

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

**Lassen County, Social Services Building – Lassen Room  
Thursday, September 25, 2025 – 10:00 a.m. – 12:00 p.m.**

**I. Roll Call**

Chairperson Odessie Welch, called the meeting to order at 10:12 a.m.

Present: Directors: Lynda Alberico, Carla Barclay, Gary Bridges, Candy Corcoran, Sharon Dryden, Mimi Hall (arrived at 10:20 a.m.), Dan Henson, Jessica Norman, Mark Nortrup, and Bill Powers were present.

Also present: Executive Director Cindy Ramsey, Salvation Army Coordinator Carla McDonald (arrived at 10:18), and Board Secretary Tricia Romandia.

Absent: Director(s): Vickie Barney, David Teeter, and Deborah Whiting.

Also absent: Finance Director Michelle Majeski and Proposed Candidate Chuck Henson.

Online by Microsoft Teams: Director(s): -- None.

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 Ramsey stated that Finance Director Michelle Majeski was unable to attend the meeting, and that she would be presenting Item VIII.B Finance Report of July 2025. Ramsey also requested Item XI. Sierra County Vacancy – Community Seat, and Item XII Food Trailer Application / Request for Proposal be deleted from the agenda.

**III. Approval of Agenda**

Chairperson Welch requested a motion to approve the September 25, 2025, agenda.

Director Bridges motioned to approve the agenda with the amendments. Director Powers seconded the motion. No opposition. Approved.

#### **IV. Approval of Minutes**

Chairperson Welch presented the June 26, 2025, Regular Meeting Minutes to the Board.

Director Norman motioned to approve the June 26, 2025, Regular Meeting Minutes. Director Nortrup seconded the motion. Director Alberico, Director Bridges, Director Dryden, Director Hall, Director Alberico and Director Powers abstained. No opposition. Approved.

#### **V. Public Comment**

Chairperson Welch inquired if there were any public comments by anyone present.

There were no public comments by anyone present.

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

Chairperson Welch inquired if the LPSCAA Board of Directors had any announcements or reports.

Welch reported that Railroad Days were taking place in Portola, CA that coming weekend.

Director Nortrup reported that the Seasonal Community Garden (SCG) will be at the Harvest Hootenanny at the Wemple's Pumpkin Patch on October 4<sup>th</sup> from 2:00 p.m. to 8:00 p.m. with an information booth for people to sign up. This year the SCG had leased out every developed plot. They had a wonderful year, and were able to donate fruits and vegetables to Salvation Army. One gentleman who was a Crossroads resident grew a salsa and corn garden, and has been taking his harvest to Crossroads. Many local producers will be attending, and Nortrup's wife will be teaching a seed saving class. He invited everyone to come.

Welch also announced and invited everyone to come to the Assembly of God Church for their annual Harvest Party on October 31<sup>st</sup>. It is for the children to enjoy a safe Trick-or-Treat.

#### **VII. Presentation-Salvation Army**

Coordinator Carla McDonald for Susanville Salvation Army passed a handout to the Board. She reported that the Grocery Recovery Program is huge! In 2016, the State passed Senate Bill 1383 that states grocery stores can no longer throw away edible food. Safeway used to have a dumpster that stated Green Food Dumpster. They threw perfectly good food away that was still good to eat. If it was near the expiration date or sell by date, they threw it away.

The Food Bank of Northern Nevada operates the Grocery Recovery Program, and they coordinate with all of the grocery stores and create partnerships with different agencies. There is a reporting system that has to be completed on how many pounds of food that Salvation Army receives and how many pounds of food the grocery stores donate. It is a write-off for the grocery stores so it is a win-win for everyone.

Salvation Army partners with Safeway and IGA grocery stores in Lassen County. In 2024, Salvation Army collected 66,291 pounds of food that would have gone into the trash, and distributed it to 2,211 duplicated people, and approximately 700 unduplicated people. Salvation Army changed their hours to Monday through Thursday from 1:00 p.m. to 4:00 p.m. The reason was so they can pick up the food, sort through the food, get the food recorded, and into the refrigerators for distribution. The people that they served doubled once the word got out! They distribute sandwiches, premade meals, produce, eggs, and milk. This is food Salvation Army never had before. The pantry is a choice pantry. They can walk around the room and choose what they want.

