

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

**Sierra County, Sierra Brooks Lodge
Thursday, June 26, 2025 – 10:00 a.m. – 12:00 p.m.**

I. Roll Call

Chairperson Odessie Welch, called the meeting to order at 10:17 a.m.
Present: Directors: Carla Barclay, Vicki Barney, Candy Corcoran, Chuck Henson, Dan Henson, Jessica Norman, Mark Nortrup, David Teeter, and Deborah Whiting were present.

Also present: Executive Director Roger Diefendorf, Finance Director Cindy Ramsey, Finance and Management Analyst Michelle Majeski, and Board Secretary Tricia Romandia.

Online by Microsoft Teams: Directors: -- None.

Absent: Director(s): Lynda Alberico, Gary Bridges, Sharon Dryden, Mimi Hall, and Bill Powers.

Quorum met.

II. Additions, Corrections or Deletions from the Agenda

Chairperson Welch inquired if there were any additions, corrections, or deletions to or from the agenda.

Executive Director Diefendorf stated there were no additions, corrections, or deletions from the agenda.

Director Teeter motioned to accept that there were no additions, corrections, or deletions from the June 26, 2025, agenda. Director Norman seconded the motion. No opposition. Approved.

III. Approval of Agenda

Director Nortrup motioned to approve the June 26, 2025, LPSCAA agenda. Director Barclay seconded the motion. No opposition. Approved.

IV. Approval of Minutes

Chairperson Welch presented the March 27, 2025, Regular Meeting Minutes to the Board.

Director Norman motioned to approve the March 27, 2025, Regular Meeting Minutes. Director Whiting seconded the motion. No opposition. No abstentions. Approved.

Chairperson Welch presented the May 22, 2025, Special Meeting Minutes to the Board.

Director Barclay motioned to approve the May 22, 2025, Special Meeting Minutes. Director Barney seconded the motion. No opposition. Director Hall, Director Whiting, and Director Henson abstained. Approved.

V. Presentation-Incorporation Senior Citizens of Sierra County/Loyalton Senior Nutrition Services

Magdalene DeBerg from the Loyalton Senior Nutrition Center (LSNC) has worked at the Center for almost two years. She was born and raised in Loyalton. In her early twenties, she moved to Chilcoot, CA and commuted to Reno, NV for work for approximately 30 years. She lived on the Central Coast for a while selling wine, and when her daughter had a baby, she returned to Loyalton.

LSNC provides senior nutrition, transportation, and other helpful services to Sierra County residents. During COVID 19 all meals were delivered. After the restrictions were lifted, many of the seniors were afraid to leave their homes so the majority of the lunches continue to be delivered. LSNC delivers between 35-45 meals per day by volunteers. The volunteers used to get paid through COVID 19 funding, but it has since run out. Several of the volunteers continue to serve the seniors without pay. LSNC serves between 5-15 congregate meals per day at the Center.

LSNC provides public transportation for the seniors on the eastern side of Sierra County. Because Sierra County is so small, there are no set routes. It is an on-demand program. Clients call and they can request a ride to Quincy, Reno, or Truckee. The requests are generally for appointments, to or from the airport (if they are residents of the county), or taking people who are visiting the seniors to the airport. The most expensive route for seniors or non-seniors is to Reno, which is \$12. The program provides a weekly Reno shopping trip for the seniors. There are set stops. The program also provides for fun outings such as going to Border Town for a prime rib dinner.

LSNC is also a warming and cooling center during their office hours or during power outages. In addition, LSNC has a medical equipment lending library.

Individuals have donated their medical equipment such as walkers, canes, shower chairs, or portable toilets. The equipment is lent to anyone in need. This is a wonderful resource considering the small size of the community.

Due to limited resources in the community, LSNC provides many referrals to In-Home Support Services (IHSS), Legal Services of Northern California, HICAP Medicare Counseling, and AARP Tax Aide are just a few of the referrals.

In the winter time, LSNC has Bingo once a month, conversational Spanish, and line dancing. During the summer months, LSNC take individuals to Portola, CA for water aerobics. These services are for anyone not just seniors.

Agency on Aging Area4 is another funding partner for LSNC that is out of Sacramento County, which consists of seven (7) counties. Agency on Aging Area4 have a lot of corporate donors, which is very different than LSNC. In the past, Agency on Aging Area4 has generously donated to LSNC, but now they no longer have the resources to do so. LSNC relies heavily on the funds from the local thrift store that they operate.

