

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

**Lassen County, Lassen County Child and Family Services Building
Thursday, June 25, 2026 – 10:00 a.m. – 12:00 p.m.**

I. Roll Call

Chairperson Odessie Welch, called the meeting to order at 10:21 a.m.

Name	Position	Attendance
Lynda Alberico	Lassen County Board Member (Vice Chair)	Present
Gary Bridges	Lassen County Board Member	Present
David Teeter	Lassen County Board Member	Absent
Mark Nortrup	Lassen County Board Member	Present/Arrived 10:26 a.m.
Mary Piowaty	Lassen County Board Member	Present
Odessie Welch	Plumas County Board Member (Chair)	Present
Deborah Whiting	Plumas County Board Member	Present, Virtual/ Reasonable Accommodation
Carla Barclay	Plumas County Board Member	Present
Pauline Barclay	Proposed Plumas County Candidate	Present
Bill Powers	Plumas County Board Member	Present
Mimi Hall	Plumas County Board Member	Absent
Vicki Barney	Sierra County Board Member	Present
Jessica Norman	Sierra County Board Member	Present, Virtual/Public
Dan Henson	Sierra County Board Member	Present
Chuck Henson	Sierra County Board Member	Present, Virtual/Just Cause/Arrived at 10:47 a.m.
Sharon Dryden	Sierra County Board Member	Absent
Sareena Estes	Deputy Director -- Lassen Family Services	Present
Angela Reed	Executive Director – Lassen Family Services	Present
Cindy Ramsey	Executive Director	Present
Michelle Majeski	Finance Director	Present

Tricia Romandia	LPSCAA Program Mngr, Admin Assistant	Present
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Quorum met.

II. Pledge of Allegiance

Chairperson Welch led the Pledge of Allegiance.

III. Additions, Corrections or Deletions to or from the Agenda

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

Executive Director Ramsey informed the Board that Sareena Estes would also be presenting on behalf of Lassen Family Services.

There were no other additions, corrections or deletions to or from the agenda.

IV. Approval of Agenda

Chairperson Welch requested a motion to approve the June 25, 2026, agenda.

Director Powers motioned to approve the agenda. Director Bridges seconded the motion.

Roll Call, Vote:

Ayes: Directors: Piowaty, Bridges, Henson, Whiting, Welch, Powers, Barney.

Noes: None.

Absent: Directors: Dryden, Hall, and Teeter.

Vote: Motion passed by unanimous roll call vote.

V. Approval of Minutes

Chairperson Welch presented the March 26, 2026, Regular Meeting Minutes to the Board for discussion. There was no discussion.

Director Piowaty motioned to approve the March 26, 2026, Regular Meeting Minutes. Director Bridges seconded the motion. Directors: Power and Whiting abstained.

Roll Call, Vote:

Ayes: Directors: Piowaty, Nortrup, Bridges, Welch, Barney, Henson,

Noes: None.

Absent: Directors: Dryden, Hall, and Teeter.

Vote: Motion passed by unanimous roll call vote.

VI. Public Comment

Chairperson Welch inquired if there were any public comments from anyone present or on Teams.

There were no public comments by anyone present or on Teams.

VII. Board of Directors Announcements and Reports

Chairperson Welch inquired if the LPSCAA Board of Directors had any announcements or reports from anyone present or on Teams.

Director Powers stated that at the Portola City Council meeting it was announced that Portola would be receiving federal funding through the state in the amount of \$47,000 to be given to people in need. The City Council would be coordinating with the Plumas Crisis Intervention & Resource Center within the next month for allocation.

There were no other announcements or reports by anyone present or on Teams.

VIII. Presentation – Lassen Family Services – Domestic / Sexual Violence Program and Clothing Closet / Food Pantry

Chairperson Welch introduced Executive Director Angela Reed and Deputy Director Sareena Estes from Lassen Family Services (LFS). Welch acknowledged many of the services LFS provided. Reed thanked the Board for the opportunity to present and expressed appreciation for community partnerships and the additional funding provided by LPSCAA.

