

Colusa-Glenn-Trinity Community Action Partnership Board Meeting Minutes
January 25, 2023 – 10:00am
Redding, CA

Agenda Items	Discussion	Actions & Recommendations
I. Call to Order/ Quorum Established/ Introductions		
<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 Sheri White. Staff Member Robyn Nygard took roll call. A quorum was established.</p> <p>Those in attendance:</p> <p>Board Members: Merced Corona (C), Janice Bell (C), Jason McMullan (C), Donna Dennis (C), Sheri White (T), Dan Frasier (T) Janice Bell (C), Elizabeth Yerxa (C), Tom Arnold (G), Debbie Moutter(G) Dan Fraser, Gilbert Goethard (G), Phil Zabel, Jesse Ferguson (T)</p> <p>CGTCAP Staff Members: Christine Zoppi, Robyn Nygard, Bill Wathen, Randy Royce, Rocio Gonzalez, Luz Melgarejo</p> <p>Guests: Lauren Wong</p> <p>Chair Sheri White recited the CAP pledge.</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	
III. Consent Calendar – Staff and Board - (Action)		
<p>A. Meeting Notice and Posted Date as Required by the 1994 Brown Act – Staff–</p> <p>B. Approval of January 25, 2023 Agenda</p> <p>C. Approval of October 26, 2022 Minutes</p>	<p>Staff member Robyn Nygard reported that the agenda was posted at the Board Supervisors offices on January 13, Sent to Colusa, Glenn, and Trinity Counties, and at the CGTCAP Office in Orland as well as the CGTCAP website</p> <p>No changes.</p> <p>Introductions were made.</p>	<p>Motion to approve the Consent Calendar</p> <p>M/S: M. Corona/J. McMullan Motion passed with all others in favor</p> <p>M/S: J. McMullan, T. Arnold Motion passed with all others in favor.</p>

<p>D. CAP Board Vacancy Updates 1. Glenn-One vacancy 2. Trinity- Two Vacancies</p>	<p>Staff member Robyn Nygard reported that there were three vacancies and one application received for Glenn County. 1 applicant for Glenn County Category 3 vacancy - Jason Ross 2 vacancies- Category 2 for Trinity County</p>	
<p>E. Local Community Breakout (Action)</p>	<p>Counties were split into breakout rooms/ sessions for 15 minutes to discuss the applications brought forward in the packets. Additionally, the counties were requested to nominate and elect the county local chairpersons. Staff will be available in the breakout rooms to answer questions and provide assistance</p>	
<p>F. Local County Chair Nominations/ Appointment</p>	<p>Local Counties reported out as follows: Glenn County – Nominated Tom Arnold as Local Chair Approved Jason Ross application for Category III Colusa County - Nominated Donna Dennis as Local Chair Trinity County - Nominated Sherri White as Local Chair Approved Jesse Ferguson to replace Elizabeth Hamilton</p>	<p>Motion to accept the local chair nominations, approve the vacancy recommendations in Glenn and Trinity County and continue to solicit applications in Colusa County M/S: T.Arnold / M.Corona</p>
<p>G. Nomination/Election of 2023 CGTCAP Board Officers</p>	<p>Donna Dennis asked about the county rotation for board positions. Director Zoppi explained the rotation of Board positions by county and referenced the attached history of Board Officers. Nomination of new CGTCAP Board Officers: Chair- Tom Arnold, Vice Chair- Jason McMullen, and Secretary- Dan Fraser</p> <p>The new 2023 CGTCAP Board Officers take seat to resume the January meeting agenda.</p> <p>Elizabeth Yerxa found an error in the History of the Board Officers, an incorrect last name. Director Zoppi noted the error would be corrected.</p>	<p>Motion to accept nominations of new Board Officers Chair M/S: D.Moutter / J.Bell Vice-Chair M/S: D.Moutter / J.Bell Secretary M/S: D.Moutter / J.Bell</p>
<p>H. 2023 Board Meeting Schedule</p>	<p>Staff Robyn Nygard presented the new CGTCAP quarterly meeting calendar for 2023. Director Zoppi reported that the quarterly schedule was created during that past two years and on Zoom. Historically this board has met in Redding for the annual meeting in January but poses issues in the future with scheduling for Board of Supervisors. It is usually scheduled for December and was moved to January for a host of reasons. We would then go to Colusa in the spring, Trinity in the summer, and Glenn in the fall. She stated that in accordance with the JPA we should be meeting six times a year with the annual meeting being in December. Chair Arnold opened discussions for the new meeting schedule for 2023. The first date discussed was for the month in March.it was decided to meet on March 29th to avoid conflicting meetings for board members. The first meeting would be in Glenn then Colusa, then in Trinity. All meetings will be in-person. After the March meeting the regular meetings will be the third Wednesday of the month. Director Zoppi mentioned that as we go through the meeting dates the schedule can be revisited for changes. Staff Robyn Nygard confirmed the six meetings and a December meeting will be in Redding. It was suggested to not start the 2024 meeting schedule in</p>	

