

**Colusa-Glenn-Trinity Community Action Partnership Board Meeting Minutes**  
**May 17, 2023 - 10:00am**

Agenda Items	Discussion	Actions & Recommendations
<b>I. Call to Order - Chair</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 10:30 am by Chair Tom Arnold. Introduction &amp; Welcome were completed.</p> <p>A. Staff Member Robyn Nygard took roll call to establish a quorum.</p> <p>Those in attendance:  <b>Board Members:</b> Merced Corona (C), Jason McMullen (C), Donna Dennis (C), Elizabeth Yerxa (C), Jesse Ferguson (T), Dan Frasier (T), Elizabeth Kelly (C), Tom Arnold (G), Debbie Moutter (G) Gilbert Goethard (G) Jim Yoder (G), Phil Zabell (G), Jason Ross (G),</p> <p><b>CGTCAP Staff Members:</b> Christine Zoppi, Bill Wathen, Robyn Nygard, Brenda Enriquez, Luz Melgarejo, Rocio Gonzalez</p> <p><b>Guests:</b> None.</p> <p>Board Member Tom Arnold recited the CAP pledge.</p>	<p>Quorum established.</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 heard.	
<b>III. Administrative Business - Chair - <u>Action</u></b>		
<p><b>A. Meeting Notice and Posted Date as Required by the 1994 Brown Act – Staff</b></p> <p><b>B. Approval of May 17, 2023 Agenda</b></p> <p><b>C. Agenda Additions – Approval of March. 29, 2023 Agenda</b></p>	<p>Staff member Robyn Nygard reported that the CGTCAP Agenda was posted on 4.28.2023 in all three counties.</p> <p>All in favor, approved</p> <p>All in favor, approved</p>	<p>Motion to approve the Consent Calendar  M/S: Corona, Yoder</p> <p>M/S: Yoder, Moutter</p>

<p><b>D. CAP Board Vacancy Updates</b></p>	<p>1. Trinity County: Two Vacancies</p> <ul style="list-style-type: none"> <li>• Category II (Economically Disadvantaged)</li> <li>• Category III (Representative of Private Enterprises)</li> </ul> <p>Staff member Robyn Nygard reported that Board member Sheri White was not attendance to report out and has not sent out communication that they have received any applications.</p>	
<p><b>IV. Executive Directors Report - Agency Director - Report</b></p>		
	<p>Director Christine Zoppi reported that the Community Action staff are working on several priorities; Orientation set up for new board members, hiring fiscal staff, and the 24-25 CAP Plan. Randy is currently working on the FY 23/24 budget and there are trainings available to all, please contact Robyn if you are interested. Director Zoppi gave congratulations to Robyn Nygard, she is now a certified ROMA Implementor and Brenda Enriquez is finishing her certification and we will be looking forward to announce her completion at the next Board meeting. We have had a couple of CAD staff promotions and departures and are actively recruiting for a couple of positions to meet capacity to serve the community</p>	<p><b>Satisfies Org. Standard 4.4</b>          “The tripartite board/advisory body receives an annual update on the success of specific strategies included in the Community Action Plan.”</p>
<p><b>V. Tri-Counties Community Action Partnership (TCCAP) Presentation</b></p>		
<p><b>History of TCCAP</b></p>	<p>Board member Elizabeth Kelly opened the presentation and shared the beginnings of conversations and collaboration of establishing a Non-Profit and integrating the CGTCAP Board with the Non-Profit. It has been an ongoing conversation and in 2017 filed with the state to pursue establishing the Non-Profit.</p> <p>Director Zoppi referred the board members to a document handed out that outlined history and background of TCCAP. The Director summarized the purpose and dates and events of the process.</p> <p>Lauren Wong gave an overview on TCCAP’s values. She reported that Glenn has started offering services and Colusa is in the process of getting started.</p> <ul style="list-style-type: none"> <li>• A Community Health Assessment (CHA) is in process.</li> </ul>	
<p><b>VI. JPA / Bylaws Review – <u>Action</u></b></p>		
<p>Review and Discussion of the JPA and Bylaws</p>	<p>Staff Robyn Nygard reported that she received one correction on the Bylaws. No other questions, edits or corrections. Address on Page 1 of Bylaws was corrected and on Page 5, meetings held 4-6 times a year.</p> <p>Director Zoppi said that 4 years ago correction of JPA’s was brought up. It was turned down at that point. She brought up moving the meeting dates back to the original JPA. Page 3, line 5 unsure if new bylaws say every 2 months. C. Zoppi will get council to get definite answer.</p> <p>Rev. Phil Zabel moved to move the meeting from annual election meeting January to February 2024. E. Kelly second (Article 11). E. Kelly brought up that if some counties can’t make it, then possibly make it available via Zoom.</p>	<p>M/S Zabell/Kelly</p>
<p><b>VII. CAP Plan Presentation – Brenda Enriquez – Report and <u>Action</u></b></p>		

