

Community Action Board Teleconference Meeting Minutes

October 21, 2020

1:30 pm – 3:00 pm via Teleconference

Executive Members

Chairperson

Jessaca Lugo

Vice-Chairperson

Bobbi Sawtelle

Joe Chimenti

*Steve Morgan

Stan Neutze

Larry Farr

Kristen Schreder

Bobbi Sawtelle

Dan Waldrup

Missy McArthur

Susan Wilson

Missy McArthur

Patrick Moriarty

Carrie Noah

**denotes alternates*

Board Members Present:

Chairperson Jessaca Lugo, Shasta County Supervisor Joe Chimenti, City of Redding Council member Kristen Schreder, City of Shasta Lake Councilmember Larry Farr, City of Anderson Council member Stan Neutze Private Sector Representatives Missy McArthur and Susan Wilson, Low Income Sector Patrick Moriarty and Supervisor Steve Morgan.

Board Members Absent: Vice-Chairperson Bobbi Sawtelle, Low Income Sector Representative Carrie Noah and Private Sector Dan Waldrup.

Additional Attendees: Shah'ada Shaban Anderson, LSNC, Applicant for Low Income Sector, Jaclyn Disney, CAA Director, Hollie Zander, Housing Program Manager, Lucy Hernandez, Community Action Agency Consultant, and Medea Henderson, Housing and CAA Program Specialist

1. **Call to Order and Roll Call** (Establishment of a quorum)
The Community Action Board meeting convened at 1:30 pm
2. **Public Comments** (limited to 3 mins. per comment)
No Public Comments were received.
3. **Action Items**
 - a. Mr. Neutze made a motion to approve the Minutes of August 19, 2020. Ms. Wilson seconded this motion. Roll call vote was taken and all approved, none opposed.

4. **Administration Business**

a. Announcements/information: Ms. Hernandez reviewed the attached amended Community Action Board Bylaws. She said that the reason the bylaws were amended were to clarify some of the language in regard to the conflict of interest; and some language was amended in regard to alternates on the board to ensure that we would always have a quorum. This language was important because one of the findings in 2017 and 2018, was from not having quorums, and, therefore, meetings were not occurring.

Ms. McArthur asked a clarifying question regarding member attendance and the alternate. She asked if the member missed 10% of meetings if an alternate took the member's place would that count as a missed meeting. Ms. Hernandez said that the alternate is to assure quorum is met. If a member misses a meeting it is counted against their attendance requirement.

Mr. Farr asked about establishing a quorum. If a quorum is established at the beginning of the meeting and one of the members has to leave, what happens in regard to the quorum that was established? Ms. Hernandez said that the quorum is established at the beginning of the

meeting and if a member has to leave before the meeting is over, an option would be to make a motion to move the action items earlier in the agenda or to move the action item to the next meeting. Additionally, Ms. Hernandez explained that the alternate can vote on action items only if the member is absent from the meeting and the alternate is filling in for the member.

Ms. Wilson suggested that the Brown Act requirements be reviewed because to her knowledge if there is no longer a quorum at the end of the meeting, due to members having to leave, that action can still be taken. Ms. Hernandez will research and provide clarification to staff.

A motion was made to accept the CAB Amended Bylaws by Mr. Chimenti; Mr. Neutz seconded this motion. Roll call vote was taken and all approved, none opposed.

b. Board Vacancy/Membership Update: New membership application was received from Shah'ada Shaban Anderson for the opening for the Low-Income Sector. Ms. Shaban Anderson introduced herself. She works at Legal Services of Northern California which is a non-profit law office as a Senior Project Coordinator. As a non-profit law office, they provide legal services to low-income individuals and other vulnerable populations that are eligible for services. The organization collaborates regularly with Shasta County and Redding area agencies that serve other low-income individuals. Being involved with CAB seems like a really great opportunity.

A motion was made to accept Shah'ada Shaban Anderson as a member representing the Low-Income Sector by Mr. Farr; Ms. Wilson seconded this motion. Roll call vote was taken and all approved, none opposed.