During Ms. DeBerg's first year with LSNC, the program spent \$64,000 on food alone. She used to order food from US Foods and Bonanza Foods, which delivered out of Reno, NV. This was convenient, but expensive. Currently, Ms. DeBerg drives to Reno, NV once or twice a week to do the grocery shopping for LSNC in her off hours. She has saved the program \$20,000 by volunteering her time. The funding that LSNC receives from LPSCAA is greatly appreciated. It is spent solely on food. The Northern Nevada Food Bank (LNVFB) does a food drop in Loyalton, but they also make a food drop specifically for LSNC. They have provided LSNC twice with 100 pounds of ground beef, which is huge for the community. With the food items that LSNC cannot use, they have collaborated with an employee from Loyalton who commutes to Allegany, and they send those food items to their food bank.

LSNC has collaborated with Sierra County Public Health Department who funded some of the plants and supplies needed for the community garden. Last year, they grew lettuce, onion, zucchini and strawberries that they used in their lunches.

Director Henson stated that he was appreciative of the tax service that the LSNC brings to the county. Ms. DeBerg stated there are five or six tax professionals that come from Grass Valley to serve anyone with simple taxes in Sierra County. They have one person who prepares the taxes, another person who double-checks the tax preparation, and it gets electronically filed the same day. It is a great service.

Director Henson stated he has a friend that utilizes the LSNC's transportation service. He is a fishing guide all over the world, and the transportation service is

cheaper than parking at the Sacramento airport. Chairperson Welch also stated that the transportation service has made a tremendous difference for many individuals in the community. Ms. DeBerg stated LSNC currently has three volunteer drivers that provide this service to the community. She inquired if the Board had any further questions, and thanked the Board again for the generous award.

VI. Programmatic Reports

A. LPSCAA Expenditure Report May 22, 2025

Finance Director Ramsey reported that the May 22, 2025, Expenditure Report reflects that eight percent of invoices have been submitted. Plumas County has not submitted any invoices, which was somewhat concerning. Ms. Romandia has been in contact with the sub-grantees. Ms. Ramsey pointed out the additional line item for Salvation Army from the reallocation from Fort Sage and Westwood Family Resource Centers funds. She encouraged the directors to remind their county programs to submit their invoices so everyone is not scrambling at the end of the year. Chairperson Welch reminded the directors that the invoices are due November 30th in case a sub-grantee cannot spend their award it gives the Board enough time to reallocate the funds. Ms. Romandia stated she had been in contact with the Plumas County sub-grantees, and they were waiting until winter to utilize their funds.

B. Finance Report April 2025

Finance Director Ramsey presented the April 2025 Finance Report. She pointed out that the 2024 CAA contract and the 2024 Discretionary contract were fully expended. The 2025 CAA contract is ten percent spent out. The majority of the 2025 contract is due to minimal invoices submitted. Finance has been looking at the salaries, benefits, and operating expenses, and trying to and make sure they are as minimal as possible so that when we get our contracts next year we have more to allocate towards the sub-grantees. At this time, we do not know what those contracts will be, but that is the idea. The \$1,500 allocation was the contract that LPSCAA signed to have the Community Action Plan ROMA certified. The Operating Expense is overhead, office supplies, and materials.

VII. Lassen County Vacancies – Community and Public Seats

Chairperson Welch inquired as to what the Lassen County directors were doing to fill the Lassen County vacancies.

Director Teeter stated he has spoken with Yvonne Hawkes who works as the Program Manager at Public Health. She has the LPSCAA agenda for this meeting, but she was unable to make it. Mr. Teeter was concerned that she might be too busy to serve on the board.

Director Nortrup spoke with Mary Piyawati regarding the Community Seat. He informed the Board that she was heavily involved with Hospice and the Community Garden. He wanted to make sure she would be appropriate to serve on the Board. Chairperson Welch said both candidates sounded good, and wondered if they had been given the questionnaire. Director Teeter stated he would send out the questionnaires.

VIII. Sierra County Vacancies – Community Seat

Executive Director Diefendorf introduced Chuck Henson from the Sierra County Probation Department. This was his first meeting. Mr. Diefendorf explained at the second board meeting that Mr. Henson attended the Board would vote to have the proposed candidate serve on the Board. Chairperson Welch made reference to Mr. Henson's questionnaire, and she felt he would be a good fit for the Board. She congratulated Sierra County for having a full board. Mr. Diefendorf stated the long-time board members know the State is constantly hounding LPSCAA to get the vacancies filled.

