

**REGULAR MEETING OF THE PLUMAS COUNTY COMMUNITY
DEVELOPMENT CORPORATION
HELD IN QUINCY, CA ON AUGUST 2, 2023**

ROLL CALL

The meeting is called to order at 9:03 a.m. by President Roger Diefendorf; Director Paul Mrowczynski, Director Kevin Goss, Treasurer Cindy Ramsey and Board Secretary Tricia Elliott are present.

ADDITIONS TO OR DELETIONS FROM THE AGENDA

Treasurer Ramsey requested to add Insurance after Bank Account IV.A. Director Goss approved the addition. Director Mrowczynski seconds. Approved.

MINUTES

Director Goss motioned to approve the June 26, 2023, Minutes. Director Mrowczynski second the motion. Approved.

BANK ACCOUNT

Treasurer Ramsey stated she spoke with Plumas Bank. She is unable to open an account until the California State Treasurer's Office has added Plumas County Community Development Corporation (PCCDC) to their website. Once confirmed, she will open a basic checking account. She was informed that some of the grants require an interest-bearing account so PCCDC may have to open another account at a later time.

INSURANCE

Treasurer Ramsey stated she is unable to get insurance until the California State Treasurer's Office had added PCCDC to their website. It was recommended to get some Director's and Officer's Liability Insurance in addition to the General Liability Insurance. She was quoted it would cost \$1,000 - \$1,300 and PCCDC would have to have a budget created. Ramsey stated she would begin working on a budget.

COMMUNITY SURVEY

Director Mrowczynski spoke with Katie Harris. Ms. Harris was waiting on guidance from Mr. Diefendorf as to what he wanted in the survey. Diefendorf stated he would get in contact with Ms. Harris.

Mrowczynski stated he has done agency surveys, which inform us to what each agency in the County is doing. 20,000 Lives is a good venue. Mrowczynski has taken food securities surveys to 20,000 Lives. The downside to 20,000 Lives is they represent the county-wide agencies, but not everybody. If the survey is divided up into housing and food needs, the food hubs and churches would have to be involved. At the last meeting, Mrowczynski mentioned the Food Council had approved an Emergency Food Access Plan (EFAP) in February. It was sent to Office of Emergency Services. Once the Emergency Management Council (EMC) approves the EFAP, it will be added to the Plumas County Disaster Relief Plan as an amendment. Mrowczynski already has contacts with 15 agencies that could be one pool if PCCDC were looking at an agency/churches survey. Churches have limited access to food. They generally keep the food within the congregation, and invite people to come to the church for a meal.

President Diefendorf stated the churches have been surveyed by the Lassen-Plumas-Sierra Community Action Agency and received zero response.

Mrowczynski's approach at survey development or outreach is multi-pronged. He sends an email with a follow-up phone call. If he is able to speak with someone, he makes an in-person appointment to speak with them.

Emergency Food Access Plan divided the county up into six service areas for folks to keep an updated version of who the food producers, food stores, food preparers and food deliverers are. There could be a second survey for recipients who receive food access. It is the same thought questions, but worded differently than the customers or providers survey. Through 20,000 Lives, the agencies could be approached to give the survey to their clients. The only subset to this is the source of the agency and who collected the information.

Director Goss stated LMNOP Design did work through the Dixie Fire Collaborative and Lake Almanor Foundation on an overview of housing stock in Plumas County. The overview was focused mainly on the western side of the county on how the Dixie Fire impacted housing.

It was decided Mrowczynski and Ms. Harris would work on the Food surveys and Diefendorf would contact Tyler Pew to retrieve the data regarding the housing part of the survey so we have an understanding of what has already been done, and to see what Mr. Pew would want to do. The surveys will be anonymous except for possibly identifying the area. One survey will be for the customers or providers and one for the recipients. Drafts of the surveys are to be completed by October 1, 2023.

RESOLUTION-None

SOLICITATIONS FOR PRIVATE FUNDING

Mrowczynski stated any of the grants PCCDC applies for the money will be directed towards Greenville and Indian Valley because it has been declared a disaster area from the Dixie Fire. It needs to be stated that that area will be the first stage, but the needs are county wide. If it were a three-year grant, the first year would be focused on Indian Falls, Greenville and Canyon Dam. It would then be replicated to the rest of the county.

Director Mrowczynski left a message for the County Administrative Office Grant Writer, Zack Gately, inquiring: (1) what are the existing grant applications and/or efforts that the County is involved in? This is to avoid duplication or effort. (2) What do we want to work together on in a collaborative effort?

Another detail that must be addressed is who is going to be the fiscal agent. Will it be the Housing Commission or the non-profit? Also, following contract requirements is crucial. Otherwise, PCCDC will spend an inordinate amount of time playing catch up. Submitting reports and expenditures in a timely manner is a huge time saver.

President Diefendorf stated theoretically the Housing Commission is supposed to be administering the Community Development Block Grants (CDBG) grants. County Counsel needs to amend the current ordinance so other county agencies can administer the CDBG grants. Currently, there are no solicitations. At the last meeting, Sierra Pacific Industries (SPI) and McConnell were mentioned to solicit.

Director Mrowczynski stated he had researched (SPI) in the past for grants and did not find them doing community service. Recently, he was informed that they put out a solicitation and no one applied. Mrowczynski will inquire into SPI to see if they have changed their focus.

BUSINESS PLAN

Director Mrowczynski presented an exercise with recipe cards. A line was drawn down the middle. Written on one side was strengths and the other side was weaknesses. On the other side of the card, another line was drawn down the middle of the card. Written on one side was opportunities and the other side was challenges. Questions: 1) what are the existing strengths and weaknesses of PCCDC and the Housing Commission to provide housing and food? 2) In reference to future opportunities regarding housing and food, what are the opportunities and what are the challenges? Mrowczynski will bring the summary of the cards and discussion to the next meeting.

The Board decided to have the Strategic Plan on the next Agenda.

PROJECTS/PROGRAMS-None

BOARD OF DIRECTORS ANNOUNCEMENTS AND REPORTS-None

ADJOURNMENT

The Corporation adjourns at 10:21 a.m. The next meeting is scheduled for Wednesday, October 4, 2023 at 9:00 a.m.

A handwritten signature in dark ink, appearing to read 'R. Diefendorf', written over a horizontal line.

President, Roger Diefendorf

Attest:

A handwritten signature in dark ink, appearing to read 'Tricia Elliott', written over a horizontal line.

Secretary, Tricia Elliott