

Community Action Board Teleconference Meeting Minutes

August 19, 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

Hollie Zander

*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.

Board Members Absent: Vice-Chairperson Bobbi Sawtelle, Low Income Sector Representative Hollie Zander and Carrie Noah, Private Sector Dan Waldrup and Shasta County Supervisor Steve Morgan.

Additional Attendees: Ayla Tucker, CAA Program Manager, 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 1:32 pm
2. **Public Comments** (limited to 3 mins. per comment)
No Public Comments were received.
3. **Action Items**
 - a. Mr. Chimenti made a motion to approve the Minutes of June 17, 2020. Ms. McArthur seconded this motion. Roll call vote was taken and all approved, none opposed.
4. **Administration Business**
 - a. **Announcements/information:** Ms. Tucker introduced Medea Henderson as the new point of contact for CAB Administration.
Mr. Moriarty inquired about the status of the Interim Director of the CAA. Ms. Tucker confirmed that Terri Howat is the Interim Director and that a new, permanent Director of the CAA will be starting at the end of August.
 - b. **Board Vacancy/Membership Update:** Resignation of Low Income Sector Board Member, Laura Burch was announced. Ms. Tucker has asked if Alternate, Carrie Noah would consider taking on the permanent role in the Low Income Sector. No response has been received from Ms. Noah at the time of this meeting.
5. **CSD Requirements/CSBG Administration**
 - a. **CSBG Disaster Relief Supplemental Funding (DRSF) Update:** Ms. Tucker said that this disaster relief funding is for the 2018 Carr Fire. The CAA has entered into contract with the State for funding. The first step will be to hire a Housing Navigator. This

position will support those Carr Fire victims in finding permanent housing solutions. Ms. Lugo asked a clarifying question as to whether the Housing Navigator position is on a consultant basis or if Shasta County is hiring. Ms. Tucker confirmed that Shasta County will be hiring for this position. The Housing Navigator's responsibilities will include assisting the Carr Fire victims and assisting clients for the housing authority and case management. The Cal Home funding stream will be available to the Carr Fire victims to assist with gap funding for manufactured home replacement. The CSBG DRSF will provide rental assistance while during the installation of the new manufactured home. Phase II total is \$144,340 which allows for 12% administration. Mr. Moriarty asked clarifying question as to whether this funding was for Shasta County specific or for the entire CoC. Ms. Tucker confirmed that it is for Shasta County. Ms. Tucker shared that there is a possibility of Phase III funding in Spring 2021.

b. CSBG CARES Act Supplemental Funding (CSBG-CV) Update: Ms. Tucker said that the updated total is \$418,000 which was previously reported \$413,000. The contract has been signed by the CAA and has been returned to the State. The contract has not been fully executed and those funds have not yet been received.

Mr. Neutze asked a question directed to Supervisor Chimenti, he wondered if \$14 million dollars of CARE funds that was being directed towards Shasta County would be available. Supervisor Chimenti said that actually it will be \$18 million dollars and it is still to be determined. The process of evaluating the needs by department and businesses is currently underway. Currently, \$500,000 in grants has been committed to business with the assistance of the Chamber. Mr. Neutze agreed that the City of Anderson has a similar program assisting businesses with their funding of \$86,000 and they currently have 14 applicants. Supervisor Chimenti said that the City of Redding is doing something similar.

c. CSBG – Agreement Amendment reflecting increase Update: Ms. Tucker confirmed this is for the 2020 contract that was executed in December 2019 with funds available in January 2020. There has been additional increase. The last increase was for \$3,087 with a new total \$340,749. This includes \$32,000 of discretionary funding annually which will go towards housing navigation.

d. Organizational Standards of the Month

Strategic Planning Standard 6.5 – *The tripartite board/advisory body has received an update(s) on progress meeting the goals of the strategic plan/comparable planning document within the past 12 months.*

Human Resource Management Standard 7.1 – *Not applicable: Local governmental personnel policies are outside of the purview of the department and the tripartite board/advisory body, therefore this standard does not apply to public entities.*

Ms. Tucker reminded the attendees that this is elaborating more on the strategic plan and is a helpful reminder moving forward when work starts on developing the strategic plan in late Summer/early Fall.