Reed provided an overview of the LFS programs, including Domestic Violence, Rape Crisis, and the Sexual Assault Response Team, which enhances team effort and team collaboration in responding to sexual assault cases.

The Domestic Violence and Rape Crisis programs provide assistance with family law and criminal legal paperwork. Sometimes survivors are also charged with domestic violence so an advocate will accompany survivors to court if needed. Because victims come to LFS at their lowest point, advocacy, emergency shelter, food, clothing and other support is provided to help individuals move through the initial crisis and toward safety and stability.

LFS provides rape crisis to individuals who have experienced sexual assaulted as children and have never received the care to properly overcome it. Reed highlighted LFS's newest program, the Elder Dependent Assistance Program. Through this program, Adult Protective Services (APS) collaborates with LFS to assist elderly individuals who have been victims of financial crimes.

Estes stated LFS provides emergency shelter. The shelter is a beautiful house. It is not what most people picture as a shelter so it helps people to feel safe. LFS provides transitional housing from 12 to 18 months, and hotel accommodations if the shelter is full.

Another program LFS offers is Housing First. This program assists individuals to obtain their own home by providing the first month's rent and the rental deposit. The caveat for this program is it is limited to individuals experiencing intimate partner violence.

LFS offers a Court Appointed Special Advocate (CASA) program, a national organization that, in rural areas operate under a large organization such as LFS.

LFS operates a food pantry and clothing closet that are open to anyone. Individuals may access the clothing closet and receive a food box once every 30 days at no cost, and income verification is not required. When food pantry experiences a shortage, LFS conducts food drives in front of local grocery stores. LSF has also partnered with local prisons to conduct food drives, which have been successful. Reed again thanked the Board, noting that the LPSCAA funding helps support the food pantry.

Director Henson inquired whether the transitional housing program served all three counties. Reed explained that typically LFS requires the individuals to first stay in the shelter before entering transitional housing. However, if an individual had sobriety and had experienced violence from another county, LFS would accept them. Henson also inquired whether LFS provided housing assistance for veterans. Reed informed the Board that type of service would generally be referred to other agencies unless the individual qualified under the elder abuse category.

Director Piowaty inquired whether LFS had a safe house for men. Reed informed the Board that the shelter was co-ed. She noted that the Office of Emergency Services required LFS to provide like services to men without any additional funding. Reed stated that operating a co-ed shelter could be challenging when the organization is not fully staffed.

Piowaty commended LFS for their great work. She recalled that when she worked at the hospital, all of the employees received a turkey for Thanksgiving, and she conducted a turkey drive to have everyone donate their turkeys to LFS.

Reed and Estes were both excited to meet the person with the tons of turkeys! In addition, employees received IGA food vouchers, and Piowaty conducted a food drive for everyone to donate their vouchers. She also generously donated the entire contents of her mother's household to LFS when she passed.

Reed and Estes thanked Piowaty for her generosity. Reed explained that when individuals leave a violent situation and are establishing a new home typically they have nothing so the donation of an entire household was amazing.

Estes shared that prior to receiving grants, LFS had a client who slept on the floor for three months because it was against regulations back then to purchase items such as a bed. The laws have changed and items can now be purchased out of the general fund. Piowaty stated individuals that leave a violent situation need towels, salt and pepper. They need everything! Estes explained the little things add up when creating a household. LFS assists in this process by providing a list so they are not alone.

Welch inquired whether the food pantry or the clothing closet provided toiletries. Reed stated that when toiletries are donated that they are available, but they are provided at the shelter.

