

## Community Action Board Meeting Minutes

**March 12, 2019**

**1:30 pm – 3:00 pm**

**Shasta County Administration Building**

1450 Court Street, Room 311

Redding, CA 96001

### Executive Members

#### Chairperson

Jessaca Lugo

#### Vice-Chairperson

Bobbi Sawtelle

Joe Chimenti

\*Steve Morgan

Stan Neutze

Larry Farr

Kristen Schreder

Bobbi Sawtelle

Dan Waldrop

Missy McArthur

Susan Wilson

Missy McArthur

Patrick Moriarty

Hollie Zander

Laura Burch

Carrie Noah

*\*denotes alternates*

#### **Board Member Present:**

Vice-Chairperson Bobbi Sawtelle, Shasta County Supervisor Joe Chimenti, City of Redding Councilmember Kristen Schreder, City of Shasta Lake Councilmember Larry Farr, Private Sector Representative Missy McArthur, City of Anderson Councilmember Stan Neutze and Low Income Sector Representatives Hollie Zander and Patrick Moriarty.

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

Chairperson Jessaca Lugo, Private Sector Dan Waldrop, Laura Burch and Carrie Noah

1. **Call to Order and Roll Call** (Establishment of a quorum)  
The Community Action Board meeting convened at 1:33 pm
2. **Public Comments** (limited to 3 mins. per comment)  
No Public Comments were received.
3. **Action Items**  
The Board acknowledged the March 12, 2020 meeting agenda and stated that it should not be on the agenda. Mr. Chimenti made a motion to approve to remove item 3A from the agenda. Ms. Zander seconded this motion. All approved, none opposed.  
  
The Board reviewed the minutes from the meeting held on December 11, 2019. Mr. Chimenti made a motion to approve the meeting minutes. Ms. Zander seconded this motion. All approved, none opposed.
4. **Administration Business**
  - a. **Announcements/information**  
Ms. Coleman announced two applications were submitted for the HHAP grant funding opportunity. Awards are to be announced by April 1, 2020. The funding allocations available are \$1,589,129 for the CoC and \$902,536 for Shasta County and would be used towards; permanent supportive housing units, formerly foster youth programs, veteran programs, to purchase property in Burney and a landlord mitigation fund.

Ms. Coleman gave an update on CSBG funding. As previously shared at the last meeting in December, they had only received an award letter for 2020 CSBG funding. They have now received the contract agreement, it is the same amount as 2019.

**b. Board Vacancy/Membership Update**

Ms. Coleman announced the CAB membership is completely full. However, one seat remains vacant for an alternate to serve in the Private Sector. She encourages continued recruitment for his vacancy. An updated 2020 CAB roster was handed out.

**5. CSD Requirements/CSBG Administration**

**a. CSBG Disaster Recovery Needs Assessment**

Ms. Coleman shared that they have been working on a Disaster Recovery Needs Assessment plan to apply for approximately \$180,000 in CSBG Disaster Recovery Funding. A copy of the draft was handed out for review to each member present. One idea being considered is to purchase appliances for manufactured homes but more ideas are needed. Mr. Chimenti suggested to add fire compression systems since this is a concern for many CARR fire affected homes. Ms. Coleman explained this is a working draft and will be continually submitted to receive CSBG input and ensure the plan meets the criteria. She also noted that it is likely that the Board may not meet during the time the plan needs to be approved to allow changes to be made, therefore, she would like to request for the Board to allow the Chairperson to sign a new Disaster Needs Assessment (if needed) prior to the next meeting. Mr. Chimenti made a motion to approve, Mr. Farr seconded. All approved, none opposed. Mrs. Sawtelle called for a vote, all were in favor.

**Organizational Standards of the Month**

Ms. Coleman shared Standard 5.7 which states the department has a process to provide a structured orientation for tripartite board/advisory body member's within 6 months of being seated. She also discussed Standard 7.7 in which she explained the department provides a copy of any existing local government whistleblower policy to members of the tripartite board/advisory board at the time of orientation.

**6. Executive Director's Report**

Ms. Coleman handed out a copy of the Executive Director's Report. A copy of the report will be attached to the minutes.

**7. Governing Board Actions**

**a. Board Compliance Review**

A copy of the County's Whistleblower policy acknowledgement form was distributed and each member present signed the document acknowledging the receipt of this policy.

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

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

No updates were shared at this time.

**b. 2020 Point-in-Time**

Ms. Coleman explained that they are still inputting the survey and do not have the numbers to share with the Board yet. Ms. McArthur commented that the 2020 PIT Survey was very organized and it is getting better each year. Ms. Schreder noted the importance of finding a solid funding source to get it established.

**c. SB2 and AB101**

The Board discussed the SB2 planning grant to help with the increased \$75 transaction fee imposed on real estate transactions. Ms. Coleman shared that although her office will not receive any funds, she reached out to the County's Planning Department and learned they did apply for \$310,000. Their application is still pending. She also shared an informational handout which outlined the dollar amount available through this grant and the stages of applications. Ms. Coleman disclosed the HHAP grant is part of AB101.

**9. Confirmation of Next Board Meeting**

**a. Next Meeting Date: April 15, 2020**

The board acknowledged this meeting date and will keep this date.

**b. Agenda Items for next meeting**

No items were discussed for next meeting

**The meeting was convened at 2:57 pm.**

**Minutes respectfully submitted by Denise Keokhamdy, Staff Services Analyst**

**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**