

**COLUSA-GLENN-TRINITY COMMUNITY ACTION PARTNERSHIP
BOARD OF DIRECTORS' MEETING MINUTES**

Wednesday, October 26, 2016 at 10:30 a.m. Rocco's Bar & Grill, 546 Market Street, Colusa, CA 95932

Members Present: Sandy Bechtold, Trinity County Supervisor Bill Burton, Lora Ceccon, Glenn County Supervisor Keith Corum, Donna Dennis, Letty Garza, Elizabeth Kelly, Colusa County Supervisor John D. Loudon, Colusa County Supervisor Mark Marshall, John Minniear, Debbie Moutter, Joanne Overton, Rev. John Vafis and Pastor Philip Zabell.

Members Absent: Minnie Lawrence, Glenn County Supervisor Vince Minto, Cyndi Montoya, and Trinity County Supervisor Judy Morris

Staff Present: Christine Zoppi, Bill Wathen, Shane Anderson and Connie Scott.

Guests: Nancy Crooks, Liz Hamilton, Suzi Kochems and Caedy Minoletti

Quorum Met: Yes

I. Call to Order – Supervisor Keith Corum, Board Chairperson

Meeting called to order at 10:31 a.m.; fourteen present, including one alternate, and four absent.

A. Introductions – All

B. Read the CAP pledge – All

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

Pastor Phil Zabell distributed flyers for a fund raiser they are having for the disaster response trailer that St. Paul's Lutheran Church of Artois has acquired. Approximately \$3,500.00 is still needed for the project.

III. Administrative Business/Housekeeping – Staff and Board

A. Meeting Notice and Posting Date – Supervisor Keith Corum, Board Chairman

Postings confirmed as required by 1994 Brown Act. Staff confirmed documents were posted/mailed October 17, 2016.

B. Agenda Additions - None

C. Approval of October 26, 2016 Agenda – Supervisor Keith Corum, Board Chairman – Action Recommendation to approve- J. Minniear/D. Moutter - Unanimous

D. Approval of August 25, 2016 Minutes – Supervisor Keith Corum, Board Chairman – Action
Supervisor Bill Burton of Trinity County asked that a change be made. In Section C, Line 27, Supervisor Burton said he asked about the efficiency or sustainability of the non-profit, not the profitability of the non-profit. Christine also added that Joanne had questioned the date our CAP Board was established, and Christine noted that Joanne Overton was correct-our CAP board was established in 1988. **Recommendation to approve as corrected–B. Burton/D. Moutter – Unanimous.**

E. CAP Board Vacancies – Trinity County - Christine Zoppi, Director – Action

An ad was placed in the Trinity County Journal to fill the vacancy in Category II for Trinity County. We received two applications for the vacancy. Christine asked that the Trinity board members convene at this time to discuss the two applications. Supervisor Bill Burton spoke for the Trinity County board members and notified the CAP Board that they have accepted the application of Caedy

Minoletti from the Human Response Network to fill the vacancy. A motion was made to approve Caedy Minoletti to fill the Category II vacancy for Trinity County. **Recommendation to approve - J. Minniear/S. Bechtold. Unanimous**

IV. Executive Director's Report – Christine Zoppi, Director, HHSA

A. Fiscal Report/Funding

Deputy Director Bill Wathen reviewed the Stoplight Report and the report on all programs, in compliance with the Organizational Standards requirements. Bill noted that on the program report, the bottom five programs pertain to all three counties. Shane Anderson commented on the extension of various grants in the Weatherization Department. Shane asked the Board members to encourage people in their respective communities to apply for LiHEAP assistance, as we have three grants currently open with available funds. Shane said his staff will be emailing information on the 2017 LiHEAP grant, and noted that he is postponing the mass mailer for another month until they process the information on the 2017 LiHEAP grant. Shane also mentioned that the State is returning to a policy from the 1990s of a job budget, allocating a set amount of money to be spent per job. This is used to enable Weatherization to serve more people. Now we run an energy audit, which can increase the cost of the job, but the people they serve are getting a better “bang for their buck”. Shane assured the Trinity County board that there are jobs currently running that did not make it on the handout.

B. Staffing/Personnel – Christine introduced Jody Samons, the new Community Development Director for the HHSA. Jody brings the ability to connect WIOA and CalWORKs programs to the business community. Jody noted that connections she has made over the past 36 years of her county service will be invaluable in her new position. She is hoping to bridge some gaps between our business community and education. Shane noted that he has added two employees to his staff. One Weatherization worker is currently at training, and a new case manager will start on Monday. With the addition of the new case manager, each of the three counties will have a dedicated case manager to serve their county. Shane said he will bring a contact list for each county to the next meeting.

