



**Community Action Board Meeting Minutes**  
**Wednesday, October 20, 2021**  
**1:30pm – 3:00pm via Teleconference**

**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

*\*denotes alternates*

**Board Members Present:** Jessaca Lugo, Bobbi Sawtelle, Joe Chimenti, Carrie Noah, Kristen Schreder, Shah'ada Shaban, Missy McArthur, Matt Doyle, Susan Wilson, Bill Jostock, and Stan Neutze.

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

**Members of the Public:** Marlyn Winsen

**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 1:35pm. 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. Review and approval of August 18, 2021, Meeting Minutes (Attachment A)**

Joe Chimenti made a motion to approve the August 18, 2021, meeting minutes as amended to include Stan Neutze as present; seconded by Matt Doyle. Roll call vote was taken, all approved, and none opposed.

**b. Board Vacancy/ Membership Application (Attachment B)**

Jessica Lugo announced there are currently two vacancies. Two applications have been received and were included in the agenda packet for review and consideration. The first application for the private sector alternate Marlyn Winsen was present. The Board agreed not to consider the other appointment until the applicant was able to attend a meeting.

Applicant Marlyn Winsen introduced herself, shared her background and why she would like to serve on the Board.

Kristen Schreder made a motion to appoint Marlyn Winsen to Shasta County Community Action Board as the private sector alternate, and to agenda Theresa Brown's candidate application for the next meeting, seconded by Matt Doyle. Roll call vote was taken, all approved, and none opposed.

**c. In Person Meetings vs Telecommunication**

Jessaca Lugo shared that Assembly Bill 361 was adopted which extends the waiver of some of the Brown Act requirements. The Board discussed options: returning to in person, continue with virtual, or a hybrid that allowed members to either attend in person or participate via telecommunications. Kristen Schreder made a motion to proceed with in-person meetings with the commitment that Staff will evaluate opportunities for hybrid teleconference capabilities; seconded by Carrie Noah. Roll call vote was taken; six approved and four opposed.

**4. Administration Business**

**a. Announcements/ Information**

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

Trisha Boss provided an update of the Customer Satisfaction Surveys. Since the last CAB meeting the agency has received a total of fifteen surveys, who reported a satisfaction rate of 80%. Staff has identified a gap in Consumer input from all programs. To address the gap, a process has been implemented to include mailing the survey with a self-addressed stamped envelope each time a client is sent a recertification letter, and other correspondence. In addition, Staff is working on posting the survey on the county webpage to increase accessibility to the survey.

**ii. Board of Supervisors approved the amended bylaws**

Jessica Lugo announced that the Shasta County Board of Supervisors approved the amended CAB bylaws.

**b. Board Training and Conferences**

**i. Training Resources**

Jaclyn Disney addressed Standard 5.8 Board Governance refers to training requirements. The agency has created a resource section on the CAA webpage that includes the CalCAPA training portal. The agency is responsible for tracking that the Tripartite board/ advisory board members were provided with training on their duties and responsibilities within the past 2 years. The next board training is due March of 2022.

**5. CSD Requirements/CSBG Administration**

**a. CSBG CARES**

Trisha Boss presented an update of the CSBG Cares Eviction Prevention and Economic Assistance Program and addressed Standard 9.1 Data and Analysis. Providing the board with an explanation of how the department tracks the number of clients that have inquires, have pending documents, and have had eligibility determined. Additionally, an update was provided on the status of Subrecipient agreements which included the eligible uses of the CSBG CARES funding.

**b. Director's Report**

Jaclyn Disney gave a detailed presentation of the Shasta County Housing and Community Action Agency programs. A copy of the presentation was emailed to all Board members prior to the meeting. She shared the departments involvement at the Fawn Fire Local Assistance Center (LAC) event including other state and county agencies who were present. Some projects under review include the Permanent Local Housing Allocation (PLHA) and the expansion of the HCV Utilization and Landlord Partnership Program. Some upcoming initiatives include the development of a seven- county homeless response plan and the implementation of a Community-Wide Coordinated Entry System. The Coordinated Entry System Flowchart was presented along with the NorCal CoC's Homeless Management Information System (HMIS) homeless population update. A detailed breakdown of Shasta County's homeless population and demographics was presented.

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

**a. Low-Income**

Jessica Lugo shared an update on their CDBG allocation and expenditures. She expressed there is a great need for the funding of transitional housing and hopes to obtain under used properties for that purpose. She also shared they have partnered with the Wintu Tribe on a project, rapid covid testing is still being offered, food banks are available, and she encourages people to apply for the emergency utility assistance.

Carrie Noah shared an update on her 36-unit mobile home park to which she is new to being a developer and appreciates anyone who wants to join the project. She is happy to be on the board and a part of all it's wonderful programs.

Shah'ada Shaban shared the difficulties caused by inefficient communication happening between the state and the court system. She reminded everyone that ERAP assistance is still available to qualifying applicants and also mentioned local non-profits who are also providing assistance.

**Public**

Joe Chimenti gave an update on construction techniques for affordable housing discussed with Jaclyn Disney.

Kristen Shreder gave an update regarding the 3D printing of homes and possible key locations. She supports the assistance of Access Homes to find applicants. Micro shelters have been approved by the City of Redding and also shared applicants are being considered.

Stan Neutze expressed his support of the City of Anderson allocation and encourages the expenditure of the funding.

**Private Sector**

Bill Jostock shared he is in the process of completing his CalCAPA new member tripartite board roles and responsibilities training and ethics training. He also shared that he has accepted part time work for the CRDC as a bookkeeper and

will be recusing himself from any action items that may be associated with the organization to avoid a conflict of interest.

**7. Confirmation of Next Board Meeting**

a. Next Meeting Date: December 15, 2021

**8. Adjournment**

Jessica Lugo made a motion to adjourn the meeting at 2:59pm.

**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*