



COUNTY OF SHASTA COMMUNITY ACTION BOARD (CAB)



CAB Board Meeting Minutes
December 20, 2023
1:30 pm to 3:00 pm
1450 Court Street, Suite 352
Redding, CA 96001

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 may sign up by emailing Lisa Towns at lrtowns@co.shasta.ca.us. The Board can receive comments in person or via email. Emailed comments will be read into the record.

1. Call to Order/Quorum Established/Introductions

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

Meeting was called to order at 1:33pm by Chair Jessaca Lugo. Quorum was established.

Board Members Present: *Jessaca Lugo, Shah'ada Shaban, Bill Jostock, Janice Powell, Kevin Crye, Katie Swartz, Hope Seth, Joshua Johnson.*

Shasta County Staff Present: *Christy Coleman, Dwayne Green, Emily Kerr, Sarah Brown, Melissa Nave, Lisa Towns*

Members of the Public Present: *Michelle Wiedman*

2. Public Comments

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.

Community Action Board

2600 Park Marina Drive
 Redding, CA 96001
 Phone (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 Schreder
 Hope Seth

Alternates

Patrick Jones
 Marlyn Winsen
 Joshua Johnson

Executive Director

Laura Burch

Deputy Director

Emily Kerr

Housing & CAA Program Manager

Melissa Nave



COUNTY OF SHASTA COMMUNITY ACTION BOARD (CAB)



Katie Swartz requested agenda items provided to board prior to meeting. Attachments only included the Agenda & previous minutes for approval. Staff agreed to send all documents prior to meeting.

3. Approval of Meeting Minutes

- I. Board members will review and approve minutes from the October 18, 2023, CAB Meeting. (Attachment A)

Reviewed meeting minutes and noted update to heading from Agenda to Minutes. Motion made by Bill Jostock to approve minutes with update. Second by Shah'ada Shaban.. Roll call vote taken. All approved.

4. CSD Requirements/CSBG Administration

I. Discussion Items

- a. Discuss and determine potential activities for expenditure of CSBG funding provided by Christy Coleman, Agency Assistant Director.

Discussion between Katie Swartz & Kevin Crye going over possibility of the CAB being moved to a non-profit. Board had no immediate examples of potential non-profits with a wide enough scope to be able to take it over. Christy Coleman stated it was going to be an ongoing discussion as concerns about Shasta County overhead expenses including staff time and consulting are ongoing. Joshua Johnson requested more details of why the CAB is currently housed with the County including the history and previous reasons why the County has it. Katie Swartz expressed concern of the CAB leaving the County due to loss of the ability to leverage CSBG funds in the future as is happening now. Topic will be brought back to next CAB meeting with background information provided.

- b. Discuss status of remaining recommended edits to Bylaws with update on progress from Ad Hoc Committee.

Update from Katie Swartz that Ad Hoc committee will be meeting in January. Update will be provided at February CAB meeting. Katie requested editable copy of bylaws to be emailed. Staff confirmed.



COUNTY OF SHASTA COMMUNITY ACTION BOARD (CAB)



- c. Deputy Director's Report update provided by Deputy Director Emily Kerr.

Discussion regarding Burney Commons move-in date. Estimated to be completed by January 2024.

- d. Programmatic Dashboard Report update provided by Program Manager Melissa Nave.

Discussion regarding data presented.

- e. Customer Satisfaction Survey Update provided by Lisa Towns
Standard 1.3: Consumer Input 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.

No Comments.

5. Board Member Jurisdiction/Sector Update

- I. Low-Income/Public/Private Sector

Shah'ada Shaban discussed laws that were changing as of 1/1/2024 impacting lower income tenants. Tenant Protection Act extended. There is still a continued lack of Transitional Housing, Supportive Housing and adequate Case Management for the homeless and low-income populations. She asked that everyone please continue to refer tenants to Legal Services for tenant issues.

Janice Powell discussed successes in Shasta Lake and ongoing housing shortage.

6. Next Board Meeting Confirmation

- I. February 21, 2024, 1:30 pm to 3:00 pm.

7. Adjournment

Motion made by Joshua Johnson to adjourn. Second by Kevin Crye. Roll call vote taken. All approved. Meeting adjourned at 3:01pm.



COUNTY OF SHASTA COMMUNITY ACTION BOARD (CAB)



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

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.