

**Colusa-Glenn-Trinity Community Action Partnership Board Meeting Minutes**  
**April 28, 2021 – 10:00am**  
**via Zoom Meeting**

Agenda Items	Discussion	Actions & Recommendations
<b>I. Call to Order/ Quorum Established/ Introductions</b>		
<p><i>Resumed Agenda as Published.</i></p> <p><b>B. Read CAP Pledge</b></p>	<p>The meeting was called to order at 10:02 am by Chair Keith Corum. Staff Member Kathryn McDaniel took roll call to establish a quorum.</p> <p>Those in attendance:  <b>Board Members:</b> Merced Corona (C), Daurice Smith,( C ) Donna Dennis (C), Elizabeth Yerxa (C), Elizabeth Kelly (C), Keith Corum (G), Bill Wathen (G), Rev. Phil Zabell (G), Sheri White (T), Dan Frasier (T), Linda Wright (T), Jan Saxon (T), Liam Gogan (T), Debbie Moutter (G) – joined at 10:15am</p> <p><b>CGTCAP Staff Members:</b> Christine Zoppi, Randy Royce, Kathryn McDaniel, Kendall Wilson, Lauren Wong, Brenda Enriquez, Steve Peirce</p> <p><b>Guests:</b> Jason McMullan (C), Tricia Alberg (T), Gilbert Goethard (G)</p> <p>Chair Corum recited the CAP pledge.</p>	<p>Note:  (C) Colusa County  (G) Glenn County  (T) Trinity County</p>
<b>II. Requests by Members of the Public to Address the Board – Chair (Pursuant to Section 54954.3 of the Ralph Brown Act)</b>		
	none	
<b>III. Consent Calendar – Staff and Board - (Action)</b>		
<p><b>A. Meeting Notice and Posted Date as Required by the 1994 Brown Act – Staff</b></p> <p><b>B. Agenda Additions</b></p> <p><b>C. Approval of April 28, 2021 Agenda</b></p> <p><b>D. Approval of January 27, 2021 Minutes</b></p>	<p>Staff member Kathryn McDaniel reported that the agenda was posted at the Board Supervisors offices on the 23<sup>rd</sup>. Sent to Colusa, Glenn, and Trinity Counties, and at the CGTCAP Office in Orland as well as the CGTCAP website.</p> <p>None.</p>	<p>Motion to approve the Consent Calendar  M/S: E. Yerxa / S. White  Motion passed unanimously.</p>
<b>IV. CAP Plan Presentation - Staff</b>		

<p><b>A. Present/ Accept 2021 Community Needs Assessment – Community Action Staff - ACTION</b></p> <p><b>B. Accept 2022/ 2023 CAP Plan Priorities and Authorize Director to Submit CAP to Governing Board - ACTION</b></p>	<p>Staff member Brenda Enriquez and Lauren Wong shared a power-point presentation.</p> <p>From the Colusa Stakeholders Meeting, the most pressing issues were presented. The issues in order were: Income and job stability, housing instability and affordability, education and skill needs, mental health and wellness and lack of overall wellness.</p> <p>From the Glenn Stakeholders Meeting, the most pressing issues in order were housing and affordability, mental health/wellness, income and job stability, education and skill needs, and substance use disorder.</p> <p>From the Trinity Stakeholders Meeting, the most pressing issues in order were: Housing Instability and Affordability, Mental Health and wellness, Substance Use Disorder, Income or Job Stability, education or Skill Needs.</p> <p>Public Hearing and Approval at the Glenn County Board of Supervisors June 15, 2021 at 9:15 am. TBD is in person or via teleconference.</p>	<p>Motion to accept item IV-A and IV-B as presented.</p> <p>M/S P. Zabell/ M. Corona Motion passed unanimously.</p>
<p><b>V. Administrative Business/ Housekeeping – Staff and Board</b></p>		
<p><b>A. CAP Board Vacancy Updates –</b></p> <p><b>Colusa – One vacancy</b></p> <p><b>Glenn – One vacancy</b></p>	<p>Staff Member Kathryn McDaniel presented one application each for Glenn and Colusa respectively.</p> <p>Jason McMullan submitted an application for Colusa County</p> <p>Gilbert Goedhart submitted an application for Glenn County</p>	<p>Motion to appoint Jason McMullan to the Colusa CGTCAP Board vacancy. M/S: M.Corona/ E.Yerxa Motion passed unanimously.</p> <p>Motion to appoint Gilbert Goedhart to the Glenn CGTCAP Board vacancy. M/S: K. Corum/ D. Moutter. Motion passed unanimously.</p>
<p><b>B. Resolution Honoring Joanne Overton - ACTION</b></p>	<p>Staff Member Kathryn McDaniel explained the resolution honoring Joanne Overton. Chair Corum suggested presenting the resolution to her at a Glenn County Supervisor meeting and post picture on the FB page.</p> <ul style="list-style-type: none"> <li>• With grammatical correction</li> </ul>	<p>M/S: L. Wright/ P. Zabell Motion passed unanimously.</p>

