



BOARD OF DIRECTORS GENERAL MEETING AGENDA

October 17, 2024, 3:00 p.m.

at Yuba-Sutter Economic Development Corporation, 950 Tharp Road, Ste. 1303, Yuba City, CA
or via zoom at

<https://us02web.zoom.us/j/87652033999?pwd=CJTOYXnegF75aQKQrNZYtMSNqDsAk.1>

Meeting ID: 876 5203 3999

Passcode: 706796

Or Dial in at (669) 900-9128

Contact YSEDC at 530-751-8555 or ysedc@ysedc.org for any questions.

CALL TO ORDER

Roll call & declaration of a quorum for the transaction of business.

- Board applicant introductions-Heather Pena, Dr. Rubi Garcha and Richelle Hensley

LATE AGENDA ITEMS

ITEMS OF PUBLIC INTEREST

Members of the public may address the Board of Directors on items of interest to the public that are within the subject matter jurisdiction of the Board. Any member of the audience who may wish to bring something before the Board that is not on the agenda may do so at this time; however, State law provides that no action be taken on any items not appearing on the posted agenda.

All meetings of the Sutter County Community Action Agency Board of Directors are open to the public. From time to time the Board is required to discuss certain matters, as defined by State law, in a closed session. When such an occasion arises, the presiding officer will announce that the Board is adjourning to a closed session, and will explain the purpose of the closed session.

Consent Calendar

All matters listed under Consent Calendar are considered to be routine and can be enacted in one motion. There will be no separate discussion of these items prior to the time the Board votes on the motion unless members of the Board, staff or public request specific items to be discussed or removed from the Consent Calendar for specific action.

- **ACTION:** Review and approve the minutes of the Board of Directors meeting on August 15, 2024 (attached)
- **ACTION:** Review and approve SCCAA's Organization-Wide Expenditure Report as of September 30, 2024 (attached)
- Current balance/statement of financial position is \$38,179.69 as of October 9, 2024.

OLD BUSINESS

Organizational Standards and Informational Items

- Presentation from New Day Training Center (15 minutes max)
- November 1 Summit on Ending Homelessness (attached)
- Discuss CSD 2024 Monitoring Review Report C-24-056 (attached)
- **ACTION:** Review and approve SCCAA democratic selection process/policy for filling low-income board member positions approved by CSD (attached)
- **ACTION:** Review and approve updated SCCAA Bylaws with at least 12, not more than 15 and verbiage change in democratic process (attached)

Committee Updates

- **Bylaws Committee** (Brynda Stranix, Beckie Flores, Justine Gill)
No report

SCCAA Mission

To assist Sutter County residents achieve greater self-sufficiency and economic independence through the development of partnerships and collaborations with agencies that serve the low-income

- **Executive Committee** (Chairman, Julius Murphy; Vice Chairman, Justine Gill; Secretary, Pattra Runge; Treasurer, Rick Millhollin)
No report
- **Ad-Hoc Committees**
 - **Strategic Plan** (Full Board)
 - Staff Report on 2024-2025 Strategic Plan Activities September/October 2024 update (attached)
 - Regional Homeless Update -September 2024 (attached)
 - **Public Awareness/Marketing** (Brynda Stranix, Julius Murphy)
No report
 - **Site Visit** (Sarah Kotko (chair), Kendra Davis, Rick Millhollin, Lonnie Perez, Justine Gill, Christine Ivory, Sharon Foote, Pattra Runge)
 - Update from site visit chair
 - **Community Action Plan** (Full Board)
No report
- **Allocation Committee** (Full Board Review Grant Requests)
 - 2025 RFP distributed, applications due October 31
 - Applicant presentations Thursday, November 7, time TBD
- **Nominating Committee** (Full Board)
 - Two vacant private sector positions since April 2024
 - Closed Session
 - **ACTION:** Review and approve 2 applications for Private Sector positions from either Heather Pena, Dr. Rubi Garca or Richelle Hensley (attached)

NEW BUSINESS --Discuss service provider presentation for SCCAA February meeting

MEMBER UPDATES

ADJOURNMENT

2024 Board Meetings
(3rd Thursday of the month)
November 21, 2024

2025 Board Meetings
February 20, April 17, June 19, August 21, October 16

*All meetings of the Board of Directors will generally be held at 3 p.m.
At Yuba-Sutter Economic Development Corporation, 950 Tharp Road, Suite 1303, Yuba City, CA or via Zoom*

Attachments
2024-2025 SCCAA Strategic Plan



MINUTES OF THE BOARD OF DIRECTORS GENERAL MEETING –August 15, 2024, 3:00pm
950 Tharp Road, Ste. 1303, Yuba City, CA 95993 and via zoom

BOARD MEMBERS PRESENT

Lonnie Perez, Dee Dee Brady, Rick Millhollin-Treasurer, Pattra Runge-Secretary, Sharon Foote, Christine Ivory

BOARD MEMBERS PRESENT VIA ZOOM

Kendra Davis, Justine Gill-Vice Chair, Sarah Kotko, Coleen Morris

BOARD MEMBERS ABSENT

Beckie Flores, Julius Murphy-Chair, Jordan Scotten

NON-BOARD MEMBERS PRESENT

Jackie Slade and Brynda Stranix with YSEDC and Joseph Carrico with Yuba-Sutter Legal Center for Seniors.

