

**Minutes of the  
Lassen-Plumas-Sierra Community Action Agency  
Sierra County, Sierra Brooks Lodge  
Thursday, September 26, 2024 – 10:00 a.m. – 12:00 p.m.**

**I. Roll Call**

Chairperson, Odessie Welch, called the meeting to order at 10:12 AM.  
Present: Directors, Vicki Barney, Gary Bridges, Sharon Dryden, Dwight Pierson, Bill Powers, David Teeter, Connie Stovall, Linda Alberico, Carla Barclay, and Jessica Norman

Also present: Executive Director, Roger Diefendorf, Finance Director, Cindy Ramsey, Proposed Candidate Lassen Low Income Seat Mark Nortrup, Proposed Candidate Sierra County Public Seat Candy Corcoran by Microsoft Teams and Board Secretary, Tricia Romandia

Guests: Vickie Clark High Sierra Family Resource Center.

Absent: Directors, Robin Chapin, Barbara Longo, Greg Hagwood, and Dan Henson

Quorum met.

**II. Additions, Corrections or Deletions from the Agenda**

Executive Director, Roger Diefendorf inquired if there were any additions or deletions to the agenda. There were no additions or deletions to the agenda.

**III. Approval of Agenda**

Director Bridges motioned to approve the Agenda. Director Powers second the motion. No opposition. Approved.

**IV. Approval of Minutes-June 27, 2024**

Director Barney motioned to approve the June 27, 2024, Minutes. Director Whiting second the motion. No opposition. Approved.

## V. Presentation- High Sierra Family Resource Center

Executive Director, Vickie Clark, of the High Sierra Family Resource Center (HSFRC) from Loyalton presented that HSFRC collaborates with the Northern Nevada Food Bank, and distributes food on the first and third Friday of each month at the Catholic Church. In addition, there is a food pantry open at HSFRC Tuesday-Friday from 10:00 a.m. -4:00 p.m. The Catholic Church is available for food distribution after hours and for crisis situations.

HSFRC assists with completing applications for public assistance, and obtaining additional legal documents. The applications are available on location at the office. HSFRC has a "Clothes Closet" for individuals in need or experiencing crisis. There are also items available for babies and young children.

The Sierra County Superior Court provided HSFRC with a computer, printer and scanner for non-represented litigants to have access to justice with the courts. This office space can be used for Internet access, court hearings, legal assistance, obtaining medical records, and job applications. It is accessible while the office is open. When the office is closed, Parents as Teachers use the office area, and provide help for mothers and children up to three (3) years of age.

10:23 Director Hagwood arrived.

HSFRC offers child safety trainings, which provides free bike helmets, car seats and life jackets. HSFRC has a certified Car Seat Technician to assist in installing the car seats properly for parents.

Conservation Education partners with Sierra Kids and offers a play group that includes education for toddlers on Tuesday mornings. Roberta Walker teaches a new topic each month, which includes arts, crafts and music. A snack is provided that goes along with the topic, such as trees that are made out of pretzel sticks.

The school-age children meet once a month for two hours. The activities are structured around social and emotional health. They are going to offer a similar event called "Tails and Treasures" in Downieville. This program will also include the middle school-aged children. Transportation has been an issue. HSFRC is wanting to pay the Senior Transportation to assist getting the children to the events from Chilcoot and Vinton.

HSFRC is offering a new program called "Nurturing Parenting", which assists children and families with prevention work. They discuss the impacts of social media, and they have workshops with topics such as "Communication with Respect." Attendance has been successful. The Sierra County Child Abuse Council has been working with Behavior Health to provide meetings to assist families with mental health.

Thursday HSFRC is sponsoring a Safety Night at the high school for kids 12 years and older. In attendance, will be the Chief Probation Officer, a California Highway Patrol Officer, a Deputy Sheriff, the Sierra County Chief Tech Officer and the Administrative Supervisor from Behavior Health to discuss important topics such as privacy, distracted driving, AI, and addiction.

HSFC is making a difference in getting people out of poverty. After last year's data collection the report showed 271 total contacts, and this year's data showed 958 total contacts. It speaks volumes that people feel comfortable to come to the HSFRC multiple times.

