



"Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other."

**COLUSA-GLENN-TRINITY COMMUNITY ACTION PARTNERSHIP BOARD OF DIRECTORS' MEETING
Wednesday, October 25, 2017, 10:30 a.m.**

Trinity Alps Golf Course, 130 Golf Course Drive, Weaverville, CA 96093 (530) 623-6209

Members Present: Sandy Bechtold, Lora Ceccon, Trinity County Supervisor Bobbi Chadwick, Glenn County Supervisor Keith Corum, Donna Dennis, Letty Garza, Trinity County Supervisor Keith Groves, Maralee Hinman, Elizabeth Kelly, Minnie Lawrence, Caedy Minoletti, Debbie Moutter, Joanne Overton, and Rev. Phil Zabell.

Members Absent: Colusa County Supervisor Kent S. Boes, Colusa County Supervisor John D. Loudon, Glenn County Supervisor Vince Minto, Al Scott and Rev. John Vafis.

Staff Present: HHSA Director Christine Zoppi, Deputy Director Bill Wathen, Housing and Weatherization Coordinator Steven Peirce, Consultant Suzi Kochems and Connie Scott.

Guests: George Overton.

Quorum Met: Yes

I. Call to Order/Introductions – Chair

Meeting called to order at 10:30 a.m.; fourteen present and five absent.

A. Introductions – All

B. Read CAP Pledge - All

II. Requests by Members of the Public to Address the Board – Supervisor Keith Corum, Board Chairman (Pursuant to Section 54954.3 of the Ralph Brown Act).

Philip Zabell distributed a flyer on the dedication and commission of the Disaster Response Trailer to be held November 5th, 2017 at St. Paul's Lutheran Church in Artois, California. Acquiring and outfitting the trailer was a collaborative effort of the Lutheran Church (Missouri Synod), Glenn Communities Working Together, private donors and other organizations.

III. Administrative Business/Housekeeping - Staff and Board

A. Meeting Notice and Posting Date as required by 1994 Brown Act – Staff

Postings confirmed as required by 1994 Ralph Brown Act. Staff confirmed documents were posted/mailed October 16, 2017.

B. Agenda Additions – None.

C. Approval of October 25, 2017 Agenda - Supervisor Keith Corum, Board Chairman – Action
Recommendation to approve – P. Zabell /D. Moutter– **Unanimous.**

D. Approval of May 22, 2017 Minutes – Supervisor Keith Corum, Board Chairman – Action
Recommendation to approve – P. Zabell /D. Moutter – **Unanimous.**

E. Trinity County Vacancy Update – Sandy Bechtold, Trinity County Local Chair – Possible Action.

Sandy Bechtold introduced Maralee Hinman, the new Category II Board Member from Trinity County. Recommendation to approve Maralee Hinman as the new Trinity County Category II Representative – M/S S. Bechtold/B. Chadwick – **Unanimous.**

F. Glenn County Vacancy Update – Debbie Moutter, Glenn County Local Chair – Possible Action.

Debbie Moutter notified the Board that Al Scott was selected as the new Category III Board Member from Glenn County. A majority of the Glenn County local board met on October 16, 2017 and voted on the applications that had been submitted for consideration. Recommendation to approve Al Scott as the new Glenn County Category III Representative –M/S D. Moutter/J. Overton **Unanimous.**

G. Approve Resolution for John Minniear’s Service on the CAP Board – Action

Supervisor Corum read the resolution to the Board members present. Recommendation to approve the Resolution for John Minniear – M/S P. Zabell/D. Moutter. **Unanimous.** At this time, Supervisor Corum welcomed Trinity County Supervisor Keith Groves, who is filling the CAP Board vacancy left by Supervisor Bill Burton.

