

Colusa-Glenn-Trinity Community Action Partnership Board Meeting Minutes
January 27, 2021 – 10:00am
via Zoom Meeting

Agenda Items	Discussion	Actions & Recommendations
I. Call to Order/ Quorum Established/ Introductions		
<p>Item IV - D. Nomination/ Election of CGTCAP Board Officers</p> <p><i>Resumed Agenda as Published.</i></p> <p>A. Read CAP Pledge</p>	<p>The meeting was called to order at 10:04 am by Chair Kent Boes. He announced that his term on the CGTCAP Board had ended as a Board of Supervisor (Category 1) representative, and requested that we move item IV.D. to the start of the meeting, so a new chair could be established. Staff Member Kathryn McDaniel took roll call to establish a quorum.</p> <p>Those in attendance:</p> <p>Board Members: Merced Corona (C), Donna Dennis (C), Elizabeth Kelly (C), Elizabeth Yerxa (C), Daurice Kalfsbeek Smith (C), Keith Corum (G), Bill Wathen (G), Rev. Phil Zabell (G), Sheri White (T), Liz Hamilton (T), Dan Frasier (T).</p> <p>CGTCAP Staff Members: Christine Zoppi, Randy Royce, Kathryn McDaniel</p> <p>Guests: Linda Wright (T), Jan Saxon (T)</p> <p>A quorum was established.</p> <p>Nominations were opened. Discussion was held: Glenn County to take on CAP Board Chair, Trinity County to take on Vice Chair, and Colusa County to take on Secretary.</p> <p>On a motion by Elizabeth Kelly, seconded by Bill Wathen, Keith Corum was nominated for CAP Board Chair. He accepted; and after a roll call vote, the motion carried unanimously. Keith Corum assumed duties as Chair and Kent Boes exited the meeting at 10:10 am.</p> <p>Nominations resumed for Vice Chair and Secretary. On a motion by Dan Fraiser, seconded by Liz Hamilton, Sheri White was nominated for Vice Chair.</p> <p>On a motion by Merced Corona, seconded by Daurice Kalfsbeek-Smith, Elizabeth Kelly was nominated for Secretary.</p> <p>Discussion was held, role call vote was conducted, and motions passed unanimously.</p> <p>As Chair Corum was experiencing technical difficulties with his audio, the CAP pledge was recited by Staff Member Kathryn McDaniel.</p>	<p>Note: (C) Colusa County (G) Glenn County (T) Trinity County</p> <p>Chair: M/S E.Kelly /B. Wathen Unanimous</p> <p>Vice Chair: M/S D. Fraiser/L. Hamilton Unanimous</p> <p>Secretary: M/S M.Corona/D. Smith Unanimous</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		
<p>A. Meeting Notice and Posted Date as Required by the 1994 Brown Act – Staff</p> <p>B. Agenda Additions</p> <p>C. Approval of January 27, 2021 Agenda</p> <p>D. Approval of October 28, 2020 Agenda - Chair (Action)</p>	<p>Staff member Kathryn McDaniel 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.</p> <p>None.</p> <p>No further changes (with the exception of Item IV-D that was conducted earlier).</p> <p>Elizabeth Yerxa requested a correction to the minutes as she was in attendance at our October meeting but was missed in the minutes.</p>	<p>Motion to approve the Consent Calendar with the correction to the minutes: M/S: E. Yerxa / M. Corona Roll Call Vote: D. Smith and D Fraiser abstained as they were not present for the October meeting. E. Hamilton was absent for the vote. Motion passed with all others in favor.</p>
IV. Administrative Business/ Housekeeping – Staff and Board		
<p>A. Distribute CGTCAP Bylaws for review</p> <p>B. CAP Board Vacancy Updates –</p> <p>1. Glenn – One vacancy</p> <p>2. Trinity – Two vacancies</p> <p>C. Local Committee Breakouts – Board</p>	<p>CAP Board was advised that the bylaws were available for review.</p> <p>Kathryn McDaniel provided a report on the received responses to the Board vacancies posted in Glenn and Trinity counties. Gilbert Goedhart (G) submitted application, Jan Saxon (T), and Linda Wright (T) also submitted applications. Additionally, Lora Cecon submitted an email that she was not able to renew her term as a Category 3 representative for Colusa County. Staff requested that the counties discuss action during the next item.</p> <p>Counties were split into breakout rooms/ sessions using Zoom 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>Upon closure of the breakout sessions, the counties reported out as follows: Colusa County – Nominates Elizabeth Kelly for Local Chair and directed staff to release a notice soliciting applications for the now vacant Category 3 position.</p> <p>Glenn County – Nominate Phil Zabel for Local Chair and directed staff to contact Gilbert Goedhart and ask him to attend next time so they could meet him. They wish to leave the vacancy posting for Category 2 open until the April meeting.</p> <p>Trinity County – Nominates Liz Hamilton for Local Chair. Additionally, they would like to accept Linda Wright’s application for Category 2 representative and Janet (Jan) Saxon’s application for Category 3 representative.</p>	<p>Motion to accept the local chair nominations, approve the vacancy recommendations in Trinity County, and continue soliciting applications for the vacant positions in Colusa and Glenn Counties. M/S: E. Yerxa/ P. Zabel Unanimous.</p>