C. Emerging State/Federal Issues – Christine informed the Board of the upcoming State CalCAPA (Community Action Partnership Association) conference in Long Beach in April, 2017. She encouraged the Board members to attend the conference, if possible, and noted she would let members know the date of the conference as soon as she is informed. She asked members to let Supervisor Corum, Connie Scott or herself know if they are interested in attending.

Christine stated that she likes to do succession planning, and will add a training segment to each meeting and will schedule an orientation for new members in the spring. In June, we will be moving into our Community Action Plan development, and will have a meeting in May/June to prepare for this. This meeting will allow the Board to review the plan and adopt it prior to the June 30, 2017 due date. Through CalCAPA, the State has made assistance available for agencies to build capacity, and there is no cost to us for that assistance. We will work with CalCAPA to help pay for our consultant fees. CalCAPA will also help us with funds for training for staff and the Board. Christine asked the Board to mention to Supervisor Corum or to her if there is any training they would be interested in.

Christine turned over the discussion to Elizabeth Kelly from Colusa County. Elizabeth serves as a co-chair for a work group in the Small Counties committee with the Welfare Directors Association of Directors to look at Whole Person Care. The Department of Health Care Services, in conjunction with some of the small rural counties, wants access to the small counties for whole person care. Whole person care consists of community partnerships to deal with homelessness and high users of emergency rooms, for those with mental illness and those who are at risk of being homeless who are not accessing health care appropriately, and to find ways to help this population navigate through this process. Elizabeth passed out a handout on this issue. She will find out more information on this

program in November. Suzi Kochems asked Elizabeth if they plan to work with Glenn and Trinity Counties, to which Elizabeth replied that at this time, she did not know. She mentioned that homelessness is a major issue state-wide, and the State is realizing that adequate housing is essential to helping folks get jobs. Small counties do not have the funds to front the money for a project like this.

Christine discussed the County Medical Services Program (CMSP). Our Board Chairman signed a letter requesting more money in the small county grant-making process. All three of our counties applied independently for CMSP money, but Christine has not been informed of any awards announced at this time. CMSP has a large fund balance, but we need to develop a way to advocate for our small counties to have access to that funding. The funding is to be used for indigent health care, yet in our small counties; we have very few folks who meet CMSP's qualifications to receive assistance. Christine said she will be making several trips to the Planning and Benefit Department of CMSP to make known the needs of our three counties.

Christine reviewed the state of our facilities. She mentioned the evacuation of the Orland facility due to air quality issues. OSHA has cleared the building, and staff should be returning to the building the first week or two of November. Mark Marshall emphasized the need for an emergency plan, should incidents like this arise. Prompt reporting and investigation are critical in a situation like this. Elizabeth Kelly suggested that management take media training, to be prepared to represent their agency in a public forum. The influence of social media should caution those in management to choose their words carefully. Mark added that the cost of this situation will impact the HHSA insurance, as the risk modification will increase, resulting in higher premiums for an extended period of time.

Suzi will be sending out invitations to work on strategic planning for our housing program. We want to have a document and plan that reflects the housing priorities and needs in each county. This plan will address issues such as affordable housing, how we handle a discharge from the hospital, senior and aging population, dementia, mental health issues, homelessness and other issues. On November 17, 2016, there is a post-election event in Los Angeles. David Bradley, our lobbyist in Washington, will discuss how the election results will impact Community Action. Christine will be attending, and would welcome Board members to attend the event with her.

Christine then distributed a time line for October, 2016 through June 30, 2017. Our consultant will be assisting us with the Community Action Plan for 2018-2020. Requests for Proposal will be going out in October and November, and the work on the plan will begin in January through June 30, 2017. Other projects to be worked on until June 30, 2017 include Needs Assessment, Public Hearings (sometime in May/June), Community Input, Strategic Plan, Housing Plan (hopefully adopted in April), and the Non-Profit.

D. Communications Received - None

V. CAP Training: Panel Discussion: "Voice of Experience": John Minniear, Joanne Overton, Sandy Bechtold and Mark Marshall

Each panel member shared on their experiences on the CAP Board.

John Minniear: John was hired to run Weatherization prior to PG&E's involvement with our team. John feels that our organization is much better now than in the past. John felt that Trinity County provided more education for the Weatherization team, as their way of life is different than that in Glenn County, and offered different needs. All in all, John was pleased with his team and the experiences he had at the HHSA.

Joanne Overton: Joanne started on the CAP Board as a member of the Glenn County Board of Supervisors in 1984. Larry Carmona was chairman of the Community Services District. Mr. Carmona was supportive of the Weatherization program, and came up with the Joint Powers Agreement, and looked for counties to join us. Colusa and Trinity Counties were perfect to become part of our tri-partite board. Joanne commented that the Board grew strong and accomplished many things, but a few years ago began declining. The Federal government caused the decline in our organization. Yet when Christine returned to the HHSA, our CAP Board began to grow stronger. She is pleased to see our three counties growing together and working well together. Joanne and a Supervisor from the other two counties hired Kim Gaghagen as the Director of the HRA.