CALL TO ORDER

The meeting was called to order by board Treasurer, Rick Millhollin, at 3:02 p.m. and a quorum was present for the transaction of business.

Board applicant introductions - Heather Pena, Dr. Rubi Garcha and Richelle Hensley. All applicants were absent.

LATE AGENDA ITEMS – None

ITEMS OF PUBLIC INTEREST – None

Consent Calendar

- Review and approve the minutes of the Board of Directors Special meeting on June 17, 2024
- Review and approve the minutes of the Board of Directors Regular meeting on June 20, 2024
- Review and approve SCCAA’s Organization-Wide Expenditure Report as of July 31, 2024
- Current balance/statement of financial position is \$18,324.59 as of August 8, 2024

MOTION: Dee Dee Brady motioned to approve the entire consent calendar, Coleen Morris seconded the motion. No opposed. Motion passed.

OLD BUSINESS

Organizational Standards and Informational Items

- **Presentation from Yuba-Sutter Legal Center for Seniors** – Joseph Carrico from the organization was present to provide an update. He discussed the following:
 - They recently moved to 866 Plumas Street, Yuba City from their long time Marysville location
 - Have new software to help with client and case management
 - When he first started with the agency in 2020, eviction services were the most requested service, now it is elder abuse cases.
 - They will be planning an Open House at their new site
 - They are looking for a new auditor because they have been unable to get their current auditor to complete their audit and they now have lost out on funding due to it.
- **Review and discuss CSD monitoring results/recommendations C-24-056** – Brynda Stranix reported State reps were performing monitoring with staff for two days in June. Monitoring results included in packet for review. Two items were indicated as needing attention. 1) State was concerned with SCCAA’s board member conflicts of interest and 2) SCCAA’s current democratic process used to select low-income board representatives was unacceptable. Group discussed.

- **Evaluate and approve updated SCCAA Conflict of Interest Policy and Disclosure Statement** – Jackie Slade reported, per the State’s suggestion, she made changes to SCCAA’s conflict of interest disclosure statement to make it more clear and user friendly because several board members had incorrectly completed the form.

MOTION: Lonnie Perez motioned to approve the revised Conflict of Interest Policy and Disclosure Statement, Christine Ivory seconded the motion. No opposed. Motion passed.

- **Identify and discuss strategies to mitigate/prevent conflicts of interest** – Brynda Stranix reported that going forward, per the State, anyone on the board, who is a staff member or a board member of an agency that is currently funded with CSBG funds or applying for CSBG funds CANNOT:
 - see applications for funding
 - be in attendance at applicant presentations
 - be in the room for discussion of funding allocations

Each member reported the agencies they were affiliated with and group discussed who does and does not have a current conflict and who would be eligible to make funding allocation decisions.

- Jackie Slade reported other possible options/strategies for SCCAA to adopt to help mitigate conflicts of interest:
- Update board member application form to include “I understand that if I am affiliated with an agency currently allocated or seeking CSBG funds, I will be unable to participate in any part of SCCAA’s process involving the allocation of CSBG funds during the course of my board term.”
 - Fill vacant board member seats with someone who has NO affiliation with a current CSBG funded agency.
 - Change current policy of completing a Conflict-of-Interest Disclosure Statement every 2 years, to annually, to help identify and address potential conflicts in a timely matter.
 - Add a standing item in every board agenda that involves the allocation of CSBG funds for Conflict Disclosure/Declaration

- **Review example democratic selection process/policies and decide on SCCAA’s process for filing low-income board member positions** – Jackie Slade reported a list of 11 democratic process options from other Community Action Agencies was included in the agenda packet to review and discuss. Group discussed various elements that might be doable from the different CAA’s. Brynda Stranix asked the group to review and provide feedback to Jackie via email within the next week on which process they want to adopt or which elements from all the different options. Staff to summarize feedback and submit the draft process to the State for review and approval.
- **2024 organizational standards update** – Jackie Slade reported she has almost completed uploading documents to the State platform to assess if SCCAA is in compliance. All due by August 31.

