



Community Action Board Special Meeting Minutes

Wednesday, September 20, 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, Katie Swartz, Bill Jostock, Jack Munns and Hope Seth.

Staff Present: Emily Kerr Deputy Director, Dwayne Green Branch Director, Melissa Nave Program Manager, Christy Coleman Assistant Agency Director, Anne-Jeanne Rothchild Community Development Coordinator, Sarah Brown Program Manager, Robin Bostain Supervisor, Lisa Towns Staff Services Analyst and Susan Thamvongkham Staff Services Analyst.

Members of the Public:

1. Call to Order and Roll Call (Establishment of Quorum)

The Community Action Board ("CAB") meeting was called to order by Jessaca Lugo 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):

Supervisor Kevin Crye

3. Action Items

a. Receive an Update on the 2021-2024 Strategic Plan Provided by Susan Thamvongkham Staff Services Analyst and Melissa Nave Program Manager 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.

Susan Thamvongkham explained how our agency's three strategic plan goals align with a ROMA and National Community Action Network goal.

Melissa Nave shared updates on our agency's goal to increase organizational capacity by identifying new funding sources and ongoing collaborations with CoC agencies, local non-profits and housing developers.

Susan Thamvongkham shared the agency has passed our Organizational Standards Report at 100%, the completion of the 2022 Annual Report, the completion of the 2022 CSBG grant close-outs with the HHSA fiscal team, the completion of the 2024-2025 Community Needs Assessment and Community Action Plan and highlights from the 2023 National Community Action Convention in Atlanta Georgia.

Melissa Nave presented updates to our agency's goals for program outcomes and assessments which include the leadership analysis of the Programmatic report to identify areas for improvement, successful trainings of HMIS by staff in transitioning out of the role of lead agency for Continuum of Care, our production of our informational YouTube videos for the Continuum of Care and updates to our development consultant RFP to assist in housing development program administration and oversight.

Melissa Nave shared updates to our agency's goal for community outreach and engagement which include participating in the Good News Rescue Mission Redding Restart Forums, the 2022 Coat Drive and the 2023 Project Homeless Connect. Additionally, participation and coordination of the 2023 PIT Count with staff collecting surveys at homeless encampments, completing the PIT Count Report and presenting it to the City of Shasta Lake City Council meeting 9/5/2023.

6. Confirmation of Next Board Meeting

Next Meeting Date: October 18, 2023.

7. Adjournment

Jessaca Lugo Chairperson made a motion to adjourn the meeting at 2:14pm.

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