

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

**Sierra County, Assembly of God, Community Hall
Thursday, March 26, 2026 – 10:00 a.m. – 12:00 p.m.**

I. Roll Call

Chairperson Odessie Welch, called the meeting to order at 10:05 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
Odessie Welch	Plumas County Board Member (Chair)	Present
Deborah Whiting	Plumas County Board Member	Absent
Carla Barclay	Plumas County Board Member	Present
Bill Powers	Plumas County Board Member	Absent
Mimi Hall	Plumas County Board Member	Absent
Vicki Barney	Sierra County Board Member	Present
Jessica Norman	Sierra County Board Member	Present
Dan Henson	Sierra County Board Member	Present
Chuck Henson	Sierra County Board Member	Present
Sharon Dryden	Sierra County Board Member	Absent
Candy Corcoran	Sierra County Board Member	Present
Mary Piowaty	Proposed Candidate	Present
Jan Beck	Sierra Booster	Present
Michael McMillan	Executive Director – High Sierra Family Resource Center	Present
Cindy Ramsey	Executive Director	Present
Michelle Majeski	Finance Director	Present
Tricia Romandia	LPSCAA Program Mngr, Admin Assistant	Present

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 stated there was a potential deletion of Agenda Item VIII. Presentation – High Sierra Family Resource Center (HSFRC), because the presenter was not present at that time. Presenter Mr. McMillan of HSFRC was contacted and confirmed imminent arrival.

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 March 26, 2026, agenda.

Director Bridges motioned to approve the agenda. Director Alberico seconded the motion. No opposition. Approved.

V. Approval of Minutes

Chairperson Welch presented the December 18, 2025, Regular Meeting Minutes to the Board for discussion. There was no discussion.

Director Norman motioned to approve the December 18, 2025, Regular Meeting Minutes. Director Bridges seconded the motion. Director Alberico abstained. No opposition. Approved.

VI. Public Comment

Chairperson Welch introduced and welcomed Jan Beck from the Sierra Booster, a Sierra County newspaper. Welch noted that, as this is a public meeting, it presents a valuable opportunity for LPSCAA to increase public awareness of the organization's work and services.

Director Nortrup was provided an overview of the Request for Proposal process.

Director Corcoran announced that she would be resigning from the LPSCAA Board. The Board thanked her for her service.

VII. Board of Directors Announcements and Reports

Chairperson Welch inquired if the LPSCAA Board of Directors had any announcements or reports that were not already covered during Public Comment.

The Board did not have any other announcements or reports.

10:17 Michael McMillan arrived. Welch announced that the meeting would move onto Agenda Item IX in order for McMillan to get settled.

IX. Programmatic Reports

A. Expenditure Report

Finance Director Majeski presented the Expenditure Report that was as of March 11, 2026. Invoices received in February and March are not reflected on the Finance Reports, which are as of January. Majeski did not include an Expenditure Report for 2025 because all sub-grantee awards were fully spent out.

B. Finance Report

Finance Director Majeski presented the Budget and Performance Reports for 2025 and 2026, which are as of January. As of January, the 2025 contract was almost spent out. The remaining invoices were received in February. With the February billing, the contract was at 100 percent spent out. Majeski clarified that a couple of line items were over 100 percent spent. This is due to CSD permitting expenditures of up to 110 percent within line items, allowing minor overages without requiring formal budget adjustments.

Majeski further reported that for the 2026 contract, it is typical for minimal expenditures to occur until the prior contract is fully expended. While some funds remained in the sub-grantee and salary line items for January under the 2025 contract, no funds remained in operating costs; therefore, operating costs are reflected under the 2026 contract in the report.

Lastly, Majeski was proud to report that for the second year in a row the Finance Department had only one corrective journal entry from the June 30, 2025 PCCDC audit. This is a strong indicator that the revised controls and procedures were working effectively, and that Finance is maintaining a high level of accuracy and oversight in the accounting processes. The Board was very impressed.