Committee Updates

- **Bylaws committee** (Brynda Stranix, Beckie Flores)
No Report
- **Executive committee** – Chairman, Julius Murphy; Vice Chairman, Justine Gill; Secretary, Pattra Runge; Treasurer, Rick Millhollin
No Report
- **Ad-Hoc Committees**
 - **Strategic Plan** (Full Board)
 - **Staff Report on 2024-2025 Strategic Plan Activities July-August 2024 update** – Brynda Stranix reported the staff report provides updates for the last several months on programmatic activities by SCCAA management, service providers, other community efforts toward assisting the low-income and progress toward achieving SCCAA’s Strategic Plan objectives and key strategies. No discussion, no comments.

- **Public Awareness/Marketing** (Brynda Stranix, Julius Murphy)
No report
- **Site Visit** (Sarah Kotko (chair), Kendra Davis, Rick Millhollin, Lonnie Perez, Justine Gill, Christine Ivory, Sharon Foote, Pattra Runge)
 - **Semi-annual reports and questionnaires were due July 31** - Jackie Slade reported she received all the semi-annual reports and site visit questionnaires from the sub-grantees. She will get the information to the site visit chair, Sarah Kotko, so she can begin organizing the committee.
 - **Update from site visit chair** –Justine Gill asked that we try and make sure they are meeting with staff that are relevant and can answer questions about the programs and the agency as a whole.
- **Community Action Plan** (Full Board)
Jackie Slade reported the 2026-2027 CAP due date has been moved up to May 31, 2025 from June 30 so we will need to start the process sooner.

▪ **Allocation Committee** (Full Board Review Grant Requests)

- **Discuss and allocate 2024 CSBG Regular Contract amendment of approximately \$7,000** – All board members with identified conflicts were asked to leave the room and/or off of zoom. Jackie Slade reported they have not received the contract from the State yet, but SCCAA has been notified it will receive approximately \$7,000 in additional Discretionary funding. Board discussion for the original DF allocation focused on how much funding was allocated to each of SCCAA’s top 3 priorities. Food Security had the least amount of funding allocated to address it, so the board allocated \$16,720 to Yuba-Sutter Food Bank. Group discussed possible programs/agencies to fund.

MOTION: Lonnie Perez motioned to allocate the additional Discretionary Funds to be received to Yuba-Sutter Legal Center for Seniors, Christine Ivory seconded the motion. No opposed. Motion passed.

- **2025 RFP, application process** – Jackie Slade reported the 2025 Request for Proposals will be released in September.

▪ **Nominating committee** (Full Board)

- **Two vacant private sector positions since April 2024** – no report
- **Closed session** –
 - **Review and approve applications for 2 Private Sector positions from either Heather Pena, Dr. Rubi Garcha or Richelle Hensley** – Jackie Slade reported two of the applicants indicated they had conflicts last minute and could not attend. Board requested this item be moved to the October meeting so they could meet the candidates.

NEW BUSINESS – Discuss service provider presentation at next SCCAA meeting – group discussed and chose New Day Training Center as the next presenter. Jackie Slade to follow and set up.

MEMBER UPDATES - None

ADJOURNMENT - There being no further business to come before the board, the meeting was adjourned at 4:30 pm. **The next regularly scheduled meeting of the board of directors will be October 17, at 3:00 p.m.** at Yuba-Sutter Economic Development Corporation, 950 Tharp Road, Suite 1303, Yuba City, CA 95993 or via zoom.

Signed: _____ Date: _____

Name: _____ Position: _____



Summit on Ending Homelessness

Join the Sutter Yuba Homeless Consortium as we take a look at homelessness and some of the steps being taken to help end homelessness in our community.

Topics Include:

- Upcoming Housing Development Projects
- Upcoming Prop 1 Programs
- LEAP Communication Training
- Statistic Overview and Areas of Focus

Date: November 1, 2024

Time: 8:45 am to 1 pm

Location: Boyd Hall, Klamath Ln, Yuba City

Register: by October 15, 2024

using the QR code or at



<https://forms.gle/j4X6v7pLWHSERoBH6>

Questions: (530) 845-2863

Summit Schedule:

8:45 am	Coffee & Refreshments
9:00 am	Presentations
12:00 pm	Lunch & Networking





JASON WIMBLEY
ACTING DIRECTOR

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov



GAVIN NEWSOM
GOVERNOR

October 10, 2024

Brynda Stranix, Executive Director
Sutter County Community Action Agency
VIA EMAIL ONLY

SUBJECT: CSD 2024 MONITORING REPORT- C-24-056 Corrective Actions Update

Dear Ms. Stranix:

On June 14, 2024, the Department of Community Services and Development, (CSD), conducted an Onsite Monitoring for Sutter County Community Action Agency (SCCAA) Since this review SCCAA fulfilled the following required activity. Please see the update below:

Desk Review C-24-056:

