

Colusa-Glenn-Trinity Community Action Partnership Board Meeting Minutes
September 20th, 2023 – 10:30am
In person - Amaris Banquet Hall

Agenda Items	Discussion	Actions & Recommendations
I. Call to Order/ Quorum Established/ Introductions		
A. Read CAP Pledge	<p>The meeting was called to order at 10:32 a.m. by Vice Chair Jason McMullan. A quorum was established. Introductions were made and the CAP pledge was recited, led by Vice Chair McMullan. Those in attendance:</p> <p>Board Members: Janice Bell (C), Merced Corona (C), Elizabeth Yerxa (C), Jason McMullan (C), Debbie Moutter (G), Phil Zabell (G), Jason Ross (G), Gilbert Goedhart (G), Dan Frasier (T), Sheri White (T), Elizabeth Henson (T)</p> <p>CGTCAP Staff Members: Randy Royce, Luz Melgarejo, Janelle Kelly, Brenda Enriquez, Rocio Gonzalez, Bill Wathen, Lauren Wong</p> <p>Guests: N/A</p>	<p>Quorum established.</p> <p>(C) – Colusa Representative (G) – Glenn Representative (T) – Trinity Representative</p>
II. Requests by Members of the Public to Address the Board – Chair (Pursuant to Section 54954.3 of the Ralph Brown Act)		
	None.	
III. Administrative Business/ Housekeeping – Staff & Board		
A. Meeting Notice and Posted Date as Required by the 1994 Brown Act – Staff	Staff member R. Gonzalez reported that the agenda was posted at the Board of Supervisors offices in Colusa, Glenn, and Trinity Counties, and at the CGTCAP Office in Orland.	Posted date was 9/6/2023.
B. Approval of September 20, 2023 Agenda (Action)		M/S: P. Zabell, D. Moutter unanimous
C. Approval of July 19, 2023 Minutes – (Action)		M/S: J. Bell, D. Frasier M. Corona, Jason M. abstained
D. CAP Board Vacancies Updates (Action)	<ol style="list-style-type: none"> 1. Trinity County: Sheri White, Local Chair <ol style="list-style-type: none"> a. One Vacancy – Category III – (representative of Private Enterprise) 2. Trinity County: Sheri White, Local Chair (Action) <ol style="list-style-type: none"> a. Receive Application – Elizabeth Henson – Category II – (Representative of Economically Disadvantaged) <p>Sheri White reported that she has gone to the board and has not found anyone for the Category III position.</p>	<p>M/S: E. Yerxa, D. Moutter unanimous</p>

	<p>Sheri White introduced Elizabeth Henson for the Category II position and Elizabeth Henson spoke on what TANF meant.</p> <p>Board voted and approved to accept Elizabeth Henson's application.</p>	
<p>IV. Executive Director's Report – Staff – Report</p>		
<p>A. Receive Directors Report</p>	<p>Bill W. is giving the report, Executive Report is in the packet. 2023-2024 fiscal. Brenda working on a Strategic report 24-27. Business practices and modernization is currently underway to have a more stream lined approach and/or paperless. QI/QA is on the radar, CAD lives off grants and compliance is number one in the grant world. CSBG fiscal year 770 million is what the state has received in the past. Usually around 250-300 thousand a year here. It is used for administration funds. Phil Z. wanted to know about the roadblocks in Washington. Bill stated this is more targeted at CalWorks/Calfresh.</p> <p>Randy stated that we should be okay for 30/60/90 days (short shutdown). Long term there would be effects, but as of now our ability to conduct business is a go. NCAF training – Robyn knows more about this, if you would like to reach out. Jason Ross wanted to know if there are any financial reports that we approve.</p> <p>Bill reported that Christine will be retiring at the end of the year. Bill suggested that we celebrate/encourage her, possibly add it to the agenda.</p> <p>R. Gonzalez is to lead this effort, along with B. Enriquez, J. Kelly, and D. Moutter, and R. Nygard</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>V. Host County Partner Report – Staff – Agency Director (New Agenda Item. Host County Presentation)</p>		
<p>A. Receive Glenn County Report on LIHWAP Program – Staff</p> <p>B. b. Approve transfer of LIHWAP funds to Colusa – (Action)</p>	<p>L. Melgarejo spoke on LIHWAP funds being moved from Trinity (30k) and Glenn (15k) to Colusa since Colusa is in the negative. This would be to fund Colusa LIHWAP residents. Funds are to be expiring in March. If we don't use them, we give them back. This funding can only go to municipalities. This is only for outstanding water bills.</p> <p>J. Bell reported that the city of Williams has started putting liens on people who have not paid their bills. LIHWAP numbers: 53 families helped in Colusa, 35 in Glenn and 1 in Trinity.</p> <p>Jason McMullan wants to make sure that other municipalities don't need the funds before transferring. E. Yerxa wants to know if we can just transfer Trinities funding, but Randy reported that with the transfer, all counties would be at an equal 45k. A budget modification would have to go to the state.</p>	<p>M/S: D. Moutter, M. Corona</p> <p>unanimous</p>

