



## **Community Action Board Meeting Minutes**

**Wednesday, June 21, 2023**

**1:30pm – 3:00pm**

**Shasta County Administration Building  
1450 Court St, CAO Conference Room 311**

**Board Members Present:** Shah'ada Shaban, Kevin Crye, Jack Munns, Susan Wilson, Janice Powell, Carrie Noah-Gilliam, Katie Swartz, Bill Jostock, Kristen Shreder, Hope Seth and Joshua Johnson.

**Staff Present:** Jonathan Taylor Deputy Director, Dwayne Green Deputy Director, Melissa Nave Program Manager, Lucy Hernandez Consultant, Christy Coleman Assistant Agency Director 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 1:31pm. Quorum was established.

The ("CAB") mission statement was read by Shah'ada Shaban Vice-Chairperson.

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

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

##### **a. Review and Approval of the April 19, 2023, Meeting Minutes**

Kristen Shreder requested that item 4 (c) on the April 19, 2023, meeting minutes be revised to reflect CAB member comments and concerns. Christy Coleman requested the CAB members to provide their requested revisions and item will be brought back to the August meeting for review and approval.

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

##### **a. Review and Approve the Current Bylaws or Make Edits or Updates Provided by Lucy Hernandez**

Lucy Hernandez explained this is an opportunity for CAB review and discussion on the Bylaws. Lucy Hernandez recommended to update the language to the document because of the transition to Shasta County Health and Human Services. Lucy Hernandez invites any specific best practices or clarifying language updates to the

document from the CAB. Katie Swartz reviewed the responsibilities of the Nominating Committee as outlined in the Bylaws. Lucy Hernandez informed the CAB that amendments to the Bylaws would need to be approved by the CAB then ratified by the Board of Supervisors.

**b. Review and Approve the Current Tripartite Manual or Make Edits or Updates Provided by Lucy Hernandez**

Lucy Hernandez explained the Tripartite Manual is an optional tool to supplement to the Bylaws and not required by CSD. The outdated 6 national goals are now decreased to 3. The CAB was opened for input and Lucy shared her recommended edits to add the transition to the historical section of the document and to also include language that mirrors the CSBG Act.

The idea of an Ad hoc committee to review both documents was discussed. The CAB requested that Lucy Hernandez review both documents to recommend any compliance related changes. Both items will be brought back to the August meeting for review and approval of the recommended changes.

Katie Swartz made a motion to authorize Lucy Hernandez to make compliance related recommendations to the Bylaws and Tripartite, which will be reviewed and approved at the August meeting and to establish an ad hoc committee to review the Bylaws for 2024. Second by Kevin Crye. Roll call vote was taken, all approved, and none opposed.

Volunteers from the CAB for the ad hoc committee and the guidelines to establish the committee was discussed. Shah'ada Shaban Vice Chair appointed Katie Swartz, Bill Jostock and Hope Seth to the Bylaws ad hoc committee to present recommendation to the Bylaws in January or February of 2024.

**c. Review and Approve the new \$26,000 CSBG 2023 Discretionary Grant Provided by Lucy Hernandez**

Lucy Hernandez shared the new \$26,000 CSBG 2023 Discretionary Grant Budget has not been finalized yet and shared specific eligible uses of the funds that the agency plans to utilize. There was a discussion regarding if this item needs to be approved by the CAB and Lucy Hernandez clarified that our resolution for the CSBG 2023 grant allows us to accept additional funds up to 10%, which this new award amount falls under. So, no action from the CAB is needed.

**d. Review and Approve the \$2,808 Increase of the CSBG 2023 Regular Grant Provided by Lucy Hernandez**

Lucy Hernandez shared the \$2,808 Increase of the CSBG 2023 Regular Grant Budget was awarded the same time as the discretionary grant and the budget has not been finalized yet and shared specific eligible uses of the funds that the agency plans to utilize. There was a discussion regarding if this item needs to be approved by the CAB and Lucy Hernandez clarified that our resolution for the CSBG 2023 grant allows us to accept additional funds up to 10%, which this increase falls under. So, no action from the CAB is needed. CAB members expressed their frustrations of not having supporting documents available for review. Lucy Hernandez explains because of the

timing we received the award we were not able to provide the supporting documents for review. The approved budgets will be sent out later in August.

