

COUNTY OF SHASTA COMMUNITY ACTION BOARD (CAB)



CAB AGENDA

Monday, March 28, 2022 via teleconference
9:30-10:00am

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

Community Action Board
1450 Court Street, Ste.
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Telephone (530) 225-5160
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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

CAA
Program Manager
Hollie Zander

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. Review and Approve the Extension of the CSBG CARES Contract(s) to Expend Funds. (Attachment A)

4. Confirmation of Board Training

- a. March 29, 2022 1:30-4:30pm

5. Confirmation of Next Board Meeting

- a. April 20, 2022 1:30-3pm

6. 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.





DAVID SCRIBNER
DIRECTOR

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GAVIN NEWSOM
GOVERNOR

March 8, 2022

VIA ELECTRONIC MAIL ONLY

Dear Agency Director:

On Tuesday, March 1, 2022, the Department of Community Services and Development (CSD) received an inquiry from the Office of Community Services (OCS) requesting a response from CSD regarding California's low CARES expenditures. The inquiry emphasized that OCS wants to ensure that the CARES funding is reaching the populations most in need prior to the expiration date.

As communicated at the quarterly CSBG Service Provider meetings and coordination calls, CSD continues to stress the critical importance of ensuring timely expenditure of CARES emergency grant funds to ensure CARES benefits are provided to California's low-income communities impacted by the pandemic. CSBG's Field Operations staff performs monthly reviews of CARES expenditures for each agency and will continue to provide support to the network through various activities to ensure CARES funds are utilized to prevent, prepare for and respond to COVID-19. Given the ongoing need that continues to exist in the state, returning funds would not be viewed favorably – at the federal, state, and local levels. To achieve our goal to fully expend CARES funding, CSD is offering the following approach:

1. CSD requests agencies submit CARES expenditures monthly, and no later than the 25th of the following month as per CPN-C-22-01. This is a critical step in communication with CSD on agencies' progress.
2. Agencies who require and request additional time to expend their allocation will be granted a term extension to August 31, 2022. CSD is requiring any agency being granted an extension to provide a clear plan for how they intend to expend the remaining dollars in the additional time allotted. If you believe such an extension is necessary for your agency to fully expend your allocation, please contact your CSBG Field Representative as soon as possible. The deadline to submit your request for a contract amendment (CSD 425b) is no later than Wednesday, March 16, 2022.
3. A contract amendment (for those who request it) will be distributed via DocuSign and must be executed on or before May 31, 2022, to prevent any delays in execution.

CSD is committed to the success of the network in providing crucial services to low-income Californians. CSBG Field Operations staff is readily available to discuss challenges and help revise

program and/or spending plans. The following are key deadlines to help inform your planning process:

- Agencies must submit a request for Contract Amendment (CSD 425b) no later than Wednesday, March 16, 2022.
- 2020 CSBG CARES Contract Amendments via DocuSign will be issued for signature on or before March 31, 2022.
- CSD must receive your executed DocuSign on or before May 31, 2022.
- The extension will run through August 31, 2022.
- CSD 715 Closeout forms and Discretionary Grant Work Plan/Final Report (CSD Form 926) will be due to CSD no later than September 30, 2022.

Thank you for your partnership and commitment to serving low-income Californians. It is important to ensure that all funds allocated to your service territory, for all contracts, are fully expended in a timely manner. If you have any questions, please contact Wilmer Brown, Jr. at (916) 594-2290 or via email at wilmer.brown@csd.ca.gov.

Sincerely,

LESLIE TAYLOR
Deputy Director