VI. JPA Review – Staff – Agency Director		
A. JPA Review	<p>a. Receive Progress Report</p> <ol style="list-style-type: none"> 1. Glenn County Counsel reviewed and made an Amendment recommendation for revisions to the JPA document. 2. Receive and review Amendment. <p>b. Provide direction on Amendment to revise JPA document. (Action)</p> <ol style="list-style-type: none"> 1. Change the term “Agency” to “Partnership” 2. Correct the Government Code Section in Section I Paragraph A 3. Change language establishing meeting frequency <p>Board voted and approved amendment.</p>	<p>M/S: P. Zabell, J. Ross</p> <p>unanimous</p>
VII. Bylaws – Staff – Action		
A. Bylaws	<p>B. Receive and approve changes made at 5.17.23 CGTCAP Board meeting. Redline Bylaws copy attached.</p> <ol style="list-style-type: none"> 1. Article II – Address of principle office updated to 345 Yolo Street, Orland. 2. Article XI – Frequency of meeting updates to 6 per year. <p>Board voted and approved revisions.</p>	<p>Satisfies Org. Standard 8.7: <i>“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.”</i></p> <p>Motion A - Fiscal Report M/S: d. Moutter, S. White unanimous</p>
VIII. 2022 County of Glenn Single Audit – Staff – <u>Notice Only</u>		
A. Receive 2022 Single Audit Report	Randy reported no changes	
IX. Strategic Plan 2024-2027 – Staff – Action		
A. Receive Strategic Plan progress report	<p>Brenda would like to host a meeting. An e-mail with a survey will be sent out to set a meeting in October of which best date fits. January is the execution goal. These meetings will be both virtual and in person, depending on need and interest.</p> <p>Board approved to move forward with Strategic Planning workgroup.</p>	<p>M/S: M. Corona, D. Frasier</p> <p>unanimous</p>
X. Reports – Staff – (Action)		
A. Programmatic Report	Rocio gave a brief update on the new programmatic report. Jason M. wanted to know about LICN and CoC updates. Brenda and Luz both clarified. Rebecca and Kendall are spearheading the work on the CoC. CoC serves our three county, Colusa Glenn and Trinity.	<p>M/S: J. Bell, D. Moutter</p>
B. Fiscal Report – Staff	Randy said that the fiscal reports are recycled from last meeting. The county system is down, but he will say that we have plenty of cash –programs are going through. ESG-CV, ESG-21 are both closing soon. HRN spent the bulk of ESG-21. LIHEAP 21 has closed. 22 and 23 are extended because of COVID. DOE funds are weatherization funds – still have funds because of the lack of trainings.	

