

# COUNTY OF SHASTA COMMUNITY ACTION BOARD (CAB)



## CAB AGENDA

Wednesday, October 19, 2022

1:30-3:00pm

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

### 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  
Hope Seth  
Bill Jostock  
\*Patrick Jones  
\*Marlyn Winsen  
\*Katie Swartz  
\*Denotes  
Alternates

### Executive Director Jaclyn Disney

**Housing & 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 [sthavongkham@co.shasta.ca.us](mailto:sthavongkham@co.shasta.ca.us). The Board can receive comments in the following ways (1) In person and (2) You may also submit your public comment via email that will be read into the record.

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

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

### 2. Public Comment Period

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

### 3. Action Items

- a. Review and Approve the August 17, 2022, Meeting Minutes (Attachment A)
- b. Acknowledge and Accept Patrick Moriarty's Letter of Resignation (Attachment B)

### 4. Community Engagement Updates Provided by Hollie Zander

**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.*

- a. Mill Fire LAC, Siskiyou County
- b. McKinney Fire LAC, Siskiyou County

### 5. 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.*

### 6. HMIS/ Coordinated Entry Presentation Provided by Paul Tunison

### 7. Director's Dashboard Report Update Provided by Jaclyn Disney (Attachment C)

**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.*

### 8. Board Member Jurisdiction / Sector Update

- a. Low-Income/Public/Private Sector
- 9. Confirmation of Next Board Meeting
  - a. Meeting Date: December 21, 2022.
- 10. Adjournment

[Community Action Board | Shasta County California](#)

**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.*





SHASTA COUNTY



## Community Action Board Meeting Minutes

Wednesday, August 17, 2022

1:30pm – 3:00pm via Teleconference or In-Person

Larry J. Farr Community Center

4499 Main Street

Shasta Lake, CA 96019

### 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

Missy McArthur  
Susan Wilson  
Bill Jostock  
Hope Seth  
\*Marlyn Winsen

#### Low-Income Sector

Carrie Noah  
Patrick Moriarty  
\*Katie Swartz

\*denotes alternates

**Board Members Present:** Jessaca Lugo- Chair, Shah'ada Shaban Vice-Chair, Kristen Shreder, Matt Doyle, Missy McArthur, Stan Neutze, Susan Wilson, Patrick Moriarty, Hope Seth, Bill Jostock, Marlyn Winsen and Katie Swartz.

**Staff Present:** Jaclyn Disney, Susan Thamvongkham and Consultant, Lucy Hernandez.

**Members of the Public:** None

### 1. Call to Order and Roll Call (Quorum established)

The Community Action Board ("CAB") meeting was called to order by Jessica Lugo, Chairperson, at 1:34pm. 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. Approve continuing the State of Emergency Teleconferencing as Provided by AB 361

Three conferencing options were opened for discussion. Bill Jostock made a motion to not utilize AB 361 and return to all in-person meetings; second by Stan Neutze. Roll call vote was taken, all approved, and none opposed.

#### b. Review and Approval of June 15, 2022, Meeting Minutes

Missy McArthur made a motion to approve the June 15, 2022, meeting minutes with minor changes. Second by Patrick Moriarty. Roll call vote was taken, all approved, and none opposed.

#### 4. **Announcement: Change of Location for Future CAB Meetings**

Susan Thamvongkham briefly explained to the CAB that future CAB meetings will be held at 1450 Court St. Redding, CA, in the personnel training room #352, to increase effectiveness and limit technical difficulties.

#### 5. **Community Engagement Updates**

##### ***Standard 2.1: Community Engagement***

##### **a. Night Out in Shasta Lake**

Susan Thamvongkham shared that the agency attended to provide information about our programs to the community of Shasta Lake. The agency looks forward to partnering on future events and the CAB was encouraged to reach out and suggest events that they would like our agency to attend.

##### **b. Shasta County Child Support Services Annual Drive-Thru Backpack Giveaway**

Susan Thamvongkham shared that the agency partnered with HHS Economic Mobility, Children's Services Adult Services and United Way of Northern California on the event. From our agency, 120 backpacks, school supplies and 100 reusable bags filled with PPE were purchased with CSBG funding and distributed. Due to a large turnout the event started 30 minutes early. Participants were surveyed for income qualifications. Out of the 120 cars only 3 were unable to receive back packs from our agency, however they were moved to the Child Support Services line to receive back packs.