## **VI. Lassen County Upcoming Vacancy-Low-Income Seat**

Executive Director Roger Diefendorf, introduced Mark Nortrup who is the proposed candidate to fill the Lassen County Low-Income Seat. Director Bridges announced that there was another interested applicant, but she was out of the state and was unable to submit the applicant questionnaire. There was discussion regarding the candidates. Chairperson Welch stated the past precedence is to have the applicant come to two board meetings, and at the second meeting the Board would vote on the candidate(s). This agenda item would be decided at the next meeting as this was Mr. Nortrup's first time in attendance. If the other applicant submits their questionnaire, they too will be added to the agenda.

## **VII. Sierra County Vacancy—Community Seat and Public Seat**

Executive Director, Roger Diefendorf, introduced Candy Corcoran. It was Ms. Corcoran's second time in attendance. Director Bridges motioned to have Ms. Corcoran serve on the Board to fill the Sierra County Public Seat. Director Barney second the motion. No opposition. Approved.

The Sierra County Community Seat is still vacant. The directors are actively inquiring within the community to find an interested party to serve on the board.

## **VIII. Programmatic Reports**

### **a. LPSCAA Expenditure Report**

Mrs. Ramsey presented the 2024 Expenditure Report. Many invoices have been received since the last meeting in June. The contract is approximately two thirds spent out. Ms. Ramsey was pleased with the progress and thanked Ms. Romandia for working with the sub-grantees to ensure that they submit their invoices. She encouraged the Board to

continue to work with the sub-grantees so that the end of year isn't as chaotic as it has been in the past.

Ms. Romandia stated that the Sierra County Nutrition Program has been completely spent out, and the invoice will be submitted in October.

**b. Finance Report through July 2024**

Ms. Ramsey presented the Finance Report as of July 2024. She was pleased with the progression of the Community Action Agency (CAA) contract. The overall expenses are just shy of where they should be.

The 2024 Discretionary contract started in June with a total of \$19,000. However, CSD recently announced an increase in the funding for this contract. The amounts for the subcontractors and other costs on the attachment needed to be switched. Along with the increase in funding, CSD gave the Agency the option to extend the contract through May 2025. The Agency extended the contract to ensure it would be completely expended, but would like to attempt to close it as close to December as possible. The CAA programs are performing well. Ms. Ramsey was pleased with the changes the finance team and program staff have made over the last year.

CSD conducted a Desk Review and it went well. There were two issues. One issue was regarding late audits, which has been rectified and the other was regarding board vacancies.

Director Dryden inquired about the increase to the admin salaries that was voted on at a previous meeting. She had requested percentages of how much the admin costs were. There was discussion that other programs in the Agency were supporting LPSCAA. It was not specific to one program but across the departments. Ms. Dryden requested that the Board be made aware of funding issues that impact LPSCAA from the upper level so discussions could be had beforehand since the 25 percent taken from direct services was significant.

**IX. 2025 LSPCAA Requests for Proposals**

Secretary, Tricia Romandia, shared that she had 17 Request for Proposals (RFP) returned for LPSCAA funding. The RFPs had been sent to the directors in each county so they could conduct meetings regarding allocations.

## **X. Update Strategic Plan**

Executive Director Diefendorf presented the current Strategic Plan, and inquired if the Board had any updates or corrections.

### How We Measure Success

Mr. Diefendorf stated that PCCDC has obtained the services of a grant writer to hopefully attain the 25 percent increase in revenue per year goal. There has been an increase of the number of people that have been served from Community Assistance Network, Fort Sage Resource Center, and Westwood Resource Center. In 2022, 4,924 persons were served. In 2023, 12,754 persons were served.

### Agency Services

The Agency has Discretionary funds set aside for crisis, if not used the funds will be reallocated.

### Agency Agreement

Director Teeter stated LARP is working on creating employee opportunities.

### Growth and Training,

Mr. Diefendorf reported he attended the first in-person training in Sacramento in four years, which was very valuable.

Director Pierson motioned to accept the Strategic Plan as presented. Director Bridges second the motion. No opposition. Approved.

## **XI. Updates/Progress on Meeting the Goals for the Community Action Plan/Strategic Plan**

Presented by Executive Director Diefendorf in Item X.