VIII. Presentation – High Sierra Family Resource Center – Concrete Emergency Support Services

Chairperson Welch introduced Executive Director Michael McMillon from the High Sierra Family Resource Center (HSFRC).

McMillon thanked LPSCAA for the support that HSFRC received. HSFRC provides food and emergency services for the residents in Loyaltown. In January, 145 individual households were served; in February, approximately 125 individual households were served; and to date, in March, 76 individual households have been served.

McMillan noted that, it is a gracious thing to see individuals come and be ready to receive assistance for food and commodities. In addition, McMillan stated, it is joyous to see the individuals go through the lines and see their smiles and their carts full of fresh produce. McMillan reported that he manages the fresh produce distribution at the exit doors and is typically the last staff member individuals interact with. Having started at HSFRC in November, he noted that this role has provided an opportunity to become familiar with residents and better understand their needs.

McMillan thanked LPSCAA for the extra funding that HSFRC received, which allowed HSFRC to update their food pantry. It used to be a 1930s dingy looking kitchen and it has been turned into an inviting space. The food pantry is kept stocked. People come in on a daily basis when they run out of food. It is nice to invite them into a space with fresh paint, new shelving, and a coffee bar. In addition, it allows people to have a place to visit.

Director Henson Jr. inquired if HSFRC collected data of the average age of people served and how many individuals in the households. HSFRC collects this data.

McMillan's staff practices the Scandinavian concept of Fika'. It is an intentional work break that emphasizes on relaxation and socializing together about life not work.

Director Corcoran shared a deep passion for the food bank. She loves the program and the impact it has on the community. She attends every food distribution, and loves the way the program is structured. It shows a lot of respect for the need of the people. They come and do not feel guilty. They feel supported and that is community. Soon HSFRC will have garden beds which will enhance the support to the community.

McMillan stated that the food bank would not function without the significant and substantial volunteers. There are approximately 20 volunteers that assist every two weeks on the second and fourth Friday of the month at 12:30 p.m., at the

Holy Rosary Catholic Church. Volunteers unload the truck, organize the items on the tables, and serve the clients as they come through. HSFRC collaborates with the Loyaltan Senior Center to deliver food boxes to seniors, and are currently in need of a volunteer to assist in the delivery of the food boxes.

Finance Director Majeski noted that services in the area are often siloed. She noted HSFRC's integrated and collaborative approach with other agencies to avoid duplication of efforts, resulting in more coordinated service delivery. Majeski expressed pride in the organization's work and progress.

McMillan replied, "Collaboration is the only way that we can do what we do." HSFRC has two full-time employees, one half-time employee, and one independent contractor. Candy Corcoran from First Five and Jessica Norman from Sierra Nevada Children's Services, and the County have been great partners and are supportive.

Director Henson Sr. inquired if the kitchen was still intact. Years ago there were AA meetings at the HSFRC building. They called the meetings "Kill It and Grill It". There was an autistic young man from the community who baked cakes in the HSFRC kitchen, and he was given a Betty Crocker award. Henson Sr. stated, "Many good things happen at HSFRC."

McMillan stated the kitchen is functional. They had just received a grant from Liberty Energy, which is going to allow them to replace the oven. Recently, HSFRC created a program called "Dads Around the Table". The program is designed to encourage dads to be involved and confident in the preparation of meals. Also, HSFRC is looking into hosting AA meetings.

Welch stated this is what Community Action is all about, and she thanked McMillan for his presentation.

X. Board Member Recruitment

Executive Director Ramsey stated that LPSCAA has experienced ongoing challenges with board member recruitment. She noted that this had been identified as a finding by the California Department of Community Services and Development (CSD) for a couple of years, but has since been resolved. However, upcoming vacancies remain.

To take a more proactive approach, Ramsey created recruitment flyers and informational letters. The flyers could be posted around town in places such as resource centers and grocery stores, and that interested individuals would receive a letter outlining the LPSCAA program and board member expectations.

The board discussed the flyer and potential places for posting. Director Norman offered to assist Ramsey in finalizing the flyer and recommended using a QR code.