IX. Food Trailer

Director Teeter passed out a progress report regarding the development of the Food Trailer Request for Proposals (RFP) led by the Local Area Revitalization Project (LARP). At the May 2025 Special Meeting he stated he would have the Request for Proposal and the Application submitted to the Board for review, but he was unable to complete the task. LARP has found three potential candidates from Lassen County to operate the food trailer. He gave thanks to Director Henson from Sierra County who located another two potential candidates from Sierra County. Mr. Teeter is developing partnerships with Jennifer Branning from the Lassen County Probation Department and Wendy Jackson from the Sierra County School of Adults for the workforce and educational components. One of the issues LPSCAA had with the initial Food Trailer Project, even with the help we gave them with the contractor, was the oversight of the trailer. The more agencies that we can put an eyeball on the project increases the chance for success. LARP anticipates having the RFP and Application done by the end of July.

It has always been Mr. Teeter's intent to repeat this program, and get food trailers in all three counties along with the administrative capacity. LARP is applying for a Local Food Marketing Program Grant from USDA, and they have included \$25,000 for administering the project. The Discretionary funding allowed

LARP's Thompson Peak Educational Farm (TPEF) to get established, and it is now growing vegetables to sell at the Susanville Farmer's Market for its fifth season. Also, TPEF is growing food for a local project called Nourish Harvest in Modoc County where they sold 100 Cash and Voucher Assistance (CVA) baskets to Salvation Army, the Hope Food Bank in Susanville and another food bank in Alturas. The idea behind the Discretionary money or any of our projects is to keep the project going, but it is also to launch one. Another example is the Plumas County Lost Sierra Food Project. Even though they went in another direction, the germination of that project was LPSCAA. When the Discretionary money is used wisely, it launches programs.

X. 2025 Discretionary Funds

Executive Director Diefendorf stated historically Community Action had Discretionary funds, which is a smaller amount that this Board allocated every year to the sub-grantees. As Mr. Teeter pointed out, it was used for various things. In the past, it was used for starting a food program in Plumas County. By this time of year, the Agency usually receives notice from the State on Discretionary funds, but we have not yet heard anything and do not know if we will receive full, partial, or no funding. Theoretically, the State should have Discretionary funds that they can give out because it should come from the last appropriation that the Agency is dealing with. The Agency has not heard from the lobbyists what is happening in Washington regarding the CSBG funds.

Finance Director Ramsey stated that historically the amounts that were funded were approximately \$20,000 - \$30,000. In 2023, we were funded \$26,000. Last year, we were funded a smaller amount, but a few months into the year the Agency was funded an additional amount that brought the funding up to \$26,000. Discretionary is a smaller contract that can have a large impact. LPSCAA should operate on the assumption that the program will receive funding, and develop some sort of idea of what should be done with it if received because Finance does not want to be scrambling to complete the deliverables. Normally the Agency would have been notified in May of the funding, and the term of the contract would be 6/1/2025 through 12/31/2025. Finance has to complete a work plan and a budget. Ms. Ramsey inquired if the Board had any ideas what to do with the funding on the assumption LPSCAA would receive \$26,000. Director Teeter suggested the money go to the community gardens in each county. He recalled LPSCAA funding the community garden in Loyalton. He and Director Nortrup visited the project last year, and both were amazed how the Senior Center utilized the tiny space they had for their community garden. He also suggested assisting Quincy with the new Farmer's Market that was just started. Director Nortrup stated that the community gardens are becoming more and more important with the environment we are all living in now. The gardens make such a difference in people's lives and it does not take much money. In Lassen County, they had two homeless involved in the community garden. One of whom Mr. Nortrup put in charge of the community corn and pumpkin patch. He tended

the patch all summer. He grew enough corn to take a bunch of it to Crossroads Ministries. He managed to save corn from that corn patch through the winter being homeless, and replanted it this year. There are all walks of life that come together at the community garden such as professionals, low-income, homeless, and disabled.

Chairperson Welch inquired how the money is divided. Executive Director Diefendorf stated it is up to the Board. She suggested that the directors look at the sub-grantees and bring ideas back to the September meeting. Director Corcoran inquired if the funds could be used for building repairs. Chairperson Welch stated traditionally the funds are spent on the sub-grantees because they filled out the Request for Proposal and gave presentations to the directors.

