



**CAB Board Meeting Minutes**  
**October 18, 2023**  
**1:30pm 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](mailto: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.

**Board Members Present:** *Jessaca Lugo, Shah'ada Shaban, Kristen Schreder, Bill Jostock, Jack Munns, Janice Powell, Stan Neutze.*

**Shasta County Staff Present:** *Christy Coleman, 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.

*No Public Comments.*

### 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

### **3. Approval of Meeting Minutes**

- I. Board members will review and approve minutes from the August 16, 2023, CAB Meeting. (Attachment A)

*Motion made by Janice Powell to approve minutes. Second by Kristen Schreder. Roll call vote taken. All approved. Jack Munns abstained.*

- II. Board Members will review and approve minutes from the September 20, 2023, CAB Special Meeting (Attachment B)

*Motion made by Jack Munns to approve minutes. Second by Bill Jostock. Roll call vote taken. All approved. Kristen Schreder, Janice Powell and Jack Munns abstained.*

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

#### **I. Action Items**

- a. Discuss and take action on funding for CSBG provided by Christy Coleman, Agency Assistant Director

*Motion made by Jack Munns to move item to next meeting. Second by Kristen Schreder. Roll call vote taken. All approved.*

#### **II. Discussion Items**

- a. Discuss status of remaining recommended edits to Bylaws. Update from Ad Hoc Committee (Attachment C).

*Confirmed approval of Department & Address updates to Bylaws as approved at previous meeting. Discussion item tabled to next meeting because no update from the Ad Hoc committee available.*

- b. Deputy Director's Report update provided by Deputy Director Emily Kerr (Attachment D).

*Discussion regarding move-in dates for Burney Commons. Still tbd. Discussion regarding number of lease-ups at 719 when available vouchers were over 1000. Board requested additional data pieces on future Director's Reports rather than broad overviews.*

- c. Programmatic Dashboard Report update provided by Program Manager Melissa Nave (Attachment E).

*Discussion regarding data presented. Board feed-back included appreciation for additional funding breakdowns and expenditures on this Programmatic Report. Board requested entirety of agenda packet be available for Members as hard copy at meetings. Staff confirmed.*

- d. 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.

*Customer Satisfaction Survey results presented. 17 surveys returned with 91.33% satisfaction rate.*

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

### **I. Low-Income/Public/Private Sector**

*Janice Powell discussed Cascade development process is moving forward. Veteran's Housing project is stalled.*

*Stan Neutze offered advice on Anderson Rehab neighborhoods for outreach. Staff will reach out to Stan for additional information.*

*Kristen Schreder went to a ribbon cutting ceremony for new RABA routes. Very exciting for community.*

*Bill Jostock suggested there might be some opportunities for CRDC to do some new things with Rehab.*

*Jessaca Lugo attending Leadership Redding. Upon completion of Social Service Day realized the barriers clients face by not having transportation and relying on public cell reception and return phone calls from agencies. Very eye-opening.*

## **6. Next Board Meeting Confirmation**

- I. December 20, 2023, 1:30pm to 3:00 pm.

*Confirmed.*



## 7. **Adjournment**

*Motion was made by Jack Munns to adjourn meeting. Seconded by Stan Neutze. Roll call vote taken. All approved.*

*Meeting adjourned at 2:31pm.*

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

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