<p>C. Tri Counties Community Action Partnership (TCCAP)</p>	<p>L. Wong in Glenn County with PH contracts, over the counter covid tests in Orland and Willows locations (free). CHA is at an exciting stage in Glenn County. Top 4 strategic issues have been identified. Medical provider shortage, transportation, access to resources and behavioral health. Glenn LICN the highest request is transportation, primarily for out of county providers</p> <p>In Colusa, CHA is underway. Focus groups are underway. Forces of change meeting coming up at the end of October. Crossover for ECM in Colusa and Glenn Counties.</p>	
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XI. Board Member/Individual County Issues – Open Discussion on Emerging Regional Issues

<p>A. Colusa B. Glenn C. Trinity D. Other Universal Concerns</p>	<p>A. Colusa County – Merced Corona BOS are busy right now going thru negotiations and bargaining times. Budget time so hopefully approval of budget occurs at next week. J. Bell flu clinic next week through the health department. J. McMullan senior food funding, went to a food summit recently, poverty and food insecurity is more directed at the elderly now since it has changed from children to seniors. B. Wathen: Regional housing started moving dirt (construction). MACC is a loose confederacy of ministers that get together and they meet monthly. Colusa county does a Christmas food basket, and last year they served over 1,000 families.</p> <p>B. Glenn County – Phil Zabell is continuing to bring in a general mobile series to the western part of the county, which is the most susceptible to wild fires for when the towers don't work. J. McMullan opening a new office by next week - Glenn County in flagship office where MACC's leadership will be stationed. Staff currently stationed at First Care will be moving to the new office. An MOU was just signed with True North Housing Alliance, they are in Chico (Butte County). The MOU allows for beds to be used for Glenn County residents. They also have a transport vehicle, which will help in this matter Debbie Moutter: the community dinner is still occurring once a month. 30+ people attended last month. The Moose Lodge will have a first responders' dinner on 10.21.2023. There are 19 agencies that have been invited (75 individuals invited). J. Kelly: brought up Christmas and Adopt a Family/Adopt an Elder which is set to start back up at this time of the year. Programs continues to grow. This has been going on for about 11 years now. Public assistance medi-cal needs to be encouraged to our elder population. Asset limits will no longer be accounted for elderly's Medi-Cal approval starting 1/2024. Citizenship for Medi-Cal approval will be eliminated effective 1/2024 in California only. Brenda Enriquez: SDoH is around social connectiveness, surgeon general released an article "Our Epidemic of Loneliness and Isolation". This is an emerging issue that we are focusing on, specifically our SDoH grant. Jason Ross: foodbank is going great and increasing value. They will be getting forklifts and refrigeration boxes hopefully by next month. They support Colusa, Glenn and Tehama. They are the only foodbank in these counties. They stop at the Men's house and STAR center to stock their pantries. Bill Wathen: next food giveaway is set for the 21st. Flu clinic 9/30 at the fairgrounds. They did a car seat check yesterday.</p>	
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	<p>C. Trinity County – Sheri White reported that a lot of business and/or housing are being dropped by insurance companies. HRN was dropped by their current insurance company. It is going to cost the agency over \$50,000 to be where they need to be and meet the insurances requirements. They want to know if there is assistance to assist homeowners. Housing requests are going up right now. Next month is DV awareness month and men and women who are in these situations usually end up homeless. Currently working with Sacramento to house someone who is victim of human trafficking. HRN will be doing a candle light walk to honor survivors.</p> <p>D. Other Universal Concerns Phil Zabell, authentic German meal will be served at this year's Oktoberfest. Should you want to attend, please contact Phil as he is selling for 10/1/2023. Fatalities in Lahaina went from 115 to 97 through DNA.</p>	
XII. Governing Board Items –		
	Notice Only	
XIII. Next Meeting:		
	<p>November 15th, 2023 at 10:00 am in Colusa County, at Rocco's Restaurant, 546 Market Street, Colusa, CA 95932</p> <p>Notice was given. CSAC is 11/15 so there may be attendance issues. Rocio is to have Robyn consider rescheduling/moving dates</p>	
XIV. Adjournment		
	Meeting was adjourned at 12:08 by Vice Chair McMullan.	

Respectfully submitted by: Rocio Gonzalez, Administrative Services Analyst II, Colusa-Glenn-Trinity Community Action Partnership