



Community Action Board Meeting Minutes

Wednesday, February 15, 2023

1:30pm – 3:00pm

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

Board Members Present: Jessaca Lugo, Shah'ada Shaban, Susan Wilson, Carrie Noah, Hope Seth, Bill Jostock, Jack Munns, Janice Powell, and Stan Neutze.

Staff Present: Mary Williams Acting Director, Lucy Hernandez Consultant and Susan Thamvongkham Staff Services Analyst

Members of the Public: Kristen Schreder

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

The Community Action Board ("CAB") meeting was called to order by Jessica Lugo, Chairperson, at 1:35pm. Quorum was established.

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

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

3. Action Items

a. Review and Approval of the December 21, 2022, Meeting Minutes

Susan Wilson made a motion to approve the December 21, 2022, meeting minutes as provided; seconded by Hope Seth. Roll call vote was taken, Kevin Crye abstained, all others approved, and none opposed.

b. Discuss and Approve Chair and Co-Chair Appointments

Susan Wilson made a motion to approve Jessaca Lugo's designation as Chair and Shah'ada Shaban's designation as Co-Chair of the CAB; seconded by Stan Neutze. Roll call vote was taken, Kevin Crye abstained, all others approved, and none opposed.

c. Review and Approve Susan Wilson & Carrie Noah's Request to Continue their Board Membership

Stan Neutze made a motion to approve Susan Wilson & Carrie Noah's request to continue their board membership; seconded by Shah'ada Shaban. Roll call vote was taken, Kevin Crye abstained, all others approved, and none opposed.

d. Review and Approve the Private Sector & Low- Income Sector Vacancy Membership Applications

Susan Wilson made a motion to approve Kristen Schreder's designation as the Private Sector representative; seconded by Shah'ada Shaban. Roll call vote was taken, Kevin Crye opposed, and all others approved.

Stan Neutze made a motion to approve Katie Swartz's designation as the Low-Income Sector representative; seconded by Shah'ada Shaban. Roll call vote was taken, Jack Munns and Kevin Crye abstained, all others approved, and none opposed.

**e. Discuss and Approve the Possible Transfer of the Shasta County Community Action Agency into Shasta County Health and Human Services Agency.
*Standard 8.9: Financial Operations and Oversight***

Mary Williams shared extending considerable amounts of county resources involving fiscal, contracts and admin were fundamental factors behind exploring the consolidation. CAB members provided their feedback on the consolidation including exploring alternative options to consider and their concerns of efficiency, program compliance and effectiveness of the CAB from the consolidation. CAB members suggested a chart of functions of the two housing agencies before and after the consolidation would be supportive in providing comprehensive oversight. Mary shared the January BOS meeting link which featured her presentation regarding the consolidation will be available and asks for the CAB's support to continue to explore the consolidation. Lucy Hernandez informed the CAB that the outcome will need to be adopted and approved by the State. Lucy Hernandez discussed the CAB's role as an advisory body and reminds them of their purpose to serve the low-income population in our community. No action was taken.

**f. Discuss and Approve the Executive Director of Shasta County Health and Human Services Agency, Laura Burch, or her designee, to sign and submit all required CSBG documents.
*Standard 8.9: Financial Operations and Oversight***

Lucy Hernandez clarified that Mary Williams is currently the authorized signer to sign and submit all required CSBG documents for the Shasta County Housing and Community Action Agency and Jessaca Lugo is designated as the alternate signer. No action was taken.

4. CSD Requirements/CSBG Administration

**a. Discuss upcoming Required 3 Hr Virtual CAB Orientation/ Roles and Responsibilities Training Provided by Lucy Hernandez
Standard 5.7: Board Governance
*Standard 5.8: Board Governance***

Due to transitions and new members, Lucy Hernandez informed the CAB of their training requirements as outlined in our organizational standards. She clarified other elected official ethics trainings offered could be sufficient to meet this training requirement and prove of compliance will be submitted to CSD. Lucy Hernandez provided the CAB with available dates and times for the training.

b. Submission of 2022 CSBG and CSBG CARES Supplemental Annual Report Update Provided by Lucy Hernandez

Lucy Hernandez shared the 2022 CSBG and 2022 CSBG CARES Supplemental Annual report has been completed and submitted to CSD. She shared specific data points and fiscal components from the reports.

**c. Community Needs Survey Update Provided by Lucy Hernandez
*Standard 3.1: Community Assessment***

Lucy Hernandez shared we received 544 survey responses from the 2022 Shasta County Community Needs Survey which was a significant increase from past years. She discussed the top five priorities based off the survey results and how it is connected to the Community Action Plan. She shared specific data points from the survey and the timeline of the process of completing the 2024- 2025 Community Action Plan.

d. CSD Review of 2022 Organizational Standards Report Update Provided by Susan Thamvongkham

Susan Thamvongkham shared the 2022 Organizational Standards report has been completed and submitted to CSD by the deadline. She provided the background of the report, and its purpose then specified the components of the report. Some examples of documents submitted to CSD that involves the CAB was shared and concluded that our Agency has met all 50 work standards at 100%.

**e. Director's Dashboard Report Update Provided by Mary Williams
Standard 5.9: Board Governance
*Standard 8.7: Financial Operations and Oversight***

Mary Williams shared program data updates in the areas of homeless planning and response, housing development, tenant assistance programs and special projects and economic assistance. The Director's Report also included a financial update on the CSBG 2022 and CSBG 2022 Discretionary grants which funds those programs the CAB advises. Mary Williams commends the agency staff involved in executing the State contract for the new 2023 CSBG funding.

**f. Customer Satisfaction Survey Highlights Provided by Susan Thamvongkham
*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 42 surveys with a satisfaction rate of 90% of the surveyors who indicated that they

either “strongly agreed” of “agreed” to the survey questions. Some positive feedback from the surveyors and those interested in the advisory board was shared.

5. Board Member Jurisdiction / Sector Updates

a. Low-Income/Public/Private Sector

Hope Seth shared her questions regarding funding and the status of a CAB member vacancy application.

Stan Neutze shared his concerns regarding mental health provider resources and provided the CAB with statistics and a newspaper article for reference.

Jack Munns thanks the CAB for having him and looks forward to learning his role as Public Sector representative of the CAB.

Janice Powell expressed she is happy to be a part of the CAB and her concerns of barriers to housing. She hopes for an increase of Community Needs Survey participants in the future and an increase of awareness of the CAB.

Carrie Noah shared an update on her mobile home park project and CAB members expressed their support and encouraged her to move forward in funding efforts.

Kevin Crye expressed his appreciation of CAB member’s recruitments for vacancies and hopes for a large turnout of applicants for the upcoming vacancy. He shares he will be a keynote speaker at an event in Long Beach and discussed coaching’s impact on children.

Jessica Lugo shared the Veterans Village and Teen Center project at Shasta Lake updates. She expressed her support of partnerships with educational organizations and with HHSA on programs assisting the elderly population.

6. Confirmation of Next Board Meeting

Next Meeting Date: April 19, 2023.

10. Adjournment

Jessica Lugo made a motion to adjourn the meeting at 3:11pm.

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