

Community Action Board Meeting Minutes

May 6, 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 Waldrup

Missy McArthur

Susan Wilson

Missy McArthur

Patrick Moriarty

Hollie Zander

Laura Burch

*Carrie Noah

**denotes alternates*

Board Member Present:

Chairperson Jessaca Lugo, Vice-Chairperson Bobbi Sawtelle, Shasta County Supervisor Joe Chimenti, Shasta County Supervisor Steve Morgan (Alternate), City of Redding Council member Kristen Schreder, City of Shasta Lake Councilmember Larry Farr, Private Sector Representative Missy McArthur, City of Anderson Councilmember Stan Neutze, Private Sector Representative Susan Wilson, and Low Income Sector Representatives Hollie Zander, Laura Burch, Patrick Moriarty.

Board Members Absent: Carrie Noah (Alternate)

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

1. **Call to Order and Roll Call** (Establishment of a quorum)
The Community Action Board meeting convened at 1:31 pm
2. **Public Comments** (limited to 3 mins. per comment)
No Public Comments were received.
3. **Action Items**
The Board reviewed the minutes from the meeting held on March 6, 2020. Ms. McArthur made a motion to approve the meeting minutes. Mr. Neutze seconded this motion. All approved, none opposed.
4. **Administration Business**
 - a. **Announcements/information**
Ayla Tucker announced Denise Keokhamdy was resigning from her position. Christy Coleman announced she had accepted another position within the county and would be resigning as the Director of Housing and Community Action Programs.
 - b. **Board Vacancy/Membership Update**
Ms. Tucker 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 this vacancy.
5. **CSD Requirements/CSBG Administration**
 - a. **CSBG Disaster Recovery Needs Assessment**
Ms. Tucker provided an update regarding the CSBG Disaster Recovery Needs Assessment. Ms. Tucker stated the department was waiting to hear from the California

Department of Community Services (CSD) regarding the status of the Needs Assessment. Ms. Tucker clarified CSD is currently fine-tuning plans for the funding but had recently identified eligible uses for which include rental assistance, basic needs, and case management. With the determination of eligible uses, staff amended the Needs Assessment to align the assessment with the newly communicated eligible uses. Ms. Tucker stated that although some changes were made to the original Needs Assessment, the eligible uses were consistent with the needs originally identified in the assessment.

b. Organizational Standards of the Month

Ms. Tucker shared Standard 6.1 which states the department has a strategic plan approved by the tripartite board/advisory board within the past 5 years. She also discussed Standard 6.2 which outlines the purpose of the strategic plan.

6. Executive Director's Report

Ms. Coleman handed out a copy of the Executive Director's Report and provided an overview of the report. A copy of the report is attached.

7. Governing Board

a. Strategic Plan Presentation and Discussion

Lucy Hernandez, Lucy Hernandez Consulting, provided an overview of the 2017-2020 Strategic Plan and highlighted accomplishments that have occurred over the past several years. Ms. Hernandez outlined some of these accomplishments which include achieving 100% board membership (Goal 2: Board Capacity building); enhanced referral process and updates to the county website (Goal 1: Community Outreach); enhanced client tracking, development of a housing navigator position, and achieving 100% Organizational Standards compliance (Goal 3: Results, Outcomes, and Data).

Ms. Hernandez led discussion on the development of the new Strategic Plan, which is required to cover a three year or five year period beginning in 2021. Strategic Plan development is a collaborative effort that will begin in August 2020. Ms. Hernandez stated that Board Member involvement is a critical component to the successful development of the Strategic Plan.

In discussing the upcoming development of the Strategic Plan, Mr. Moriarty stated he wants to ensure that the Results Oriented Management and Accountability (ROMA) goals are relevant to the low income population.

Ms. Hernandez outlined upcoming steps for the development of the Strategic Plan, which includes the planning meeting with staff, board members, and community input. Due to COVID-19, Ms. Hernandez stated that a meeting could take place in person or via teleconference. If the meeting will be held in person, Mr. Neutze offered City of Anderson facilities for the purpose of the planning meeting. Ms. Hernandez also indicated the CAB will need to provide direction on whether the Strategic Plan will cover a three or five year period. While formal action was not taken, the board members provided a general consensus that three years would be appropriate. The board provided consensus that this item is to be placed on the June 17, 2020 agenda.

Ms. Schreder suggested a pre-meeting or sub-committee be developed for the development of the Strategic Plan. Ms. Schreder volunteered to be on the sub-committee. Mr. Farr stated that in his experience, a sub-committee would not necessarily save time. Mr. Neutze agreed with Mr. Farr and elaborated that many of the elements of the Strategic Plan were still relevant. Ms. Lugo stated that she feels it would be appropriate for staff to work with Ms. Hernandez and come back to the board with a recommendation on planning steps. Mr. Moriarty agreed and suggested that a group of board members could get together to discuss potential ways to make the Strategic Plan more relevant to the low-income population.

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

a. Low-Income/Public/Private Sector

Ms. Lugo's Report: City of Shasta Lake Project "Boomtown" funding application is moving along with a high self-scoring assessment. Veterans Village Project \$500,000 Program Income has been allocated by the City of Shasta Lake with potential ground breaking in June 2020.

Ms. Sawtelle's Report: Northern Valley Catholic Social Services is actively working on disaster relief plans while their office works remotely. Woodlands Phase II (20 unit complex) is under construction and scheduled to be completed by July 2020. The Burney Commons project is moving along. This project still in the planning phase.

Mr. Chimenti's Report: The Board of Supervisors are heavily involved in COVID-19 business recovery efforts and is closely working with the State to address economic concerns.

Ms. Schreder's Report: The City of Redding Housing Department has developed a comprehensive list of affordable housing units under construction or proposed (535 unit total). Upon finalization, Ms. Schreder will share the document. This document may also be placed on the City of Redding's website. Redding Electric Utility has put an economic stimulus package together to provide relief to customers, which was approved by the Redding City Council.

Ms. McArthur's Report: The Shasta County CoC Advisory Board has not been meeting due to COVID-19.

Mr. Neutze's Report: Two subdivisions are currently under development in Anderson. City of Anderson staff are also working diligently to bring a new business into the community, which would bring additional job opportunities.

Ms. Burch's Report: The Child Support Services office is currently closed to the public with services being provided remotely.

Mr. Moriarty's Report – The COVID-19 pandemic caused significant economic concerns for the low-income and business community. He has witnessed an increased need for food services due to loss of employment and residual economic effects. Hill Country Clinic has experienced an increase in demand for counseling services.

Ms. Zander's Report: The Housing Authority's lobby is closed to the public with services being provided remotely. The Housing Authority waitlist is tentatively scheduled to open in June 2020.

b. COVID-19 Updates

Ms. Tucker provided a brief update regarding the effects of COVID-19 on the Department of Housing and Community Action Agency operations. This included: the lobby being closed to members of the public with services being provided remotely, staff working remotely when possible, and increased measures to practice social distancing for those working onsite.



9. **Confirmation of Next Board Meeting**

a. Next Meeting Date: June 17, 2020

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

b. Agenda Items for next meeting

The meeting was convened at 3:04 pm.

Minutes respectfully submitted by Ayla Tucker, Program Manager

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
PIT- Point-in-Time*