<p>I. 700 Conflict of Interest Forms</p> <p>J. Whistleblower Policy</p> <p>K. Distribute CGTCAP Bi- laws for review</p> <p>L. CAVO- New onboarding from CalCapa</p> <p>M. 2023Strategic and CAP Plan</p>	<p>January and will be open for further discussion. Venues will be discussed. Director Zoppi stated that Staff Robyn Nygard will be working with local chairpersons to establish meeting venues for each county. Phil Zabell suggested Thunder Hill Raceway for the March 29th meeting.</p> <p>Staff Robyn Nygard stated that the Form 700 statement must be completed and submitted to the State link by April. There were hard copies available at the meeting for anyone that would like to take with and that notice and submission will be meeting an organizational standards/ Robyn will send an email with the link for easy submission.</p> <p>Staff Robyn Nygard reported that the attached summary is to meet an organizational standard that all Board members know and have access to the Whistleblower policy.</p> <p>Staff Robyn Nygard reported that the Bylaws were attached for review of the board. And is meeting an organizational standard. Director Zoppi stated that there needs to be an alignment between the JPA and Bylaws and that staff will bring that back for your consideration. We will bring to the next meeting. Elizabeth Yerxa mentioned that we had updated the Bylaws in 2020. The JPA and Bylaws will be available at the March 29th meeting.</p> <p>Staff Robyn Nygard reported out that CAVO (Community Action Virtual Onboarding) site is new and in review from CALCAPA. We will be reviewing to make sure that all board members have access to the website for onboarding. we have scheduled Lawrence Hiner to come to a meeting or by zoom to go over explain the app and how to navigate through it for board members.it will now be the march meeting.</p> <p>Director Zoppi reported out on the work plan for the Strategic Plan and CAP Plan. It is time to update our plans to receive funds from the block grant. We have a team of people that are established to work on crafting the plan., conducting a needs assessment, and what we really want to achieve. We do surveys, SWAT analysis and collect data that will help us define where the needs are and how we can approach them. Board member Debbie Moutter stated that the last one she had attended was at Thunder Hill and we conducted brainstorming sessions and discussed the highest priorities for each county. It was a great hands-on experience.it was very helpful. Director Zoppi suggested to make the March 29th meeting a planning meeting. we will put together the information and present the plan to the governing board which is the Glenn Board of Supervisor. The plan is submitted for the next two years. Assistant Director Bill Wathen asked for clarification on the public hearing aspect of presenting the plan. Director Zoppi explained the approach for the public hearing. It can be a big administrative lift to conduct public hearing up for community but have found other ways to meet the criteria by attending other community county meetings to collect data. Discussion was had about Customer Surveys and the collection of data. Director Zoppi also mentioned the Point in Time (PIT) assessment as a good source of information. Great ideas on how to collect data and will look forward to the March planning meeting.</p>	
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IV. Executive Directors Report- Christine Zoppi, Director