Observation: Potential Conflict of Interest

Corrective Action:

In accordance with the guidance provided by CSBG IM # 82, SCCAA must review their policies and develop a strategy to mitigate actual or perceived conflict of interest. To address this observation agency must:

1. Perform an evaluation of its Conflict-of-Interest Policy and Practices
2. Identify strategies that follow and are in accordance with CSBG IM #82/Organizational Standards
3. Develop and submit a plan to mitigate actual or perceived conflicts of interest

Update:

Sutter County Community Action Agency has provided sufficient documentation to close this observation. The agency has evaluated and improved its Conflict-of-Interest Policy in accordance with CSBG IM#82 and developed a plan to mitigate actual or perceived conflicts of interest. This update was submitted by the due date of September 30, 2024. **This Observation is now closed.**

Thank you for your continued dedication and commitment to serve low-income individuals and families in your local area. If you have any questions regarding this information, please contact me at (916) 594-2847 or at shiella.riveraflores@csd.ca.gov.

Sincerely,

Shiella Marie Rivera

Shiella Marie Rivera
Field Operations Representative

C: Wilmer Brown, Jr., Manager
CSBG Field Operations Unit





Democratic Process for Selection of Low-Income Directors (Approved by Board of Directors _____)

The criteria for nomination of Sutter County Community Action Agency Low-Income Sector Directors is detailed in the following paragraphs until or unless the Board adopts an alternative criteria and process.

Identification of Qualified Candidates

Low-Income Board members shall be individuals that are either low-income persons, as defined by the Community Services Block Grant (CSBG) program, or individuals affiliated with, or members of affiliate organizations approved by the Board who predominately serve low-income persons. Candidates may be self-nominated, nominated by current Board members, or nominated by an appropriate affiliate organization.

Selection Criteria:

Board will review applications according to the following criteria:

- Individuals must be at least 18 years of age
- Individuals must be a resident of Sutter County
- Individuals must be designated as low-income in accordance with Community Service Block Grant (CSBG) definitions
- If from an organization, the membership and/or consumers of the organization must be predominately composed of low-income people and/or the organization must have a demonstrated commitment to the needs and rights of low-income people residing in Sutter County.

Selection Process:

Within 30 days of a low-income vacancy, a notice of vacancy shall be communicated to low-income individuals and/or organizations that serve the low-income with an invitation to be nominated or to nominate a representative of the low-income community.

- The process for soliciting interested individuals shall be open and inclusive.
- All board vacancies shall be filled within 9 months of a vacancy.
- Low-Income Sector recruitment announcements will be made via SCCAA's social media pages, press releases to local and neighborhood publications, distribution of fliers, etc. Announcements will include a brief description of the agency's work, including meeting requirements, as well as contact information for interested parties.
- Publication of Low-Income Sector vacancies shall be publicized for at least 30 days or until all vacancies are filled.
- Eligible candidates are required to submit an Application, a Low-Income Sector Application Supplement AND a petition signed by at least ten (10) people in poverty. Petition must include verifiable names, addresses, phone number(s) and/or email address, and signatures.
- Nominations committee will review applications and may select one or more candidates for interview and then select final nominee(s) to be recommended for consideration by the full Board of Directors. The Nominations Committee may choose to supplement the pool of applicants through additional outreach and advertising.
- Board of Directors vote on candidates in a regular or special Board meeting
- Applications of persons not selected for current vacancies will remain on file for a two-year period, to be reviewed and considered by the Nominating Committee when new vacancies occur.



**BOARD OF DIRECTORS
LOW-INCOME SECTOR APPLICATION SUPPLEMENT**

Sutter County Community Action Agency (SCCAA) Board of Directors representatives from the Low-Income sector must be at least 18 years of age and nominated, by petition, by at least 10 low-income residents of the County of Sutter.

As a Low-Income Sector Representative, you MAY NOT be an employee or relative of an employee of the California Department of Community Services and Development or an employee of the Federal Department of Health and Human Services.

Do you meet the conditions in the above statements? Yes No

If NO, please explain: _____

Are you an employee, officer or immediate relative to an employee of an organization receiving Community Services Block Grant funds through direct contract or subcontract? Yes No

If YES, please explain: _____

PETITION PROCESS:

Representatives of the Low-Income Sector are required to submit a petition signed by at least ten (10) persons whose family income does not exceed the poverty guidelines. The attached Petition for Candidacy, that includes the current Federal Poverty Guidelines for CSBG, should be used for this purpose.

SELECTION PROCEDURES:

Each representative of the Low-Income Sector shall be chosen in accordance with democratic procedures that ensure representation of people in poverty in the County of Sutter.