<p>D. Covered at start of meeting</p>	<p>No further action.</p>	
<p>E. Review/ Discuss/ Approve the 2021 CGTCAP Board Meeting Schedule</p>	<p>CGTCAP Staff Kathryn McDaniel presented the CGTCAP Board Meeting Schedule and requested that the local boards send their meeting schedule to her to be added to the schedule. The Board will meet via Zoom until further notice instead of the rotating schedule due to concerns with the coronavirus.</p>	<p>M/S: M. Corona/ E. Kelly. Unanimous.</p>
<p>F. Form 700 Conflict of Interest Forms</p>	<p>Reminder to send completed Conflict of Interest Statements to CGTCAP staff (attn: Kathryn McDaniel) to be compliant with annual reporting. No action needed.</p>	
<p>G. Request to form Committee for Resolution Honoring Joanne Overton</p>	<p>Discussion was held regarding the resignation and contributions of Joanne Overton as CGTCAP Board Member. Christine Zoppi will take the lead and work with staff on a resolution to present at the April Meeting.</p>	
<p>H. Request for Proposals for Community Services Block Grant CARES funding</p>	<p>Discussion was held. CGTCAP Staff Kathryn McDaniel requested a committee to work with the staff to review/ accept a timeline for the RFP and to recommend sub-recipients to be awarded CSBG CARES funds. Awards will be ratified at the April Meeting. Motion was made for Local Chairs to work with staff to review proposals and award determinations.</p>	<p>M/S: E Kelly/ L Wright Unanimous.</p>
<p>V. Executive Directors Report - Christine Zoppi, Director</p>		
	<p>Director Christine Zoppi provided her Director’s Report and the challenging times we have been experiencing. We have seen a tremendous increase in state and federal funding opportunities, including additional money for utility payment assistance. Staff will continue to be as prepared as we can to manage and apply for grants based on local determination.</p>	
<p>VI. Working Session: Review of Priorities/Goals from Colusa-Glenn-Trinity Community Action Partnership Strategic Plan and CAP Plan - Action</p>		
	<p>Staff Member Kathryn McDaniel reported that every two years the Board needs to present a plan. Presented a summarized plan from 2019 for the Community Needs Assessment in Colusa, Glenn and Trinity counties.</p> <p>Greatest Needs</p> <ol style="list-style-type: none"> 1. Income and Job Stability 2. Housing Instability and Affordability 3. Substance Use Disorders and Mental Health Issues (descriptions listed in Board packets) <p>Strategic Plan (included in Board packets) outlined goals for this Board in the next 5 years. The Board finds that the report presented is still applicable. Chair Corum asked if the language should be updated in any way to the current local circumstances. Discussion followed. Board acknowledges that this list could be used again as goals for the partnership.</p>	<p>Motion: Confirm the goals and priorities of the CGTCAP are still in alignment with those identified in 2020-2021 CAP Plan. M/S E. Kelly/ M. Corona Unanimous.</p>

VII. Reports – Staff - Action		
	<p>A. Fiscal Report: CGTCAP Staff Randy Royce listed the main 3 programs for our counties. We are unable to weatherize due to COVID protocol. Emergency services are being done in Trinity county. Contracts have been extended until June 2021. Randy also explained his report in the packet and answered questions presented. CSBG is on track. Working on getting sub-agreements to Colusa and Trinity counties as soon as possible.</p> <p>Motion A – Accept the Fiscal Report as presented.</p> <p>B. Programmatic Reports: Staff Member Kathryn McDaniel presented information on the CSBG grants for the new Board members.</p> <p>Motion B – Accept the Programmatic Report as presented.</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: P.Zabell/E.Yerxa unanimous</p> <p>Satisfies Org. Standard 5.9 <i>“The Department’s Tripartite Board/advisory body receives programmatic reports at each regular board/advisory meeting.”</i></p> <p>Motion B – Programmatic Report M/S: P.Zabell /E. Yerxa unanimous</p>
VIII. Board Member/ Individual County Issues – Open Discussion on Emerging Regional Issues		
<p>A. Universal Concerns: i. COVID19 Pandemic</p>	<p>This was added at the request of the last board meeting. Discussion followed regarding being prepared to move into the future once counties can re-open.</p>	
<p>B. Colusa County</p>	<p>Board Member Elizabeth Kelly reported out that they are working diligently on the vaccine from the State. Donna Dennis reported that they are working on the Point in Time County surveys to get back to Glenn County.</p>	
<p>C. Glenn County</p>	<p>Board Member Phil Zabell discussed a fundraiser he held to install a repeater to be used for emergency communication in wildfire vulnerable areas in Glenn County. Board Member Bill Wathen reported developing a navigation center for CAD staff with a no wrong door services for homeless. Also looking at the Juvenile Hall building in Willows for the same project. Executive Director Zoppi reported that Glenn County has submitted an application for ACES aware funding.</p>	
<p>D. Trinity County</p>	<p>Board Member Liz Hamilton mentioned the big push in vaccine distribution, reports the county as a whole has become great as pivoting as the plans/snow/vaccine information changes. Hired an individual to deal with landlord engagement as rent is very high in Trinity County.</p>	

E. Other Universal Concerns	None.	
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. Confirmation of Next Meeting- Chair		
	The next meeting will be April 28, 2021 (location to be determined, likely Zoom).	
XI. Adjournment	Chair Corum adjourned the meeting at noon.	

Respectfully submitted by: Kathryn McDaniel, Community Action Manager, Colusa-Glenn-Trinity Community Action Partnership

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