



# County of El Dorado

330 Fair Ln, Building A  
Conference Room A  
Placerville, CA 95667

## Minutes - Final Community Action Council

### *Public Official Sector*

*George Turnboo, BOS Dist. II*  
*Mark Treat, Dist. II (Alternate)*  
*Wendy Thomas, BOS Dist. III*  
*Karen Feathers, Dist. III (Alternate)*  
*Kara Taylor, City of Placerville*  
*Cristi Creegan, City of S. Lake Tahoe*  
*Chelcee Thomas, City of S. Lake Tahoe (Alternate)*  
*Lori Parlin, BOS Dist. IV*  
*Shelley Wiley, BOS Dist. IV (Alternate)*  
*Vacant, City of Placerville (Alternate)*

### *Low-Income Sector*

*Susie Davies, M.O.R.E.*  
*Kelly Krohn, Individual*  
*Rebecca Drahnann, El Dorado*  
*Community Health Center*  
*Kimberly Peterson, Tahoe Coalition for the Homeless*  
*Vacancy (1)*

### *Community Sector*

*Stephanie Lopez-Vasser, Salvation Army*  
*Gerald Lillpop, Chair, Friends of Seniors*  
*Aaron Lungren, The Church of Jesus*  
*Christ of Latter-Day Saints*  
*Kathryn Marrone, Liberty Energy*  
*Vacancy (1), Individual*

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Wednesday, September 27, 2023

10:00 AM

<https://edcgov-us.zoom.us/j/87383960765>

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**2850 Fairlane Court, Building C, TAC Room  
Placerville, CA 95667**

**3368 Lake Tahoe Blvd., Suite 102  
South Lake Tahoe, CA 96150**

**PUBLIC PARTICIPATION INSTRUCTIONS:** The Council meeting room will be open to the public. The meeting will continue to be live-streamed via Zoom. By participating in this meeting, you acknowledge that you are being recorded.

Members of the public may address the Council in-person or via Zoom to make a public comment. The public should call into 530-621-7603 or 530-621-7610. The Meeting ID is 873 8396 0765. Please note you will not be able to join the live-stream until the posted meeting start time.

To observe the live stream of the Council meeting go to <https://edcgov-us.zoom.us/j/87383960765>.

If you are joining the meeting via zoom and wish to make a comment on an item, press the "raise a hand" button. If you are joining the meeting by phone, press \*9 to indicate a desire to make a comment. Speakers will be limited to 3 minutes.

Although the County strives to offer remote participation, be advised that remote Zoom participation is provided for convenience only. In the event of a technological malfunction, the only assurance of live comments being received by the Council is to attend in person. Except for a noticed teleconference meeting, the Council reserves the right to conduct the meeting without remote access if there is a malfunction.

If you choose not to observe the Council meeting but wish to make a comment on a specific agenda item, please submit your comment in writing. You are encouraged to submit your comment in writing by 4:00 PM on the day before the meeting to ensure the Council has adequate time to review. Please submit your comment to the Clerk of the Board at [edc.cob@edcgov.us](mailto:edc.cob@edcgov.us). Your comment will be placed into the record and forwarded to Council members.

## **PROTOCOLS FOR PUBLIC COMMENT**

Public comment will be received at designated periods as called by the Commission Chair.

Individuals will have three minutes to address the Commission. Except with the consent of the Commission, individuals shall be allowed to speak to an item only once.

Individual Commission members may ask clarifying questions but will not engage in substantive dialogue with persons providing input to the Commission.

If a person providing input to the Commission creates a disruption by refusing to follow Commission guidelines, the Commission Chair may take the following actions:

Step 1. Request the person adhere to Commission guidelines. If the person refuses, the Commission Chair may turn off the speaker's microphone.

Step 2. If the disruption continues, the Commission Chair may order a recess of the Commission meeting.

Step 3. If the disruption continues, the Commission Chair may order the removal of the person from the Commission meeting.

#### **MEETING CALLED TO ORDER 10:11AM AND ROLL CALLED**

**Present:** 8 - Alternate Wiley, Alternate Treat, Alternate Feathers, Member Krohn, Member Lopez-Vasser, Member Marrone, Member Peterson and Member Thomas

**Absent:** 5 - Member Taylor, Member Davies, Member Drahmman, Member Lillpop and Member Lungren

#### **ADOPTION OF THE AGENDA AND APPROVAL OF THE CONSENT CALENDAR**

**A motion to adopt the agenda and approve the consent calendar was made by Mark Treat; seconded by Karen Feathers.**

**Yes:** 8 - Alternate Wiley, Alternate Treat, Alternate Feathers, Member Krohn, Member Lopez-Vasser, Member Marrone, Member Peterson and Thomas

**Absent:** 5 - Member Taylor, Member Davies, Member Drahmman, Member Lillpop and Member Lungren

The Council may make any necessary additions, deletions or corrections to the agenda including moving items to or from the Consent Calendar and adopt the agenda and the Consent Calendar with one single vote. A Council member may request an item be removed from the Consent Calendar for discussion and separate Council action. At the appropriate time as called by the Council Chair, members of the public may make a comment on matters on the Consent Calendar prior to Council action.

