

Community Action Board Teleconference Meeting Minutes

June 17, 2020

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 Members Present:

Chairperson Jessaca Lugo, Vice-Chairperson Bobbi Sawtelle, Shasta County Supervisor Joe Chimenti, City of Redding Councilmember Kristen Schreder, Private Sector Representative Missy McArthur, Low Income Sector Representatives Laura Burch, Hollie Zander, Patrick Moriarty and Carrie Noah.

Board Members Absent:

City of Shasta Lake Councilmember Larry Farr, City of Anderson Councilmember Stan Neutze, Private Sector Representatives Dan Waldrup and Susan Wilson

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**
 - a. The Board noted the insertion of 'agenda' where it should have read 'minutes'. Mr. Chimenti made a motion to approve the Minutes of May 6, 2020. Ms. Sawtelle seconded this motion. All approved, none opposed.
4. **Administration Business**
 - a. **Announcements/information**
Ms. Tucker gave an update in relation to the Executive Director position, which is still up for recruitment.
 - 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 his vacancy.
5. **CSD Requirements/CSBG Administration**
 - a. **CSBG Disaster Relief Supplemental Funding (DRSF)**
Ms. Tucker provided an updated regarding the CSBG Disaster Relief Supplemental Funding. Ms. Tucker reminded the Board that, as per updates at the last number of meetings, CSBG required the completion of a Needs Assessment. Information was gathered from community partners to determine the unmet needs that existed within the

community in relation to the Carr Fire. An updated version was presented to the Board at the last meeting and was subsequently accepted by CSD. The contract has been received and the final amount is \$144,340. This is to fulfill 3 unmet needs identified in the Needs Assessment for individuals affected and displaced by the Carr Fire, including Case Management, Rental Assistance and Basic Needs. Basic Needs are clarified as furniture, appliances, etc.

The Board was asked to consider and approve this Contract so that it can be executed the funds made available for the population it is intended for.

Mr. Moriarity made a motion to approve, Ms. McArthur seconded. Ms. Lugo called for a vote, all were in favor.

b. CSBG CARES Act Supplemental Funding (COVID-19)

Ms. Tucker provided an update on this item and asked for a motion to approve this funding now, ahead of the Contract being received, in order to expedite the process, also recognizing that the Board does not meet during the month of July when it is anticipated the Contract will be received.

CSG is currently determining how these funds will be spent and Ms. Tucker is currently working with consultant, Lucy Hernandez, to come up with a community survey that can be used by service providers to ascertain the needs of the community in relation to COVID-19. This will ensure that when the Contract is received, it will be known where the funds are required to fulfill the needs of the community.

Ms. Tucker requested a motion for the intent to move forward with this amount, tentatively communicated as being in the amount of \$413,102.

Ms. Schreder asked a question as to what the general purpose of the funds is. Ms. Tucker confirmed that this has not been identified, except that it will align with the typical CSBG requirements.

Mr. Moriarty said that he did not want to suggest anything that would delay the process but he has some reservations with a blanket motion. He suggested that a few members of the Board would work closely with Community Action staff to come up with more details.

Ms. Tucker advised a few options to move forward in light of the time sensitivity involved. Once the Agreement is received, it typically needs to be executed within 30 to 40 days. Therefore, if the Agreement is received at the beginning of July, by the time the Board convenes for its next meeting, the deadline will have passed.

Options for consideration include: ascertaining if there is consensus to convene a special meeting in July, specifically for the purpose of discussing this funding; alternatively, at the Board's pleasure, it can decide to approve up to, say, \$500,000, as the final amount is not yet known; or, contingent on bringing a work plan to the Board in August for approval.

Ms. Bruch asked if it was decided not to apply for this funding, would the funding go to another County. Ms. Tucker advised that it would presumably go back to the State and likely reallocated to other Counties.

It was agreed that a sub-committee would work with Community Action Staff to advise on the Agreement, when received.

Ms. Sawtelle proposed a motion to approve CSBG CARES Act Supplemental Funding (COVID-19) up to the amount of \$417,000, with the stipulation that the Board or a portion of the Board will review the proposed spends for that amount. Ms. Schreder seconded the motion.

Ms. Lugo called for a vote, all were in favor.

c. CSBG – Agreement Amendment reflecting increase

Ms. Tucker advised that notice had been received that there would be an increase to the CSBG Contract, which had already been approved. The Contract Amendment was received in June and that outlined that the funding was increased by \$38,000. There are no major contract changes, other than the funds increase. The Contract has not yet been executed. Ms. Tucker asked the Board to give its approval to move forward with the additional funds.

