

Tripartite Board Meeting

Minutes

November 16, 2023

3:00pm-5:00pm

Tehama District Fairgrounds

1) CALL TO ORDER

This Tripartite Board Meeting of the Tehama County Community Action Agency was called to order by Chairperson Jennifer Torres at 3:05pm. The meeting took place in-person at the Tehama District Fairgrounds. Chairperson Jennifer Torres began the meeting with a roll call of those present.

Board Members Present: Chairperson Jennifer Torres, Vice Chairperson Thomas Jones, Director Samantha Andrews, Director Alaina Carrel, Director Johnna Jones, Director Andrea Martin, and Director Pat Meehan.

Board Members Excused: None

Board Members Unexcused: Director Dan Dempsey, Director Lisa Lomeli, Director Pati Nolen, and Director Cody Strock

Staff Present: David Madrigal, CAA Program Manager; CAA Supervisor, Terry Rapley

Community Members Present: None

2) PLEDGE OF ALLEGIANCE

Chairperson Jennifer Torres led the Pledge of Allegiance.

3) APPROVAL OF MINUTES

Chairperson Jennifer Torres asked if the Board members had reviewed the minutes of October 19, 2023. There being no discussion, Director Johnna Jones made a motion to approve the minutes and Director Samantha Andrews seconded the motion. The motion carried with no objections.

4) PUBLIC COMMENT PERIOD

There was no Public Comment.

5) DIRECTOR'S COMMENTS

Chairperson Jennifer Torres announced a Sip & Support Event which will be held at the Enjoy Store on Wednesday, November 29, 2023 from 6:00-8:00pm. This event will benefit Children First.

6) CHAIRPERSON'S REPORT – Jennifer Torres

No Report.

7) EXECUTIVE COMMITTEE REPORT

There was not an Executive Committee this month

8) STAFF REPORT – David Madrigal

Staffing:

- David Madrigal reported that a recruitment for the vacant Case Manager position, Family Support Program, is in process.
- The recruitment for Community Services Aide II (CSA II), Extra Help, to fill positions for the Volunteer Income Tax Assistance (VITA) program just closed. A list of potential candidates will be available soon.
- The CSA II for the Social Security Program position was filled through an internal promotion. The employee will move into that role beginning on Monday, 11/20/23.
- The vacant Family Partner Case Manager position will be open for applications within the coming week.
- A 5th route for the Healthy Connections Senior Nutrition Program will begin soon through a 1-year project. This route will serve additional 20 recipients from the waiting list and will increase the total meal deliveries by 4600 meals.

LIFT Update:

- The LIFT event will be held tomorrow at the Tehama District Fairgrounds where CAA staff have been working to set up during the day. The weather is predicted to be without rain, and good participation is expected.
- Services for eye exams and free glasses will not be available. An alternative plan to cover this need may be arranged for a future date.
- The DMV will not be participating this year, either.
- Many other services, including animal services, will be offered, and it is hoped that many people will be helped through this event.

Healthy Connections Update:

- The statistics for the Healthy Connections Senior Nutrition Program for the month of October were:
 - Home Delivered Meals – 2,412
 - Congregate Meals – 1,002
 - Total Meals Provided – 3,414

Deposit Assistance Update:

- The Deposit Assistance Program ended on November 1, 2023. David shared the data from this year’s program:
 - Applications Received – 83
 - Applications Approved – 29
 - Assistance Provided - \$34,000
- This was the most assistance the program has provided to date. The program will begin again in March 2024.

December Meeting:

- The Tripartite Board chose not to hold a Tripartite Board meeting in December due to the proximity to the holidays and because there will not be any pressing issues to discuss.
- David will research the bylaws to determine if Board members holding the Chair and Vice-Chair positions may hold their offices for longer than one year. If so, fewer nominating and voting activities will be needed.

Ad Hoc Committee:

- An Ad hoc Committee was formed to further review the Housing Letter of Support that was presented to the Board by Director Cody Strock. The letter proposes a donation of land to address the housing crisis in Tehama County. The Tripartite Board agreed that the verbiage in the letter needs to be revised before the Board is comfortable signing it. The Ad hoc committee will revise the letter with acceptable language before it is presented again to the Board for consideration.
- Vice Chair Tom Jones made a motion to create an Ad hoc committee to work on the Housing Letter. Director Pat Meehan seconded the motion. There being no further discussion, the motion was put to the vote and passed unanimously.
- Director Johnna Jones, Chairperson Jennifer Torres, and Vice-Chairperson Tom Jones volunteered to be on the Ad hoc committee. Director Samantha Andrews may also join. David Madrigal will email the Board with some possible meeting dates for the Ad hoc committee and invite all members to participate.

CSBG Quarterly Meeting Update:

- David Madrigal provided an update from the State CSBG meeting:
 - The 2024 contract is coming up – there will be a contract webinar in December.
 - Income limits will be measured at 200% of the Federal Poverty Limit unit further notice.
 - Training will be provided in January on preparing the Annual Report.

9) FINANCIAL REPORT – David Madrigal

David shared that regarding the Rancho Tehama Food Giveaway, approximately \$4,500 is usually spent on the food. This year, due to inflation, the cost was \$7,000.

10) AGENCY PROJECTS

No projects were discussed.

11) SUGGESTIONS FOR NEXT MEETING: January 18, 2024

No suggestions were made.

ADJOURNMENT

There being no further business, Chairperson Jennifer Torres adjourned the meeting at 3:38 p.m.

Respectfully Submitted, Janice Meehan, Administrative Secretary