Director Bridges encouraged the group to take a tour of Salvation Army's operation. It is very impressive. They have walk in freezers and refrigerators. It has been expanded to twice the size it once was. He complimented Ms. McDonald on job well done. Ms. McDonald thanked the team of volunteers that she has and from the support of the community.

Salvation Army had their 4th Annual Gary Felt Kilt Classic Golf Tournament to raise funds for Back-to-School clothes shopping for kids. It is in honor of Mr. Felt who was Salvation Army's Board President and a big supporter of the community. Some people wear kilts to the tournament. The reason it is a Kilt Classic is because Gary and his wife Susan got married in kilts. There is an online auction and people from all over the country can bid. They netted \$12,000 that helped fund Back-to-School clothes shopping for 177 kids with \$125 per child. Normally Salvation Army purchases backpacks, school supplies and haircuts for the kids, but since the County did such a great job with their Back-to-School program Salvation Army did not have to participate in that part of the program and were able to focus on the school clothes shopping. The kids shop with volunteers so they get what they want. It is a really good experience.

The Food Bank of Northern Nevada not only rented the building next to Salvation Army for the next five years, they pay for all utilities, completed a full remodel of the building that cost approximately \$150,000, installed walk-in refrigerators and freezers, and provided an air-conditioned van that has their logo and Salvation Army's logo on it. Right after the remodel was complete, LPSCAA contacted Salvation Army to see if they had space to be the distribution center for the free supplies from Supply Bank. It worked out perfectly. They were able to put all of the supplies in the building, and the other LPSCAA sub-grantees came and picked up their supplies.

Hope Pantry and Salvation Army both had their food distribution on Fridays. It was discovered that people were double dipping so Salvation Army decided to close on the first and third Fridays of the month. On the second and fourth Fridays of the month, Salvation Army has their food distribution that serves approximately 150 people. On the third Friday of each month they fill up the air-conditioned van with food and go to Eagle Lake Spalding and deliver food to their community center. McDonald discovered that there was a man living there that was drinking lake water and eating bark off of the trees. Salvation Army has a moto of "see a need, fill a need". On the first Friday of the month Salvation Army goes to the Ravendale/Termo area, which is a much underserved community. The school there has a beautiful building that has two children enrolled, but is a perfect location for food distribution.

The resource centers in Westwood and Herlong closed. Westwood served approximately 150 people and Herlong served approximately 180 people on each food distribution. With the air-conditioned van, and the food bank allowing Salvation Army to order twice to triple times the amount of food service to the two locations was not interrupted. LPSCAA offered to reallocate funds from the two resource centers to Salvation Army to assist with the food distribution. The LPSCAA funds are going to be used for the Thanksgiving and Christmas food for both of those locations, which would not have been served otherwise. She thanked the Board for the reallocation.

Bell ringing is the biggest fund raiser of the year. In 2024, \$33,000 was donated. As everyone has experienced budget cuts, Salvation Army was provided \$1,000 for the Christmas budget for 2025. Last year Salvation Army spent \$16,000. In the past, Salvation Army supplied the community with Thanksgiving boxes, Christmas boxes, and engaged in the Angel Tree Program. This year they can only provide Thanksgiving boxes, which Council on Aging donated \$6,000 towards the boxes, and the Angel Tree Program.

The Angel Tree Program is a program that provides Christmas gifts to kids. The children get to pick four things: 1) something they want, 2) something they need, 3) something to wear, and 4) something to read. Tags with the requested gifts are put on a tree, people in the community pick a tag, purchase the gifts, and bring it back to Salvation Army. Salvation Army organizes the gifts, and call the parents when their gifts are ready. There is huge community support and outreach for this program. The Future Farmers of America (FFA) provide stockings. Usually there are extra toys that the kids get to pick from. To put this into perspective. The kettles raised \$33,000, which sounds like a lot, but the Back-to-School shopping spree cost \$22,000.