6. Executive Director's Report: Ms. Tucker said for the purpose for this meeting, she is providing the Program Manager's Report.

Project Name: Community Services Block Grant
Location: Shasta County Community Action Agency
Time Period Reported: 6/17/2020 – 8/19/2020

Program Updates since last reported (if applicable):

ESG 2020 – Application Submitted \$139,231: It is the responsibility of the Lead Agency to submit the application on behalf of the CoC. The application was submitted in July.

ESG CARES – Application submitted \$856,100: If awarded, the funds will be available to those eligible applicants across the CoC.

CDBG CV – Application pending; coordinating with the State to collaborate on Project Homekey, this will find long term solutions for those individuals who are currently housed in Project Room Key. The funds will be used for those unincorporated area of Shasta County. Currently, awaiting to hear from the State regarding deadlines.

CSD approved our request to utilize discretionary funding to provide housing navigator to assist families who receive vouchers in locating a rental; assist Carr Fire victims; and to provide motel vouchers for immediate assistance shelter.

Partnership Updates:

HHAP Applications currently being reviewed. For Shasta County there are 4 applications are being reviewed.

Mr. Moriarty asked about the status of the project for the Veterans Resource Center in Shasta Lake. Chair Jessaca Lugo said that they have all of their funding in place and the target is to start breaking ground early fall.

Mr. Neutze asked how many veterans will that house. Chair Jessaca Lugo said 31 total.

New Funding:

CSBG CARES \$418,724

CDBG CARES \$240,833 – This is the funding that is being paired with Project Homekey for those who have been sheltered through Project Room Key.

Chair Jessaca Lugo asked about the number of people served in Project Room Key. Ms. Tucker was not sure the exact number served since Health and Human Services has taken the administrative role for Project Room Key. The last information that she has been given is that there are approx. 80 people being served. All clients served are receiving case management, so some will be ready for permanent housing solutions, while others will be in a more transitional phase. Health and Human Services is currently analyzing exit strategies for all clients served. Ms. Schreder asked if there was an end date for Project Room Key. Ms. Tucker said that per Health and Human Services and Emergency Operations Command, Project Room Key can continue to the end of the year with it current structure and funding.

CDBG-DR \$4,277,870 – Multifamily Housing Recovery – Ms. Tucker said that this funding is not finalized. The funding will be for building multifamily housing in the unincorporated areas for Shasta County and by November or December more

information will be received on the details of this funding.

ESG CARES \$856,100 – This funding will be spread across several counties.

Housing Authority Admin CARES allocation \$158,237 (Round 2) – This is for administrative purposes such as staff time and innovative solutions. The Housing Authority Supervisor, Hollie Zander, is currently researching options in landlord engagement and incentive.

HA applied for additional Family Self Sufficiency funding to support and expand current program. – Application submitted and pending.

Outcomes/Successes:

Recruitment for one full time Housing Program Specialist to continue Housing Navigation activities.

Cal HOME DR- The Agreement received from the State – currently processing. This is for 0% interest loans for manufactured home replacement for Carr Fire Victims. A second RFI is published on the County's Purchasing website and that needs to be shared with eligible contractors. The first RFI went out the end of June and we did not received any responses.

Project Roomkey has successfully sheltered over 62 homeless individuals as of July 1, 2020. The administration of Project Room Key was transferred to Health and Human Services on July 1, 2020 in order to expand services.

Collaborating with Health and Human Services, Hill Country, and K2 Development to develop long term housing solutions for Project Roomkey through a shared housing model, Project Homekey. Health and Human services submitted the application for Project Homekey last week.

Completed all quarterly and end of year reporting
Stayed within budget for FY19/20

Upcoming items:

Strategic Plan – Mark your calendars for September 30th and October 1st from 9am to 12pm!

Chair Jessaca Lugo asked if she should reserve the Shasta Lake Community Center for the Strategic Plan session. Ms. McArthur asked if it was expected that the board members are expected to attend both Strategic Plan sessions. Ms. Tucker said that it is not required to attend both 3 hour sessions, but requested that the board members attend as much of planning sessions as their schedule allows. Ms. Tucker suggested that board members could attend in-person session and/or by virtual meeting for the planning sessions and that would be a good way to address those concerns of meeting in-person vs virtually. Chair Jessaca Lugo confirmed that she would reserve the Community Center.