Director Bridges shared his personal history with LFS, noting that he was involved with the organization for ten years. He began with the CASA program, and then became a part of the governing board as the Chair. Bridges helped hire Reed as the Director. She was definitely the first choice by the entire board. He cannot say enough good about the organization and it is still in his heart. When Bridges became Supervisor, he had to step down from the Board, and it was one of the hardest things he had to do or ever have done. LFS is right around the corner from where he lives, and he stops in once in a while. Bridges stated that the community would suffer without LFS because they do so much. Bridges could not give enough kudos to Reed, Estes and the organization that they represent. Reed and Estes thanked Bridges and stated that he brings donations.

Director Nortrup informed Reed and Estes that he assisted with the Susanville Community Garden with Piowaty. A few years ago LFS was going to get a plot. He inquired if they were still interested. The Community Garden was involved with the Wild and Free Youth Group who is a home study from babies, teens, to moms. There is a chalk board that was installed on the outside of an old building in the garden that is available for use for classes. It is a great family farm, and he wondered if they could collaborate and help some of LFS clients. Reed was very interested, and they exchanged contact information.

The Board thanked Reed and Estes for their presentation.

IX. Programmatic Reports

A. Expenditure Report

Finance Director Majeski presented the Expenditure Report that was as of June 18, 2026. There were several payments processed in the prior week so the \$45,772.85 did not reflect them on the Budget Report because the Budget Report was as of April and the Expenditure Report was as of June. About 30 percent of the \$150,000 had been spent. Majeski asked the directors to remind the subgrantees to invoice. She acknowledged Sierra and Lassen counties for making up the majority of submissions.

Chairperson Welch stated Senior Nutrition submits at the end of the year because they utilize the funds for Christmas.

B. Finance Report

Finance Director Majeski presented the Budget and Performance Reports. As of April, LPSCAA was 33 percent of the way to the December 31, 2026 benchmark and 25 percent to the contract end date, which was April 30, 2027. For 2026, CSD automatically extended the contract to April. In the past, CSD requested the Agency to submit for an extension.

Chairperson Welch stated that the Plumas directors informed the subgrantees that they had until November 30, 2026, to spend their award.

Majeski stated that there was wiggle room, but PCCDC was shooting for the December spend out date. The extension did not prevent PCCDC from fully expending the funds prior to April.

Majeski noted that the Other Costs line item on the Budget and Performance Report was for board meeting stipends and travel expenses so that would increase after today's meeting. The Operating Expense was a little high so that had been noted and actions had been taken to bring it back into balance. A contributing factor to this larger percentage was the 2026 Salaries and Benefits continued to be billed to the prior contract, while Operating Expenses did not. It created a disproportion between line items. Additionally, the prior year's budget had \$18,000 in Operating Expense, which adequately supported PCCDC's typical indirect expense distribution. However, due to increased budgets in the other line items, PCCDC had to adjust the allocation procedure. It was anticipated that when CSD releases the Discretionary funds, CSD also releases approximately \$2,000 more to the regular contract, and that is the line item it would go in, which would assist in bringing it back into balance.

As a reminder, PCCDC's indirect operating expenses are distributed to the programs based on the actual hours worked in those programs. For example, if staff worked on LPSCAA activities for 100 hours in a month that saw a 1,000 total worked hours in the Agency, LPSCAA would be billed 10 percent.

Executive Director Ramsey reported that Director Chuck Henson appeared on Teams at 10:47 a.m. He was appearing as Just Cause. Ramsey inquired if there were any other people in the room with Henson over the age of 18. Henson stated there were no other people in the room with him.

Director Nortrup questioned the 3.2 percent of Subcontractors of the budget. Majeski stated the 3.2 percent was what has been spent so far. Subcontractors received the majority of the contract of \$150,000. Majeski stated she would create a percentage of budget and a percentage of budget spent on the next report.

X. Lassen County Vacancies – Community and Public Seats

Chairperson Welch presented the Board Candidate Questionnaire for Yvonne Hawkes. Ms. Hawkes was not present.