The selection procedures shall be as follows:

- (a) The need for qualified candidates to represent the people in poverty on the SCCAA Board of Directors shall be publicized on the SCCAA social media pages, press releases to local and neighborhood publications, distribution of fliers to organizations that predominately serve the low-income, etc.
- (b) Publication of Low-Income Sector vacancies shall be publicized for at least 30 days or until all vacancies are filled.
- (c) Eligible candidates shall be required to submit an Application, a Low-Income Sector Application Supplement and a petition signed by at least ten (10) people in poverty.
- (d) Candidates must be willing to represent the low-income sector, be at least 18 years of age, and be willing and available to commit the time and effort to focus on the duties and responsibilities of the SCCAA Board of Directors.
 - Meet the 3rd Thursday of every other month at 3:00pm for generally one hour
 - Serve for a three-year term
- (e) Candidates cannot be an employee or relative of an employee of the California Department of Community Services and Development or an employee of the Federal Department of Health and Human Services.

- (f) Candidates who are an employee, officer or immediate relative to an employee of an organization receiving Community Services Block Grant funds through direct contract or subcontract must disclose this status in the Application Supplement.
- (g) The Nominations Committee shall screen and interview candidates and make recommendations to the Board of Directors on their qualifications.
- (h) The SCCAA Board of Directors shall vote on candidates in a regular or special Board meeting, and the results of each vote shall be recorded in the minutes of the meeting.

CERTIFICATION:

I certify that the information provided in this application supplement is true and correct to the best of my knowledge.

Print Name

Signature

Date

PETITION FOR CANDIDACY

Community Action Agencies are designated and funded to reduce poverty in the communities they serve. Every service, activity, and role funded under Community Action must answer the question: "How does this move the needle on helping families out of poverty?"

Sutter County Community Action Agency (SCCAA) is tasked with maintaining a Community Action Board that operates to assist the low-income residents of Sutter County. The Board is composed of fifteen members representing three sectors: low-income, public, and private. Each member makes a commitment to represent the needs of the particular part of the community they represent (e.g., government, private organizations, or low-income individuals).

Sutter County Community Action Agency currently has a vacancy for a low-income sector seat representing Sutter County's low-income residents.

(Name of Applicant) _____, a resident of Sutter County, has applied for this opportunity.

By signing your name below you are supporting _____ in his/her candidacy to represent the Low-Income Sector on the Sutter County Community Action Agency (SCCAA) Board of Directors **and certifying that (1) you are a resident of Sutter County (2) you are at least 18 years of age and (3) your family income is at or below the income guidelines indicated below.** (Circle your family size, check numbers directly below that to confirm)

Family size	1	2	3	4	5	6	7	8
Annual income at or below	\$30,120	\$40,880	\$51,640	\$62,400	\$73,160	\$83,920	\$94,680	\$105,440
Monthly income at or below	\$2,510	\$3,406	\$4,303	\$5,200	\$6,096	\$6,993	\$7,890	\$8,786

Printed Name	Signature	Address	Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

For more information, please contact Jackie Slade with Sutter County Community Action Agency, at 530-751-8555 or jslade@ysedc.org.



APPLICATION FOR BOARD MEMBERSHIP

Return this application to:
Sutter County Community Action Agency
950 Tharp Road, Suite 1303, Yuba City, CA 95993
Or email to jslade@ysedc.org
For more information, contact Jackie Slade at
(530) 751-8555

NAME _____

MAILING ADDRESS _____

RESIDENCE ADDRESS _____ SUPERVISORIAL DISTRICT _____

HOME TELEPHONE _____ BUSINESS TELEPHONE _____ CELL _____

EMAIL _____

OCCUPATION/PROFESSION/EMPLOYER _____

Which sector of the community do you wish to represent?
 Public Sector-Board of Supervisor Representative Must be a Sutter County Board of Supervisor or their appointee, a Sutter County resident and will serve the length of term of the Supervisor.
 Private Sector Representative Must be representative of business, industry, labor, or other public or private groups or individuals, a Sutter County resident and will serve a 3-year term.
 Low Income representatives of the poor Must either be living in poverty or be from an organization that represents low-income groups, a Sutter County resident and will serve a 3-year term. In addition, must complete the Low-Income Sector Application Supplement with petition.

REASONS FOR WISHING TO SERVE ON THIS BOARD _____

QUALIFICATIONS FOR SERVING ON THIS BOARD (if applying as a low-income rep, make sure to indicate your qualifications to represent the low income, see above) _____

LIST ANY PUBLIC POSITIONS CURRENTLY HELD _____

LIST OTHER BOARDS/COMMITTEES/COMMISSIONS ON WHICH YOU CURRENTLY SERVE, OR HAVE PREVIOUSLY SERVED _____

I HEREBY DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I understand that if I am affiliated with an agency currently allocated or seeking CSBG funds, I will be unable to participate in any part of SCCAA's process involving the allocation of CSBG funds during the course of my board term if selected.

