

**Minutes of the
Lassen-Plumas-Sierra Community Action Agency**

Plumas County, Plumas Unified School District

Thursday, March 27, 2025 – 10:00 a.m. – 12:00 p.m.

I. Roll Call

Chairperson Odessie Welch, called the meeting to order at 10:05 AM.

Present: Directors: Carla Barclay, Vicki Barney, Gary Bridges, Candy Corcoran, Sharon Dryden, Mimi Hall, Dan Henson, Barbara Longo, Jessica Norman, Mark Nortrup, Dwight Pierson and Deborah Whiting were present.

Also present: Executive Director Roger Diefendorf, Finance Director Cindy Ramsey, Executive Director Kate Rahmeyer from Plumas Crisis Intervention & Resource Center and Board Secretary Tricia Romandia.

Online by Microsoft Teams: Directors: -- None.

Absent: Director(s): Lynda Alberico, Bill Powers and Connie Stovall.

Quorum met.

II. Additions, Corrections or Deletions from the Agenda

Chairperson Welch inquired if there were any additions, corrections or deletions from the agenda. There were no additions, corrections or deletions to be added to the agenda.

Director Bridges motioned to accept the agenda. Director Barclay second the motion. No opposition. Approved.

III. Approval of Agenda

Director Bridges motioned to approve the March 27, 2025, Agenda. Director Pierson second the motion. No opposition. Approved.

IV. Introduction of Mimi Hall-Plumas County Public Seat

Executive Director Roger Diefendorf introduced and welcomed Plumas County Board Supervisor-District 4 Mimi Hall to the LPSCAA Board. Ms. Hall will serve as the Plumas County Public Seat.

V. Terms of Office

Executive Director, Roger Diefendorf, reported that Director Stovall's terms of office expired this year. Director Stovall was absent and this item was tabled to the June 26, 2025, meeting.

VI. Approval of Minutes

Chairperson Welch presented the September 26, 2024, Minutes to the Board

Director Norman motioned to approve the September 26, 2024 Minutes. Director Bridges second the motion. No opposition. Directors Hall and Corcoran abstained. Approved.

Chairperson Welch presented the December 5, 2024, Minutes to the Board.

Director Bridges motioned to approve the December 5, 2024, Minutes. Director Director Whiting second the motion. No opposition. Directors Hall and Whiting abstained. Approved.

VII. Plumas Crisis Intervention & Resource Center Presentation

Executive Director Kate Rahmeyer from Plumas Crisis Intervention & Resource Center (PCIRC) gave handouts and stickers to the Board that exemplified PCIRC's programs. Cathy Rahmeyer has been the grant writer for PCIRC for 26 years, and she is also is Kate Rahmeyer's mother.

The PCIRC building burned down in the summer of 2021. They had wonderful fire insurance and the building has been beautifully rebuilt. PCIRC used this opportunity to purchase the downtown trailer park, and for the last couple of years built the North Star Navigations Center. It is a transitional shelter. It is 4,600 square feet. It has a men's bunkroom, a women's bunkroom and three family rooms. In spring, they will break ground on the back three-quarters of the lot to build 26 small cabins for additional transitional housing. The infrastructure was replaced last summer. All of the sewer, electrical and water pipes had to be upgraded. The cost of construction has wildly increased so originally PCIRC was going to use stick-built cabins, but now they are considering ready-built kits. A navigation center is completely different than a shelter. It is a full program. Each client has a case manager and the clients work a program. There is 24-hour care with night-time safety officers, a licensed marriage and family therapist, a grief therapist and a drug and alcohol counselor. They teach classes of life skills, interviewing, budgeting and resume building. Currently, they have a client who is taking classes at Feather River College (FRC) and another client taking the welding certificate program at FRC. Clients are supported not only with housing and food they are given additional resources to become self-sufficient. Per the grants, clients can stay up to two years, if needed.

PCIRC has an office on Bucks Lake Road in Quincy and another office in Portola that are open Monday through Thursday from 8:00 a.m. to 5:00 p.m. Both offices are a homeless day shelter for Plumas and Sierra County residents. People can do their laundry, take showers and there is a food pantry at both sites.

PCIRC has run the Rape Crisis Program in Plumas and Sierra counties for 40 years. A 24-hour Sexual Response Team is available for when there is a rape. They are trained advocates that assist victims with clothes or a motel for the night and assist them moving forward with grief counseling or therapy.

PCIRC was able to purchase the old Pangea building in downtown Quincy, which is now the Dragonfly Café. An angel investor donated approximately three quarters of the purchase of the building and carried the loan. The building will be paid off this year. This is the workforce development program that goes hand in hand with the shelters. Sean Connery from FRC teaches a six-week culinary program that teaches not only culinary, but how to work the Point of Sale system, how to order the food and how to schedule shifts. There is a huge training kitchen with an island where Mr. Connery can cook and teach the residents. The Café is not open, but the goal is to be an operating restaurant. Currently, the cafe is available for rental and catering. It is a self-supporting program.