	<p>Director Zoppi reported we are in an interesting time. There is an abundance of funding which comes with a lot of work. Workforce and capacity have been challenging but is getting better. There is tremendous amount of administrative work that needs to be done with the added funding sources and capacity building. The areas of concern are for succession planning for the Fiscal unit. We have had four recruitments in Fiscal last year to find a Fiscal Analyst without success. We have gone to the board to find ways to attract talent for the Fiscal unit and have made changes to hopefully attract top talent. The second area of staffing is around the Weatherization Department, recently had Baduel Ramirez retire and having hard time finding qualified individuals with contracting skills. The planning process for the next six months and knowing where the gaps are in access and what to do to strengthen those areas are what matters. Working on automating our client management systems we have received some funding to do that. We will be monitoring our fiscal situation and preparing for next year's budget. There is a bullet list of actions such as board member trainings and compliance with the block grant that must be met. We have already discussed the CAP Plan and relying on our partnerships to serve the community. We are making investments in automation to streamline processes and seek money to implement these tasks. We are okay financially, but have caution and manage our money well. Director Zoppi asked Staff Robyn Nygard to share information on the Conference coming up in Washington DC in March. There is an opening for one board member to attend. Tom Arnold and Bill Wathen shared their appreciation for the CAD staff to modernize and meet the needs of the administrative work writing grants and implementing the work to be done.</p>	
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V. Reports-Staff- Action

	<ul style="list-style-type: none"> a. Programmatic Reports - Randy Royce reporting for Steve Peirce in Weatherization. - wanted to point out regarding the LIHEAP water program regarding the folks that their wells went dry and struggling to get any clients up in Trinity that may be in need and do some outreach for people that may be in need of water assistance, its income based. We are actively trying to recruit an individual to replace Baduel as a housing Rehab worker. Staff member Luz Melgarejo announced the approval of towns to receive funds from the LIWAP grant. There was discussion on the water issues plaguing counties. There is recruitment in process to replace Baduel. b. Fiscal Report- Randy Royce reported out that all programs are on track. There is new funding for several grants and they are going very well. The summary page will show all the programs and their expenditures and as you can see, we are doing well. The balance sheet will show that we have a steady stream of funding and are able to maintain our funding sources in balance. Randy Royce answered questions of the three-page fiscal report. c. Dos Rios – Bill Wathen gave a summary of the CoC funding and the efforts for housing and the growing need for housing since 2006. CAD is in a good place to help with this effort. There is a lot of legislation for housing and we are streamlining our resources. We are strengthening our partnerships to help with 	<p>Satisfies Org. Standard 8:7:</p> <p>Motion to accept Fiscal and Programmatic Reports</p> <p>M/S: E.Yerxa /P. Zabell</p>
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	<p>the housing efforts. The CoC staff continues to get the information out to our partners and the addition to our CAD staff will help to meet Capacity. Janelle Kelly has been tasked to help with the CoC efforts. We want to prioritize the housing needs and we are looking to have Janelle help with that. Bill thanked Jason and Elizabeth for their efforts. Bill answered questions from the board.</p> <p>d. Tri-Counties Non-Profit – Lauren Wong shared that Admin process is secure and in place and program structure is set up. Getting ready to launch services for our local indigenous needs grant, working with HHSa on that additional structure. It includes components of manning the Telehealth site at Parkside in Orland location and providing transportation to overcome those barriers and accessing care. Enhanced Care Management- we are active with Ampla providing and launching services in Glenn, Colusa in the next couple of months. The Community Health Worker (CHW) partners from CAD, TCCAP, NVIH are part of a cohort that will extend to five months of training in person and hybrid. We are also looking into partnering with behavioral health on doing a suicide prevention training. We are also working with CAD on CAP 60 software – the goal is to have better case management software and referral tracking software and for CAD to pilot CSBG funding and housing. Lauren answered questions.</p>	
VI. Board Member/ Individual County Issues – Open Discussion on Emerging Regional Issues		
<p>A. Colusa County</p>	<p>Board member Donna Dennis reported that the next CoC meeting will be next month and an invite will be going out. We started our PIT. We have had to move a homeless camp du to flooding. We are establishing dedicated staff to help with housing efforts. It is a work in progress but are seeing progress. We are accessing funding to assist families and children. Board member Jason McMullan shared that the rains hit the county hard and helping the homeless has been challenging and stated that we need to find something to help support the homeless. Would like to see a central place to help house the homeless. Food is still an issue for the food pantries. We took on food bank status this year and finding food has become challenging as well. We have many foods distribution places but we need a food distribution center and it would allow us to not have to go to other counties. Jason shared that they have a site but no funding. Board member Merced Corona shared budget cuts have been detrimental and the future budget may be as well. The drought has had a major effect on Colusa County. Jason and Merced answered questions.</p>	
<p>B. Glenn County</p>	<p>Board member Phil Zabell announced that he participates on a Butte County Camp Fire board are still be challenged with helping families get back to their homes. Phil announced the Neighborhood Radio Watch meeting and explained their purpose. Tom Arnold explained the new antenna tower on the trailer for Glenn County. It will be used for emergency services. Board member Debbie Moutter announced that the Community dinner is back at Carnegie Hall after three years. It is funded by donations and the point is to get the community involved. Bill Wathen asked questions about the food pantries and mentioned that the Cal fresh benefits will be reducing in the future which will have and effect on our clients. It will also impact eligibility. Chair Arnold mentioned that we are looking for buildings to help with homeless housing. The Habitat for Humanity company is amazing and are great partners for the county. They fast track projects and it is</p>	

