**), which identifies the result of the report as “No findings identified during this review”. I am also acknowledging I have read and understand the information provided.

---

Signature

Date



Department of Community Services and Development  
Community Services Division  
Monitoring Report (rev. 6/2021)

### **Agency Information**

Agency Name Shasta County Community Action Agency  
Agency Type Community Action Agency-Public  
Report # C-21-053  
CSD/Field Representative Cynthia Moreno  
Date Report Completed September 28, 2021

#### Contracts Reviewed

Contract #	Program Term	Amount	Contract Type
20F-3683	3/27/20- 5/31/22	\$418,724	CSBG CARES
20F-3683	10/1/20- 5/31/22	\$40,370	CSBG CARES Disc
20F-3503	1/1/20- 9/30/21	\$144,340	DRSF Disaster
21F-4044	6/1/21- 5/31/22	\$308,749	Annual CSBG
21F-4445	6/1/21-5/31/22	\$28,250	CSBG Discretionary

### **Entrance Conference**

#### Purpose of Visit

The purpose of this review was to monitor statutory and contractual requirements under the Community Services Block Grant (CSBG) for financial accountability and programmatic compliance in accordance with Federal and State laws and the Department of Community Services Development (CSD) policy.

#### Date of Virtual Entrance Conference

August 23, 2021

The following persons were present during the Entrance Conference:

- Jaclyn Disney, Executive Director
- Trisha Boss, Senior Staff Services Analyst
- Tonya Willock, Senior Staff Services Analyst
- Hollie Zander, CSBG Program Manager
- Lucy Hernandez, Consultant
- Cynthia Moreno, Field Representative
- Wilmer Brown, Jr. CSBG Field Operations Manager

The following items were discussed:

- Virtual Monitoring Overview
- CSBG Expenditure Trend
- CSD Updates
- Organizational Standards
- CSBG CARES Enhanced Fiscal Reviews

### **Administrative Review**



Board Composition	According to the agency’s bylaws dated September 22, 2020, the Tripartite Board is composed of 12 members per agency’s bylaws: one-third from the public sector, one-third from the private sector, and one-third from the low-income sector. The board roster dated April 5, 2021 indicates that there are currently 12 board members: 4 in the public sector, 4 in the private sector, and 4 in the low-income sector.
Board Minutes	<p>Shasta County Community Action Agency submits approved board minutes to (CSD) no later than thirty days after the minutes are approved as required in the annual contract agreement (2021 CSBG Contract Agreement Article 4.1.4).</p> <p>A review of the board minutes from February 17, 2021, March 9, 2021, and April 21, 2021 indicates that a quorum was met for each meeting. The information contained within the board minutes provided the Field Representative with sufficient information to determine the board’s involvement in the development, planning, implementation, and evaluation of the program.</p>
<b><u>Fiscal Review</u></b> Advance Payment	The Field Representative was presented documentation by the Senior Staff Services Analyst that demonstrates that the agency does retain the advance payment in an interest-bearing account. (45CFR 75.305 (b)(8))
Expenditure Progress	During the monitoring review, the Field Representative discussed the status of all open contracts with Jaclyn Disney, Executive Director, Hollie Zander, CSBG Program Manager, Trisha Boss, Senior Staff Services Analyst and Tonya Willock, Senior Staff Services Analyst as follows:
DRSF Contract	A review of EARS reports from March 2020 through July 2021 indicates 12.71% or \$18,345.44 of \$144,340 has been expended. This contract has been closed. (See detailed DRSF data below)
CSBG CARES Contract 20F-3683	A review of EARS reports from March 2020 through July 2021 indicates 3.11% or \$13,031.01 of \$418,724 has been expended. Shasta CAA was not on track to its original work plan. CAA Shasta has submitted a revised work plan on September 10, 2021, that includes contracting with seven subcontractors. (See detailed CARES information below)
CSBG CARES Disc Contract 20F-3683	A review of EARS reports from October 2020 through July 2021 indicates 0% or \$0.00 of \$40,370 has been expended. The Senior Staff Analyst reported funding will be utilized to provide case management and operation costs to supplement an eviction prevention and relief program. Funds will be made available to landlords, property owners, childcare

facilities, funerals homes, adult education facilities as well to Shasta County Housing and Community Action Agency to supply casework and housing navigation services to clients. According to the Senior Staff Services Analyst it is on track to fully expend the contract funds by the end of the contract term.

CSBG Contract 21F-4044

A review of EARS reports from January 2021 through July 2021 indicates 42.38% or \$130,860 of \$308,749 has been expended. According to the agency it is on track to fully expend the contract funds by the end of the contract term. Shasta is ahead of the 15% threshold and are submitting expenditure amounts which puts them ahead of schedule for spending the entire contract.

CSBG Disc Contract 21F-4445

A review of EARS reports from June 2021 through July 2021 indicates 20.68% or \$5,842.77 of \$28,250 has been expended. According to the agency it is on track to fully expend the contract funds by the end of the contract term.

Line Item Expenditure Review

*Note: Due to the COVID-19 pandemic and the Program flexibilities afforded by Informational Memorandum IM #154, CSD implemented a modified approach and reduced to the number of expenditure transaction that would normally be reviewed.*

The Field Representative sampled two expenditure transactions from costs reported in EARS:

Contract Number	Report Period	Section (Program/ Admin)	Line Item	Amount
21F-4044	2/1/21- 2/28/21	Admin	Operating Expenses	\$3,911.28
21F-4044	6/1/21- 6/30/21	Admin	Contract/ Consultant Services	\$5,325.00

The Field Representative reviewed the general ledger, payroll registers, subcontractor invoices, and verified that the documentation supported the transactions sampled from expenditures reported in (EARS).