5. **CSD Requirements/CSBG Administration**

a. CSBG Disaster Relief Supplemental Funding (DRSF) Update: Ms. Hernandez said that the County is finalizing the CSBG 2020 Contract with a term January 1 to December 31, 2020. Due to some of the supplemental or discretionary funds, CSD, who is the state administrator has augmented the period to expend these funds through March 31st. In addition, CSD has also awarded as our CSBG discretionary funds. The discretionary funds are also in alignment with January 1, 2020, through May 31st, 2021. There is an additional 5 months to expend the funds. An annual report is still required to complete which will cover from January 1st through December 31st.

Other additional funds that has been received are the Cares Act funds, based on the Cares Act, signed on March 27th by President Trump. These funds are to respond to COVID-19 impact. A notice was just received that we are also receiving discretionary funds of approximately \$40,000 under the Cares Act. The agency also received disaster relief funds for the wildfires in our County. Staff are working on five open contracts and are required to disseminate services based on community needs and to ensure that they're collected the data and tracking results.

b. CSBG CARES Act Supplemental Funding (CSBG-CV) Update: Included in item 5a.

c. CSBG – Agreement Amendment reflecting increase Update: Included in item 5a.

d. Organizational Standards of the Month

Strategic Planning Standard 7.2 – *The department follows local governmental policies in making available the employee handbook (or personnel policies in cases without a handbook) to all staff and in notifying staff of any changes.*

Human Resource Management Standard 7.3 – *The department has written job descriptions for all positions. Updates may be outside of the purview of the department.*

Ms. Hernandez shared that the Strategic Planning session occurred on September 30, 2020 to begin working on the Strategic Plan for the next 3 years. Organizational standards require that to ensure an active Strategic Plan for 5 years. The Shasta County Community Action Strategic Plan expires December 31, 2020.

6. **Executive Director's Report:** Ms. Disney prepared a verbal update with an outline of agency project highlights and current administrative activities.

- HHAP & Homekey- Home Key Program is a partnership with the Housing Authority and Community Action Agency, K2 developers, Health and Human Services. This is an acquisition Rehab project, in which there are five single family properties that will be acquired for the purpose of creating shared housing with services for our Project Room Key participants. It will serve 13 participants. HHS has applied for home key funding, and they received a conditional award for approximately \$2.2 million dollars towards the acquisition and rehabilitation of these units. And the contribution leverage of \$400,000 through the Housing and Community Action Agency. That's currently pending approval from the State.
- VHDC – Shasta Lake Veterans Village – This project is new construction of 31, one bedroom units of supportive housing for our disabled veteran. Approval was given yesterday at the Board of Supervisors Meeting to award \$200,000 in funding that was passed through with applied for on behalf of the CoC. The Housing Authority for Shasta County also awarded 30 HUD voucher to this program, to this project, to provide some rental assistance. There are 27 of those vouchers are specific VASH vouchers. In addition to the rental subsidy, intensive case management services are offered by the Veterans Administration. The escrow is anticipated to close on November 5th and it will be about a year for construction to be complete.
- CalHome Manufactured Home Replacement Program – An award of \$3.6 million dollars for rebuilding homes for income qualified homeowners that lost their homes in the Carr Fire area outside of the City of Redding limits in the Shasta County unincorporated areas. The majority of the burn area was out in the Shasta County area outside of the city limits. The funds are for manufactured homes that will be put on permanent foundations. The homeowners who are interested in being a part of this program will be able to choose from a list of prequalified contractors that have been vetted. They can rebuild anywhere in the Carr Fire footprint in the unincorporated areas of the county. It's 0% deferred payment loan to help our lower income families rebuilt their house.
- HCV Landlord Incentive Program - They received approval from the Board of Supervisors to use our administrative funds from our Section 8 program to do landlord engagement. Payments to landlord will be approximately \$500 for currently participating landlords, and \$1,000 for new landlords that enter into a 12-month lease with Section 8 clients. There was

discussion and suggestions on how the program would be advertised.