#### **CONSENT CALENDAR**

[23-1575](#)

**Attachments:** [MINUTES 7.26.23](#)

*Approved on consent calendar*

## END OF CONSENT CALENDAR

### UPDATE BY MEMBERS:

Mark Treat provided an update on the Community Center in Grizzly Flat. Progress is being made on the Special Use Permit on the 44-acre parcel that was selected, and building is expected to begin in early 2024.

Karen Feathers reported that Apple Hill is in full swing and will continue to get busier as the fall season progresses.

### GUEST SPEAKER

Jammie Hall, Food Bank of El Dorado County, presented the Elder Outreach program that is offered by the El Dorado County Food Bank.

The Elder Outreach program is a multi-county partnership with the Shingle Springs Band of Miwok Indians, the Food Bank of El Dorado County, and the USDA, providing bi-monthly food boxes to eligible seniors. Interested Seniors must be 60 years of age and older and meet certain income guidelines.

For assistance, contact the Food Bank at 530-621-9950

### INFORMATION ITEMS

7/25/23: Health and Human Services Agency recommending that the Board, acting as the Governing Board of the El Dorado County Area Agency on Aging: 1) Approve the Fiscal Year 2023-2024 Area Plan Update to the 2020-2024 El Dorado County Area Plan for Senior Services; and 2) Approve and authorize the Chair to sign the Transmittal Letter for submission of said Area Plan Update to the California Department of Aging. This matter was Approved on the Consent Calendar.

8/15/23: Health and Human Services Agency (HHS) recommending the Board, acting as the Governing Board of the El Dorado County Public Housing Authority (PHA) receive and file a revision of the HHS PHA Updated 2022 Administrative Plan, approving the changes made to Chapter 4, "Applications, Waiting List and Tenant Selection." A motion was made by Supervisor Parlin, seconded by Supervisor Thomas to receive and file a revision of the HHS PHA Updated 2022 Administrative Plan, approving the changes made to Chapter 4, "Applications, Waiting List and Tenant Selection."

8/29/23: Health and Human Services Agency (HHS) recommending the Board: 1) Make findings that the provision of software licensing and support needed by the Public Housing Authority provided by Contractor are in the public's best interest and that there are specialty skills, qualifications, and equipment not expressly identified in County classifications involved in the performance of the work in accordance with El Dorado County Ordinance Code, Chapter 3.13.030(B); 2) Approve and authorize the Chair to sign the first amendment to Agreement for Services 4868 with Happy Software LLC, an MRI Software LLC company, increasing compensation by \$10,000 for a new total compensation amount of \$143,086, with no change to the term; and 3) Authorize the Purchasing Agent to execute amendments relating to Agreement 4868, contingent upon approval by County Counsel and Risk Management, which do not increase the maximum dollar amount or term of the Agreement.

8/29/23: Health and Human Services Agency (HHS) recommending the Board: 1) Make findings that the provision of non-medical in-home support services provided by Contractor are in the public's best interest and that due to the limited timeframes, temporary or occasional nature, or schedule for the project or scope of work, the ongoing aggregate of work to be performed is not sufficient to warrant the addition of permanent staff in accordance with El Dorado County Ordinance Code, Chapter 3.13.030(B); 2) Approve and authorize the Chair to sign Amendment II to Agreement for Services 5133 with DNT In Home Care, Inc. doing business as Senior Helpers, increasing compensation by \$9,000 for a new not-to-exceed amount of \$99,000, with no change to the term of the Agreement; 3) Authorize the Purchasing Agent to execute amendments relating to Agreement 5133, contingent upon approval by County Counsel and Risk Management, which do not increase the maximum dollar amount or term of the Agreement; and 4) Authorize the HHS Director, or Chief Assistant Director, to execute programmatic, administrative, and fiscal documents relating to Agreement 5133.

## **AGENCY REPORT**

#### Agency Update

- a. The recruitment for HHSA's Chief Assistant Director has been completed and candidate Jim Diel was selected for the position. He began working with us on 7/17/23, and we're very happy to have him.
- b. The Assistant Director of Human Services position remains vacant, a second recruitment closed in early September. We are looking forward to interviews and filling this position.
- c. Olivia Byron-Cooper was appointed to the Director of HHSA position effective 9/23/23.
- d. Community Services continues to recruit for several positions in the Senior Services programs. We're still in need of permanent and extra-help Program Aides, Mealsite Coordinators, and Cooks. We also have a large need for volunteers in Senior Nutrition, Adult Day Care and the Long-Term Care Ombudsman programs.