<p>A. Presentation of CAP Plan</p>	<p>Staff Brenda Enriquez gave a PPT presentation on the needs assessment data collected for all three counties, the current Tri-County customer survey results, and the top five pressing issues for each county. Discussion was held confirming the top five pressing issues and customer survey results. Brenda announced that Board member feedback is welcome, reach out to <a href="mailto:gccad@countyofglenn.net">gccad@countyofglenn.net</a> email, Brenda Enriquez and/or Robyn Nygard.</p> <p>Brenda stated that the next steps are a Public Hearing and Approval at the Glenn County BOS on 5.23.23 at 9:05 a.m.  Questions and Discussions  Motion – To move forward with the CAP Plan</p>	<p><b>Satisfies Org. Standard 4.4</b>  “The tripartite board/advisory body receives an annual update on the success of specific strategies included in the Community Action Plan.”</p> <p><b>Satisfies Org. Standard: 1.3 -</b>  “systematic approach for collecting, analyzing, and reporting customer satisfaction data to the tripartite board</p>
<p><b>VIII. Reports – Staff – Action</b></p>		
<p><b>A. Programmatic Report; Staff</b></p>	<ul style="list-style-type: none"> <li>Asst. Director Bill Wathen reported out for Weatherization Program: Staff is busy at the moment and a new staff was recently hired. Steve is currently training him. With Ricky leaving, one more staff member will be coming on. Extensions of Department of Energy grants were brought up.</li> <li>Sr. Manager Brenda Enriquez reported out for the Wellness/Admin Programs: Brenda reported that there are a lot of projects going on: SDoH, LICN Colusa RFP process went to TCCAP; conversation was just started last month. Grants are currently being applied to, Overdose 2. Ambulance/Fire Chief meetings are still going on, meeting was held 1-2 weeks ago. Administration: losing a team member, so we will be at capacity.</li> <li>Asst. Director Bill Wathen reported out for the Dos Rios CoC Program: Bill reported out that there is a lot going on with Dos Rios. One on ones currently happening. Luz, infrastructure coordinated entry, gathering contacts and new relationships, Erika and Dago are spearheading the housing page on the website, opening of the Purpose Place (H4H) 33 apartment complex in Orland, funding awards were presented (2 competitive grants that were funded in CoC - 1. CAD 2. HRN), Colusa County was funded 134,000 for rural set aside funds. Housing Authority of Butte County carry project-based Section 8 vouchers in Glenn County, Glenn attending meetings.</li> </ul>	<p><b>Satisfies Org. Standard 5.9</b>  “The Department’s Tripartite Board/advisory body receives programmatic reports at each regular board/advisory meeting.”</p> <p><b>M/S: Yoder/Corona unanimous</b></p>
<p><b>B. Fiscal Report; Staff</b></p>	<ul style="list-style-type: none"> <li>Asst. Director Bill Wathen reported out for Fiscal Manager Randy Royce. Bill pointed to the balance sheet and program budget sheet page in the packet, Bill shared that everything was on track except for DOE, but its only due to the short-staffed weatherization team.</li> </ul> <p>Motion – Approve Programmatic reports</p>	<p><b>Satisfies Org. Standard 8.7:</b>  “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.”</p> <p><b>M/S: Yoder/Corona unanimous</b></p>

<b>IX. Board Member / Individual County Issues - Open Discussion on Emerging Regional Issues</b>		
A. Colusa County	<ul style="list-style-type: none"> <li>D. Dennis reported that they have had a program manager in their housing team. They have assisted 23 families through program. Transitional housing program very successful. The hope is to keep growing and working with our community. On behalf of the BH department, they applied for a 1.5 million grant for housing. M. Corona said that Colusa BH has brought up the idea of putting a BH facility in Williams. Ambulance measure passed (special sales tax), something will be in place permanently. MACC reported that they do ECM services, private property owner The Palms – neighborhood walk party (next Tuesday).</li> </ul>	
B. Glenn County	<ul style="list-style-type: none"> <li>Rev. Phil, Glenn amateur radio society is continuing to work the neighborhood radio watch. Have an alternate communications resource since with fires, cell phone towers usually go out.</li> <li>J. Ross whole Nazarine church is where the food bank is currently located. The food bank is just getting operational.</li> <li>J. Ross: Westside DV really needs a car.</li> <li>D. Moutter; Community dinner once a month at Carnegy Hall. Last Friday of the month at 6 p.m. Anybody is welcome.</li> <li>T. Arnold well ordinance in Glenn County is controversial. Meeting happening today at 2 p.m.</li> <li>Luz: Purpose Place interviews being held every Thursday. One pet being allowed. Two people have declined due to their pets. June 1<sup>st</sup> should be move in date.</li> <li></li> </ul>	
C. Trinity County	<ul style="list-style-type: none"> <li>J. Ferguson, Trinity Housing Unit were able to hire two new case managers. Housing Disability program got allocated funds from the state. Path round 2 funding, currently working with the jail to do wraparound services. Only 3 eligibility staff out of 15.</li> </ul>	
D. Other Universal Concerns	<ul style="list-style-type: none"> <li>None to report at this moment.</li> </ul>	
<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. Next Meeting: July 19, 2023 at 10:00 in Trinity County; Venue - TBD</b>		
	Confirmation of next meeting will be held in Trinity on July 19 <sup>th</sup> , venue TBD	
<b>XII. Adjournment</b>	Chair Tom Arnold adjourned the meeting.	

Respectfully Submitted By: Rocio Gonzalez, Community Action, Colusa-Glenn-Trinity Community Action Partnership