Salvation Army assists with social services such as utility assistance, rent assistance, gas cards for doctor appointments, and car parts. The Salvation Army (TSA) funds allow up to \$200 for utility assistance, up to \$300 for car parts and a \$200 maximum for rent assistance. The client has to pay the rent down

and the TSA funds are used last. Director Henson inquired if Human Services and Transportation provided rent assistance. McDonald stated Housing and Grants does, but was unaware if Transportation provided rent assistance. Transportation does provide for transportation to doctor appointments if the client qualifies.

LPSCAA funds allow Salvation Army to assist with utility and rent assistance. It does not have the restrictions TSA funds have. LPSCAA funds can pay one or two months' rent. Recently, Salvation Army helped a family that was in a really bad car accident.

McDonald sits on the Continuum of Care Board for Lassen County. She learned about the Homeless Housing, Assistance, and Prevention (HHAP) program. Salvation Army applied for \$50,000, which they received. The funding allowed for deposits or multiple months' rent, which TSA funding does not. The grant could be used to keep someone from becoming homeless by paying their utilities if it was a condition of their lease. The funding was gone in six (6) weeks. This year Salvation Army applied for \$100,000

McDonald presented a spreadsheet of the different grants and the In-Kind food that they receive from Northern Sierra Food Bank. Bridges inquired if Bieber, CA had anything other than the Senior Food Program. McDonald stated the 50 Plus Senior Center is also a food bank partner so they get food from the food bank, and they also were provided with a refrigerated van to assist with food distribution. Salvation Army also advertises the Angel Tree Program there as well. Bridges stated that Lassen County is the size of the state of Delaware.

Director Corcoran inquired if Lassen County used grocery stores from Reno for the Food Recovery Program. McDonald stated they only receive food from local stores. The Nevada stores serve the Nevada partners.

Henson inquired when the bell ringing began, and if they needed volunteers. McDonald stated the week before Thanksgiving, and they always need volunteers.

Director Hall had many questions for McDonald. She believed that Plumas has a lot of the same programs, but it is delivered by different folks. McDonald stated that there is a Volunteer Center in Quincy with one volunteer who works the same programs and reports to McDonald's supervisor Juanita Williams. Hall was thinking of more systems. Plumas has a Senior Nutrition Program that has congregate meals and meal delivery who could partner with Grocery Recovery to have food available at the site or by delivery. McDonald stated there is already a Food Bank of Northern Nevada partner already there. Through that partnership they would reach out to Sarah Gotcher who organizes the grocery outreach program. Henson stated their Grocery Recovery Program goes to Quincy, Portola, and Loyalton on the first and third Fridays. There is another Health Food

Store in Reno that donates a truckload of food the first and third Mondays. Hall thought it was amazing to know how it is done somewhere else and to learn more. McDonald was happy to spend time with anyone to share what they do and their processes.

McDonald stated that there was a situation in June this year where she received a phone call from Gotcher about a fire in Quincy. Dollar General was afraid that they were going to lose power. Salvation Army made two trips with the refrigerated van to get all of the food. They finished unloading about midnight. The food was shared with Crossroads Ministries. McDonald made a Facebook post for everyone to come get the food. Dollar General never did lose their power, but it was better to be safe than lose all of that food. Salvation Army wondered why someone in Quincy did not come get the food. Hall stated there is. They could have called OES, but it is good to know to close this gap.

Henson stated Loyalton Food Bank has the same approach of letting the people shop instead of getting a box. It gives them dignity. McDonald has been told by people, "Do you know how hard it is for me to come in here because of the stigma of coming to get free food." We try to make people feel comfortable. We call them by their first names and have become friends. She told her husband, "I did not know that I could have so many homeless friends, but it is kind of cool." It gives people dignity to get what they want not what someone is telling them.