Executive Director Ramsey stated she wanted to provide the Board with Ms. Hawkes questionnaire to show CSD and the Board that efforts were being made to fill the vacancies. There was discussion if Ms. Hawkes would be serving as a Public or a Community seat. Hawke planned to attend the September meeting.

XI. Plumas County Vacancy – Community Seat

Chairperson Welch welcomed Pauline Barclay who was in attendance to consider serving the Board as a Community Seat member. The Board thanked her for her willingness to serve. Barclay submitted her completed questionnaire to Program Manager Romandia.

XII. 2027 LPSCAA Request for Proposals

Executive Director Ramsey stated that she and LPSCAA Program Manager Romandia had been working on the Request for Proposal (RFP) materials. The Board was provided a copy of the Announcement that was posted to local newspapers. The Commonly Asked Questions form, the Application, and the Application Instructions were updated. The current Application reflected the 2026 Income Guidelines because the 2027 Income Guidelines had not been released. Once the new Guidelines were released, notification would be provided to the sub-grantees.

The RFPs were sent out early enough so staff could review them and request additional documentation if needed, and provide the Board plenty of time to conduct subgrantee interviews or presentations if they desired. The official allocations would take place at the December meeting. The materials were posted to the PCCDC website. Romandia also contacted subcontractors so they were able to reapply.

Key Dates:

- RFP Opening Date: July 1, 2026.
- Application Due Date: September 11, 2026.
- Application materials provided to the Board at the September 24, 2026, LPSCAA meeting.
- Sub-grantee allocations made at the December 3, 2026, LPSCAA meeting.
- Notification to sub-grantees on December 11, 2026.
- Funding starts January 1, 2027.

Director Nortrup inquired if there was any information regarding funding for 2027. Ramsey informed the Board that there were not any updates regarding the 2027 funding. She was pleased that there had not been a decrease in funding from 2025 to 2026. Since there had not been any indication from the State of a funding reduction, Ramsey anticipated the funding would remain steady. In years past, the funding notifications had been in October or November. Last year notification was not until Christmas. She stated she would notify the Board as soon as she received the information.

Nortrup inquired if there were any alternate sources of funding. Ramsey stated alternate funding was something that could be looked into, but LPSCAA's staff capacity is extremely small and struggling to maintain. If a decrease were to happen regarding funding, staff would have to explore other alternatives.

Finance Director Majeski stated she had taken a free, two-day grant writing workshop, and she had successfully written a couple of grants. If capacity allowed, she would love to look into writing a grant.

Chairperson Welch stated it would be wonderful if capacity allowed for writing a grant because Plumas County always places a portion of its funding toward grant writing. Because this funding is set aside it would allow Lassen and Sierra counties to utilize Majeski's services.

Majeski inquired if the applications could be dropped off at the office, as the Cover Letter gave only the PO Box number. It was confirmed that the applications could be dropped off at the main office during business hours or in the drop-box after hours.

Nortrup inquired if a co-op corporation could apply for LPSCAA funding. Ramsey stated she would do some research for clarification.

XIII. Supply Bank

Executive Director Ramsey reported that the recent diaper distribution was successful. There were some coordination challenges with the distributor. Multiple agencies received diapers. Some partners who initially requested diapers did not have storage capacity so there was some refiguring of where to deliver the diapers had to happen. Salvation Army was recognized for handling the bulk of the distribution. Supply Bank is transitioning to a quarterly distribution model. This would assist in streamlining the process. Supply Bank was attempting to obtain funding to expand services to include household supplies.

Director Henson stated he was not part of the first delivery. On the second delivery, a man at Salvation Army assisted Henson with stacking and tying down 40 packages of diapers. When Henson went to offer him some money, another gentleman at Salvation Army paid the man. Henson delivered to Peak Women's Care in Portola. He became emotional over the workers and the services that were provided. He reported a satellite office would soon be opening in Truckee, CA. He was amazed that a walk-in clinic provided ultrasounds without an appointment. In addition, Peak offered pro-life encouragement and parenting classes. For every milestone the women pass, they get to go shopping. There were stores in Truckee and Lake Tahoe that make top shelf donations of women's clothing and children's toys. Henson encouraged the Board to visit Peak's.