XI. Lassen County Vacancies – Community and Public Seats

Chairperson Welch presented the Board Candidate Questionnaire for Mary Piowaty and reported that she had attended two previous LPSCAA meetings in Lassen and Plumas Counties. At the December meeting, the agenda item was not labeled as an action item so her appointment would ratify back to December 18, 2025.

Director Bridges motioned to appoint Mary Piowaty to the Lassen County Community Seat, and the appointment to be ratified back to December 18, 2025. Director Alberico seconded the motion. No opposition. Approved.

XII. Plumas County Vacancy – Community Seat

LPSCAA Program Manager Romandia announced Director Whiting would soon be resigning due to her work schedule. She served as a Community Seat member. Welch extended her thanks and appreciation of her service.

Chairperson Welch stated there would be two Plumas County Community Seat vacancies. She stated Plumas may have a proposed candidate for one of the seats and directors will continue to seek another candidate.

XIII. Community Needs Assessment

Executive Director Ramsey stated that the Community Needs Assessment (CNA) was required to be completed this year. She explained that the process alternates annually, with staff conducting the CNA one year and the Community Action Plan the following year. Ramsey inquired if the Board had any proposed modifications to the CNA questions. No modifications were suggested. The Board discussed various methods for presenting and collecting the data, and it was agreed to continue using Survey Monkey. The CNA would be distributed via email to the community, and Directors would also make efforts within their respective counties to distribute the survey and assist county members in completing the survey.

XIV. CSBG Annual Report

Executive Director Ramsey reported that a follow-up letter was received from the California Department of Community Services and Development (CSD) regarding the most recent desk review. The letter referenced two prior findings: 1) untimely submission of the Annual Report and 2) board vacancies. The letter stated that

because the Annual Report was submitted timely, and that the long standing board vacancy had been filled, these items were no longer considered findings.

LPSCAA's CSD representative, James Scott, had been helpful in guiding staff and giving direction regarding LPSCAA responsibilities. Staff has taken a proactive approach to updating documents for the sub-grantees and has utilized spreadsheets to aggregate data quickly and accurately.

XV. 700 Forms

Executive Director Ramsey instructed the Board of Directors to complete their 700 forms before leaving the meeting. They must be completed by April 1, 2026.

XVI. 2026 Discretionary Contract and Grant Writing Preemptive Planning

Executive Director Ramsey stated that it is anticipated PCCDC will receive the 2026 Discretionary funding. She noted that in the prior year the funding was not received until the end of the year. Ramsey initiated a discussion with the Board regarding the intentions for this funding as well as the Plumas grant writing funding that LPSCAA transferred to the Plumas Community Development Corporation. She reported that the nonprofit has been deemed nonviable, and has been dissolved.

Following discussion, Director Bridges motioned to merge the 2026 Discretionary funding with the grant writing funds, distribute the combined amount based on current County percentages, and allow each County to determine allocation amongst its subgrantees. Director Barney seconded the motion. No opposition. Approved.

XVII. Bylaws Update

Executive Director Ramsey stated there was a Bylaws Committee meeting that was supposed to take place prior to today's meeting that did not take place. She reported that she had prepared a draft copy of the Bylaws incorporating her edits, along with templates, and examples of Bylaws from other Community Action Agencies. The Board discussed potential attendees and availability. Ramsey will send out an invitation for a virtual meeting along with the templates, draft Bylaws and examples from the other counties.

XVIII. Organizational Standards Training

Executive Director Ramsey provided the Board an overview of the Organizational Standards. She advised the Board that short video trainings were scheduled for the next two meetings.

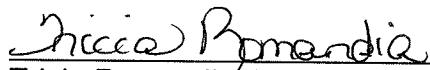
XIX. Adjournment

By consensus the Board agreed to adjourn the meeting at 11:59 a.m. The next meeting is scheduled for June 25, 2026, Lassen County – Lassen County Health & Welfare Department Building – Lassen Room



Odessie Welch, LPSCAA Chairperson

Attest:



Tricia Romandia, LPSCAA Program Manager