

Colusa-Glenn-Trinity Community Action Partnership Board Meeting Minutes
July 19, 2023 – 10:00am

Agenda Items	Discussion	Actions & Recommendations
I. Call to Order - Chair		
<p><i>Resumed Agenda as Published.</i></p> <p>B. Read CAP Pledge</p>	<p>The meeting was called to order at 10:30 am by Chair Tom Arnold. Introduction & Welcome were completed.</p> <p>A. Staff Member Robyn Nygard took roll call to establish a quorum.</p> <p>Those in attendance: Board Members: , Jesse Ferguson (T), Dan Frasier (T), Elizabeth Kelly (C), Tom Arnold (G), Debbie Moutter(G) Jim Yoder (G), Phil Zabell (G), Jason Ross (G), Dan Frasier (T), Sheri White (T),</p> <p>CGTCAP Staff Members: Christine Zoppi, Robyn Nygard, Luz Melgarejo, Asst. Director Bill Wathen, Janelle Kelly</p> <p>Guests: Elizabeth Hamilton, Lauren Wong</p> <p>Board Member Tom Arnold led the CAP pledge.</p>	<p>Quorum established.</p> <p>Note: (C) Colusa County (G) Glenn County (T) Trinity County</p>
II. Requests by Members of the Public to Address the Board – Chair (Pursuant to Section 54954.3 of the Ralph Brown Act)		
	None heard.	
III. Administrative Business - Chair - <u>Action</u>		
<p>A. Meeting Notice and Posted Date as Required by the 1994 Brown Act – Staff</p> <p>B. Approval of July 19, 2023 Agenda</p> <p>C. Agenda Additions – Approval of May 17, 2023 Minutes</p>	<p>Staff member Robyn Nygard reported that the CGTCAP Agenda was posted on 7.5.2023 in all three counties.</p> <p>All in favor, approved</p> <p>All in favor, approved</p>	<p>Motion to approve the Consent Calendar M/S: Bell, Moutter</p> <p>M/S: Frasier, Ross</p>

<p>D. CAP Board Vacancy Updates</p>	<p>1. Trinity County: Two Vacancies</p> <ul style="list-style-type: none"> • Category II (Economically Disadvantaged) • Category III (Representative of Private Enterprises) <p>Staff member Robyn Nygard reported that there are two vacancies in Trinity County and deferred to Sheri White for an update. Sheri White stated that there are no current applicants and will continue to search for possible candidates.</p>	
<p>IV. Executive Directors Report - Agency Director - Report</p>		
<p>A. Director's Report</p>	<p>Director Christine Zoppi reported that this is a very robust time for Community Action with staffing handling a large amount of grants, ongoing search for grants, budget work and monitoring. This work goes in waves applying for grants and developing a lot of programs and receive awards and must implementing them, and that is where we are. We are hiring staff to do the work. We have newly hired staff that must learn what they are doing, learning their programs and doing the work. We are in that phase of hunkering down and implementing our programs. There is always a balancing act to manage grants and do the work. Staff is working really hard. We continue to have difficulty hiring staff to work in the fiscal unit. Randy has been handling more than 40 or so grant budgets and his knowledge is incredible and we would have a hard time to replace him. The challenge is to find someone that could possibly replace him in the future. Christine asks Bill and Robyn to speak more on the new hire. Asst. Director Bill Wathen explained that CAD hired Anthony Hernandez who is bringing skills that will aid in a new approach to the work that needs to be done. A new age look that will help to advance what we need for the fiscal unit. He, Randy and Robyn have a good working relationship and will have Robyn explain what that is. Robyn explained that Anthony is currently learning the foundational part of fiscal, payroll, A/P and budget work and as we learn to integrate a fiscal procedure, which is also creating that procedure because we have not had the staff to do so and it is an ongoing learning process for all of us, he will graduate to budget and reconciliation work with Randy. it will be a great help for Randy and the program managers with the program budgets. Bill also stated that he is a homegrown community member and is vested in the community. He is a couple of classes away from having his degree and we are working with him to be able to complete his schooling. Tom Arnold mentioned that it is great when we hire local talent and they are vested in the community and understand what the community needs are. Randy needs the help and that is great that you have someone to help him. Director Zoppi shared that it is complex to hire for the fiscal department because the knowledge that Randy holds and the lack of applicants. When we have hired staff that we feel can do the work tend to leave after a year for more pay. The BOS approved a new classification for the fiscal departments to give fiscal new hires a path to grow and opportunity to advance in the fiscal units of the agency. Christine thanked the Board for acknowledging the need and their approval. This will help in our efforts to make sure we are monitoring and being compliant with budgets and financial decisions. We are also aware of the training and time it will take for our new hires to understand and execute their responsibilities and grow in their department.</p>	<p>Satisfies Org. Standard 4.4 "The tripartite board/advisory body receives an annual update on the success of specific strategies included in the Community Action Plan."</p>