Henson informed the Board that when Peak was getting established, they found the old dentist office building in Portola. Director Dryden inquired as to the price of the building, and the owner donated the building to Peak. Within a week other people donated hundreds of thousands of dollars to the program.

Chairperson Welch stated that the ultrasound machines that were used at Peak were also advertised on the Sean Hannity Radio Show. Hannity has donated to organizations like Peak.

Henson inquired if he could be reimbursed for his mileage. Ramsey stated she would research to see if it was an allowable expense.

XIV. Community Needs Assessment

Executive Director Ramsey reported the Community Needs Assessment (CNA) had been sent out. There were 59 responses. Once the CNA flyer with a QR Code to the survey was finalized it would be posted at the local resource centers and the apartment complexes that Plumas County Community Development Commission (PCCDC) managed, which housed approximately 250 households.

At the last meeting, a few members expressed an interest in collecting paper surveys and were willing to enter the information into the electronic survey so that the data would be aggregated. Ramsey requested that interested board members contact staff to receive copies of the surveys. The goal was to aggregate the CNA results into county-wide and full-program reports for the September meeting. The board discussed different places to post the flyers.

XV. CSBG Annual Report Feedback Letter

Executive Director Ramsey shared the CSBG Annual Report Feedback Letter. There were variances between the 2024 numbers and the 2025 numbers. The numbers were due to the significant improvements that were made due to some sub-grantees and PCCDC programs double counting. Staff will continue to make informed decisions on how we report and follow the strict procedures so next year when the 2025/2026 comparison is received it will be a more accurate reflection of the data of those LPSCAA serves.

Director Nortrup inquired if the letter was an “Atta Boy” letter or if LPSCAA needed to improve. Ramsey stated the Annual Report was submitted timely, and the prior exceptions and findings were removed.

Chairperson Welch reminded the Board that LPSCAA Program Manager Romandia had to apply for an extension for late submissions of the Annual Report in years past. Staff had made improvements so submissions were timely because the State was looking at the program seriously.

Director Bridges thanked staff for their work performance.

XVI. Food Trailer Request for Proposal

Executive Director Ramsey gave the Board a brief history of the trailer from the purchase of the trailer in 2021 to current date. The insured value was \$45,000. The premium was \$105 per year. LPSCAA has had this asset idle for some time. Some Board members had shown interest in reviving the idea of issuing a Request for Proposal, and identifying an individual who could operate the trailer that was in alignment with the LPSCAA mission.

Ramsey, Director Bridges, and staff had concerns of the feasibility, administrative burden, liability exposures, and overseeing the operation of the food trailer. In addition, there were federal rules that limited LPSCAA's options. Ramsey confirmed that leasing the trailer was not an option. Selling the trailer was an option as long as proof was given that it was sold for fair market value. The proceeds had to be returned to Health and Human Services (HHS). Selling the trailer would remove the liability from the books.

The Board discussed different ideas for the trailer. It was decided Ramsey would get a value on the trailer, and bring options for the trailer to the September meeting.

XVII. Brown Act Update

Executive Director Ramsey reported that she had attended a CAPLAW meeting who partner with CalCAPA. There was an update to the SB707 of the Brown Act. Ramsey did some research and contacted the Agency's legal representative regarding this update. Most of the SB707 does not affect LPSCAA because LPSCAA has a Joint Powers Agreement. Virtual attendance to achieve a quorum has been something the Board had discussed due to the geographical area of the tri-counties, the road work, and weather. It was Ramsey's recommendation to move toward the virtual model for the first three meetings of the year and have the annual meeting in-person.