Once a month Salvation Army receives food from Nourish Food Hub (NFH). It is a farmer share program from Lassen, Alturas, Plumas, and Hope Pantry that gives Salvation Army 100 bags of fresh produce once a month. Salvation Army has received grass fed and grass finished beef and eggs. "It is fresh" McDonald was told by a client, "I get the first and not the last." It broke McDonald's heart because the clients usually get the leftovers, but now they are getting the fresh fruits. Currently, they have some beautiful carrots and blueberries. The program is out of out of Prize Valley and they coordinate with the farmers and ranchers from all over the place. Rustic Rancher who is a local producer in Lassen County provides Salvation Army with microgreens. Rustic Rancher stated they could go to the farmer's market and maybe sell ten (10), and through NFH they sell one hundred (100). NFH pays them so they are not just donating it. Also, NFH gives Salvation Army a \$3.00 per bag credit on any food that Salvation Army had to purchase from the food bank. Everybody is winning.

Director Nortrup stated Rustic Rancher is a friend of his, he thinks he provides more to the nonprofit that buys from them, and he wanted to mention it is all grown organically. It is really good healthy stuff. McDonald stated the hamburger is the best hamburger she had ever eaten. She stated they use the whole cow to make hamburger. Nortrup inquired if Grocery Outlet participated in the program. McDonald stated they give their food to the Hope Food Panty. When Salvation Army partnered with Safeway, they had to drive across the scales to weigh the amount of food. After the first month or so, Safeway got smart and did not order

as much. Henson inquired what Salvation Army does with the spoiled dairy products. McDonald stated it does not last long enough to spoil. If it did, Salvation Army would have to throw it out. Henson stated Loyaltan does not have refrigerators, so their food bank gives it to the 4-H kids for their pigs. McDonald stated sometimes the produce that they receive from IGA has to be gone through, and some of it is given to the local farmers with pigs and chickens.

The Board thanked her for her presentation.

Chairperson Welch reminded the Board that LPSCAA reallocated funds to Salvation Army. What a great place to reallocate the money.

### **VIII. Programmatic Reports**

#### **A. LPSCAA Expenditure Report as of September 2025**

Finance Director Ramsey reported about a third of the invoices have been received from the subcontractors. Staff is encouraging the subcontractors to turn in their invoices. Ramsey asked the Directors who have contact with their subcontractors to remind them to turn in their invoices. Secretary Romandia also sends out reminders. A few of the subcontractors do wait until the last minute for various reasons. We are appreciative of the invoices that have been turned in.

Chairperson Welch inquired if Plumas County had invoices to be processed. Romandia stated that Community Assistance Network and Mac Homeless Prevention were waiting. Ramsey stated PCDC-PCCDC Public Housing will invoice either this month or next month. Romandia stated she went to Social Services, and they were actively spending their money for Caring for Kids and Senior Services Plus. We are waiting on an invoice from Director Teeter for the food project. Ramsey stated the grant writing will most likely have to be reallocated in December.

Welch stated to the Plumas County Directors that they need to be thinking of where they would like the reallocation to go.

Henson stated he thought there should be some kind of application for people fill out for the food truck. It would be nice to have a list. Ramsey stated Director Teeter is creating a Request for Proposal.

#### **B. Finance Report July 2025**

Executive Director Ramsey presented the July 2025 Finance Report. The expenses are in line with the budget with the exception of the subcontractor line item. All other categories are doing very well. CSD released a \$1,600 amendment to the 2025 contract, and it was allocated

to program benefits to align with salaries so it would get spent out proportionately.

Finance received the Discretionary funds from CSD. It was \$26,000. Finance extended the contract to April to make sure the year-end is properly accounted for and allow for a little breathing room. Welch inquired if it was only on the Finance side of things or if it was also extended to the subcontractors. Ramsey stated Finance wanted the subcontractors to finalize their invoices by the end of the year, but if one of the subcontractors were struggling to get the invoice in December and needed to give it to us in January, it gives us wiggle room. Ideally, Finance would like to see it all spent in December.