Director Henson inquired if fundraising would be Plan B if LPSCAA was not funded. Executive Director Diefendorf stated as an Agency we have looked at fundraising. It has been difficult. It takes a lot of organization and initial expense. In and with small rural communities, we talk about this not in terms of community action, but in terms of a housing authority, and in terms of raising money in Plumas County after the Dixie Fire. Funding programs in small rural counties is difficult. He thought LPSCAA should be looking at private sources. Director Teeter stated if LPSCAA started fundraising it would put LPSCAA in competition with the sub-grantees because they also fundraise. It is not a fit in the nature of our organization. If we had a target like the food program, we could fundraise for that, but not just for Discretionary. Proposed Candidate Henson stated there are local community partnerships such as Rotary. Their mission of service correlates with LPSCAA. He has applied for several Rotary grants and it is a 50/50 match so any kind of potential joint raised funds could be doubled. Director Teeter stated the Sunrise Rotary is a huge sponsor of the community garden. Director Nortrup stated he received a call from the Sunrise Rotary prior to the meeting, and they were coming to the community garden with a bunch of equipment and tools to help weed and clean up.

XI. LPSCAA Site Visit Update

Executive Director Diefendorf stated part of what we are required to do as a Community Action Agency is to monitor 20 percent of our sub-grantees each year and write a report. One of the programs that was monitored this year was Plumas County Public Health Senior Nutrition Program. Ms. Romandia and Mr. Diefendorf had the opportunity to see the facility as they were preparing lunch. Amazingly enough, they expect to serve 65,000 meals this year. They accomplish this task with a small number of people. They run their program in several different ways. Meals are prepared in Quincy. They operate a program at Wildwood Village, which is USDA housing in Chester where they serve lunch every weekday. Mr. Diefendorf has had the opportunity to have their lunches, and they are very good. We met one of our CSD requirements, and we saw a successful program. Chairperson Welch stated she was impressed by Mr. Rix

when he made his presentation to the Board for funding his program. He is on top of things. For some of the seniors, the bus driver delivering the meals is the only human contact they have per day.

XII. LPSCAA Manuals/Orientations/Director's Duties - Organizational Standards 5.4, 5.7 and 5.8

Executive Director Diefendorf presented each director with a LPSCAA manual, which contained information about the program.

The California Department of Community Services and Development (CSD) requires us to have continuous training to meet some of the Organizational Standards. LPSCAA's State Representative from CSD will be conducting a monitoring visit in September. This could be interesting because the representative is not a rural kind of guy. Ms. Ramsey and Ms. Romandia will likely be taking him to one of the more remote sub-grantees simply so he has the understanding of the geography. One of the comments we received on the Community Action Plan was, "Please describe how you can coordinate the different programs within the three-county area." Previously, we reported that this was not something easy done due to the geography and the distance. We simply had to answer his question by saying, "Please see what we wrote before." "We have three counties that are separated geographically by mountains, forest, and rangeland. Each county has its own government without a lot of interaction between governments." We are looking forward for him to see what we deal with every day because there is no understanding of our reality.

The Organizational Standards that apply to board governance are in the number five categories, which deal with organizational leadership, board governance, and strategic planning. The Board has a duty of care to act reasonably. The Organizational Standard numbers that apply to that are 5.4, 5.7, and 5.8. We understand that this Board acts reasonably, but you are required to do so. Standard 5.6 requires the Board to avoid conflicts of interest. Other Standards require, the Board to comply with the CSBG Act and Agency Bylaws. The Board is structured as a tripartite board, which was discussed at a previous meeting. The reason it is structured as a tripartite board is it is made up of one-third of officials, one-third of the low-income sector, which includes people who work with and assist low-income folks as well as low-income folks, and the remainder one-third is made up from the private sector. There are a couple of things we have to do to update the Organizational Standards. The Bylaws need to be reviewed by an attorney within the last five years. Also, each Board member has to receive the Bylaws within the last two years, which are in the manual that each of you just received. The Board meets in accordance with the frequency and quorum requirements, and fills Board vacancies as set out in governing documents. The Agency has a process to provide a structured orientation for governing and advisory members within six months of being seated. New members receive a manual and an email that CSD created regarding board governance so they

understand the mission and structure of the program. Updating the Organizational Standards is done annually. The Board requested a copy of the Organizational Standards. Ms. Romandia will email information of regarding the Organizational Standards to the Board members.

