

**Minutes of the  
Lassen-Plumas-Sierra Community Action Agency  
Lassen County, Lassen County Social Services Building  
Thursday, December 5th, 2024 – 10:00 a.m. – 12:00 p.m.**

**I. Roll Call**

Chairperson, Odessie Welch, called the meeting to order at 10:09 AM.

Present: Directors: Vicki Barney, Gary Bridges, Sharon Dryden, Bill Powers, and David Teeter, Jessica Norman, Linda Alberico were present.

Also present: Executive Director, Roger Diefendorf, Finance Director, Cindy Ramsey, Juanita Williams- Salvation Army, Proposed Candidate for Lassen County Low-Income Seat Mark Nortrup, and Board Secretary Kareen Twilley

Online by Microsoft Teams: Directors: Carla Barclay, Dwight Pierson and Michelle Majeski (PCCDC).

Absent: Connie Stovall

Quorum met.

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

Executive Director, Roger Diefendorf, requested to add a report on the visit from CalCAPA, and to table the approval of the September 26, 2024, minutes until the March meeting.

Director Bridges motioned to accept the additions and corrections to the agenda. Director Powers second the motion. No opposition. Approved.

**III. Approval of Agenda**

Director Teeter motioned to approve the December 5, 2024, Agenda with the amendments. Director Barney second the motion. No opposition. Approved.

**IV. Approval of Minutes**

Approval of the September 26, 2024, Minutes were tabled until the March 27, 2025, meeting.

## **V. Terms of Office**

Executive Director, Roger Diefendorf, reported that Directors: Stovall, Welch, and Barclay's terms of office expire this year. Director's Barclay and Welch intend to serve on the Board for another four years. Director Stovall was absent and tabled to the March meeting.

Director Bridges motioned for Directors Barclay and Welch to continue to serve on the Board. Director Powers seconded the motion. No opposition. Approved.

## **VI. Salvation Army Presentation**

Salvation Army Representative, Juanita Williams, provided an overview of Salvation Army's recent achievements, trends being seen, and statistics for 2023 and 2024. She showed appreciation for LPSCAA, and talked about the expansion of their building to help more people. The expansion was funded by the Food Bank of Northern Nevada. Currently up to 200 kids are now being served. With the 2024 reduction in funding of \$3,360, it has had an impact of fewer individuals and households being served. The need for assistance continues to grow as local families feel the impacts of costs rising.

## **VII. Lassen County Vacancy- Low Income Seat**

Chairperson, Odessie Welch, introduced Mark Nortrup who is the proposed candidate for the Lassen County Low-Income Seat. This was Mr. Nortrup's second time in attendance.

Director Bridges motioned for Mr. Nortrup to serve on the Board and fill the vacant Low-Income Seat. Director Alberico seconded the motion. No opposition. Approved.

There was discussion to have the next meeting at the Lassen Community Garden.

## **VIII. Sierra County Vacancy-**

Executive Director, Roger Diefendorf, reports Barbara O'Donnell is interested in serving on the LPSCAA Board. Ms. O'Donnell would be filling the vacant Sierra County Community Seat. She is currently out of town and is not present. This item will be tabled to the next meeting on March 27, 2025.

**IX. Expenditure Report**

Finance Director, Cindy Ramsey, presented the Expenditure Report. The contract is almost spent out. Ms. Romandia will be reaching out to the sub-grantees that have a remaining balance to receive their invoices in order to close out the 2024 contact.

Director Dryden questioned the \$5,000 in the Plumas Food Project line item.

Director Teeter stated there would be more information during his presentation.

**X. Finance Report**

Finance Director, Cindy Ramsey, reports that the Community Action Agency (CAA) contract is 72 percent spent out. Since the September meeting, there have not been any crisis events. It was motioned at the September meeting that if no crises occur that the balance of the Discretionary Contract would be paid to grant writing. The contracts were extended to April 2025. This was precautionary to make certain that the contracts were completely spent out, and to ease the stress of year-end reporting.

**XI. Request for Proposals**

Lassen County

Director Teeter reported that Lassen County directors decided to keep the allocations the same as 2024, based on meetings with the sub-grantees. The allocations are as follows:

Fort Sage Family Resource Center	\$ 9,850
Westwood Family Resource Center	\$ 5,950
Crossroads Ministries-Food Shelf Program	\$ 9,850
Crossroads Ministries-Homeless Emergency Services Project	\$ 6,600
Crossroads Ministries-Emergency Night Shelter	\$13,100
Lassen Family Services	\$ 9,850
Salvation Army	\$18,300
Total	<b><u>\$73,500</u></b>

Plumas County

Executive Director, Roger Diefendorf, and Finance Director, Cindy Ramsey, stepped out of the meeting because of a possible conflict of interest due to the submission of Plumas Community Development Corporation's (PCDC) Request for Proposal.