IV. Executive Director’s Report – HHS Director Christine Zoppi - Possible Action

A. Fiscal Report/Funding

Director Zoppi introduced Steven Peirce, Interim Weatherization Coordinator for the Housing and Weatherization Department. He oversees the field staff, and has eighteen years of Weatherization experience, with nine of those years at the HHS. Director Zoppi distributed a copy of the Director’s Report. She reviewed each section:

- Personnel – CAP personnel remains constant. Randy Royce and Steven Peirce are serving in interim positions, and Christine recommends we hold off filling permanent positions at this time.
- Non-Profit – Megan D. Brown, Esq. will be assisting us in establishing the non-profit entity. We need to determine a name, board composition and purpose for the bylaws and application package.
- Dos Rios Continuum of Care and Housing Planning – Christine will be sending the board links to websites on new legislation and housing.
 - Trinity County noted that housing is in great demand. Potential county employees have declined job offers due to lack of housing. Suzi Kochems noted that Trinity County is leveraging funds from Partnership Health with the “No Place Like Home” grant to build a 20-24 unit apartment complex using low income tax credits. Trinity County Supervisor Groves added that one of the reasons Trinity County has a housing shortage is a forty-two year old General Plan, which has restricted housing starts. However, they hope to get some State money, and will be able to start the General Plan process to enable the County to start working on the housing shortage.
 - Deputy Director Bill Wathen noted that affordable rentals are in short supply for the working-class population. Bill said that his Social Services department is looking for a facilitator or a group to commit to working on this housing issue.
 - Suzi Kochems added that she is also a part of the Shasta Continuum of Care which is composed of seven counties. Like The Dos Rios Continuum, they also covered a large geographic area. Suzi said that one of the first things the Shasta Continuum did was to establish a very strong local COC and make sure all the partners that needed to be at the table were represented. This collaborative is working well together and getting things accomplished. Suzi also emphasized that there is a homeless/housing problem. Sandy Bechtold said she would like to see one unified group that can work on the details of the housing problem. Suzi added that while homeless families and veterans’ numbers have decreased, the single man/woman homeless group has exploded. She feels there needs to be an emphasis on studio units/single bedrooms and/or transitional housing to meet the needs of this group. Suzi suggested that the non-profit might be a method to fund some of the homeless issues and make it more of a regional approach.
 - Elizabeth Kelly agreed that there needs to be a dedicated person to spearhead this issue. She feels that one thing that has addressed the homeless/housing issue is

transitional housing. It is a launching point for permanency. Elizabeth added that their transitional units are always full. It gives families time to get their lives in order to be self-sufficient.

- Sandy Bechtold proposed that our mission be focused on housing issues. Sandy noted that Trinity County lost approximately 10% of their housing due to the recent fires. She also noted that our country has not really addressed the housing issue for fifty years.
- Director Zoppi commented that we started to address the housing issue about eighteen months ago, and shortly thereafter brought Suzi on board as a consultant, and she has helped re-energize the Dos Rios COC. We now have a Housing Strategic Plan. Director Zoppi feels there will be some planning monies available, from such places like the No Place Like Home grant, plus future opportunities to work on the housing issue going forward.
- Director Zoppi noted the two fiscal reports included in the packets. Director Zoppi opened the floor for questions, and none being heard, moved on to the next section.

B. Staffing/Personnel

Covered under section A.

C. Emerging State/Federal Issues

Director Zoppi discussed Partnership Health Plan of California. This is the MediCal managed care provider for Trinity, Shasta, Mendocino and other northern and coastal counties. This provider has brought substantial revenues into their participating counties, and Director Zoppi would like Glenn and Colusa Counties to benefit from this participation. Butte County is currently seeking Board approve to join this partner, and Director Zoppi would like to petition the Glenn County Board of Supervisors on this matter as well. Elizabeth Kelly said she is also taking this issue to the Board of Supervisors in Colusa County. Partnership Health Plan is governed through legislation, and is considered a county organized health care system and is considered a not for profit JPA equivalent.

Director Zoppi mentioned that in March of 2018, there will be a legislative conference in Washington, D.C., and she has budgeted for one board member to attend.

D. Communications Received

The CSBG closeout letter is included in our packet of information. At this time, Deputy Director Bill Wathen commented that Steve Peirce has had the opportunity to work in all three counties in weatherization. He has received all available trainings that the state offers for this work, and has achieved the ranking of a Housing and Rehabilitation Worker III, which is the highest ranking he can achieve as an installer. He is looked at state-wide as a model of one who provides technical assistance in Housing and Rehabilitation, and has contracted with other counties of the state that do not have certified staff on board.