**e. Receive an Update on the 2021-2024 Strategic Plan Provided by Lucy Hernandez**

**Standard 6.5: Strategic Planning**

*The tripartite board/advisory body has received an update(s) on progress meeting the goals of the strategic plan/comparable planning document within the past 12 months.*

Lucy Hernandez requested that the CAB set up a meeting in either August or October meeting to oversee our current Strategic Planning goals. To allow for additional data to support the update. The timeframe of the required update was discussed, the last Strategic Plan update was provided last October. Janice Powell requested clarification if action was needed at this meeting. Shah'ada Shaban and Katie Swartz expressed their support of the importance of the Strategic Plan and a focused planning session. Carrie Noah-Gilliam discussed the possibility of researching other CAA's Strategic Plan's in California with a similar population to identify areas for improvement. Lucy Hernandez clarified that our Strategic Plan aligns with other CAA's in California.

Katie Swartz made a motion to have a special meeting on September 20<sup>th</sup> 2023, at 1:30pm for the purpose of receiving an update to the Strategic Plan and reviewing Strategic Plan goals. Second by Shah'ada Shaban. Roll call vote was taken, all approved, and none opposed.

CAB members requested the item be brought back to the August meeting for discussion on planning before the September 20<sup>th</sup>, 2023, special meeting.

**f. Receive an Update on the 2022-2023 Community Action Plan Provided by Lucy Hernandez**

**Standard 4.4: Organizational Leadership**

*The tripartite board/advisory body receives an annual update on the success of specific strategies included in the Community Action plan.*

Lucy Hernandez shared that the 2022-2023 Community Action Plan ends December of this year and that we are currently working on the 2024-2025 Community Action Plan. The Community Action Plan's focus is on housing needs. The commitment of the staff is to continue to provide housing services and expanding service areas. With the transition under HHSA still ongoing the two housing teams are working to integrate. Kristen Shreder requested more clarification on the housing data. Lucy Hernandez explained the housing data is still provided on the dashboard report.

**g. Receive an Update on the 2024-2025 Community Action Plan Provided by Susan Thamvongkham**

Susan Thamvongkham shared that due to time constraints, the 2024-2025 Community Action Plan public hearing has been rescheduled further out to July 11, to allow for the 15-day notice. Lucy Hernandez has contacted Patrick Kane our State CSD rep, and he is aware this will result in a late submission past the June 30<sup>th</sup> deadline, which the State will accept, but most likely will be marked as a finding and a corrective action needed on our next review. CAB members expressed their frustration on the County processes. Christy Coleman clarified the County processes and assured the 2024-2025 Community Action Plan public hearing will be on the correct agenda for the reschedule.

A member of the press requested clarification on what was an action item and discussion item on the agenda.

**h. Director's Dashboard Report Update Provided by Deputy Director Jonathan Taylor**

***Standard 5.9: Board Governance***

*The department's tripartite board/ advisory body receives programmatic reports at each regular board/ advisory meeting.*

***Standard 8.7: Financial Operations and Oversight***

*The tripartite board/ advisory body receives financial reports at each regular meeting, for those program (s) the body advises, as allowed by local government procedure.*

Jonathan Taylor shared an update on our agency's move to 2600 Park Marina HHSA office in July which will put us closer to HHSA's housing team, establishing us closer to fully integrating. Jonathan Taylor introduced our new Program Manager Melissa Nave and expressed his excitement to have her onboard. In addition, there will be a new Community Development Coordinator coming in July and two new housing and community action program specialist joining the team. CAB members requested clarification on Melissa's roles and responsibilities. Christy Coleman clarified that Melissa will be overseeing all of Housing Authority, Continuum of Care and Community Action Board. CAB members requested clarification on any programs not operating due to the transition and vacancies. Dwane Green ensures we are still serving the public and there has been lots of involvement from our program managers, assistant director, director, and deputy directors. Jonathan Taylor shared we are accepting applications for the Burney Commons Project. CAB expressed their thoughts on how the CAB operated in the past compared to how it is going currently and where they would like the direction to go. CAB requested a simple report breaking down the CSBG grant expenditures.