Ramsey explained the different options available to the Board for holding meetings. A meeting may be held with a full physical quorum in person while other members attend virtually. Members attending virtually may count toward the quorum if they qualify for a reasonable accommodation. Members attending virtually under "just cause" or as members of the public would not count toward the quorum.

Ramsey explained that circumstances that may qualify for a reasonable accommodation could include having recently undergone surgery or having another limitation that prevents the member from attending in person.

Circumstances that may qualify as "just cause" include traveling for work or taking care of another person.

An "emergency" would involve circumstances such as a state of emergency, which would likely affect the entire county.

If the Board were to move to the first three meetings to being virtual, each county would identify one or two locations within their county that had reliable internet access where members of the public could attend. These locations would be listed on the agenda.

Ramsey noted that by holding the meetings virtually, some of the travel expenses would be eliminated allowing that money to be redirected towards the subcontractors. She acknowledged that there would be some additional administrative duties such as roll call votes and monitoring the raised hands of someone who wanted to speak.

In addition, virtual meetings would assist with achieving a quorum and eliminate travel time. Ramsey noted that it took LPSCAA Program Manager Romandia approximately two hours travel time from Quincy to Loyaltown, another two hours attending the meeting, and another two hours back to Quincy, which resulted in an entire day spent on the meeting.

The Board discussed different meeting scenarios.

Director Bridges stated that he liked in-person meetings so he can look people in the eye. He noted that Director Nortrup was told about a grant at the meeting today that he probably would not have at a virtual meeting. Bridges stated, "I appreciate the time that it saves, but it is not worth what we lose."

Director Henson stated to have virtual meetings if the weather was bad.

Chairperson Welch stated that the Board could keep it as an option because sometimes the Board cannot always get together, but at the same time everyone was so spread out in the counties. Sometimes it is good to get together so ideas can be bounced off each other and see each other face to face.

Bridges stated he looked forward to seeing each and every one of the members at the meetings. Relationships have been built over the years, and it was important to connect. He would hate to see that go away.

Welch agreed and stated that the LPSCAA Board had become a family.

Director Piowaty admitted that when she is on a Zoom meeting she does not pay a lot of attention. In addition, she looked forward to the drive through Sierra Valley to Quincy. Piowaty requested to see the numbers of what it costs to reimburse the Board for every meeting for mileage and stipends.

Welch stated one of the ways the Board had saved money was by eliminating lunch and only having snacks. It allowed the members to get back to where they needed to go.

Ramsey reiterated the Board's desire of having virtual meetings in case of bad weather or an emergency. She noted that the administrative procedures would need to be followed, and a resolution to have virtual meetings needed to be prepared and signed by the Board of Commissioners. In addition, Ramsey prepared a Disruption Policy that addressed actions to be taken if the internet

failed during a meeting. It currently was being reviewed by legal. This would be utilized for a back pocket meeting, but it would not be a part of the calendar for next year.

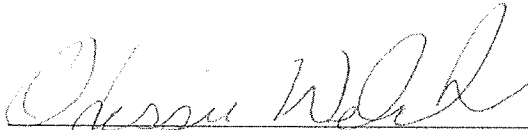
XVIII. Organizational Standards Training

Executive Director Ramsey stated the Organizational Standards require that every other year the Board have training on Board duties and responsibilities. She presented an online training on Board duties and responsibilities that was through the California Community Action Partnership Association (CalCAPA).

Ramsey provided and reviewed a handout regarding CSBG Organizational Standards 5.7 and 5.8 with the Board.

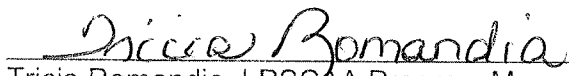
XIX. Adjournment

By consensus the Board agreed to adjourn the meeting at 11:58 a.m. The next meeting is scheduled for September 24, 2026, Plumas County – Plumas Unified School District – Downstairs Conference Room



Odessie Welch, LPSCAA Chairperson

Attest:



Tricia Romandia, LPSCAA Program Manager