#### **IX. Lassen County Vacancies – Community and Public Seats**

Chairperson Welch presented the agenda item, and the Board Candidate Questionnaire but the Proposed Candidate was not present. Secretary Romandia stated she said she would be there. Director Bridges stated she is an amazing lady and would be really good on this Board. Director Nortrup stated she is heavily involved in the Community Garden besides all of the other stuff she listed. Director Alberico stated she is involved in Susanville. She had known her for 38 years and she will definitely be involved and care. Nortrup stated he talked with her yesterday, and she was going to try to make it, but the road construction could be a problem. Welch tabled this agenda item.

Welch inquired about the Public Seat. Nortrup knew of a person from Health and Human Services, but she had not heard back from her.

11:20 a.m. Mary Piowaty arrived. Welch presented Ms. Piowaty's Board Candidate Questionnaire for the Board. Many Board members stated that she did not list all that she does for the community. Welch thanked her for coming to the meeting, applying to serve on the Board, and invited her to the next meeting.

#### **X. Plumas County Vacancies – Community Seat**

Chairperson Welch stated Dave Goodale, who is the pastor at the Christian Life Church wanted to be on the Board but he had health issues. He is hopeful that he could make the next meeting.

Director Hall stated that possibly someone from the Food Co-op might be a good person to have on the Board, and she would reach out to the General Manager.

## **XI. 2025 Discretionary Funds**

Executive Director Ramsey presented a form to the Board that Finance has to complete to receive funds from CSD. The information on the form breaks the funds down by administrative costs between wages and benefits, program wages benefits and operating expenses, which is computer expense, rental expense, all of the overhead, the sub-grantee funds of \$19,000, and the grand total of the contract of \$26,000. This equates to twelve (12) percent of administrative costs for the whole entire contract. It was discussed at the last meeting to allocate the funds similarly to how it is done for the main contract by percentages then each of the counties would determine which subcontractors they would like to extend additional funds. Chairperson Welch recalled that the Board discussed allocating the Discretionary funds the same way it is divided for the sub-grantees by percentages.

Director Dryden stated she appreciated this information that she requested about a year ago to know what the percentage of what the overhead costs were. We had not determined that so this helps knowing that the twelve (12) percent is a reasonable amount of what goes to administrative costs. The different counties get different percentages so we are well within what is the reasonable amount at twelve. Ramsey stated some of the other programs that PCCDC administers such as Section 8 is thirty (30) percent.

Director Norman inquired if this was in reference to the email Secretary Romandia sent on September 9, 2025, and the proposal was as we allocated in the past -- Lassen County 59 percent \$9,310, Plumas County 34 percent \$6,460, and Sierra County 17 percent \$3,230. Is the proposal then to disperse those amounts per county? It was confirmed that Norman was correct. Norman thought it made sense to use the percentages that were already in place. Sierra County decided to split the amount evenly between the sub-grantees because none of sub-grantees received what they had requested from the regular contract. It is \$1,076.66 for each sub-grantee in Sierra County. Welch stated that in the LPSCAA policy – if they have not sent in an RFP they do not receive money.

Director Bridges was really impressed with the Salvation Army's presentation, and inquired if the Board could donate a portion to Salvation Army, and then divide the rest of the money. The Board discussed different ways of dispersing the money, and it was decided to divide the funds by the previous percentages.

Ramsey reiterated that Sierra County would receive 17 percent which equated to \$3,230 Discretionary amount. Norman proposed the motion to distribute the \$3,230 Discretionary funds evenly between all three agencies, which is \$1,076.66 each. Director Corcoran seconded the motion. No opposition. All approved.

Director Nortrup inquired if the funds had to be expended this calendar year or next calendar year. Ramsey stated it would be ideal to expend the funds this calendar year, but the contract has been extended to April 2026. Director Bridges motioned that Lassen County's \$9,310 Discretionary fund goes to Salvation Army. Director Alberico seconded the motion. No opposition. All approved.

Plumas County Board discussed what to do with their portion of the Discretionary allocation. Carla Barclay motioned for Plumas County's \$6,460 to be allocated to Plumas County Senior Nutrition. Director Powers seconded the motion. No opposition. All approved.