Sandy Bechtold: Sandy joined the board when Kim Gaghagen was the HRA Director. Sandy agreed with Joanne that a few years ago, our CAP Board was very robust. Kim spent a lot of time in Sacramento and Washington, D.C. making sure politicians understood that not everyone has the same opportunities and advantages and needed programs to help them. Sandy noted that politics changed, and programs started to leave. She wondered how our Board would survive. The homeless population has grown, housing is an issue, and Sandy was very concerned about our sustainability. When Christine came back, she feels we will survive. She feels the Federal government does not hear us, but is guardedly optimistic about the future.

Supervisor Mark Marshall: Supervisor Marshall said he has been on the Colusa County Board of Supervisors for sixteen years. He advises the new County Supervisors that it is important to the success of this organization for them to participate. The work that this board does in all three counties cannot be replaced by anything else. This board needs leaders, such as the Supervisors and County Directors. Supervisor Marshall feels like we are in a transition now. We seem to be in a financial downswing. He advises the County Supervisors to step beyond and be a voice for this Board to State and Federal legislatures to support our programs. Supervisor Marshall mentioned that we need to embrace the churches in our communities to let them know what programs we have to offer. We need to build relationships with the people we serve. We need to market ourselves better. “County Supervisors, be involved, make it a priority to attend these meetings, and educate yourselves”. Supervisor Marshall feels that the elected officials have the ability to develop relationships with people that provide the money for this organization, and they need to use their influence to make this a better organization.

Christine thanked the members for their participation on the panel, and then opened up the meeting to anyone who had questions for the panel. Trinity Supervisor Bill Burton asked about loan programs, as we move forward with a non-profit structure. Supervisor Marshall answered that the participation in the CDBG program has had limited success from the housing component. He feels their marketing program was not as robust as it should have been. He also feels education of the stakeholders is imperative. They need to understand what programs you have to offer, and what the ramifications are if they take out a loan and don't repay it. Supervisor Marshall suggested to Supervisor Burton that Trinity County evaluate if certain programs are feasible for them. John Minniear said that helping the people is what we are about, and we must find ways to do that. Sandy Bechtold added that being a differently styled entity will enable us to go after other funds that we cannot apply for now in our current structure. Joanne feels this discussion highlights the benefits of being a tri-county board, as three different types of communities come together to work together on a problem. Debbie Moutter felt we were more active in the past, and she would like to see that activity return. Sandy added she would like to have field trips again, as it proved to be a learning experience and a great source for new ideas for revenue and careers. Pastor Zabell added that one thing Kim Gaghagen was very good at was going to Sacramento and Washington, D.C. to find out what was coming, and to put a face to a particular program leader for our tri-county board. Supervisor Marshall encouraged the County Supervisors to get involved with NACo

(National Association of Counties). Community Action Partnerships are a topic of conversation at the NACo conferences. It is important to build relationships with NACo members, as it will be an invaluable resource. Christine added that we need to know what those opportunities are that are coming our way from our Federal policy makers, how do we act as a leader to inform and reach our remote communities, and then as long as that policy and our need line up, we have to be prepared as an organization to act. That is where planning needs to be done, to know what a priority is for each county, to know the needs and uniqueness of each county, and to know how a new program makes sense for our local communities. Sandy added she feels housing and jobs are two critical needs for the next ten years. Elizabeth Kelly suggested that we host a lunch with county and faith-based partners and call it a Community Action Summit. We could present the programs and explain some of our struggles as we move to a non-profit and let them know of our need for partners. We need to establish our partnerships now, and not wait until we have the non-profit established. Jody Samons stated that we need to invest in ourselves. Two accounts have been set up with North Valley Community Foundation where folks can give back to the community with a tax-deductible donation. There is one account for community, youth and law enforcement and one is for business. Supervisor Marshall said that we need to be able to show the contributors a return on investment. We need to educate them on what they can receive, such as lower taxes, fewer folks on welfare, and other positive results from the partnership and the benefit to the community. To conclude this panel discussion, Supervisor Corum presented certificates of appreciation to the four panelists.

