



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: October 19, 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