#### 6. **Customer Satisfaction Survey Highlights**

##### ***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 56 surveys with a satisfaction rate of 89% 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. The survey can also be accessed on our county website.

#### 7. **Community Action Board's Performance Evaluation of Executive Director**

##### ***Standard 7.4: Operations and Accountability***

Jaclyn Disney shared that in connection to Standard 7.4, the CAB is given an opportunity to provide feedback on her performance which may be presented to the Board of Directors during her formal review. The draft evaluation was presented as a tool that could be used or an option of an ad hoc committee was recommended. Those choosing to participate are to review the draft evaluation form and provide any changes to Susan Thamvongkham via email by the following Wednesday. Jessaca Lugo volunteered to draft a courtesy letter to the Board of Supervisors if the CAB so chooses.

#### 8. **CSD Audit Transmittal Report**

##### ***Standard 8.4: Financial Operations and Oversight***

Jaclyn Disney shared the outcome of the Department of Community Services and Development (CSD) Audit Transmittal Report (TR) 21-024 (FYE 6/30/2021) which identifies the result of the report as "No audit exceptions". A required action to ensure

the agency reports its interest in the Supplemental Statements of Revenues and Expenditures (SSREs) was noted. Given that the agency will no longer be receiving advance payments of the CSBG funding, which is required to be held in an interest-earning account, Jaclyn Disney does not anticipate this will be a subject matter in the future. CAB members were asked to sign the acknowledgment forms and submit to Susan Thamvongkham as soon as possible so that we remain in compliance.

**9. Director's Report Dashboard**

***Standard 5.9: Board Governance***

***Standard 8.7: Financial Operations and Oversight***

***Standard 6.5: Strategic Planning***

Jaclyn Disney shared program data updates in the areas of homeless planning and response, housing development, tenant assistance programs and special projects and economic assistance. The CAB received an update to the agency's progress meeting the goals of the 2021-2024 Strategic Plan. The Director's Report also included a financial update on the CSBG grants which funds those programs the CAB advises.

**10. Board Member Jurisdiction / Sector Updates**

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

Kristen Shredder shared that the Redding city council has approved a few programs in the last several weeks. They approved funding to house people in hotels similar to project room key, meant for people leaving unsheltered situations into transitional housing and wrap around services will be provided. They are working towards developing the Micro Shelter project behind the Raba building on Market. To clear the Nur Pon Henderson Open Space, the City of Redding is coordinating efforts to provide people who are displaced from unsafe camping with various transitional housing opportunities and services.

Hope Seth shared the Mr. Rogers Day event at the Anderson River Park in the Fall which brings a lot of families and kids. She suggested that the agency could be a potential vendor at the event.

Shah'ada Shaban shared viewpoints from individuals who are directly impacted by the policies of the City of Redding Nur Pon Henderson Open Space clearing. The viewpoints centered around the individuals expressing that there should be user-lead or community-lead conversions that would support them, so their voices could be heard or considered.

Stan Neutze shared he is observing a decrease in the housing index which indicates costs would decrease which is a positive change to the high construction costs over the past two years which made it harder for dollars to go farther. He invites all to bring their lawn chairs to the free Anderson River Park Summer Concert Series happening that night featuring Pam Tillus.

Katie Swartz shared they are still working with the City of Redding on the Micro Shelter Project. She is observing an increase in individuals stopping by the church looking for gas, food, and clothing over the last couple of weeks.

Jessaca Lugo shared positive comments regarding the Addicted Offender Program administered by the Superior Courts. She attended an emotional graduation of a Shasta Lake resident from the program.

**11. Confirmation of Next Board Meeting**

- a. Next Meeting Date: December 21, 2022.

**12. Adjournment**

Jessica Lugo made a motion to adjourn the meeting at 3:07 pm.