SIGNATURE _____

DATE _____

DRAFT

**BYLAWS OF
SUTTER COUNTY COMMUNITY ACTION AGENCY
A CALIFORNIA NONPROFIT CORPORATION**
(reviewed by Law office of Hyatt McIntire & Associates 2/2021)
(board updated and approved 10/20/2022)

MISSION STATEMENT

The mission of Sutter County Community Action Agency is to assist all Sutter County residents achieve greater self-sufficiency and economic independence through partnerships and collaborations.

**ARTICLE 1
NAME, OFFICE & PURPOSE**

1.1. Corporate Name. The name of the corporation is Sutter County Community Action Agency (“SCCAA”).

1.2. Principal Office. The principal office for the transaction of the activities and affairs of SCCAA shall be located in Sutter County, California. The board of directors may change the location of the principal office. Any such change of location must be noted by the secretary on these bylaws opposite this Section; alternatively, this Section may be amended to state the new location.

1.3. Purpose. The purpose of SCCAA is to provide a range of services and activities having a measurable and potentially major impact on causes of poverty in Sutter County. In the context of these general purposes, SCCAA shall provide an avenue for the participation of local government, private organizations, and private citizens of the community in serving the needs of the low-income residents of Sutter County. This will be accomplished by granting Community Service Block Grant funding to non-profit agencies, i.e. agencies which have 501 (c) (3) status under the Internal Revenue Code, to provide services to low-income persons. If the Board finds compelling reason to do so, it may also fund government agencies to provide services to low-income persons.

**ARTICLE 2
DEFINITIONS**

2.1. Construction; Definitions. Unless the context requires otherwise, the general provisions, rules of construction, and definitions in the California Nonprofit Corporation Law shall govern the construction of these bylaws. Without limiting the generality of the preceding sentence, the masculine gender includes the feminine and neuter, the singular includes the

plural, the plural includes the singular, the term “person” includes both a legal entity and a natural person, and the terms “director” and “member” are to be used interchangeably.

ARTICLE 3 MEMBERSHIP

3.1. Membership. SCCAA shall be comprised of a Board of Directors (“Board”). The Board shall have three Membership Categories, with a maximum of five Directors per Category. No person may serve concurrently as a Director in more than one Category. Any person dedicated to the purposes of SCCAA and residing in Sutter County shall be eligible for SCCAA Directorship in any Category in which the following qualifications are met:

(1) **Category One: Public Membership.** Directors shall be either currently serving on the Sutter County Board of Supervisors, or appointed by a Sutter County Supervisor.

(2) **Category Two: Private Membership.** Directors shall be representatives of business, industry, labor, or other public or private groups or individuals.

(3) **Category Three: Low Income Representative.** Directors shall be representatives of the low-income population in Sutter County and shall be approved in accordance with Sutter County Community Action Agency’s Democratic Process for Selection of Low-Income Directors.

In addition, no more than 25% of directors shall represent the same organization, or organizations sharing the same goal. Directors are eligible for election only after (i) their application has been reviewed and approved by the Board; or (ii) appointment by a Sutter County Supervisor. Membership applications shall be gathered and reviewed by the Nominating Committee under Article 7.4 of these bylaws. Directors shall be approved pursuant to the relevant procedures set forth in Sections 6.5. or 6.12. of these bylaws.

ARTICLE 4 MEETINGS

4.1. Meeting Requirements. Meetings shall be held as specified under this Article. All meetings of the Board and any of its committees shall be open to the public, in accordance with California Government Code Section 54950, et seq. (the Ralph M. Brown Act).

4.2. General Meetings. The board shall hold general meetings no fewer than 6 times per year, at such times and places, and on such notice, if any, as the board may determine. At the meetings, all proper business may be transacted, subject to Sections 5.1. through 5.13. of these bylaws.

4.3. Annual Meeting. A general meeting of the board shall be held at least annually at such time and place, and on such notice, if any, as the board may determine. The meeting shall

be held for purposes of organization, appointment of members, election of officers, and transaction of other business and can be in place of the final general meeting of the fiscal year.

4.4. Location of Meetings. Meetings of the board shall be held at any place within Sutter County designated by the board or any other place by the written consent of all directors entitled to vote at the meeting, given before or after the meeting. In the absence of any such designation, meetings shall be held at SCCAA's principal office. The board may authorize members who are not present in person to participate by electronic transmission or electronic video communication.

4.5. Meetings by Telecommunication. Any meeting may be held by conference telephone, video screen communication, or other communications equipment. Participation in a meeting under this Section shall constitute presence in person at the meeting if both the following apply:

(1) Each director participating in the meeting can communicate concurrently with all other directors.