#### LIHEAP and LIHWAP Program

- a. The 2023 HEAP funds have been expended, the 2023 EHEAP funds have also been expended, however, we are in the process of moving \$60,000 from admin funds to direct service. We are currently accepting applications and will prioritize based on eligibility once funds are available. We're expected to receive contract release information for the 2024 HEAP contract in the next couple of months.
- b. The LIWAP funds have been fully expended and will not renew after 2023.

#### Community Services Block Grant (CSBG)

- a. The Community Services Block Grant (CSBG) Federal Poverty Limit eligibility is ending on September 30, 2023. The income eligibility will revert from 200% FPL to 125% FPL. Starting October 1, 2023, CSBG Service Providers may serve clients with households with incomes up to 125% of FPL for all open CSBG contracts.
- b. The Community Action Plan and Needs Assessment 24/25 was approved by CSD on 8/18/23.

#### Senior Nutrition Program

- a. The Senior Nutrition Program Stats for June August 2023: The average daily donation per meal received was very low, with the average home delivered donation being only \$0.65, and congregate dining donations were an average of \$1.90. We served an average of 792 meals per day.
- b. Senior Nutrition has a very high need for volunteers and currently works with between 150-200 volunteers every month.
- c. The program has recently promoted a mealsite coordinator to a Cook position, we still have 1 Cook, 1 EH Cook and multiple mealsite coordinator positions vacant. We have successfully filled the Senior Nutrition Program Assistant, and a newly created Office Assistant position. The Sr. Nutrition Program Coordinator position is currently out for recruitment and closes on 10/08/2023.

#### Public Housing Authority/Housing & Homelessness

- a. The Public Housing Authority (PHA) continues to support clients with rental assistance to very low-income families, individuals experiencing homelessness, the elderly, veterans, and persons with disabilities to obtain decent and safe housing through multiple voucher programs, including the Emergency Housing Vouchers, which are accessed through the Coordinate Entry System, The Front Door. More information is available at the following

website: <https://www.edcgov.us/Government/HumanServices/Housing/Pages/EHVs.aspx..>

- b. The temporary Navigation Center shelter is run by Volunteers of America and operates through a referral process only. The HHSA Housing and Homelessness team coordinates entry through two pathways, Coordinated Entry and Law Enforcement partners. Persons looking to enter the shelter should contact Front Door (aka: Tahoe Coalition for the Homeless), at 530-600-2822 for an assessment and to be added to the by-name list.
- c. Plans for the permanent Navigation Center continue to progress. HHSA leadership, County Facilities and representatives from the CAO's office met with the vendor that is contracted to provide the design and criteria documents in mid-August to review requirements for the shelter design. Additional follow up design criteria was sent to the vendor at the end of August.

#### Senior Day Care Program ("The Club")

- a. The Clubs, in both Placerville and El Dorado Hills, have continuous recruitments open for Extra Help and Permanent Program Aides.
- b. The program also has a high need for volunteers at both sites, to help with various activities, such as activities, music, entertainment, games, serving snacks or meals, or for office support.
- c. The Clubs also continue to recruit new members at both locations.

### COMMUNITY SERVICES BLOCK GRANT (CSBG) FISCAL

[23-1598](#)

**Attachments:** [CSBG EARS Fiscal Reports](#)

### PUBLIC OUTREACH COMMITTEE

No Report by the Public Outreach Committee

### CAC MEMBERSHIP APPOINTMENT

**A motion to approve the application to fill the Low Income Sector vacancy was made by Mark Treat; Seconded by Stephanie Lopez-Vasser**

**Yes:** 7 - Alternate Wiley, Alternate Treat, Member Krohn, Member Lopez-Vasser, Member Marrone, Member Peterson and Thomas

**Absent:** 5 - Member Taylor, Member Davies, Member Drahmann, Member Lillpop and Member Lungren

An application to fill the vacant Low Income Sector position on the Council was presented and reviewed. Discussion by the Council took place and a motion was made to approve the application. Vote was taken and the motion passes. Lauren Odell will contact the new Council member and send information on the next meeting date and time.

### ANNUAL REVIEW OF CAC DOCUMENTS

Lauren Odell conducted the following annual review of Organizational Standards with CAC Members: CAC Bylaws, County Strategic Plan, Whistleblower (HIPAA L1) Policy, and Annual Update of the CAP (Community Action Plan) 24/25. Organizational Standard 4.4, 5.4, 7.7

[23-1599](#)

**Attachments:** [Annual Document Update 2023](#)

## **OPEN FORUM**

Open Forum is an opportunity for members of the public to address the Council on subject matter that is not on their meeting agenda and within their jurisdiction. Public comments during Open Forum are limited to three minutes per person. The Council Chair may limit public comment during Open Forum.

## **ADJOURNMENT**

**Next CAC Meeting Wednesday, October 25, 2023**