## **XII. Results Oriented Management Analysis (ROMA) Update and Training**

Executive Director Diefendorf presented a training video to the Board regarding on the Results Oriented Management Analysis (ROMA) philosophy. The video was not loud enough to hear. It was decided the video will be emailed to the directors for viewing. Once the directors have completed the training, they are to email Ms. Romandia. This is the backup documentation needed for the Organizational Standards.

The Department of Community Services & Development (CSD) now requires each Community Action Agency to have a certified ROMA trainer on staff or have a certified ROMA trainer available. LPSCAA has collaborated with Butte County, and a MOU has been created. Butte County is happy to review documents at no cost to the Agency.

### **XIII. Food Trailer/Project Update/Possible Reallocation**

David Teeter presented a pilot program for the food trailer. There is a potential person in Lassen County for the project. A business plan has been requested. Mr. Teeter hopes to obtain grant money for more trailers. If the project moves forward, he would want to create a Request for Proposal. He hoped to be able to present the business plan in December. There was discussion of selling the food trailer, but Executive Director Diefendorf stated selling is not an option for revenue because the State Agency would want the money returned. It was decided the best option was to use the trailer to help a low-income individual gain income.

### **XIV. Discretionary Plan/Options**

Finance Director, Cindy Ramsey, stated CSD has offered additional funding to the Discretionary Contract. The original amount funded was approximately \$9,000. With the additional funding, there would be \$17,000 available. The acceptance of the additional funds along with all required documents are due October 10, 2024. Ms. Ramsey recommended to accept the funds and ear mark them for an emergency crisis until December 31, 2024. If an emergency occurs, the Community Action Agency could assist with gift cards. This will align with the current Work Plan that was submitted with the original contract. At the end of the year, the remaining balance would be paid to Plumas Community Development Corporation for grant writing to further pursue additional funds for programs. The Board was appreciative that Plumas County is paying for the grant writer from their funding.

Director Pierson motioned to accept the additional Discretionary funding along with Ms. Ramsey's recommendation. Director Bridges seconded the motion. No opposition. Approved.

### **XV. Grant Writing**

Finance Director, Cindy Ramsey, reported she has been working closely with the grant writer over the last couple months. They were able to tour and speak with the Lassen and Sierra Counties sub-grantees. Scheduling has been difficult for the Plumas County sub-grantees so they are going to attempt Teams meetings. It was wonderful meeting the sub-grantees, and in some cases see how they operate. Ms. Ramsey speaks with the grant writer every other week to discuss potential grants, and the grant writer has been teaching Ms. Ramsey and Ms. Majeski what to look for in a grant to determine feasibility and what words and phrases to use when applying for grants. With limited grants available at this time, she has compiled a list of private foundations that provides funds to various programs similar the sub-grantees. Ms. Ramsey will email this information out to the sub-grantees. The Board thanked Ms. Ramsey for her hard work and commitment.

## **XVI. Tripartite Board Training**

Executive Director, Roger Diefendorf, explained the requirements of board training, and explained the functions of a Tripartite Board. A link on board training will be forwarded to board members for review.

## **XVII. Board of Directors Announcements and Reports**

Executive Director, Roger Diefendorf, shared that the Loyalton Senior Nutrition Program invited the Board to visit their community garden.

Director Teeter shared that the Local Area Revitalization Project (LARP) has become the lead agency for the Food Systems Aggregation Program. Lost Sierra Food Project had some capacity issues, and passed on a grant that included Plumas, Sierra, Lassen and Modoc counties. LARP in turn applied for that grant. Mr. Diefendorf wrote a Letter of Support for the project. The partners of the grant would include LPSCAA and the Chico State. Chico State will know in a few days if they obtained the grant.

No additional announcements or reports, no public comment.

## **XVIII Public Comment**

Executive Director, Roger Diefendorf inquired if there were any public comments by anyone present. There were no public comments.

## **XIX. Next Meeting**

December 5, 2024 Lassen County

**XX. Adjournment**

Director Bridges motioned to adjourn the meeting at 12:16 p.m. Director Alberico second the motion. No opposition. Approved.

  
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Odessie Welch, LPSCAA Chairperson

Attest:

  
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Tricia Romandia, LPSCAA Board Secretary