## **XII. 2025 LPSCAA CSD Onsite Monitoring Visit / Site Visits**

Executive Director Ramsey stated that LPSCAA had an Onsite Monitoring Review from Department of Community Services and Development's (CSD) Associate Governmental Program Analyst James Scott. There were two sides to the visit. There were online submissions of all of the financials, and some of the subcontractors had to submit some of their client files. Scott was here for two days. We met with Plumas Crisis Intervention & Resource Center in Plumas County and Salvation Army from Lassen County. Ramsey presented the Monitoring Reports that Secretary Romandia prepared. She was very impressed with both programs. We were able to spend approximately an hour and one half at Salvation Army and see everything Ms. McDonald had shared during her presentation and had a tour of the facilities. Both programs do so much for the communities. Ramsey received the *draft* report from Scott, which covers the program in its entirety. There are a couple of provisions for staff to complete. Scott was very knowledgeable and easy to talk to. He has been very helpful in making changes that are necessary. Once the finalized report is received, Ramsey will email it to the Board.

Director Corcoran stated that she felt the 2025 Discretionary Fund agenda item was run through. She did not think that proper procedure was done. First, because by each county somebody made a motion and there was a second, but there was not a whole vote. Chairperson Welch explained a whole vote does not have to be done because it is done by each county. Corcoran stated each county has to vote. It is not only the first motion and the second. We have to make a full count. The other observation Corcoran had was she felt uncomfortable to make a vote before a previous discussion. Plumas County voted in a hurry without a conversation or agreement. She wanted it observed because we can do better. She thought that in the same county it was very fast in an agreement after the presentation. Sierra County had an agreement before the meeting. Director Dryden clarified that Director Norman did read the email. Secretary Romandia did send the email on September 9, 2025. Sierra County came with that determination so each county had that opportunity. Corcoran said it was kind of in a hurry. That was her observation, because she thought these are important Discretionary funding that each agency will be receiving, and we have to be

mindful. Welch did not have a problem with how it was done. Director Hall appreciated Corcoran's concern about process. Luckily Plumas reached a quick agreement. Director Bridges inquired if any county was not happy with the way they voted. Corcoran stated Sierra was happy. Bridges stated Lassen was very happy. Corcoran stated after the second we never did one vote and then include the agreement. The Board stated all three counties voted. Corcoran inquired if Director Henson voted. Henson stated Sierra County already had an agreement. Welch stated Sierra already agreed before they arrived. Corcoran stated the email is what confused her. Welch stated that is why Secretary Romandia sends out emails, and it is the director's responsibility to read them.

### **XIII. Conflict of Interest Concern**

Executive Director Ramsey stated at the last meeting it was mentioned that there was a potential conflict of interest, and the previous Executive Director / General Counsel Roger Diefendorf did not believe it was a conflict of interest. Ramsey wanted a second opinion for full transparency because Chairperson Welch is Ramsey's husband's aunt. Ramsey reached out to BBK Law that are out of Sacramento. She was informed that because Welch and Ramsey did not share a household, joint ownership of any business, property or other financial obligations that there was not a conflict of interest. Director Henson stated that he and Proposed Candidate Chuck Henson are not conflicted. Welch stated the concern was mainly because Ramsey is the Director and she was the Chairperson. Director Norman stated the LPSCAA Board has nothing to do with their salaries. Director Hall stated that typically conflicts of interest in government agencies are financial conflicts of interest.

Director Dryden stated that usually every year on every agency that she sits on there is an election every year that appoints the chair. It has not happened as far as she was aware. Welch stated it has happened. Dryden inquired if nominations were accepted or does it automatically roll over. Secretary Romandia stated it will be happening at the December meeting for 2026. Welch explained that the Chairperson, Vice Chair, and Secretary would be voted on. The Secretary position is in case the Chairperson and Vice Chair are unable to make the meeting the Secretary can run the meeting.

11:20 a.m. Mary Piowaty arrived. Agenda Item IX was revisited.