	<p>Christine asked Bill Wathen to explain the Water bill that will impacting our LIWAP service. Christine acknowledged recent promotions within the department. Board member Janice Bell asked if the county or city would need to deal with the cut back on the water bill. Christine answered no it would not. Bill Wathen explained that the owner of the property will ultimately be responsible for the arrearage in water bills. Luz Melgarejo mentioned that there is one more year on the program. Collaboration with Trinity County was discussed and staff will schedule a meeting. Chair Tom Arnold asked to have the water item added to next meeting agenda to continue the discussion.</p>	
<p>V. JPA / Bylaws Review – Action</p>		
<p>A. Review and Discussion of the JPA and Bylaws</p>	<p>Christine Zoppi asked the Board their thoughts on updating the JPA/ Bylaws and if there were any edits the Boards deemed necessary. Christine explained the options to update and the approval process of editing the JPA/Bylaws. The last updates dates were discussed and the need to have a current edition of both documents. Supervisor Frasier asked if there was anything that made the documents out of compliance, Christine answered that there was not. Supervisor Arnold suggested a 2023 version. Supervisor Frasier questioned having staff having the time to update both documents. Supervisor Yoder suggested that we need to have a 2023 version of the documents whether we edit or not. Board member Janice Bell suggested that we update the language to be current language. Christine Zoppi suggested making one edit to the language on section III-item C to be clear on-Board recommendation to reschedule/cancel schedule meetings. The Board discussed updating the documents The Board agreed to move forward on updating the language and to update both documents to have a 2023 version.</p>	
<p>VI. CAP PLAN Presentation Results and Priorities</p>		
<p>A. Presentation on the Results & Priorities of the 24-25 CAP Plan</p>	<p>Staff Robyn Nygard presented the results and priorities of the submitted 24-25 CAP Plan to CSD. Robyn explains CAD’s strategies and activities to continue the ongoing efforts to serve the community. Robyn discussed the expansion of Community Actions outreach efforts to find solution and help the community and shared a current situation that affected community members at an apartment complex that was dealing with no central air in the 100 plus degree weather and how Community Action was able to meet and offer assistance to the tenants. Robyn acknowledged Supervisor Yoder and Arnold for their participation and awareness of the situation and how it has benefitted the community. Supervisor Yoder explained the situation at the apartment complex was unacceptable and it was necessary to find a way to help. He appreciated the quick action of HHSA and CAD to help the tenants. They will be continuing to address the situation and deal with the landlord and hopefully find change. Supervisor Yoder expressed the need to help CAD and HHSA fight the fight and find a solutions that will benefit the community. Board member Debbie Moutter shared that she attended Supervisor Yoder’s meeting with the tenants and this is the reason she is on this board and will speak up. Bill Wathen shared that the Community Action staff will continue to visit the complex. Robyn closed her presentation with appreciation for the board’s comments and discussion.</p>	<p>Satisfies Org. Standard 4.4 “The tripartite board/advisory body receives an annual update on the success of specific strategies included in the Community Action Plan.”</p>