V. Review, Discuss and Provide Direction to Staff Regarding the Formation of the Non-Profit, Including the Name, Purpose and Board Governance Which Will Be Reflected in the Bylaws – Staff and Board – Possible Action

Director Zoppi distributed paperwork on guidelines for objectives to discuss concerning the non-profit. The three main areas of conversation today will revolve around the name for the non-profit, the board composition and purpose of the non-profit.

- **Potential Names:** Director Zoppi listed four possible names for the non-profit:
 - Tri Counties Community Action Partnership
 - Community Action Partnership3 or CAP3
 - Dos Rios Community Action Partnership
 - Two Rivers Community Action Partnership

Discussion was held. Joanne Overton and Letty Garza liked the name Tri Counties Community Action Partnership, and Letty added that we could refer to ourselves as “Tri-CAP”. Supervisor Corum suggested that we have a first and second choice. Choose #1 – Tri Counties Community Action Partnership and #3 – Dos Rios Community Action Partnership as our two main choices for a name for the nonprofit. Director Zoppi asked that staff have some latitude in modifying the name if need be. M/S P. Zabell/S. Bechtold. **Unanimous.**

- **Board Composition:** Director Zoppi suggested three types of board compositions:
 - Development Board: 3 members (1 from each county)
 - Implementation Board: 5-7 members (1 from each county, plus low income reps)
 - CSBG Designation Eligible Board: 9-18 members (tri-partite)

After consulting with the National Community Action Partnership legal department and various lawyers, Director Zoppi was encouraged to phase the board development over time. It was suggested that we start with a Development Board to help get the non-profit through the paperwork process, selection of board of directors, and by-laws. This board could consist of a member from each county that would work with staff to get the non-profit started. Next, we would move to an Implementation Board that would be bigger. At some point in time, the vision would be to have the non-profit become the designated Community Action Agency and receive funding directly. When we reach the point that we want a board that is designated, we would then have to move to a tri-partite board which would have elected officials, representatives from the low-income sector and from the business sector, similar to what our current CAP Board is today. Director Zoppi recommended that we start with a three member Development Board and that we evolve that board over time. She also suggests that the three member board be composed of one member per county, and that the members not be current members on our CAP Board. Director Zoppi suggests that the new board meet every two months, possibly having a face to face meeting with the current CAP Board. Suzi Kochems volunteered that she would work with the non-profit board. By-laws and paperwork need to be established first. Director Zoppi suggested that the non-profit board meet after the regular CAP Board meetings. Supervisor Corum suggested the CAP Board hold the Developmental Board accountable to the CAP Board, and that they report their progress to the CAP Board. After discussion, a motion was made to accept the **Board Composition** as outlined on the handout and discussed by the CAP Board. M/S E. Kelly/P. Zabell. **Unanimous.**

- **Purpose:** We need a broad purpose that would cover multiple counties, should that issue arise in the future. The example listed by Director Zoppi is for the board’s reference. No action was needed on the Purpose at this time.

VI. Board Member/Individual County Issues – Open Discussion on Emerging Regional Issues

A. Colusa County:

Elizabeth Kelly, Director of the Health and Human Services Agency of Colusa County, spoke of the In Home Supportive Services MOE, which is the share of cost that counties have to pay for the IHSS program. Due to some new state regulations, counties will be experiencing an enhanced cost to IHSS. Since it is a federally mandated program, counties will comply, and necessary funds will come from the county. The MOE is affected by the minimum wage, and since the minimum wage will be increasing over the next five years, the cost of the IHSS program will also increase. This could also divert funds away from the County Medical Service Provider (CMSP) program that helps with indigent health care. Director Kelly also mentioned that their case load in Child Welfare has doubled. The hospital is not open yet, although they do have staff on board. Suzi Kochems added that Colusa County has submitted an application for the “No Place Like Home” technical assistance grant for \$75,000.00, and the county has hired a Housing Coordinator to work on housing issues for the county.