### **XIV. Review LPSCAA Mission Statement – Organizational Standard 4.1**

Executive Director Ramsey stated that part of the Organizational Standards is to have the Board review the Mission Statement and determine if it is still accurate to what LPSCAA is doing or did it need revision. Ramsey read the Mission Statement and put it on the screen for the Board to see. The Board discussed the Mission Statement and revised it as follows:

"Lassen-Plumas-Sierra Community Action Agency works to strengthen our communities' capabilities to reduce and eliminate poverty through countywide and regional collaborations."

Director Bridges motioned to accept the revised Mission Statement. Director Norman seconded the motion. No opposition. Approved.

#### **XV Use of Shasta County CAA for ROMA Certification of Community Action Plan**

Executive Director Ramsey stated LPSCAA has had some ROMA changes. Initially, LPSCAA was going to work with Butte County, and their ROMA certifiers were no longer certified. Staff contracted with a consultant who was expensive, and changes still had to be made after the fact. Secretary Romandia reached out to Shasta County, and they are more than willing to certify our next Community Action Plan, which we believe will be at no charge. Staff is working on a Memorandum of Understanding. There is also CalCAPA who is a Community Action Agency partner who also offers ROMA certifying, but there would be a cost associated with it.

#### **XVI LPSCAA Board Expectations / Duties Training – Organizational Standard 5.8**

Executive Director Ramsey presented the following two training videos that were created by the Illinois Community Action Agency:

<https://www.youtube.com/watch?v=TvXoTr2oi9c&t=31s>

<https://www.youtube.com/watch?v=7JIE-GK1AE4&t=17s>

These videos align with the training required for the Board. Ramsey informed the Board that there were several other sections that went into the other aspects of community action agencies. She chose these two because they were specific to Organizational Standard 5.8.

#### **XVII Organizational Standards Update**

Executive Director Ramsey stated the Organizational Standards score received this year was 98 percent. There is a lengthy report that reviews all of the standards and what is expected and whether we met or did not meet the standard. Ramsey will email the report to the Board. To be at 100 percent the Board needs to fill the vacancies. Board Secretary Romandia goes through the Standards one by one to update and delete out dated information, but LPSCAA's CSD Representative James Scott introduced an Aging Report that informs us of the information that is going to expire or about to expire, which will be a helpful tool.

## **XVIII 2026 LPSCAA Contracts**

Executive Director Ramsey stated the 2026 LPSCAA Request for Proposals (RFPs) with instructions were sent out, posted and advertised appropriately. There were some minor changes to how they looked such as the instructions were on a separate page. The timeframe to return the RFPs has closed. Secretary Romandia will be emailing each county directors their RFPs so they can have special meetings between now and the December to be ready to adopt the allocations at the December meeting.

## **XIX Top 10 Food Distributors**

Executive Director Ramsey stated earlier this year LPSCAA was notified that it was one of the top 10 food distributors in California based on CSDs Annual Report. Of the eighteen (18) LPSCAA sub-grantees, seven (7) of them report in the food distribution category. Secretary Romandia and Ramsey met with the top distributors and CSD to discuss how each subcontractor measures food distribution. Some measure by the box, bag, or meal. A box may feed a family of four, but it only counts as one person. CSD is trying to collaborate a standard method of measuring. It was nice to be a part of the process. The Board inquired if the sub-grantees knew about the recognition, which they did. Some of the sub-grantees were a part of the meeting.

Chairperson Welch noticed the Reasonable Accommodation that was added to the agenda. Ramsey stated staff had been standardizing the format for the three different boards so the agendas and minutes match for consistency.

## **XX Next Meeting**

Chairperson Welch stated the next meeting will be held in Plumas County on December 4, 2025, at the Plumas Unified School District.

## XXI Adjournment

By consensus the Board agreed to adjourn the meeting at 12:01 p.m. Director Norman motioned to adjourn the meeting. Director Bridges seconded the motion. No opposition. Approved.

  
Odessie Welch, LPSCAA Chairperson

Attest:

  
Tricia Romandia, LPSCAA Board Secretary