- Continuum of Care Lead Agency Update – The Point in Time (PIT) Count Committee has been meeting and currently seeking approval for to adopt the methodology, the survey and the instrumentation. The CAA's responsibility is to collect the PIT data from all 7 counties and submit it to HUD. There are approximately 34 participating agencies in HMIS and we continue to offer Technical Assistance and plan to expand the system to include Coordinated Entry (CE).
- Strategic Plan Development – The Strategic Plan is currently being worked on and a draft of the Strategic Plan will be sent out for review in November and December with final approval for January 2021.
- Re-Branding & Logo Development - The rebranding of the logo is being completed, and at our next meeting, you should anticipate seeing a new draft logo for our community action agency. We need to bring it up to national standards.
- CAP Preparation – We are working on the Community Action Plan preparation that that is due next summer, but we're making sure we start the planning process now.
- Training & Staff Development – There will be focus on training and staff development over the next few months. Our staff will become more familiarized with CAA and how the agency works. We will do a follow up on the Strength Finders Training and look towards building capacity in our staff on strategic planning and compliance. A Program Manager, who we're hoping to have on staff at the beginning part of next month, will fill out our leadership team so we will have two different leadership groups.
- Agency Reorganization – Ms. Disney discussed how the Shasta County Housing and Community Action Agency would be structured into 2 areas: Program Development and Administration; and Program Management and Service Delivery.
- Shasta County Department of Housing and Community Action Agency Organizational Structure was provided and discussed.

7. **Governing Board Actions**

a. **CSBG-CV Local Plan:** The Plan was submitted August 19, 2020.

8. **Board Members Jurisdiction/Sector Updates**

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

Jessaca Lugo - CDBG CV funds were applied for utility relief and it is anticipated to receive approximately \$85,000. Shasta Lake City is ready to start the utility relief program within the next 3 weeks.

Supervisor Joe Chimenti – No report

Kristen Schreder – The City of Redding approved \$750,000 for small businesses in Redding. There are currently 121 applicants allocated for this program. The City Council

approved \$1.8 million dollars in Cal Home Funds that would provide assistance to first time, owner occupied home buyers.

Larry Farr – No report

Missy McArthur – No report

Stan Neutze – PG&E will be shutting off power to parts of the city. There was a groundbreaking for the new manufacturing facility.

Susan Wilson – No report

Patrick Moriarty - The Older Adult Policy Council operates a program that supports a program called The Power to Seniors Program. There is a big fundraiser around this time of the year, the celebrity soup kitchen but we're not able to do that this year. Dignity Health Connected Living received about \$15,000 for CARES funds utility assistance for seniors. In addition, they would raise other funds that were close to the equivalent of what we would reason the soup kitchen so that those funds should help them bid with people that low-income people who run into difficulty with utilities. Patrick expressed concerned about those falling behind on rental payments. Jaclyn and Hollie discussed the Tenant Based Rental Assistance program and the Mainstream Program and how that may help. Jessaca Lugo agreed with Mr. Moriarty that it is a concern since we have not seen resulting evictions or utility shut-offs occur yet due to COVID-19 which is expected to begin around the new year. Ms. Shaban-Anderson said at Legal Services they are seeing more than typical evictions now and said that it is a pressing need now.

b. COVID-19 updates - None

9. Confirmation of Next Board Meeting
a. Next Meeting Date: December 16, 2020

b. Agenda Items for next meeting

The meeting was convened at 2:45 pm.

Minutes respectfully submitted by Medea Henderson, Housing and Community Action Agency Housing Specialist I/II

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
CSBG – Community Development Services Block Grant
CSD – Community Services Development
CAP – Community Action Plan
NOFA – Notice of Funding Availability
HUD – Housing Urban and Development
SB2- California Senate Bill 2
AB101- California Assembly Bill 101
PIT- Point-in-Time