Ms. Rahmeyer moved back into the area two years ago as a single mother with three children. She found the wages offered were not enough to survive. She revamped PCIRC's pay scale utilizing the California Nonprofit Fair Pay Report. A California nonprofit surveys over 700 nonprofits in California and the report is broken down into many categories such as regions, multi social services, animals, food and revenue. The survey costs \$450 unless the nonprofit participates in the survey then it costs \$150. Ms. Rahmeyer took this survey to her board and they chose a threshold to pay the staff. The pay is built into the grants to be able to hire caliber employees. She takes good care of her staff and wants her staff to want to come to work.

The board was impressed on PCIRC's accomplishments and the self-supporting programs.

VIII. 2025 Sub-grantee Site Visits

Finance Director Cindy Ramsey read a list of the sub-grantee site visits from the past two years. She invited the Board to participate in the upcoming site visits, and asked if the Board had any suggestions for improvement.

Executive Director Roger Diefendorf stated historically the previous year's visits are reviewed and then calendar a day to visit different programs. The goal that has been created with CSD is to visit 20 percent of the sub-grantees each year.

It is not a surprise visit because we are reviewing evidence that the sub-grantees are following income guidelines for eligibility, reporting requirements, review what services they are providing and then write a short report regarding the visit. Sometimes services being provided during the visit.

Ms. Ramsey offered to coordinate a calendar with the programs to be visited for 2025, and will email it to the Board.

Director Teeter stated if the directors visited any of the programs, they could write a short paragraph about the visit. Mr. Teeter makes a point to visit programs quarterly. He has found once people get to know him they are willing to talk with him about their needs.

The Board was interested in participating in the site visits.

IX. Sierra County Vacancy-Community Seat

Executive Director Roger Diefendorf stated Barbara O'Donnell was the proposed candidate for the Sierra County Community Seat vacancy. Ms. O'Donnell attended one meeting, but she withdrew her application.

Director Dryden stated that Chuck Henson from the Sierra County Probation Department is interested in serving on the Board. He will be submitting the questionnaire and is planning on attending the June meeting.

X. Supply Bank

Director Teeter reported last year Tricia Romandia contacted all of the sub-grantees to fill out a survey from Supply Bank to receive free supplies. Three sub-grantees from Sierra County and two sub-grantees from Lassen County were interested. One of the issues for the sub-grantees was storage capacity. Mr. Teeter received a manifest from Supply Bank for 13 pallets and a date for delivery at two sites. Not all of the items requested were delivered. It was mostly diapers and wipes. He kindly offered his time to assist with the distribution.

Director Henson offered his truck and trailer to assist with the distribution of the supplies.

Director Corcoran stated she wanted to advocate for the First 5 Agency who serves children 0-5 years old. Ms. Corcoran would be willing to assist with distribution for a pallet.

XI. Review of Mileage Reimbursement, Board Stipend, W9s, 700 Forms

Finance Director Cindy Ramsey stated she had received questions regarding various matters. She educated the Board on mileage reimbursement, board stipends, W9s and 700 forms.

XII. Programmatic Reports

A. LPSCAA Expenditure Report 2024/2025

Finance Director Cindy Ramsey reported the 2024 LPSCAA contract has been fully expended. The contract has been extended to April, which allows Finance to finish closing out the contract in a timely manner. Currently, the 2025 Expenditure Report had nothing to report.

B. Finance Report February 2025

Finance Director Cindy Ramsey reported the 2025 contracts were sent out in March due to Tricia Romandia being out of the office. Approximately half of the sub-grantees have signed and returned the contracts. To date, there was nothing to report.

Director Pierson inquired if LPSCAA had applied for any grants. Ms. Ramsey stated she has not found any grant opportunities available that qualify for what LPSCAA does. The grant writing is run through the Nonprofit, and the Nonprofit has its own set of restrictions. There was discussion of reallocating the grant writing allocation to another Plumas County sub-grantee at a later date.

XIII. Schedule Special Meeting to Approve Community Action Plan (CAP)

Executive Director Roger Diefendorf, reported every two years the Community Action Agency prepares a Community Action Plan (CAP). In the past, the CAP is due on June 30th. This year the CAP is due on May 30th. In addition, the CAP has to be reviewed by a certified ROMA Implementer. LPSCAA does not have a certified ROMA trainer on staff. CSD allows smaller agencies to utilize certified ROMA trainers from larger agencies. Currently, LPSCAA has an MOU with Butte County to review the CAP at no charge. The CAP has to be posted on the Agency website, a public hearing has to be scheduled for comments, and the LPSCAA Board needs to approve the CAP prior to the May 30th submission. Since the next LPSCAA Board meeting is scheduled in June, a special meeting needs to be scheduled. It was agreed a Special Zoom meeting will take place on May 22, 2025, at 10:00 a.m. Ms. Ramsey is to send out the meeting invitation.

It was agreed that Mr. Diefendorf will send the draft CAP to the LPSCAA Board and to Agency staff. In addition, he will contact Butte County to see how much time they need to review the CAP.

XIV. 2025 LPSCAA Contract Update

Executive Director Roger Diefendorf, reported the 2025 LPSCAA contracts have been sent out and half of them have been signed and returned.