Director Powers reported that several sub-grantees did not show up to the scheduled meeting to present their 2025 Request for Proposal. There was no reason for the lack of attendance. There was discussion regarding the PCDC's RFP to turnover a vacant unit in Chester. It was clarified that if PCDC was funded it would reduce funding from the sub-grantees that did not show up to the meeting. Chairperson Welch had emailed the minutes from the meeting to the Plumas County directors for review. It was agreed to reduce funding to the programs who did not attend the meeting. The allocations are as follows:

Dramaworks-Magic Beanstalk Players	\$ 2,500
Plumas Community Development Corporation	
PCCDC Public Housing	\$ 8,800
Plumas County Public Health Agency	
Plumas County Senior Nutrition Program	\$15,000
Plumas Crisis Intervention & Resource Center	
Community Assistance Network	\$ 5,500
Plumas Crisis Intervention & Resource Center	
Mac Homeless Prevention Program	\$ 8,000
Plumas Department of Social Services	
Caring for Kids Program KidPacks & Baby Saks	\$ 1,000
Plumas Department of Social Services	
Plumas County Senior Services Plus Program	\$ 1,000
Grant Writing	\$ 4,600
Food Program	\$ 4,600
Total	<b><u>\$51,000</u></b>

## Sierra County

Director Norman reported the only difference in funding for 2025 is an increase to the Loyalton Senior Nutrition Center. The allocations are as follows:

Incorporated Senior Citizens of Sierra County	
Loyalton Senior Nutrition Services	\$ 9,000
Sierra County Child Abuse Council	
Concrete and Emergency Support Services	\$ 8,500
Toddler Towers	
Sierra Kids Child Development Center	\$ 8,000
Total	<b><u>\$25,000</u></b>

Director Bridges motioned to approve the 2025 LPSCAA allocations for the three counties. Director Norman second the motion. No opposition. Approved.

### **XII. ROMA Training Video**

Executive Director, Roger Diefendorf, reported that at the last meeting it was decided to email the ROMA training video to the directors for viewing. To date, only two directors have completed the training. The Board agreed to watch the training video as a whole for compliance reasons.

<https://www.youtube.com/watch?v=B2aWyDYAtYs&t=1s>

### **XIII. Food Trailer Presentation**

Director Teeter reported that the previous candidate for the food trailer program received other offers, but he has a new candidate in mind. The Board would like to see the person be someone out of Sierra County. Director Teeter presented a handout. LARP would be the sub-grantee, and Director Teeter would oversee the trailer start-up, and help with starting the operation. The trailer lease would be directly with the candidate (not LARP). This lease would be \$1/year for three (3) years. Director Teeter requested \$5408.00. \$2,500 would be funded from the 2024 CAA contract – Plumas Food Program, and \$2,908 would be funded from the 2025 CAA contract- Plumas Food Program. Finance Director, Cindy Ramsey, stated that there is \$5000 remaining in the Plumas Food Program portion of the 2024 contract that needs to be spent before April. She suggested that could fund \$2,500 of Director Teeter's proposal, and the remaining of the Plumas Food Program (\$2,500) go to Senior Nutrition. Chairperson Welch stated she would reach out to Senior Nutrition. Ms. Ramsey also suggested the remaining \$2,908 needed for Director Teeter's proposal to come out of Plumas Food Program portion of the 2025 contract.

Director Norman motioned to fund the Food Trailer Program. \$2,500 would be funded from the 2024 CAA contract and \$2,908 be funded from the 2025 CAA contract. Director Bridges second the motion. No opposition. Approved.

#### **XIV. CalCAPA Visit**

Executive Director, Roger Diefendorf, reported Erich Ellison from CalCAPA visited the Quincy office to inquire about the LPSCAA programs and to see if CalCAPA could assist the program in any way. Mr. Ellison presented LPSCAA with a framed certificate signed by the Office of the Governor for the Community Action Month. Mr. Diefendorf read the certificate, and stated it would be hung up in the office lobby. There was discussion that the certificate be submitted to various newspapers (Plumas Sun, and Lassen News) so that the community could also see CAA's good work.

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

The Board discussed the various tree lightings, and the Angel Tree that is sponsored through the Sheriff's Dept., Plumas Bank, and 7-11. They shared information regarding the Susanville Christmas that has 38 vendors. In Loyalton, there is a small town magical Christmas event where warm drinks are provided and the local businesses stay open for shopping. Loyalton created several events for the holidays: Tree lighting, Parade, Santa visit, Toys for Tots, and a spaghetti dinner with no requests for funding.

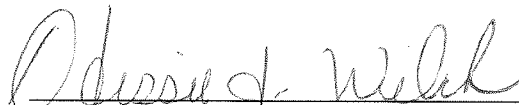
#### **XVI. Public Comment- None**

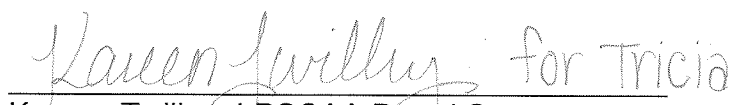
#### **Next Meeting:**

March 27, 2025 in Plumas County, Plumas Unified District Office

#### **XIII. Adjournment**

By consensus the Board agreed to adjourn the meeting at 11:55. Director Bridges motioned to adjourn the meeting. Director Dryden second the motion. No opposition. Approved.

  
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Odessie Welch, LPSCAA Chairperson  
Attest:

  
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Karen Twilley, LPSCAA Board Secretary