XIII. Community Action Plan

Executive Director Diefendorf reported the Community Action Plan (CAP) is a document that has to be prepared every two years for the State. It is very comprehensive and time consuming. Mr. Diefendorf started preparing it in February, and continued working on it throughout several months. It begins with a Needs Assessment that is good for two years then the next year the CAP is prepared. There was a new requirement this year that LPSCAA had to have a certified Results Oriented Management and Accountability (ROMA) trainer on staff or the State allowed agencies to use someone else that was a certified ROMA trainer to certify the CAP. The certified trainer had to review the CAP to make sure it met the requirements relating to ROMA. Mr. Diefendorf reminded the Board that he had made arrangements a year ago with the Butte County Community Action Agency to have their Executive Director review Plumas County's CAP, and certify it at no charge. He sent an email to the Executive Director a few weeks before he finished the CAP, and was informed that the Executive Director's ROMA certification had expired. He had another staff member who too was ROMA certified that left the agency. He referred Mr. Diefendorf to a Community Action ROMA consultant who was able to review the CAP and certify it. The State historically required the CAP due by June 30th. This year it was due by May 31st. This was the reason for the Special Meeting back in May to have the LPSCAA Board adopt the CAP. The CAP has been submitted to CSD. There were a few corrections that James Scott wanted including the one about the coordination between the three counties. He had another comment that Ms. Romandia corrected, and LPSCAA is done for another two years. Ms. Majeski inquired as to what methods were used for the Community Needs Assessment. Mr. Diefendorf stated Survey Monkey was utilized, and had 170 responses. In prior years, a different methodology was used that furnished poor results. The survey was sent out throughout the schools, which gave much better results.

XIV Organizational Standards

It was agreed that it had already been addressed under XIII. LPSCAA Manuals/Orientations/Director's Duties - Organizational Standards 5.4, 5.7 and 5.8

XV. Board of Directors Announcements and Reports

- a. Introduction of Michelle Majeski

Ms. Majeski stood up and introduced herself. Mr. Diefendorf stated that Ms. Majeski has been with Agency for approximately three years. He reminded the Board that next Monday will be his last day with the Agency, and Ms. Ramsey will be the new Executive Director, and Ms. Majeski will move into the Finance Director position. Director Barney inquired to how long Mr. Diefendorf served on the Board. He stated ten years. Prior to him was David Keller who served approximately 20 years.

Director Norman serves on several boards. She complimented both Mr. Diefendorf and Ms. Romandia for doing a great job. LPSCAA is not a board that she finds as another part-time job. She appreciated the level of effort that both of them have taken to make sure everything is done well. Mr. Diefendorf stated it has been a pleasure to work with this Board and see it grow.

Chairperson Welch reminded the Board that Plumas has a vacancy.

Director Corcoran inquired if the Board should contact an attorney to find out if it was a conflict of interest for Ms. Ramsey and Ms. Welch to serve on the LPSCAA Board together since they are relatives. Chairperson Welch stated that Ms. Ramsey is her niece-in-law, and she did not see a conflict of interest. Director Teeter stated sometimes pointing out the conflict of interest is enough, and it does not need to go to a level beyond that. It is worth talking about like we just did, and put it to bed. It could be discussed at another meeting if the Board was inclined. Executive Director Diefendorf stated one of his areas of expertise is conflict of interest. He operated under Judicial Ethics for over 20 years. The way you get into conflicts of interest is when you get into financial dealings between members. One of the unique features of small communities is a lot of people know a lot of other people, and a lot of people are related to other people. If there were any financial dealings between individuals who are related with respect to a board that could be a potential conflict of interest. He did not see a conflict of interest in this case. Chairperson Welch reminded the Board that as the Chairperson she does not vote on matters.

XVI. Public Comment-None

XVII. Next Meeting

Chairperson Welch stated the next meeting will be held in Lassen County on September 25, 2025, at the Lassen County Social Services Department in the Lassen Room.

XVIII. Adjournment

By consensus the Board agreed to adjourn the meeting at 11:48 a.m. Director Norman motioned to adjourn the meeting. Director Barney seconded the motion. No opposition. Approved.


Odessie Welch, LPSCAA Chairperson

Attest:


Tricia Romandia, LPSCAA Board Secretary