Ms. Sawtelle made a motion to approve, Ms. McArthur seconded the motion. Ms. Lugo called for a vote, all were in favor.

d. Organizational Standards of the Month

Standard 6.3 – *The approved strategic plan, or comparable planning document, contains family, agency, and/or community goals.*

Standard 6.4 – *Customer satisfaction data and customer input, collected as part of the community assessment, is included in the strategic planning process, or comparable planning process.*

Ms. Tucker introduced the item and explained that it is a continuation of the standards discussed last month (6.1 and 6.2). 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

Program Updates

Ms. Tucker advised that an Executive Director has not yet been appointed. Ms. Tucker has instead provided a Program Manager Report. Ms. Tucker reported on the CSBG CARES Act funding, roughly in the amount of \$414,000, with further information to come. As determined by the Board, Ms. Tucker will ensure that details are disseminated and everyone on the Board is involved.

The EFSP CARES Act Funding was touched on at last month's meeting. The total is \$102,312. The EFSP Board met and received applications and rated and ranked these.

The organizations listed on the Report received funding. These are: Anderson Cottonwood Christian Assistance, Caring Choices, Dignity Health Connected Living, Faithworks Community Coalition, Hill County Community Health Clinic, Living Hope Compassion Ministries, Salvation Army, Shasta Community Health Center, One Safe Place, Shingletown Medical Center and Shasta County Health and Human Services.

Another EFSP 'bucket' of funding (Phase 37) was released at the same time, so the EFSP Board had one meeting, but two separate items for rating and ranking. Phase 37 was for \$71,752 and the organizations listed on the Report received funding. These are: Anderson Cottonwood Christian Assistance, Caring Choices, Dignity Health Connected Living, Faithworks Community Coalition, Hill Country Community Clinic, Living Hope Compassion Ministries, Salvation Army, Shasta Community Health Center, Once Safe Place, Shingletown Medical Center and Tri County Community Network.

CSBG Disaster Relief – an Agreement has been received totaling \$144,340. The eligible uses include case management, basic needs e.g. furniture and appliances and rental assistance. This funding will supplement the Cal HOME DR funding awarded and due to be received: \$3.6 million for replacement manufactured homes for those who had no insurance or were severely under-insured. The additional funds will help to provide additional case management, basic needs and rental assistance while the houses are being built.

The Tri Parte By-Laws are being reviewed by County Counsel. Once this is complete, they will be taken to the Board of Supervisors for final approval. These were previously approved by the Community Action Board.

Partnership Updates

Sub-recipient agreements for CESH 2019 and ESG 2019 funding continue to be worked on.

Cal HOME DR – RFI to be published by the end of the month. The Agreement is still awaited from the State.

HHAP NOFA for the recommended CoC agencies to apply for HHAP funds is to be released by the end of the week. Agreement has been submitted to the State.

The Housing Authority received an additional allocation of admin funds due to COVID-19 - \$140,000.

New Funding

CSBG CARES – we are eligible for \$255,724. More information will be known in August. CDBG-DR – funding directly related to the Carr Fire. It is also to go towards unmet needs within the community. The State has been evaluating unmet needs for 7 counties. Based upon their research, which relied heavily on FEMA data, they determined that Shasta County will receive \$4,277,870, directly for rental-occupied family developments. The State expects program details to be released around November/December. The division of funds is as follows: Redding \$16,660,145; Anderson \$745,683; Shasta Lake \$1,530,614.

ESG CARES – \$856,100. NOFA being worked on currently.
Housing Authority Admins CARES allocation - \$140,000.

Outcomes/Successes

Funding has been identified to continue Housing Navigation activities. In the past year, a portion of the CSBG discretionary funds was used for housing navigation. Funding will support one full time Housing Program Specialist to conduct Housing Navigation activities.

The budget for fiscal year 20/21 was successfully submitted and is recommended by the County Administrative Office. It is expected to be adopted by the end of June.

Project Roomkey has successfully 36 homeless individuals, with a total of 49 individuals sheltered in response to COVID-19. The project is still ongoing and aims to transition these individuals to permanent supportive housing.

Ms. Shreder had a question in relation to Project Roomkey – what is the timeline for Project Roomkey and what type of networking has been carried out to help navigate individuals to permanent housing/permanent supportive housing? Ms. Tucker responded that there is no concrete timeline right now. At Shasta County Health and Human Services, other funding streams are being sought to keep the program going as long as necessary. Partners in this program include Health and Human Services, Shasta Community Health Center, Hill Country Community Clinic. County staff have assisted in delivering meals and Good News Rescue Mission has also been providing meals for those enrolled in the program. Some of the resources being used to help transition to permanent housing/permanent supportive housing is working with the Housing Authority on applying for Tenant Based Rental Assistance, working with HHSA to evaluate if some of their programs would be appropriate. The waiting list for Section 8 is opening on July 1.

7. Governing Board Actions

a. Strategic Plan

Ms. Tucker advised the Board that Lucy Hernandez, Lucy Hernandez Consulting, provided a presentation at the last meeting that outlined the Strategic Plan. During the Board's discussion, it was queried if the Plan should be for 3 or 5 years.

