



## **Community Action Board Meeting Minutes**

**Wednesday, August 16, 2023**

**1:30pm – 3:00pm**

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

**Board Members Present:** Jessaca Lugo, Shah'ada Shaban, Kevin Crye, Susan Wilson, Carrie Noah-Gilliam, Katie Swartz, Bill Jostock, Kristen Schreder, Janice Powell, Hope Seth, Stan Neutze and Joshua Johnson.

**Staff Present:** Emily Kerr Deputy Director, Dwayne Green Branch Director, Melissa Nave Program Manager, Lucy Hernandez Consultant present via virtual, Christy Coleman Assistant Agency Director, Anne-Jeanne Rothchild Community Development Coordinator and Susan Thamvongkham Staff Services Analyst.

### **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 Shah'ada Shaban Vice-Chairperson, at 1:32pm. Quorum was established.

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

#### **2. Public Comments (limited to 3 mins. per comment): None**

#### **3. Action Items**

##### **a. Review and Approve the Revised April 19, 2023, Meeting Minutes**

Susan Wilson made a motion to approve the revised April 19, 2023, meeting minutes. Seconded by Kevin Crye. Roll call vote was taken, all approved, and none opposed.

##### **b. Review and Approve the June 21, 2023, Meeting Minutes**

Susan Wilson made a motion to approve the June 21, 2023, meeting minutes. Seconded by Kevin Crye. Roll call vote was taken, all approved, and none opposed.

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

##### **a. New Staff Introductions**

Christy Coleman introduced to the CAB our new Deputy Director Emily Kerr, Program Manager Melissa Nave and Community Development Coordinator Anne-Jeanne Rothchild.

##### **b. Action Items**

###### **i. Review and Approve the Recommended Edits to the Bylaws Provided by Lucy Hernandez**

Katie Swartz made a motion to approve only the compliance related recommended edits and the remaining edits will be reviewed by an Ad Hoc committee for approval. Seconded by Janice Powell. Roll call vote was taken, all approved, and none opposed.

###### **ii. Review and Approve the Recommended Edits to the Tripartite Manual Provided by Lucy Hernandez**

There was a brief discussion to keep the word "Mission" in on page 6 and not replace with the word "Purpose". A head count of members who agreed was conducted with failed results of 5 yes's and 6 no's.

Katie Swartz made a motion to approve the recommended edits to the Tripartite Manual. Seconded by Kristen Schreder. Roll call vote was taken, all approved, and none opposed.

##### **c. Discuss planning for September 20, 2023, Special Meeting on Strategic Plan Standard 6.5: Strategic Planning**

Christy Coleman advised the CAB that the annual strategic plan update is traditionally a brief update and asked if a special meeting for it is necessary. The CAB expressed they appreciate the opportunity to further discuss the goals of the strategic plan. Susan Thamvongkham confirmed the room reservation and date of the strategic plan update special meeting.

##### **d. Director's Dashboard Report Update Provided by Deputy Director Emily Kerr Standard 5.9: Board Governance**

Emily Kerr shared agency updates which included our move to Park Marina Drive, our finalized 2024-2025 CAP submission on July 12, 2023, our 2023 CSBG regular grant amount increase approval by CSD and our new 2023 CSBG Discretionary grant \$26,000 approval by CSD.

Emily Kerr shared partnership updates which included the completion of the 2023 PIT Count report which will be presented at the City of Shasta Lake City Council Meeting, an amended Project Based Voucher (PBV) award letter for Sunrise Cottages and the new housing authority stats for July.

Emily Kerr shared funding updates for HHAP and ARPA coming soon and agency outcomes and successes which included over 1,100 Housing Choice Voucher (HCV) waiting list letters have been sent out since February 2023 and that we have 701 total HCV leased as of 8/1/23; an increase of over 100 vouchers leased since January 2023.

**e. Programmatic Dashboard Report (Attachment F) Update Provided by Program Manager Melissa Nave**  
***Standard 5.9: Board Governance***  
***Standard 8.7: Financial Operations and Oversight***

Melissa Nave shared program data updates in the areas of homeless planning and response, housing development, tenant assistance programs and special projects and economic assistance. The report also included a financial update on the CSBG 2023 regular and CSBG 2023 Discretionary grants which funds those programs the CAB advises.

**f. Customer Satisfaction Survey Update 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 25 surveys with a satisfaction rate of 90% 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.

**5. Board Member Jurisdiction / Sector Updates**

**a. Low-Income/Public/Private Sector**

Stan Neutze shared an example of the proper way to present issues or comments to the CAB in relation to the HHSA merger.

**6. Confirmation of Next Board Meeting**

Special Meeting Date: September 20, 2023.  
Next Meeting Date: October 18, 2023.

**7. Adjournment**

Jessaca Lugo Chairperson made a motion to adjourn the meeting at 3:04pm.

**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