



## Community Action Board Meeting Minutes

Tuesday, January 4, 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

Bobbi Sawtelle  
Missy McArthur  
Susan Wilson  
Bill Jostock  
\*Marlyn Winsen

#### Low-Income Sector

Carrie Noah  
Patrick Moriarty  
\*Katie Swartz

\*denotes alternates

**Board Members Present:** Jessaca Lugo, Shah'ada Shaban (joined meeting at 1:32), Joe Chimenti, Kristen Schreder (joined meeting at 1:32), Missy McArthur, Susan Wilson, Patrick Moriarty, Carrie Noah (joined meeting at 1:39), Bobbi Sawtelle, and Bill Jostock.

**Staff Present:** Jaclyn Disney, Hollie Zander, Trisha Boss, and Susan Thamvongkham

**Members of the Public:** Katie Swartz

### 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 1:31pm. 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

Susan Wilson made a motion to continue the state of emergency hybrid teleconferencing as provided by AB 361; seconded by Bill Jostock. Roll call vote was taken, all approved, and none opposed.

#### b. Review and approve the October 20, 2022 & December 13, 2022, Meeting Minutes

Shahada Shaban made a motion to approve the October 20, 2022 regular meeting and December 13, 2022 special meeting minutes as submitted; seconded by Susan Wilson. Roll call vote was taken, all approved, and none opposed.

**c. Review and approve the 2022 Meeting Calendar**

Trisha Boss briefly explained the differences between the two calendar options, B and B-1.

Kristen Shreder made a motion to approve the 2022 Meeting Calendar Attachment “B” as submitted; seconded by Bill Jostock. Roll call vote was taken, all approved, and none opposed.

**d. Chair and Co-Chair Appointments**

Missy McArthur made a motion to reappoint Jessaca Lugo as CAB chair, seconded by Carrie Noah. Roll call vote was taken, all approved, and none opposed.

Susan Wilson made a motion to reappoint Shah’ada Shaban as CAB vice-chair; seconded by Patrick Moriarty. Roll call vote was taken, all approved, and none opposed.

**e. Low-Income Alternate Sector**

Katie Swartz introduced herself to the CAB, shared her community service background and answered questions from the CAB members. Patrick Moriarty and Kristen Schreder expressed their support of Katie’s application.

Kristen Shreder made a motion to approve the appointment of Katie Swartz for the low-income alternate sector; seconded by Shah’ada Shaban. Roll call vote was taken, all approved, and none opposed.

**4. Administration Business**

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

Trisha Boss provided an update of the Customer Satisfaction Surveys. Since the last CAB meeting the agency has received a total of fifty-two surveys who reported a satisfaction rate of 89% of surveyors who “strongly agreed” and “agreed”. A correction to the survey was addressed which will help to decrease confusion on the survey questions. Trisha Boss shared a few positive comments from the surveyors, discussed an adjustment to the survey which will help clarify any confusion to those who did not receive housing rehabilitation and expressed her hopes to increase the satisfaction rate.

**b. Community Engagement Opportunities/ Announcements  
Standard 2.1: Community Engagement**

1. 2021 Winter Coat Drive

Hollie Zander shared that the Community Action Agency partnered with Shasta County Child Support in the 2021 Winter Coat Drive in December. The agency had bought and distributed 253 new coats to low-income families living in Shasta County and Shasta County Child Support donated 115 coats. Hollie Zander

expressed her hopes to continue collaborating with community partners to serve low-income families.

2. Project Homeless Connect

Hollie Zander announced the agency will be a vendor at the Project Homeless Connect event on May 17<sup>th</sup> from 9am to 3pm. The event will be located at the Redding Library. Hollie shared that more information will be provided to the CAB as the event draws closer.

**5. CSD Requirements/CSBG Administration**

**a. 2022 CSBG to the BOS for Approval**

Jaclyn Disney provided a brief review of the fund's purpose, history and announced the Shasta County Board of Supervisors has approved the 2022 CSBG resolution to accept the funds.

**b. Director's Report Standard 5.9: Board Governance**

Jaclyn Disney presented the data for the 2022 initiative and CSBG program projections. A copy of the video link regarding the federal poverty level was provided in the chat box and emailed out to the CAB. Adjustments to the renter's tax credit and support for the bill was discussed. The CAB expressed their support for Jaclyn to provide a support letter for the bill. Jaclyn Disney hopes for more useful information to be provided to the CAB in the future and anticipates presentations from our ROMA consultant, Lucy Hernandez and the CalCAPA director in the future.

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

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

Shah'ada Shaban had no updates to share at this time and encourages the board to communicate what they are seeing and experiencing within the community.

Joe Chimenti shared his update regarding the City of Redding's approval of the micro shelters. He expressed his gratitude towards Steve Bade, the City of Redding and the County efforts to work together to increase housing mitigation and housing assistance to the low-income population. He is enthusiastic to start implementation of the micro shelters.

Kristen Schreder shared her gratitude towards Joe Chimenti, Steve Bade, Larry Tipman, Katie Swartz, the St. James team and all who were involved in the micro shelter project. She expressed her hopes to have micro shelters up in a few months and how it takes a whole team from the government and community to accomplish this level of project. She is looking forward to working with others in the community.

Missy McArthur had no updates to share at this time; however, she is very excited about the micro shelters. She expressed her gratitude to Kristen Schreder and Joe Chimenti for their efforts on the project.

Susan Wilson had no updates to share at this time due to technical issues.

Patrick Moriarty had no updates to share at this time.

Carrie Noah had no updates to share at this time due to technical issues.

Bobbie Sawtelle shared her updates to the Burney Commons project, which was funded by tax credit allocations committee funding. They are moving forward on their project-based vouchers in partnership with K2 Development. She is excited to start construction for the project which is projected to start in March of 2022 and will consist of 30 units.

Bill Jostock had no updates to share at this time.

Jessaca Lugo shared her gratitude and towards the invitation to help at the Good News Rescue Mission, she expressed that it was a lot of fun. She shared that there was a delay of the Veterans Village project. She is eager for that project to get off the ground which is projected to be 30 units transitional housing for very low-income veterans. There is a pending application with K2 development for a 50 affordable unit project in Shasta Lake. Staff has worked with the county on submitting a permanent low-income housing application to HCV. She shared that approximately \$500,000 in emergency utility assistance was expended. They are in the early stages in partnership with the county and school district on a teen center.

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

**a. Next Hybrid Meeting Date: February 16, 2022**

## **8. Adjournment**

Jessica Lugo made a motion to adjourn the meeting at 2:26pm.

### **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*