B. Glenn County:

Supervisor Corum acknowledged that Glenn County Board member Joanne Overton and her husband George celebrated their sixty-second wedding anniversary. Director Zoppi commented

that one year ago, she proposed hiring a position to focus on Community Economic Development in Glenn County, funded by the CalWORKS program, Planning and Public Works and the Board of Supervisors. This was meant to be a pilot program. Due to this program, we currently have approximately 200 job starts in Glenn County. Locally owned Cal Ag, after twenty years of research, will be the first medium density rice straw fiberboard plant in the world, bringing 80 jobs to the county. The Community Development Director has been giving them resources and assistance to help Cal Ag acquire over nine million dollars in tax credits. There are two fertilizer plants with sixty plus jobs in different phases of construction, a brewery is in development, and other projects are being assisted in the County. Deputy Director Bill Wathen added that he has been participating on the Glenn County Alliance for Prevention, a small group that has been meeting since July on the opioid issue to establish a forum, represented by various county departments, to apply for funds in the future for prevention. He is also working with Children's Interagency Coordinating Council (CICC), who has a sub-committee called Keeping Kids Safe, to determine how to get information to the schools concerning the opioid and child suicide issue. He mentioned that Glenn County has a Continuum of Care and the agency has a housing team to work with the COC to get the information to the public. Deputy Director Wathen also sits on an Adult Ed forum to work with our agency on the staff move to the new location in Orland. Since we will be in close contact with other agencies, such as the Office of Education and the Child and Family Resource Center, this forum will focus on developing a better working relationship between our agency and the other agencies in Orland. Volunteerism is also an issue being discussed on the county level. Supervisor Corum spoke of the housing shortage in our county. Cal Ag will be bringing in approximately 400 construction workers, who will be spending up to two years in Glenn County working on the plant, and there is no housing available for this influx of workers.

C. Trinity County:

Trinity County HHS Director Letty Garza reported that the HHS has been spending much of their time working on the recovery efforts for victims of the Helena fire. The local community and neighboring towns and cities have donated water and clothing. She said they also had to deal with water quality issues after the fire. They will be opening a visiting center for the Child Welfare Services. Supervisor Bobbie Chadwick reported that in Hayfork, mold was detected in the High School. They are using portable units for the school until the mold issue is resolved. Suzi Kochems added that there are funds available to develop a 20-24 unit affordable housing development; a committee has been formed and the process is moving forward. Suzi mentioned they will hold a full point in time count in January for the homeless population, since the August count was hampered due to the fires. Human Resource Network Director Caedy Minoletti commented that the Trinity County Affordable Housing Committee will be meeting on 10/26/17, and they will be evaluating the summer point in time count when the fires took place. They received half of the surveys they usually get during this count. Caedy also mentioned that there has been a tremendous amount of fund raisers sponsored by local service clubs, individuals and businesses. So far, around \$95,000.00 has been raised to help fund transitional trailers for those who lost their homes to the fires. The HRN will be facilitating the case management and the housing for this project. They currently have two duplexes and two trailers, and they hope to double that to provide more housing. Caedy also mentioned that they have spent the last fifteen months evaluating the wage scale, comparing wages and job requirements with surrounding counties. Due to this study, they have been able to have an increase in wages, with the intent of being able to compete for and retain employees in the county. Sandy Bechtold announced to the Board that former Trinity County Category II board member Al Schroeder passed away in September.

D. Other Universal Concerns - None

Phil Zabell spoke of VOAD-Voluntary Organizations Against Disaster. He recently visited Napa

and Sonoma, and Sonoma County is using the 211 system to help track donations for the victims of the fires. Phil mentioned that if a county is considering implementing the 211 system, they review the free database management system that tracks donation to run alongside the 211 system. Director Zoppi encouraged all counties should use the 211 system. She also added that this system would work well with communication and volunteerism as we move forward with our non-profit.

VII. Confirmation of Next Meeting – Action

The next meeting will be in Redding at the Best Western Hilltop Inn, C.R. Gibbs Restaurant, on January 24, 2018 at 10:30 a.m.

VIII. Adjournment

The meeting was adjourned at 12:30 p.m.

Respectfully submitted by:

Connie Scott, ETW II, Glenn County HHS