	Christine Zoppi shared that the CSBG funding is the seed funding that funds our activities and administration. A majority of the staff positions are funded by grants. The needs of each community may be different but we can do what we have been talking about here today in each county and are willing to do so.	
VII. Reports – Staff – Action		
A. Programmatic Report; Staff	<ul style="list-style-type: none"> Weatherization - Asst. Director Bill Wathen reported out for Weatherization Program: Staff is busy at the moment and a new staff was recently hired and is training. Wellness - Staff member Robyn shared that the Wellness team has applied for a million-dollar Fentanyl grant and awaiting confirmation. TCCAP Director Lauren Wong added information on the Telehealth room at Parkside and the progress and promotion for the Telehealth office, and the progress on the LICN Implementation program in Colusa and Glenn. Asst. Director Bill Wathen explained the Cal Aim Justice program and the progress the team has made. CoC – Staff member Janelle Kelly .shared the progress on the housing efforts being made through CoC. There is additional funding coming from the state and we are a making coordinated efforts to know where and how we can administer those funds. Janelle discussed the attachment in the agenda packet that showed the status of funds. Bill Wathen discussed the certification process for receiving funds. 	<p>Satisfies Org. Standard 4.4 “The tripartite board/advisory body receives an annual update on the success of specific strategies included in the Community Action Plan.”</p> <p>Satisfies Org. Standard: 1.3 - “systematic approach for collecting, analyzing, and reporting customer satisfaction data to the tripartite board</p> <p>Satisfies Org. Standard 5.9 “The Department’s Tripartite Board/advisory body receives programmatic reports at each regular board/advisory meeting.”</p>
B. Fiscal Report; Staff	<ul style="list-style-type: none"> Asst. Director Bill Wathen reported out for Fiscal Manager Randy Royce. Bill pointed to the balance sheet and program budget sheet page in the packet, Bill shared that everything was on track, positive numbers and activity. We are in the middle of renewing some of these programs and we will receive new numbers at the end of the year. 	<p>Satisfies Org. Standard 8.7: “The tripartite board/advisory body receives financial reports at each regular meeting, for those program(s) the body advises, as allowed by local government procedure.”</p> <p>M/S: Bell/Yoder unanimous</p>
VIII. Board Member / Individual County Issues - Open Discussion on Emerging Regional Issues		
A. Colusa County	<ul style="list-style-type: none"> Board Member Janice Bell appreciated the work that Elizabeth Kelly and Colusa HHS was doing. Janice Bell discussed the homeless situation and community responses and plans to help property owners and find solutions to house homeless. 	

	<ul style="list-style-type: none"> • Board member Elizabeth Kelly reminded the Board that being homeless is a decision, we cannot force anyone to move into a shelter. Elizabeth shared the progress with the No Place Like Home project. There is also a potential project to build a shower trailer. Collaboration with a veteran officer and the high school will remodel a used donated trailer to be able to help the homeless take showers. Will keep us updated on the progress. • TCCAP Director Lauren Wong shared the work being done with the LICN Implementation grant in Colusa County 	
B. Glenn County	<ul style="list-style-type: none"> • TCCAP Director Lauren Wong shared the work being done with the LICN Implementation grant in Glenn County. There will be two Community assessment dinners on August 7th & 8th. Emails have gone out and strongly suggests that attending one of these dinners/meetings is a great way to be involved in the process. • Board member D. Moutter shared that the Community once a month is going well. Anybody is welcome. attendance is up. • Chair Arnold mentioned the Ambulance that the board to look at the APS shortfall of funding. • Asst. Director Bill Wathen mentioned staff that can be contacted to assist with ACM • Rev. Phil Zabell, Glenn amateur radio society is continuing to work the neighborhood watch. • J. Ross Food Bank is going well, would like to find a relief person to operate food bank as relief person. • 	
C. Trinity County	<ul style="list-style-type: none"> • Board member J. Ferguson, shared the progress on housing in Trinity County. Would like to collaborate with CoC on future housing needs. • Board member Sheri White shared the progress with the CALOES grant funds and would like to find housing for Domestic Violence victims and was encouraged to collaborate with CoC. 	
D. Other Universal Concerns	<ul style="list-style-type: none"> • None to report at this moment. 	
IX. Governing Board Actions – Notice Only		
	Board Members were directed to their packets for a summary of recent governing board actions pertaining to CGTCAP.	
X. Next Meeting: Sept 20, 2023 at 10:00 in Glenn County; Venue - TBD		
	Confirmation of next meeting will be held in Glenn on September 20 th , venue TBD	
XI. Adjournment	Chair Tom Arnold adjourned the meeting.	