



## Community Action Board Meeting Minutes

December 11, 2019

1:30 pm – 3:00 pm

### Shasta County Administration Building

1450 Court Street, Room 311

Redding, CA 96001

#### Board Members

##### Chairperson

Jessaca Lugo

##### Low-Income Sector

##### Vice-Chairperson

Bobbi Sawtelle

##### Private Sector

##### Public Sector

Joe Chimenti

\*Steve Morgan

Stan Neutze

Larry Farr

Kristen Schreder

##### Private Sector

Missy McArthur

Dan Waldrup

*\*denotes Alternates*

1. **Call to Order and Roll Call (Establishment of a quorum)**  
The Community Action Board meeting convened at 1:40 pm.  
Quorum was established.

2. **Public Comments (limited to 3 mins. per comment)**  
No Public Comments were received.

#### **Board Members Present:**

Chairperson; Jessaca Lugo, Shasta County Supervisor Joe Chimenti, City of Redding Councilmember Kristen Schreder, City of Shasta Lake Councilmember Larry Farr, Private Sector Representative Missy McArthur and Private Sector Representative Dan Waldrop, City of Anderson Councilmember Stan Neutze

#### **Board Members Absent:**

Private Sector Representative Bobbi Sawtelle

**Staff Present:** Director; Christy Coleman, Program Manager; Ayla Tucker and Staff Services Analyst; Denise Keokhamdy

#### **Members of the Public**

Hollie Zander, Carrie Noah and Laura Burch,

3. **Action Items**
  - a. **Approval of Agenda**  
The Community Action Board reviewed the November 5, 2019, Agenda. Supervisor Joe Chimenti made a motion to approve the agenda as submitted. Larry Farr seconded the motion. All approved, none opposed.
  - b. **Approval of November 5, 2019 meeting minutes**  
The committee reviewed the minutes from the meeting held on November 5, 2019. Dan Waldrop made a motion to approve the minutes as submitted. Kristen Schreder seconded the motion. All approved, none opposed.

**c. 2020 Bylaws**

Ms. Coleman provided the committee a copy of the 2020 Bylaws and requested an approval. Stan Neutze requested more time to review. It was suggested to move forward with the next item on the agenda and come back to item C.

**d. Board Membership Application**

The CAB received five Board Membership Applications and reviewed each one of them. There was some discussion on which sectors would be best served by the candidate.

A motion was made to accept Susan Wilson to CAB by Ms. McArthur and Supervisor Joe Chimenti seconded. All approved, none opposed. Ms. Schreder made a motion to accept Patrick Moriarty to CAB and Supervisor Joe Chimenti seconded. All approved, none opposed. It was suggested that staff place each applicant in the sector that would best fit the needs of the agency. Ms. McArthur recommended Patrick Moriarty and Carrie Noah in Low-Income Sector. Ms. Coleman stated it will be taken into advisement. Ms. Schreder made a motion to accept Patrick Moriarty to CAB and Supervisor Joe Chimenti seconded. All approved, none opposed. Ms. McArthur made a motion to accept Hollie Zander to the CAB and Supervisor Joe Chimenti seconded. All approved, none opposed. Supervisor Joe Chimenti made a motion to accept Laura Burch to the CAB and Mr. Waldrop seconded. All approved, none opposed.

Ms. Lugo returned to Action Item 3. C. 2020 Bylaw. Mr. Waldrop made a motion to approve the 2020 Bylaws as submitted and Supervisor Joe Chimenti seconded. All approved, none opposed.

**e. CSBG Grant**

Ms. Coleman gave an update regarding the CSBG Grant for January 1, 2020 through December 30, 2020 and explained the amount approved was \$299,498 which is the same amount as the previous year. This will cover staff cost with some funds covering Lucy Hernandez's Consulting fees. Supervisor Joe Chimenti made a motion to accept the CSBG Grant and Mrs. Burch seconded. All approved, none opposed.

**f. Board Acceptance of Executive Director Letter**

A Board Acceptance letter was presented naming Christy Coleman as the new Executive Director. Supervisor Joe Chimenti made a motion to accept the Board Acceptance letter acknowledging Christy Coleman as the new Executive Director of Community Action Agency and Stan Neutze seconded. All approved, none opposed.

**4. Administration Business**

**a. Announcements/information**

Ms. Coleman announced an HHAP funding notice was released indicating \$1.4 million dollar distribution to CoCs and an additional \$196,000 allocation to Counties. Ms. Coleman will continue to monitor the notices and will provide an update when she receives one.

Hollie Zander was introduced as the new Shasta County Housing Authority Supervisor and Ayla Tucker as the new Program Manager of the Community Action Agency.

**b. Board Vacancy/Membership Update**

With Board terms coming to an end, Ms. Coleman wanted to check in to see if there will be Board Seat changes specifically in the Public Sectors. It was discussed replacements will be made when seats are elected during election which means board seats will be replaced at that time.

**5. CSD Requirements/CSBG Administration**

**a. Organizational Standards of the Month**

The CAB discussed Organizational Standards 5.6 and 5.9.

5.6 – Each tripartite board/advisory body member has a signed a conflict of interest policy, or comparable local government document, within the past 2 years.

5.9- The department’s tripartite board/advisory body receives programmatic reports at each regular board/advisory meeting.

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

Chairman Lugo requested updates from each sector.

**a. Low-Income Sector**

There were no updates from the Low-Income Sector.

**b. Public Sector**

There were no updates from the Public Sector.

**c. Private Sector**

There were no updates from the Private Sector.

**7. Governing Board**

**a. Conflict of Interest Policy**

Each member received the Conflict of Interest Policy Acknowledge form which Ms. Coleman explained is part of the Shasta County Conflict Interest. The committee reviewed the policy and each member signed acknowledging receipt of the policy.

**8. Confirmation of Next Board Meeting**

**a. Next Meeting Date**

Ms. Lugo announced the next meeting will be on Wednesday, February 19, 2020 at 1:30 pm. in room 311.

**b. Agenda Items for next meeting**

- PIT Count Update
- SB2 and AB101 Update

**9. Adjournment**

At 2:47 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*