**i. Customer Satisfaction Survey Highlights Provided by Susan Thamvongkham**

***Standard 1.3: Consumer Input and 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.*

Susan Thamvongkham shared brief highlights of the Customer Satisfaction Surveys received. Since the last board meeting our agency has received a total of 26 surveys with a satisfaction rate of 95% 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**

Katie Swartz shared she is a coordinator for a micro shelter project which and going to break ground soon. In addition, collecting bids, then securing a contractor for 2<sup>nd</sup> micro shelter.

Bill Jostock introduced himself, he expressed wanting to learn more of the roles and responsibilities of the CAB, so he asks the right questions. He is a part time accountant for CRDC and is familiar with some components of the affordable housing area and expressed that tying the two organizations together down the road would be beneficial.

Susan Wilson shared she will be the president of the league of women voters. She expressed her hopes for the County, and incorporated cities to work effectively. She describes the organizations she runs, Youth Options Shasta and CBHPC. She expressed the importance of effective communication to achieve goals.

Kristin Shreder shared she currently served as our public sector representative before she retired from the City of Redding and is now serving as our private sector representative. She shared she is on the CoC executive board as well as the Shasta advisory board, she hopes to use her experience working in government to help facilitate some projects like transportation and homelessness.

Hope Seth shared she is our private sector representative, a consultant for Anderson doing economic development, an executive leadership coach, as well as a board member for the Good News Rescue Mission and the Civic Auditorium. She shared her interest in helping people find housing is what got her involved in the CAB.

Joshua Johnson shared he is the newest member of the CAB representing the low-income sector, he also sits on the Good News Rescue Mission board. He explained his role at GNRM is to oversee a 17-space pallet shelter project and the sober living housing. He shared he is familiar with the costs of construction, tax credit financing and the challenges of inventory of affordable housing which he hopes to use his experience to close the gaps of affordable housing.

Janice Powell shared she our public sector representative representing the people. She expressed her concerns the City of Shasta Lake’s housing projects administered by Shasta County and the high administrative costs compared to the actual services and funds the people are receiving.

Carrie Noah-Gilliam shared her passion for the homelessness and her efforts to assist them. She shares her frustration of the amount of funding for homelessness and the lack of resources available and her frustration of the procedures of the PIT count. She expressed her hopes for everyone to come together to make a difference.

Kevin Crye shared a story of a 34-year-old homeless woman from Portland Oregon who had been trafficked since she was 19, where the police department told her Shasta County had more services and sent her on a bus down here. He expressed the importance of tracking where this homeless people are coming from to determine if they are being sent here from other counties or law enforcements. He stated he cares about Shasta County first. He shares homelessness is not his passion, but he will put his whole heart into the efforts of finding a solution. He shares his passion is mentoring kids. He expressed his excitement of HHSA's new leadership under Laura Burch, and the accountability to non-profits having to pay back funds. He expressed his support of helping the homeless population willing to accept public assistance and discourages those living illegally on people's property.

Shah'ada Shaban shared details of her work at Legal Services of Northern California in the field of housing stability and preservation.

**6. Confirmation of Next Board Meeting**

Special Meeting Date: September 20, 2023.

Next Meeting Date: August 16, 2023.

**7. Adjournment**

Shah'ada Shaban Vice-Chairperson made a motion to adjourn the meeting at 3:20pm.

**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