	amazing the Orland project will be done in March. . It will be well managed and locked up at night. Director Zoppi mentioned that it will be 33 units to help the community. Chair Arnold said that they have proven themselves to be great partners and bring a lot to the table. Assistant Director shared that he sees it a a seed project for future housing projects. Director Zoppi mentioned that we were awarded over 17 million to build a children’s services building. It will be whole family care facility. Chair Arnold shared that we are still working on the water issues for the county.	
C. Trinity County	Board member Sheri White reported that HRN was awarded a CDBG grant and was able to get three tiny homes. It is not considered permanent because they are on wheels and is fantastic to help with our housing efforts. One thing that has been a challenge is those that will be losing their housing and the lack of housing. We are trying to keep funding to help with the housing issues. Power outages caused food stores to lose many of their perishables. There is a soup kitchen that has started back up. Board member Dan Frasier reported that the housing issue is still ongoing. We have been recruiting and find that we cannot hire due to no housing. We have hired a CAO. Sheri White answered questions regarding the tiny homes on wheels. Jess Ferguson shared the that the state is leveraging funds in a capacity that we have not experienced before. Chair Arnold suggested that Trinity county may look into purchasing a generator on wheels to help cope with power outages in their area.	
D. Other Universal Concerns	Director Zoppi brought up the Cal fresh issue is also an issue for the eligibility workers will also be feeling the effect. They are the lowest paid workers and some are eligible for benefits. Minimum wage increases are a real concern. We will also have additional workload with the undocumented workers This will create a heavy lift for our eligibility workers. It will become a universal concern. Chair Arnold agrees that wages need to be addressed throughout the county and will support any efforts.	
VII. Governing Board Actions – Notice Only		
	Board Members were directed to their packets for a summary of recent governing board actions pertaining to CGTCAP. For full details, please go to the Glenn County website.	
VIII. Confirmation of Next Meeting - Chair		
	The next meeting will be March 29 th . Tentatively at the Thunder hill Raceway in Willows.	
XI. Adjournment	Board Chair Tom Arnold adjourned the meeting.	

Respectfully submitted by: Robyn Nygard, Community Action, Colusa-Glenn-Trinity Community Action Partnership