(2) Each director is provided the means of participating in all matters before the board, including the capacity to propose, or to interpose an objection to, a specific action to be taken by SCCAA.

ARTICLE 5 NOTICE AND VOTE REQUIREMENTS

5.1. Written Notice Required. Whenever directors are required or permitted to take any action at a meeting, a written notice of the meeting shall be given, under Sections 5.2. and 5.3. of these bylaws, to each director entitled to vote at that meeting. The notice shall specify the place, date, and hour of the meeting, and the means of electronic transmission by and to SCCAA or electronic video screen communication, if any, by which directors may participate in the meeting. For the annual meeting, the notice shall state the matters that the board, at the time notice is given, intends to present for action. The notice of any meeting at which directors are to be appointed shall include the names of all persons who are approved applicants when notice is given.

5.2. Notice of Certain Agenda Items. Approval by the directors of any of the following proposals, other than by unanimous approval by those entitled to vote, is valid only if the notice or written waiver of notice states the general nature of the proposal or proposals:

- (1) Removing a director without cause;
- (2) Filling vacancies on the board;
- (3) Amending the articles of incorporation or bylaws; or
- (4) Electing to wind up and dissolve SCCAA.

(5) Approving a contract or transaction between SCCAA and one or more directors, or between SCCAA and any entity in which a director has a material financial interest.

5.3. Notice Requirements. Notice of any meeting shall be in writing and shall be given at least 3 but no more than 60 days before the meeting date. The notice shall be given either personally, by electronic transmission by SCCAA, or by first-class, registered, or certified mail, or by other means of written communication, charges prepaid, and shall be addressed to each director entitled to vote, at the address of that director as it appears on the books of SCCAA or at the address given by the director to SCCAA for purposes of notice. If no address appears on SCCAA's books and no address has been so given, notice shall be deemed to have been given if either (1) notice is sent to that director by first-class mail or facsimile or other written communication to SCCAA's principal office or (2) notice is published at least once in a newspaper of general circulation in the county in which the principal office is located.

5.4. Quorum. One-third of the authorized number of directors shall constitute a quorum for the transaction of any business except adjournment. Every action taken or decision made by a majority of the directors present at a duly held meeting at which a quorum is present shall be an act of the board, subject to the more stringent provisions of the California Nonprofit Public Benefit Corporation Law, including, without limitation, those provisions relating to (1) approval of contracts or transactions in which a director has a direct or indirect material financial interest, (2) approval of certain transactions between corporations having common directorships, (3) creation of and appointments to committees of the board, and (4) indemnification of directors. A meeting at which a quorum is initially present may continue to transact business, despite the withdrawal of some directors from that meeting, if any action taken or decision made is approved by at least a majority of the required quorum for that meeting.

Except as otherwise required by law, the articles, or these bylaws, the directors present at a duly called or held meeting at which a quorum is present may continue to transact business until adjournment, even if enough directors have withdrawn to leave less than a quorum, if any action taken (other than adjournment) is approved by at least a majority of the directors required to constitute a quorum.

5.5. Eligibility to Vote. Subject to the California Nonprofit Corporation Law, all directors in good standing on the record date as determined under Sections 5.11 of these bylaws shall be entitled to vote at any meeting.

5.6. Manner of Voting. Voting may be by voice or by ballot, except that any election of directors must be by ballot if demanded before the voting begins by any director at the meeting.

5.7. Number of Votes. Each director shall have one vote on each matter presented to the board of directors for action. No director may vote by proxy.

5.8. Majority Approval. If a quorum is present, the affirmative vote of a majority of the voting power represented at the meeting, entitled to vote and voting on any matter, shall be deemed the act of the directors unless the vote of a greater number, or voting by classes, is required by the California Nonprofit Corporation Law or by the articles of incorporation.

5.9. Waiver of Notice or Consent. The transactions of any meeting, however called or noticed and wherever held, shall be as valid as though taken at a meeting duly held after standard call and notice, if (1) a quorum is present either in person or by proxy, and (2) either before or after the meeting, each director entitled to vote, not present in person or by proxy, signs a written waiver of notice, a consent to the holding of the meeting, or an approval of the minutes of the meeting. The waiver of notice, consent, or approval need not specify either the business to be transacted or the purpose of the meeting except that, if action is taken or proposed to be taken for approval of any matter specified in Section 5.2. of these bylaws, the waiver of notice, consent, or approval shall state the general nature of the proposal. All such waivers, consents, or approvals shall be filed with the corporate records or made a part of the minutes of the meeting.

A director's attendance at a meeting shall also constitute a waiver of notice of and presence at that meeting unless the director objects at the beginning of the meeting to the transaction of any business because the meeting was not lawfully called or convened. Also, attendance at a meeting is not a waiver of any right to object to the consideration of matters required to be included in the notice of the meeting but not so included, if that objection is expressly made at the meeting.

