



**Community Action Board Special Meeting Minutes  
August 18, 2021  
1:30pm – 3:00pm via Teleconference**

**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

**Private Sector**

Bobbi Sawtelle  
Missy McArthur  
Susan Wilson  
Bill Jostock

**Low-Income Sector**

Carrie Noah  
Patrick Moriarty

**Board Members Present:** Jessaca Lugo, Joe Chimenti, Carrie Noah, Shah'ada Shaban, Missy McArthur, Matt Doyle, Stan Neutze and Patrick Moriarty.

**Staff Present:** Jaclyn Disney, Hollie Zander, Trisha Boss, Kristi Hanson & Susan Thamvongkham.

**Members of the Public:**

**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 1:39 pm. Quorum was established.

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

No Public Comments were received.

**3. Action Items**

**a. Approval of April 21, 2021 and May 5, 2021 (Attachment A)**

Patrick Moriarty made a motion to approve the April 21, 2021, and May 5, 2021, meeting minutes as submitted, seconded by Missy McArthur. Roll call was taken, all approved, and none opposed.

**b. Board Vacancy/ Membership Application (Attachment B)**

Jessica Lugo announced there are currently three vacancies within the CAB. These vacancies are in the low-income sector for an alternate member and the private sector for a member and an alternate member. Three applications have been received and were included in the agenda packet for review and consideration. Two applications for the private sector, and one that staff is trying to confirm the sector that they wish to represent.

Applicant Bill Jostock was present, he introduced himself and shared his background. The Board thanked him for applying and opened the floor for questions and feedback.

Patrick Moriarty made a motion to approve the application of Bill Jostock for the private sector seat and to table the other two applications for the next meeting, seconded by Carrie Noah. Roll call was taken, all approved, and none opposed. Patrick Moriarty request that staff invite the other applicants so they may introduce themselves to the board.

**c. Annual review of the Bylaw (Attachment C)**

Jessaca Lugo announced that annually the Board is required to review the by-laws. The by-laws were included in the agenda packet.

Staff made an addition to Article IX: Meetings, Section 4: Cancellation of Meetings procedure. To fulfill requirements, roll call was conducted to confirm that members received and reviewed a copy of the final 2021 Draft Bylaws. All approved, and none opposed.

**d. Annual review of the Tripartite Manual (Attachment**

Jessaca Lugo announced that annually the Board is also required to review the Tripartite Manual. The Tripartite Manual was included in the agenda packet with Staff's suggested change in redline. Shah'ada Shaban indicated that all references of Anderson to her name need to be removed and requested that the 2021 Final Draft Tripartite Manual be updated to reflect this.

To fulfill requirements, roll call was conducted to confirm that members received and reviewed a copy of the final 2021 Tripartite Manual. All approved, and none opposed.

**4. Administration Business**

**a. Announcements/ Information**

Announcements and information updates were provided by Jaclyn Disney along with the Board Training and Conferences information.

**b. Board Training and Conferences**

**i. Community Action Board Development Series | CalCAPA**

CalCAPA is an association in California that offers a weekly training that targeted toward CAB members to provide extra support and training in their roles. The link to the training was sent via email to all Board members.

**ii. 2021 National Community Action Partnership Annual Convention: September 1-3**

Due to the delta variant the convention scheduled to be held in Boston has reached full capacity and no longer has onsite positions available. However, you can register virtually for the virtual conference. A scholarship is available to those with financial hardships to help pay for the convention if interested.

## 5. CSD Requirements/CSBG Administration

Jaclyn Disney presented a PowerPoint presentation with updates on the following:

### a. CSBG DR Funding Update

#### i. Waiver Request (Attachment E)

A breakdown of the Community Services Block Grant (“CSBG”) Disaster Relief (“DR”) funding expenditures was shared. The original grant amount was \$144,340. Expenditures include housing navigation services, community marketing efforts, 100+ cold calls to households in affected areas, direct mailers and postcards sent to affected households, consultations with local assistance agencies and consultations with CSD for workplan amendments. A waiver request was submitted on March 2021 to provide Carr Fire Rebuild Assistance to 37 income eligible families through the Shasta Builder’s exchange. The program has concluded and there was no response to the waiver request from CSD and OCS, therefore \$18,345.44 in funding was forfeited back to the state to be reallocated toward future disasters.

### b. CSBG CARES Funding Update

A breakdown of the CSBG CARES funding expenditures was shared. The total grant amount received is \$459,094. Expenditures reviewed include the economic assistance program, and expansions of the economic assistance to non-profits that serve populations that are most vulnerable to COVID-19. The expenditure deadline is May 30, 2022.