XV. LPSCAA Board Improvements

Finance Director Cindy Ramsey inquired as to what areas the Board thought could be improved upon.

Director Dryden suggested that LPSCAA should not provide lunch even though it is appreciated.

Ms. Ramsey suggested to have small snacks at each meeting and one lunch per year.

Director Henson stated he agreed with Director Dryden. He did not like the idea of a client needing assistance, yet LPSCAA could not provide it because they had lunch.

Director Corcoran inquired as to how much time staff is assigned to this specific agency. The long-term members have a clear picture of where to invest, how to invest and why to invest in the different projects. If there were areas that LPSCAA wanted to invest in such as feeding seniors and the homeless, LPSCAA should contact other agencies and find out how they are addressing these issues. Ms. Ramsey stated that the Agency was in contact with CalCAPA, and there are specific groups that one can attend. She is specifically involved in the finance group.

Director Hall stated an orientation for new board members would be helpful so when you step into the roll one knows what their responsibilities are.

Executive Director Roger Diefendorf stated there is an orientation. In addition, CSD used to put on two in-person trainings every year, and the regional Community Action Agencies would gather at least once a year that had a great deal of training and program material. Last year CSD had the first in-person training since COVID in Sacramento. Ms. Romandia and Mr. Diefendorf attended. Since COVID there has not been that level of collaboration. We see our state representative maybe every five years to do an on-site visit. Our previous representative, Wilmer Brown, used to come to Plumas County and his insight was invaluable. CalCAPA is offering to assist our Agency.

Director Longo suggested that it would be nice for the directors to give the new directors a call to welcome them and provide them with some information regarding LPSCAA.

Chairperson Welch stated normally there was a meeting for the new members. Everyone should have a binder that has information about LPSCAA. Ms. Romandia will create updated binders for the directors.

Director Dryden stated she did not understand the structure of the LPSCAA commission until recently. She requested Mr. Diefendorf to explain the LPSCAA structure.

Executive Director Roger Diefendorf stated the first thing to understand is LPSCAA has a joint powers agreement between the three counties. The LPSCAA Board is part of the Plumas County Community Development Commission (PCCDC), which is also the housing authority for Plumas, Lassen, Sierra and Tehama counties. The governing board for PCCDC is the Board of Commissioners, which comprised of the five members from the Board of Supervisors and two Tenant Commissioners. It has been difficult to recruit the Tenant Commissioners because they are low-income people and in the past they have struggled to get transportation to the meetings located in Quincy. Since the Zoom meetings began, this could assist Tenant Commissioners getting to the meetings subject to the Brown Act regulations.

Director Hall emphasized that even though it is the Board of Supervisors that is the governing board, they are not convened as the Board of Supervisors. They are convened as the Board of Commissioners.

Director Dryden thanked Ms. Romandia for sending out the links for the LPSCAA Board to attend the Plumas County Community Development Commission meetings.

XVI. Board of Directors Announcements and Reports

A. Roger Diefendorf Retirement

Executive Director Roger Diefendorf announced he has worked for the Plumas County Community Development Commission for ten years. Effective June 30, 2025, he will be retiring. He was pleased to announce that effective July, 1, 2025, Cindy Ramsey will be the Executive Director of PCCDC. It has been a pleasure working with this Board. He has seen this Board grow in a positive way over the years, and meet the needs of the community.

The Board thanked Mr. Diefendorf for his leadership and knowledge, and always taking the time to respond to the directors.

Director Pierson announced he and his wife have decided to move closer to their grandchildren in Maryland. It has been a pleasure working with smart people who care. He has served on this board for over ten years, the only frustration is

the amount of need and so little resources. He will do his best to find a replacement.

The Board thanked him for his service.

Director Longo announced she had resigned from Lassen County. She has enjoyed the amount of care this Board has because it has really helped the vulnerable people of our communities. Her heart is with the elderly population, and this Board does great work. It has been a pleasure serving on this Board.

Director Bridges announced that LPSCAA and Lassen County is losing a star. Ms. Longo graciously volunteered to participate in Dancing with the Stars and won! She was really amazing! She was dancing on the table in heels and dismounted with a flip.

The Board thanked her for her service and dedication on the LPSCAA Board and her service in Lassen County.

Director Hall thanked everyone for the amount of years that they have served on the LPSCAA Board. She was impressed with the amount of engagement, respect and good questions everyone had. It is clear that this Board is engaged in the work of the Community Action Agency, and she is looking forward to serving.

XVII. Public Comment- None

Next Meeting:

The next Special meeting is scheduled for May 22, 2025, by Zoom, and the next Regular meeting is scheduled for June 26, 2025, in Sierra County at the Sierra Brooks Lodge.

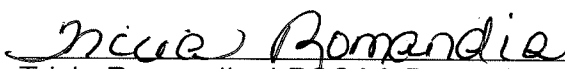
XIII. Adjournment

By consensus the Board agreed to adjourn the meeting at 12:05. Director Barclay motioned to adjourn the meeting. Director Bridges second the motion. No opposition. Approved.



Odessie Welch, LPSCAA Chairperson

Attest:



Tricia Romandia, LPSCAA Board Secretary