VI. Strategic Plan: Review, provide input and direction to staff affirming content/direction of plan: Christine Zoppi, Director and Suzi Kochems, Consultant

Suzi Kochems reiterated that at the August meeting, the CAP Board gave Suzi and Christine approval to continue working on the Strategic Plan. Suzi noted that when the Board is satisfied with the plan, it will be presented to the general public and low-income folks will be invited to give feedback, as per the requirement of CSBG. John Vafis commented about the sentence under Goal 1: “Increase the number of affordable or supportive housing units available”. He thinks that might be beyond our scope. Suzi said we can change the wording on this to “make progress toward or increasing the number of affordable or supportive housing units available”. Suzi said that whole section could be reworded to be more about improving housing opportunities, building capacity, or something similar. Suzi will work on this section. Supervisor Bill Burton said that housing issues are both immediate and long term; how will we address these issues in our plan? Suzi responded that the Strategic Plan will help guide us in the direction we will be going in each county. The housing component is just one item in the Strategic Plan to be addressed. Christine asked the Board if the Strategic Plan adequately addressed our Board’s position on advocacy for low income issues, or should it say more? Supervisor Burton would like the Board to address issues on employment and transportation costs. Sandy Bechtold asked the Board if our County Supervisors joined NACo, would that enhance our advocacy. Trinity and Glenn Counties are already members of NACo, and Supervisor Marshall sits on the Justice and Public Safety Steering Committee for NACo, and he said participation is critical-he feels you get much better results when they recognize your face. Suzi said she could add to the strategy of “Increase organizational visibility and recognition as the local leader in addressing poverty” to include working on making our presence more visible on the state and local levels. One of our strengths as a Board is to collectively put a voice together for our common needs. The Strategic Plan will also give direction to Christine on where her priorities need to be focused for the long-term benefit of the three counties. Christine asked the Board where community relationships fit in with this Board. Members affirmed that this is a priority to this Board.

Suzi said that the Strategic Plan is a part of a multi-step process: doing the community needs assessment, getting the opinions of stakeholders and members of the community into the Strategic Plan, and then the Strategic Plan feeds into the Community Action Plan, which is due June 30, 2017. We will use information we have gathered for the Strategic Plan into the CAP Plan. CSD wants CSBG entities to

look at our vision and mission statements and make sure they are addressing and focusing on the root causes of poverty. Suzi directed the Board's attention to our mission and vision statements, and noted that they don't reference the issue of poverty. Suzi listed some other ideas on a handout and asked the Board to review those statements. Supervisor Burton asked that the Board be given an opportunity to review these statements, and vote on it at the next meeting. Discussion was held on the suggestions Suzi provided, and some on the Board favored the #2 selection for Mission Statement: "To respectfully assist citizens to achieve and sustain self-sufficiency through direct services, education and community partnerships". For the Vision Statement, the board favored the current one listed in the Strategic Plan: "To become a convener of community services as a result of organizational excellence and superior financial stewardship". These two items will be voted on at a later time. Supervisor Marshall reiterated the importance of having a Strategic Plan, as it serves as a road map of where the Board wants to go. But it should be considered a living, breathing document subject to change and addition along the path. Suzi asked if she could make some esthetic changes to the Strategic Plan, and the board gave her permission to do so.

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

A. Colusa County

Elizabeth Kelly noted they are working on their executive plan, which is due November 3, 2016. Colusa County is also working on the Continuum of Care Reform, which is child welfare reform as it relates to children in foster care and group homes. Donna Dennis added that as of January 1, 2017, the state will have a new method to approve foster homes. The CalWORKs unit has been relocated to the One Stop. In 2013, Colusa County was designated as a Purple Heart County, and signage is being placed around the county to publicize this. Supervisor Marshall added that the hospital has been closed since April 22, 2016. There are still issues concerning the clinics and transportation to work out, but they are hoping to re-open in the near future.

B. Glenn County

Pastor Zabell reported that for the money he raised for the fire victims of Lake and Calaveras counties has been used to acquire a tool shed for a handy man in Lake County, and for a trailer to haul tools for a handy man in Calaveras County. Both men will be helping the fire victims of their respective counties. Also, Glenn Medical Center groundbreaking has taken place. Christine mentioned that the employees of Glenn County will be honored tomorrow with an employee luncheon. Debbie Moutter said she is starting a monthly community family dinner in Orland. She has received interest in re-starting this program, and several folks have volunteered to help her. Christine mentioned the start of Boys and Girls Club in Hamilton City. In a little over a month, over \$40,000 of the \$75,000 goal has been raised for this organization.

C. Trinity County

Liz Hamilton said they have hired a Public Health Nursing Director for the county. Caedy Minoletti thanked the board for her approval to join the board. Caedy's goal is to have her staff at the Human Resource Network meet the public and find out the needs of the people. Supervisor Burton said they passed an emergency ordinance to help the agricultural community in case Proposition 64 passes. He also informed the Board that the major roadwork is complete, and travel times will be greatly reduced.

D. Other Universal Concerns- Christine added that May 2-5, 2017, is the CalCAPA conference.

VIII. Governing Board Actions - (see reverse side)

IX. Confirmation of Next Meeting – Action

The next meeting will be January 25, 2017 in Redding, CA at C.R. Gibbs Restaurant

X. Adjournment - 1:30 p.m. Respectfully submitted by: *Connie Scott, ETW II, Glenn County HHSA*