Before the Board now, is a request for the Board to take action on whether the Plan will be a 3 year plan or a 5 year plan.

Mr. Moriarty made a motion to adopt a 3 year plan. Ms. McArthur seconded the motion. Ms. Lugo called for a vote, all were in favor.

8. Board Members Jurisdiction/Sector Updates

a. Low-Income/Public/Private Sector

Ms. Lugo's Report: The City Council approved the CDBG funding. It is a first round of funding specific to Coronavirus, coming from the CARES Act. City of Shasta Lake is

allocated \$85,000 for public services, micro enterprise, any activity which will help alleviate the response to COVID-19. It has been decided to allocate the \$85,000 for utility relief. In addition to this, \$65,000 of running costs has been allocated to micro enterprise business assistance.

Ms. Sawtelle's Report: Ms. Sawtelle said her report is similar to last time. They are still working on disaster relief plans. Woodlands Phase II is still expected to be completed by August 1. They are still working with Burney and making a lot of progress on that project.

Mr. Chimenti's Report: none

Ms. Schreder's Report: The City of Redding \$16 million to help residents and businesses with credits on utility bills. They also set aside some CBDG funding and approximately \$670,000 will go out to 134 micro businesses in Redding. The Chamber of Commerce will launch that program at the beginning of July. Other applications and projects are moving forward for affordable housing. Block 7 is moving along well and the 4 storey Market Place is also moving along well.

Ms. McArthur's Report: The CoC meeting did not go ahead last week as they did not have a quorum.

Ms. Burch's Report: none

Mr. Moriarty's Report: At the same time as this meeting today, a Zoom workshop is happening about the housing element of the general plan which is very important for anyone concerned about housing to have input into. The Planning Department has made a number of efforts to outreach in the community with a number of surveys. Mr. Moriarty said that it was alarming to him that they got 147 survey responses and 70% of them were from Palo Cedro, with most of the comments saying they do not want any 'poor people' living out there. Mr. Moriarty said he is wondering if those involved in housing and concerned about housing affordability and availability have had input into that process. The process is still ongoing and he feels it is important that organizations working with low income people should have a lot of input into it.

He is also disappointed that REU has decided to implement their policies regarding shut off.

He also had a question from somebody as to the County waiting list for Section 8 housing. Ms. Zander advised that they should contact the Housing Department and Front Desk staff will advise them and retrieve necessary information from them.

Finally, Mr. Moriarty asked if there was a reason why they could not do Zoom or 'Go To' meetings, so that it would be possible to see each other. Ms. Tucker advised that it will be possible to do a 'Go To' meeting for the next meeting. The County cannot use Zoom due to security concerns.

Ms. Zander's Report: Ms. Zander confirmed that the Section 8 waitlist is opening on July 1 and will close on August 31. The lobby will be opening to the public and applications will be available to pick up and drop off.

b. 2020 Point-in-Time

Ms. Tucker updated the Board that the PIT Report is now complete. It was presented to the CoC Executive Board at its meeting in May. The process is that, once the report is finished, it is presented to the Executive Board in a draft form for their review and final approval, before submission to HUD. There is an Executive Board meeting tomorrow, at which it is anticipated that the Report will be approved, so that it may be submitted to HUD by the June 30 deadline.

On the understanding that the numbers have not yet been officially approved, the numbers are:

Total NorCal CoC PIT count: 1,529

Unsheltered: 1,023

Sheltered: 506

Shasta County: 816 (53.4% of the total homeless in the NorCal CoC region)

Ms. Tucker reminded the Board that the Executive Board has set the PIT Count date for 2021, as January 26, 2021. Individuals will be asked where they slept on the night of January 25, 2021.

c. COVID-19 updates

Ms. Tucker updated the Board that previous items on the agenda had given the Board a good idea of what is happening. The Housing Authority lobby is still closed to the public, but as mentioned by Ms. Zander, that will change on July 1 with the opening of the Section 8 list. Measures are being put in place to ensure adherence to the 6 ft social distancing and the number of people who can be in the lobby at one time will be limited. Plexiglass is being installed at the Front Desk and masks and hand sanitizer will be offered to members of the public. Some staff are still working remotely, but most staff are back in the office. Social distancing is being practiced in the office and no big meetings are taking place.

9. **Confirmation of Next Board Meeting**

a. Next Meeting Date: August 19, 2020

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

b. Agenda Items for next meeting

Strategic Plan

Ms. Tucker advised the Board that she has reached out to a number of different locations to hold a meeting for Strategic Planning. City of Anderson are not yet accepting bookings for their community meeting room and it is hoped that by the beginning of July it may be possible to book a room which will facilitate proper social distancing. It is her intention to suggest a number of dates to Board members for everyone to attend the Strategic Plan session.

The meeting was convened at 2:33 pm.

Minutes respectfully submitted by Sharon Boggans, Staff Services Analyst



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