7. **Governing Board Actions**

a. CSBG-CV Local Plan: The document was provided to the board members for review. Ms. Tucker states that the CAA staff gathered the necessary information for the document and it was prepared by Lucy Hernandez. The goal of this plan was to identify if there were specific needs that have arisen specific to COVID-19. Based on all the feedback from service providers, all have felt the strain due to COVID-19 and impacted

our community. This plan was a requirement for CSBG-CV supplemental funding. Ms. Tucker is requesting action on this document so that it may be submitted to fulfill the requirement in the contract for this funding.

Chair Jessaca Lugo asked if there were any questions regarding this document. Mr. Neutze asked, "What do the acronyms after Lucy Hernandez name stand for?" Ms. Tucker said that CCAP – Certified Action Professional and NCRT – Nationally Certified Roma (?) Trainer.

Mr. Neutze made a motion to approve the Local Plan for CARES Act CSBG Supplemental Funding document. Supervisor Chimenti seconded this motion. Roll call vote was taken and all approved, none opposed.

8. **Board Members Jurisdiction/Sector Updates**
a. Low-Income/Public/Private Sector

Chair Jessaca Lugo – The veteran's housing project is moving forward in the fall for 31 affordable units. Completed the housing element update for the cycle 6, officially in a 8 year cycle. Spending time looking at the funding that is coming from the state for the multifamily units in the unincorporated areas of Shasta County and how to best get the funding out to the area with the largest need.

Mr. Moriarty – No report

Ms. McArthur – Reporting that she has retired as the chair of the Shasta County CoC Advisory Board and Amber Middleton has taken on the responsibility. Ms. McArthur reports that she will be spending approx. 50% of the time in Siskiyou County in the future.

Ms. Wilson – No report

Supervisor Chimenti – No report

Ms. Schreder – The City of Redding approved a little over \$300,000 of SB2 money for Accessory Dwelling Units. This program will provide people predesigned plans to put on their lots, as well as, assist in construction costs. City of Redding approved \$750,000 to help small businesses. REU is delaying late notices until January 1, 2021 and there are no planned rolling black outs.

Mr. Farr – No report

Mr. Neutze – Using Community Development Block Grant to update some existing houses. One local house was just rehabbed for \$19,000. The main focus is to create jobs. There is concern that a decline in school enrollment is reflective of the number of low income housing in the community and the effects on the community. Ms. Schreder said that Shasta County overall has lost public student enrollment over the past 10-20 years and does not attribute the cause of the decline specifically to low income housing. Mr. Neutze is using the recommended method from Dr. Domb to help fight COVID-19 by using betadine nasal spray.

b. COVID-19 updates – Ms. Tucker said that the CAA office is open to the public. The standard operating procedures are in place with proper social distancing, masks and hand sanitizer.

9. **Confirmation of Next Board Meeting**

a. Next Meeting Date: October 21, 2020

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

b. Agenda Items for next meeting

Mr. Moriarty would like CAA role as the Lead Agency for the NorCal Continuum of Care on an upcoming agenda. In preparation, there is a document that states what each county contributes to the CoC and would like to see that document in advance to review. Chair Jessaca Lugo asked if Ms. Schreder or Ms. McArthur had any information. Ms. Schreder states that she has been in conversation regarding this topic with Ms. Tucker and the result of the conversation is the Ms. Schreder is going to draft specific questions that the members of the Shasta County Advisory Board are asking. Ms. McArthur asked if the CAB Executive Board is the appropriate place to discuss. Mr. Moriarty says that the CAB is an oversight to the Community Action Agency, which is the Lead Agency. Ms. McArthur asked Ms. Tucker if that is correct, that the CAB is the oversight to the CAA in terms of the Lead Agency. Ms. Tucker said that the CAB is fulfilling the CSBG requirements and the CAB does not have jurisdiction over the CoC and the CoC Executive Board would be more appropriate. Ms. McArthur would like further investigation to confirm that the CAB does or does not have jurisdiction over the CAA in terms of Lead Agency for the CoC.

Chair Jessaca Lugo states that she will work on the next agenda with Ms. Tucker and staff and know if there are any additions to the agenda to let her know.

The meeting was convened at 2:33 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