



Community Action Board Meeting Minutes

Wednesday, June 15, 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, Joe Chimenti, Missy McArthur, Stan Neutze, Susan Wilson, Patrick Moriarty, Carrie Noah, and Bill Jostock

Staff Present: Jaclyn Disney, Hollie Zander and Susan Thamvongkham

Members of the Public: Laura McDuffey, Marsha Bowles, Hope Seth, and Paul Howell.

1. Call to Order and Roll Call (Quorum established)

The Community Action Board ("CAB") meeting was called to order by Jessica Lugo, Chairperson, at 1:36pm. 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. **AB 361** allowed to meet remotely without complying with prior Brown Act teleconference requirements.

Missy McArthur made a motion to continue the State of Emergency Teleconferencing as provided by AB 361; second by Joe Chimenti. Roll call vote was taken, all approved, and none opposed.

b. **Review and Approval of April 20,2022, Meeting Minutes**

Joe Chimenti made a motion to approve the April 29, 2022, meeting minutes as presented. Second by Susan Wilson. Roll call vote was taken, all approved, and none opposed.

c. Private Sector Board Vacancy/ Membership Application

Hope Seth gave an overview of her work experience and qualifications. Paul Howell rescinded his application and urged the Board to approve Hope's application. An application would have had to been submitted for consideration for alternates interested in filling vacant seats.

Joe Chimenti made a motion to approve Hope Seth's application as a representative for the private sector on the Community Action Board. Bill Jostock second the motion. Roll call vote was taken, all approved, and none opposed.

4. Administration Business

a. Standard 1.3: Consumer Input and Involvement; Satisfaction Survey Highlights

Susan Thamvongkham went over the results of the Satisfaction Surveys received since the last Board Meeting. 46 completed Surveys were received and 90% of the returned survey's answered that they strongly agreed or agreed to questions asked on the Survey. Positive feedback from the surveyors and those interested in the Advisory Board was shared.

b. Project Homeless Connect

Hollie Zander shared there were 130 individuals /families who were given resource information. Individuals /families were given totes containing snacks, hygiene bags, water bottles and the HMIS-Coordinated Entry staff were available to assist clients.

New Banners that were created for outreach events were on display. Staff were provided shirts and jackets to help identify them as CAA staff members. Hollie explained that SCHCAA would like to participate in more events to help create awareness of the many resources available. Popup tents and tablecloths were also purchased as part of the event set-up.

The CAB inquired on the data regarding clients who were connected to services. Hollie Zander will provide data specifics the CAB at a later time, and she explained that HMIS/ Coordinated Entry staff were in three different locations at the event to complete HMIS/ Coordinated Entry enrollment and there were also social workers on hand to provide referrals to those that were interested.

Hollie Zander shared that the CAA participated in the coat drive back in December and are collaborating with Child Support Services on their backpack giveaway. 120 backpacks were purchased using CSBG funds for this event taking place in August containing back-to-school supplies. Diapers and sanitizers are available at the office as giveaways to clients.

5. CSD Requirements/CSBG Administration

a. Director's Report Dashboard
Standard 5.9: Board Governance
Standard 8.7: Financial Operations and Oversight

Jaclyn Disney shared the data that has been captured through the HMIS/CE system. She explained how different the data in the HMIS System is compared to the PIT Count Report. At this time HMIS is showing that there are 911 people experiencing homelessness in Shasta County compared to the 798 reported in the Point in Time Count done in January. She also shared program updates in the areas of homeless planning and response, housing development, tenant assistance programs and special projects and economic assistance. The Director's Report also included a financial update on the CSBG grants which funds those programs the Board advises.

Jaclyn Disney introduced Laura McDuffy and Marsha Bowles, who provided an overview of the down-payment assistance program. The program has one applicant that closed and one currently in escrow. Through collaborations the program is now available in Shasta Lake and Anderson. Originally the DAP Program was used in the unincorporated area of Shasta County. Hollie added that we are working on including a Home Rehab Program in both areas as well.

b. Notice of Availability of Shasta County Single Audit Report 2021-2022
Standard 8.3: Financial Operations and Oversight

Hollie Zander reported that there were no findings in the Shasta County Single Audit Report year ending June 30, 2021, regarding CSBG funding. She asked that the board members sign and return the acknowledgement forms that went out, so that we remain in compliance. If there had been a finding it would have been a genized item, so they could review the finding and go over the measurements being taken to address and correct them. The new 2021-2022 report will be shared once it is made available after August and the website to locate the report was communicated.

c. CSBG CARES Quarterly Fiscal Documentation Review
Standard 8.4 Financial Operations and Oversight

Hollie Zander reported that there were no issues discovered regarding the CSBG CARES Quarterly Fiscal Documentation Review in April. She asked that the board members sign and return the acknowledgement forms that went out, so that we remain in compliance.

d. CSD Monitoring Report Contracts 2020 and 2021
Standard 8.4: Financial Operations and Oversight

Hollie Zander reported there were no findings identified during the CSD Monitoring report. She explained it is a little more in-depth as it is the full report for CARES and CARES Disaster. She asked that the board members sign and return the acknowledgement forms that went out, so that we remain in compliance.

6. Board Member Jurisdiction / Sector Updates

a. Low-Income/Public/Private Sector

Shah'ada Shaban shared she is continuing to see the loss of affordable rentals to rapid regentrification. She shared her violation concerns of the Tenant Protection Act of 2019 and how limited communication from HCD is adding to the stress.

Patrick Moriarty wanted to first update the Board about the passing of Kristen Schreder's husband and encouraged the Board to reach out as a whole. He shared his concerns about the rising cost of housing and that the low-income population are disproportionately being affected by this reality. He said substance abuse and untreated mental illness is contributing significantly to the increase in homelessness in our region.

Carrie Noah expressed her sadness to hear of Jack Schreder's passing. She expressed support of Patrick's concerns regarding those suffering from addiction and mental illness.

Bill Jostock reported that he volunteered for the afternoon shift at the Project Homeless Connect. Due to the experienced rising temperatures during the afternoon shift he recommends volunteering a morning shift for next year so he could have more interaction with our homeless population. He felt the afternoon heat brought the event to a quick decline.

Joe Chimenti reported that 1.65 million was allocated for the Work Force Affordable Housing, he shared the funds were leveraged on the construction of a \$300,000 home of which approximately \$120,000 would come from these funds. He is hoping the funds could also be leveraged towards the Keswick area as since the fire he believes that it has increased in poverty and crime. He expressed his hopes to finish his time on the board in a positive and constructive manner.

Stan Neutze's CARES funding update was read to the CAB by Joe Chimenti.

Jessica Lugo shared that they are facing a very conservative budget as they brace for the impending recession. She is seeing an increase in multi-generations cohabitating due to unaffordable housing. The State dispersed the CAPP funds, but she does not anticipate them continuing the funding past this year.

Hollie Zander discussed how private buyers are renovating affordable housing to then turn around and increase the rent amounts which is displacing the low-income renters. She expressed her hopes to see an increase in housing development but, with building cost rising there is not much happening right now.

Jaclyn Disney added that Hollie is working on developing a landlord incentive program to secure their units to low-income, senior, veterans and families. The program would include funds to repair units that have been damaged by high-risk clients. Also, a rehabilitation program for rental units is in the works as well, but due to the funding source it will only be available for Shasta County and the unincorporated area.

7. Confirmation of Next Board Meeting

a. Next Meeting Date: August 17, 2022.

8. **Adjournment**

Jessica Lugo made a motion to adjourn the meeting at 2:46 pm.

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*