<p><b>C. Resolution in Honor of Minnie Lawrence - ACTION</b></p>	<p>Chair Corum asked Elizabeth Kelly if she could find out if Minnie Lawrence has any family in Colusa County. Otherwise, the resolution could be presented and kept in the Board archives. Colusa County Board of Supervisors will have it read at a meeting and will invite Minnie Lawrence's family.</p>	<p>M/S: M.Corona/E. Yerxa Motion passed unanimously.</p>
<p><b>D. CGTCAP Board Member Trainings - NOTICE</b></p>	<p>Staff Member Kathryn McDaniel announced Board Member Training on two dates in June 2021. Flyer included in Board packets.</p>	
<p><b>VI. Request for Proposals for Community Services Block Grant CARES Funding – Kathryn McDaniel, CSBG Manager - Action</b></p>		
	<p>Kathryn McDaniel reported that she had met with Colusa and Trinity County to discuss applications for CSBG CARES funding. The County Chairs recommend the following sub-agreements:</p> <ul style="list-style-type: none"> <li>• Colusa - award Colusa County Ministerial Association \$75,000.</li> <li>• Trinity- award Human Response Network (HRN) \$60,000 and the Trinity County Office of Education \$15,000.</li> </ul> <p>Sub-agreements will be drafted by the Lead Agency and submitted to the governing board, Glenn County Board of Supervisors for approval.</p>	<p>M/S: L. Wright/J.Saxon Motion passed, with Jason McMullan abstaining from the voting.</p>
<p><b>VII. Executive Directors Report - Christine Zoppi, Director</b></p>		
	<p>Director Christine Zoppi reported we are in best financial shape she has seen. Our budget has doubled, and we have added a great number of new staff. The last 24 months has been a rough ride as we re-align our process. Luckily, Community Action has not had any (covid-19) outbreaks in the office, and all staff is back in the office. Weatherization is working to resume services in all three counties. The Director listed new hires and promotions in CAD. We are in the process of securing a new workspace for the majority of the CAD team. Once that is signed, we will begin renovations and hope to have staff moved by late summer/early fall.</p> <p>Non-profit organization update: stages of development– has its first contract employee, Jamie Umble, we will hire permanent employees in the non-profit. This non-profit could act as a TA to other non-profits in our area.</p>	
<p><b>VIII. Reports – Staff – Action</b></p>		
<p>A. Programmatic Report – Staff – Steve Peirce, Weatherization Manager</p>	<p>A. <b>Programmatic Reports:</b> Utility assistance has increased in the last 3 months. Our WPO has also jumped in the last 3 months. We are in the process of getting applications approved for all 3 counties. We have available funding in emergency heating/cooling. Open for questions. J. McMullan asked about Outreach services in Colusa County. Chair Corum wants to share the Weatherization information with the local ministerial associations. Discussion among several attendees about outreach in general as well as ERAP outreach moving forward.</p>	<p><b>Satisfies Org. Standard 5.9</b> <i>“The Department’s Tripartite Board/advisory body receives programmatic reports at each regular board/advisory meeting.”</i></p>

<p>B. Fiscal Report – Staff – Randy Royce, Fiscal Manager</p>	<p><b>Motion A</b> – Accept the Programmatic Report as presented.</p> <p>B. <b>Fiscal Report: CGTCAP</b> Staff Randy Royce listed the programs that are ‘listed in yellow’ due to an extraordinary amount of money still to be expended with those grants. LIHEAP - We were unable to weatherize due to COVID protocol, the grants have been extended through December 2021. HEAP – One time block grant for capital development improvements, we are trying to spend down the dollars. Housing Team has a Plan B to get the funds spent. This ends in June 2021. ESG extended through September 2022. All other grants are working well. Discussion was held.</p> <p><b>Motion B</b> – Accept the Fiscal Report as presented.</p>	<p><b>Motion A – Programmatic Report</b> M/S: P.Zabell /E. Yerxa unanimous</p> <p><b>Satisfies Org. Standard 8.7:</b> <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><b>Motion B - Fiscal Report</b> M/S: P.Zabell/D.Moutter unanimous</p>
<p><b>IX. Board Member/ Individual County Issues – Open Discussion on Emerging Regional Issues</b></p>		
<p><b>A. Colusa County</b></p>	<p>Board Member Elizabeth Kelly reported out that Board of Supervisors has approved the intentions for our medi-cal managed care with Partnership with Health. Mentioned the No Place Like Home project earlier in the meeting.</p>	
<p><b>B. Glenn County</b></p>	<p>Board Member Phil Zabell discussed a repeater being installed in Glenn County to help with disaster related emergency communication. Director Christine Zoppi reported that the Board of Supervisors is working towards a Partnership for Health plan. Staff member Kathryn McDaniel reported on the No Place Like Home project in Glenn County. The county has partnered with a housing developer who is looking at a possible site in Orland; they’ve partnered with GC Behavioral Health for the supportive serviced provided for the project. Director Zoppi discussed ACES training in the near future.</p>	
<p><b>C. Trinity County</b></p>	<p>We have the ERAP grant to work with that program to pay for rent. Also been working with Southern Trinity with people affected by the August complex fire. We have supplied one gentleman with a trailer. A group of people has been meeting to look at the possibility to create a community development for low-income housing. Board Member Linda Wright complimented Liz Hamilton with DHHS for her effort to get the COVID vaccine out in Trinity County.</p>	

<b>D. Other Universal Concerns</b>	None.	
<b>X. Governing Board Actions – Notice Only</b>		
	Board Members were directed to their packets for a summary of recent governing board actions pertaining to CGTCAP.	
<b>XI. Announcements – Staff – Report</b>		
	<ol style="list-style-type: none"> <li>1. Form 700 is being used as your conflict-of-interest statement. Please get those submitted</li> <li>2. Community Action Month is in May – Huggy Heart project for Facebook.</li> <li>3. May Community Action Month – draft proclamation offered to all 3 counties.</li> </ol>	
<b>XI. Confirmation of Next Meeting- Chair</b>		
	The next meeting will be July 28, 2021 at 10 am on ZOOM.	
<b>XI. Adjournment</b>	Chair Corum adjourned the meeting at 11:54am.	

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

KM:ld