**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

**From:** [PATRICK MORIARTY](#)  
**To:** [Susan Thamvongkham](#); [Jaclyn Disney](#); [Jessaca Lugo](#); [sshaban@lsnc.net](#); [Hollie Zander](#); [Joe Chimenti](#)  
**Subject:** Re: Draft October CAB Agenda  
**Date:** Thursday, October 13, 2022 1:33:26 PM  
**Attachments:** [10-19-22 CAB Agenda.pdf](#)

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

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Hi All

Unfortunately, I will be out of town on Wednesday October 19th and will be unable to attend the CAB meeting.

Also, I believe my term on the Advisory Board ends on December 11th, and it is not my intention to re-apply for membership.

While I enjoyed meeting the good people involved in the Community Action Agency and Advisory Board, I did not feel the work of the Board was of significant consequence. Mostly, it seems to me, we fulfilled the function for the agency being able to "check the boxes" for compliance with HUD regulations.

There is good potential for an engaged board. I don't believe that can be accomplished with 6 one and a half hour meetings a year. Empowering of low income people was the driving force of the original legislation establishing Community Action Agencies. I wish I was able to accomplish more along those lines while on the Board.

Thank you all for your commitment to the community.

Patrick Moriarty

On Monday, October 10, 2022 at 01:40:39 PM PDT, Susan Thamvongkham <[sthambvongkham@co.shasta.ca.us](mailto:sthambvongkham@co.shasta.ca.us)> wrote:

Hello Community Action Board Members,

Please review the attached draft agenda for the October 19, 2022 meeting and let me know by **3pm, Thursday, October 13, 2022**, if you have any items you want added or changed to the agenda and if you plan to participate in the meeting.

Please note this is **not** the final agenda. The final agenda will be distributed after it is finalized.

Thank you,



# SHASTA COUNTY HOUSING & COMMUNITY ACTION AGENCY

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Director's Report Dashboard and CSBG Financial Report  
Community Action Board Meeting  
October 19, 2022

Organizational Standard 5.9  
Organizational Standard 8.7



## Homeless Planning and Response

- Exits from Coordinated Entry into a Permanent Housing Destination
  - ❖ Shasta 95
  - ❖ Lassen 21
  - ❖ Del Norte 45
  - ❖ Siskiyou 28
  - ❖ Sierra 0
  - ❖ Modoc 0
  - ❖ Plumas 7

## Housing Development

- **Burney Commons:** 30 Units of Affordable Housing
- **Shasta Lake Apartments:** 50 Units of Affordable Housing; mixed use development
- **Rural Communities Housing Development:** 50 Units of affordable senior housing in the City of Anderson
- **Shasta Lake Veteran's Village:** 30 Units of Affordable Housing for Veterans

## Tenant Assistance Programs

- **Housing Choice Voucher (HCV, FYI, FUP, & Mainstream)**
  - ❖ 654 leased, 49 issued, 3 set aside for VHDC
- **Veterans Affairs Supportive Housing (VASH)**
  - ❖ 38 leased, 8 issued, 27 set aside for VHDC
- **Family Self Sufficiency (FSS)**
  - ❖ 19 participants, 4 pending enrollment, since last report there was one port out to COR where they will finish their contract and one termination.
- **Tenant Based Rental Assistance (TBRA)**
  - ❖ 29 leased, 22 issued
- **Partners II**
  - ❖ 4 leased, 7 issued
- **Emergency Housing Voucher (EHV)**
  - ❖ 16 Leased, 11 issued

## Special Projects and Economic Assistance

- **CDBG CV2/CV3 (\$876,371)**
- **Down-Payment Assistance**
  - ❖ Received approval in September to use CalHOME funds for DAP Program.
  - ❖ Approved/Eligible Applications: 0
  - ❖ Pending Applications: 5
  - ❖ Loans Closed Out: 2
  - ❖ Waitlist: 29
- **Shasta County/City of Anderson Housing Rehabilitation**
  - ❖ Approved/Eligible Applications: 5
  - ❖ Active Projects: 2
  - ❖ Loans Closed: 3
- **Shasta Lake Housing Rehabilitation**
  - ❖ Approved/Eligible Applications: 5
  - ❖ Active Projects: 2
  - ❖ Loans Closed: 4

# CSBG FINANCIAL REPORT

Grant Name	Grant #	Grant Amount	Year-to-date Expended
2022 CSBG	22F-5044	\$307,734	\$189,348.20
2022 CSBG Discretionary	22F-5044	\$31,000	\$0

# 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