**Programmatic Review**

Program Reports

A review of the most recent CSBG Annual Report Modules 2 – 4 indicates the report have been submitted timely by the agency in accordance with the annual CSBG Contract Agreement Article 7.3.4.

A review of the agency’s most recent CSBG Annual Report Modules 2 – 4 shows that the agency achieved the following results:

Family Domains (Module 4)	Indicator	Target	Actual
Employment	FNPI 1b. The number of unemployed adults who obtained employment (up to a living wage)	20	7
Education and Cognitive Development	FNPI 2f. The number of adults who demonstrated improved basic education.	3	5
Income and Asset Building	FNPI 3d. The number of individuals who increased their savings.	10	3
Housing	FNPI 4a. The number of individuals experiencing homelessness who obtained safe temporarily shelter.	20	84

FNPI 1b. Shasta Co CAA advised Field Rep due to Covid-19 and the economic downturn, the projected number of clients was not met, due to lack of employment opportunities.

FNPI 3d. Field Rep was advised this outcome was not met due to changes in their financial position during the pandemic, which affected the clients’ ability to save money.

FNPI 4a. FNPI 4a. -Shasta Co CAA advised Field Rep the number of clients increased due to the ability to leverage other housing programs, partnerships, and funding to aid with safe temporary shelter. Verified participants achieved the outcome.

Performance Target Accuracy

Organizational Standards Review	<input checked="" type="checkbox"/> The agency certified that their 2020 Organizational Standards Assessment score was 100%. Therefore, the agency transfers this score to stand as the <u>2021 Organizational Standards Assessment</u> score. leadership, board governance, strategic planning, human resource management, financial operations and oversight, and data and analysis).
Subcontractor Review	<input checked="" type="checkbox"/> The agency has not entered into a subcontract agreement for this review period.
Child Support	The Field Representative determined that the agency has a written referral policy in place to the local Department of Child Support Services. (Title 42 of the U.S.C. Section 9919 (b)).
Site Visits	<i>Due to COVID-19 CSD did not conduct an agency site visit.</i>
Client File Review	<hr/> <p><i>Note: Due to the COVID 19 pandemic and the Program flexibilities afforded by Informational Memorandum IM #154, CSD implemented a modified approach and reduced the number of client files that would normally be reviewed.</i></p> <p>The Field Representative conducted a client file review of 4 clients who received services as reported in the National Performance Indicators. The review was a sampling of the clients served for Indicators: 1b. The number of unemployed adults who obtained employment up to a living. 2f. The number of adults who demonstrated improved basic education. 3d. The number of individuals who increased their savings and 4a. The number of individuals experiencing homelessness who obtained safe temporary shelter. The client files contained the applicable documentation to demonstrate the client met the income eligibility for services. The client files also contained documentation that verifies outcomes have been met.</p>
Safeguard of client files	<p>Due to COVID-19 CSD did not conduct an agency site visit. CSD accepts the 2020 results for Organization Standard 8.13, “The Organization has a written policy in place for record retention and destruction” as sufficient verification for this item.</p> <input checked="" type="checkbox"/> Organization Standard 8.13 was “met” for this review period.

### **CSBG CARES Activities**

CSBG CARES contract was executed on December 1, 2020. In September 2021 the agency revised its work plan and will partner with local service providers such as agencies who work with transitional-aged youth to spend the contract. Shasta CAA’s ED advised; seven agencies have been identified

that will expend funds for assisting vulnerable families. The contracts will be taken to the County Board of Supervisors for approval at the next Board of Supervisors meeting in October 2021. The agencies/subcontractors will assist individuals and families affected by the pandemic with mortgage assistance, housing deposits and other costs associated with ensuring the target population remains housed. All agencies have confirmed their ability to fully expend the funds by April 30, 2022.

### **CSBG CARES Quarterly Fiscal Reviews**

According to the second quarterly fiscal reconciliation conducted in July 2021, the Field Representative reviewed the general ledger, payroll registers, and verified the documentation supported the transactions sampled from expenditures reported in EARS. The Field Representative sampled two expenditure transactions: Salaries and wages for the month of April 2021 and salaries and wages for the month of May 2021.

### **CSBG CARES Client File Review**

CSBG CARES Annual Report data not available for this Report

### **If applicable: CSBG DRSF Activities**

CAA Shasta with CSD's assistance submitted a waiver to OCS on April 15, 2021, for a subcontract with Shasta Builder Exchange to supply needed additional repairs to households residing in rebuilt homes. The Agency's request was not approved by OCS. The agency elected not to continue with the Disaster Relief grant in May 2021. The agency returned the unexpended funds to CSD, and the contract was closed as of September 16, 2021.

### **DRSF Client File Review**

CSBG DRSF Annual Report data not available for this Report

The following items were discussed:

- Highlights of Review
- Monitoring Timeline
- CSBG Contract
- Training and Technical Assistance

Findings

**Findings:**

No findings identified during this review.

Observations

**Observations:**

No observations identified during this review.

Recommendations

**Recommendations:**

No recommendations identified during this review.

*CSD may request additional information related to meeting/resolving Findings addressed in this report.  
Unresolved Findings may result in additional monitoring or a High Risk designation.*