

Community Action Board Teleconference Special Meeting Minutes

Wednesday, February 17, 2021
1:30pm – 3:00pm via Teleconference

Board Members Present: Bobbi Sawtelle, Joe Chimenti, Kristen Shreder, Missy McArthur, Stan Neutze, Susan Wilson, Patrick Moriarty, Shah'ada Shaban Anderson and Carrie Noah.

Additional Attendees: Lucy Hernandez, Tonya Willock, Jaclyn Disney, Caedy Minoletti, Jacob Krumenacker and Wendy Taylor.

Board Members Absent:

Larry Farr (deceased), Pamelyn Morgan, Dan Waldrop, and Jessaca Lugo.

1. Call to Order and Roll Call: (Establishment of a quorum)

The Community Action Board meeting was called to order at 1:32pm by Bobbi Sawtelle. Quorum was established.

2. Public Comments: (limited to 3 mins. per comment)

No Public Comments were received.

3. Action Items- Bobbi Sawtelle:

a. Appoint Chairperson and Vice Chairperson.

- a. Patrick Moriarty made a motion to accept Jessica Lugo's offer of continuing as Chairperson. Seconded by Misty McArthur. Patrick Moriarty made a motion to nominate Shah'ada Shaban Anderson as Vice Chairperson. Seconded by Joe Chimenti. Roll call vote was taken, all approved, none opposed for both appointments.

b. Approval of January 15, 2020 Minutes- Attachment A

- b. Shah'ada Shaban Anderson made a motion to approve January 15, 2020 as presented. Seconded by Kristen Schreder. Roll call vote was taken, all approved, none opposed.

4. Administration Business- Bobbi Sawtelle

a. Announcements/ Information.

1. Medea Henderson no longer working with Lead Agency. Wendy Taylor will be filling in for Medea as meeting note taker. Please forward CAB correspondence to Wendy Taylor or Caedy Minoletti. Lead Agency hopes to introduce a new HMIS team member in April.

b. Board Vacancy/ Membership.

1. Appoint New Members (Pamelyn Morgan for Larry Farr and alternate Patrick Jones for Steve Morgan)

- I. Acknowledge Pamelyn Morgan as a new CAB board member on behalf of the public sector.
II. Acknowledge Patrick Jones as an alternate for Steve Morgan on behalf of the public sector.

2. Board Terms- Attachment B

- I. Jaclyn Disney reviewed board member terms.
II. Caedy Minoletti reviewed typos on attachment B. Susan Wilson's reappointment date is 2022 not 2020. Dan Waldrop's position needs to be reappointed or will become vacant by next meeting. Communication is needed from Dan Waldrop regarding his continuation as board member. Review on attendance rules is expressed by attending the board members.

5. CSD Requirements/ CSBG Administration- Jaclyn/ Caedy

- a. Eviction Prevention Response Program- Attachment C
 1. CSBG Cares Act Funding (CSBG-CV) Update.
 - I. Draft of CARES Program overview is presented for review. The CARES Program will assist eligible Shasta County residents with rent, mortgage payments and utilities due to the COVID-19 pandemic. Income-qualification is based on 200% of the Federal poverty guidelines and the number of people in the household. Assistance is based on availability of funds. Program guidelines are still being created.
 2. CSBG Cares Discretionary Funding.
 - I. Expires in May 2022 and can be utilized in Shasta County including in the Redding city limits. Eligible uses include assistance with rental back-payment, deposit assistance, utility payments, substance abuse treatment, counseling & education services and a Service Coordinator.
 - II. A chart of other available program options is requested by board members to help as a visual for eligibility guidelines.
 - III. Discussion was brought forth to consider legal tenant and landlord protections in regard to eviction prevention while the guidelines for the CARES Program are being developed.
- b. CSBG DR
 1. Workplan updates:
 - I. Estimated \$68,000 in funds remaining for those affected by the Carr fire. Assistance with clearance of trees and brush have been identified as additional needs outside of deposit and rent assistance.
 - II. Authorized by the State to utilize CalHome funding to assist those who lost their home due to the Carr fire with mortgage assistance in a manufactured home. Would like to advertise the program to market the availability of assistance.
- c. Community Needs Assessment- Caedy
 1. Lucy Hernandez presented the Community Action Plan 2022-2023 Project Overview & Timeline. Deadline of June 30, 2021 and is a requirement to be completed every two years.
 2. Community Needs Assessment (CNA) survey is needed to gather input from the community within Shasta County (includes residents and partners/providers) to help identify greatest community needs. This process must be open for no less than 15 days. If possible 30 days yields best results/responses.
 3. February 19, 2021 is the first planning meeting to coordinate project tasks and deliverables for CAP (includes CNA).
 4. April 2nd, 2021 is the projected deadline to present the draft CAP 2022-2023 to the CAB for review and approval.
 5. June 8, 2021 is the projected deadline to present the CAP 2022-2023 to the BOS for review and approval.

6. Board Member/Sector Updates – Bobbi Sawtelle

- a. Low-Income/Public/Private Sector
 - a. Communication from Dan Waldrop is needed regarding his continuation as board member or replacement/ vacancy of his position.

7. Confirmation of Next Board Meeting – Bobbi Sawtelle



- a. Next Meeting Date: April 21, 2021
- 8. Adjournment – Bobbi Sawtelle**
- a. Motion to adjourn meeting made by Bobbi Sawtelle at 3:05pm.

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