### c. CSBG 2021 Agency Programs Update

A breakdown of the CSBG Agency Programs was shared. The agency programs reviewed included disaster specific programs, homeless planning and response, housing developments, tenant assistance programs and special projects. An update was also shared of the Shasta County Housing and Community Action Agency leadership team and program restructure.

### d. Organizational Standards of the Month: Standard 6 – Strategic Planning

Standard 6.1 Strategic Planning through 6.5 was briefly reviewed and discussed. The organizational standards are available on the Shasta County website. Hollie Zander gave a detailed breakdown of Standard 6.5 which consisted of the progress of the goals of the strategic plans within the last 12 months. There is a projected focus on serving twenty individuals with finding employment, five

individuals with educational goals and 150 individuals with affordable housing.

## **6. Board Member Jurisdiction/ Sector Updates**

### **a. Low-Income Sector**

Shah'ada Shaban shared concerns regarding covid-19 related housing issues, the California State Emergency Rental Assistance Program is progressing slowly, the funds are available and there is a promise for disbursement, however it is not prompt. There is data that shows many eligible households have not applied and submitted applications are low for the north state, especially in Shasta co. She expressed concern of the impact when the covid-19 tenant eviction protection ends in the north state come October 1, 2021.

Carrie Noah shared regarding her work on a village for the homeless through rehabilitating a trailer park which was burned during the Carr Fire. The original intention was to assist the chronically disabled homelessness population. She has invited Jaclyn Disney and Donnell Ewert to visit the site to determine the most appropriate usage of the trailer park. She expressed disappointment regarding the forfeiture of the remaining Carr Fire disaster relief fund.

Jessica Lugo shared they are operating the emergency utility assistance in the City of Shasta Lake. They have allocated 100% of their CSBG CV 1 funding and over 50% of their CV 2 and 3 funding. They will be reaching out to those customers to encourage them to come in and apply for utility assistance programs. As of the end of July there were 320 customers who were subject to shutoffs. Most have low balances, and the city can help get them caught up quickly if they apply for the utility assistance program. They will be resuming their shut off policy effective September 1<sup>st</sup> and the first round of shut offs will start October 1<sup>st</sup>. Regarding the Disaster Relief Multifamily Home project, they have been awarded 1.5 million dollars and currently waiting on the master agreement from the state with hopes to start in the Fall. The Development Services Department conducted a GIS location of distressed properties to get assistance from real estate agents and private investors to contact these property owners to get these properties back into the market.

### **Public Sector**

Joe Chimenti shared there is a company in town that provides 3D printing for homes. He shared the city is already engaged in creating units for the homelessness. Donnell Ewert, Health and Human Services Director and Matt Pontes County Executive Officer met to discuss ways the county can get involved. He expressed his excitement regarding a strategy to provide high quality homes to serve at risk or homeless people.

## **Private Sector**

Missy McArthur shared that she and Patrick Moriarty have stepped away from the Shasta CoC Advisory Board and feels it is in great hands with Amber Middleton and Austin Preller. She hopes that everyone can support the CoC as much as possible. She wanted to inform the CAB that she might not be able to attend the next CAB meeting.

## **7. Standing Items**

### **a. Standard 1.3 Satisfaction Survey Highlights**

Trisha Boss shared that the Community Action Agency has satisfaction survey available at their front lobby. The survey focuses on customer involvement with the department. Year to date 14 surveys have been received. Based off the information received from the surveys the Community Action Agency is currently at 100% customer satisfaction rate. Highlights on comments received were shared with the board. The board was informed that this will be a standing item on the agenda going forward based on the Policy for Customer Satisfaction.

## **8. Confirmation of Next Board Meeting**

### **a. Next Meeting Date: October 20, 2021**

## **9. Adjournment**

Motion to adjourn meeting made by Jessica Lugo at 3:38pm.

### **Acronyms**

*CAB – Community Action Board  
CAA – Community Action Agency  
CESH – California Emergency Solutions and Housing  
HHAP – Homeless Housing Assistance and Prevention Program  
CoC – Continuum of Care  
CDBG – Community Development Block Grant  
CSD – Community Services Development  
TBRA – Tenant Based Rental Assistance  
ESG – Emergency Solutions Grant  
EFSP – Emergency Food and Shelter Program  
CAP – Community Action Plan  
NOFA – Notice of Funding Availability  
VASH – Veterans Affairs Supportive Housing  
FUP – Family Unification Program  
HUD – Housing Urban and Development*