5.10. Action by Unanimous Written Consent. Any action required or permitted to be taken by the directors may be taken without a meeting, if all directors consent in writing to the action. The written consent or consents shall be filed with the minutes of the meeting. The action by written consent shall have the same force and effect as a unanimous vote of the directors.

5.11. Record Date. For purposes of establishing the directors entitled to receive notice of any meeting, entitled to vote at any meeting, entitled to vote by written ballot, or entitled to exercise any rights in any lawful action, the board of directors may, in advance, fix a record date.

If not otherwise fixed by the board, the record date for determining directors entitled to receive notice of a meeting shall be the next business day preceding the day on which notice is given or, if notice is waived, the next business day preceding the day on which the meeting is held. If not otherwise fixed by the board, the record date for determining directors entitled to vote at the meeting shall be the day on which the meeting is held.

5.12. Board Action Without Meeting. Any action that the board is required or permitted to take may be taken without a meeting if all directors consent in writing to the action. Such an action by written consent shall have the same force and effect as any other validly approved board action. All such consents shall be filed with the minutes of the proceedings of the board.

5.13. Adjournment; Notice. Any meeting, whether or not a quorum is present, may be adjourned from time to time by the vote of the majority of the directors represented at the meeting. No meeting may be adjourned for more than 45 days. When a meeting is adjourned to another time or place, notice need not be given of the adjourned meeting if the time and place to which the meeting is adjourned (or the means of electronic transmission by and to SCCAA or electronic video screen communication, if any, by which directors may participate) are announced at the meeting at which adjournment is taken. If after adjournment a new record date is fixed for notice or voting, a notice of the adjourned meeting shall be given to each director who, on the record date for notice of the meeting, is entitled to vote at the meeting. At the adjourned meeting, SCCAA may transact any business that might have been transacted at the original meeting.

ARTICLE 6 BOARD OF DIRECTORS

6.1. General Powers of Board. Subject to the provisions and limitations of the California Nonprofit Corporation Law and any other applicable laws, and subject to any limitations of the articles of incorporation or bylaws regarding actions that require approval of the members, SCCAA's activities and affairs shall be managed, and all corporate powers shall be exercised, by or under the direction of the board.

6.2. Specific Powers of Board. Without prejudice to the general powers set forth in Section 6.1 of these bylaws, but subject to the same limitations, the board shall have the power to do the following:

(1) Appoint and remove, at the pleasure of the board, all corporate officers, agents, and employees; prescribe powers and duties for them as are consistent with the law, the articles of incorporation, and these bylaws; fix their compensation; and require from them security for faithful service.

(2) Change the principal office or the principal business office in California from one location to another; cause SCCAA to be qualified to conduct its activities in any other state, territory, dependency, or country; conduct its activities in or outside California; and designate a place in or outside California for holding any meeting.

(3) Borrow money and incur indebtedness on SCCAA's behalf and cause to be executed and delivered for SCCAA's purposes, in the corporate name, promissory notes, bonds,

debentures, deeds of trust, mortgages, pledges, hypothecations, and other evidences of debt and securities.

6.3. Number and Qualifications of Directors. The authorized number of directors shall be a minimum of twelve and a maximum of fifteen. The qualifications for directors are the same as those listed for the members in Section 3.1 of these bylaws.

6.4. Interested Persons as Directors. No more than 49 percent of the persons serving on the board may be “interested persons.” An interested person is (1) any person compensated by SCCAA for services rendered to it within the previous 12 months, whether as a full-time or part-time employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a director as director; and (2) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of such person. However, any violation of this paragraph shall not affect the validity or enforceability of transactions entered into by SCCAA.

6.5. Designated Directors. Five directors shall be designated by Sutter County Supervisors. Any Sutter County Supervisor may designate themselves as a director. Each Designated Director shall serve at the pleasure of the Supervisor that designated the director, and shall hold office until a successor director has been designated and qualified.

6.6. Floor Nominations. When a meeting is held for the election of officers, any member present at the meeting in person or by proxy may place names in nomination.

6.7. Nominee’s Right to Solicit Votes. The board shall formulate procedures that allow a reasonable opportunity for a nominee to communicate to members the nominee’s qualifications and the reasons for the nominee’s candidacy, a reasonable opportunity for the nominee to solicit votes, and a reasonable opportunity for all members to choose among the nominees.

6.8. Use of Corporate Funds. If more people have been nominated for director than can be elected, no corporate funds may be expended to support a nominee without the board’s authorization.

6.9. Directors’ Term Limits. Any Category 2 or Category 3 Director shall serve for a term of three years, with no more than two consecutive terms. Any Category 2 or Category 3 Director may serve for a third and final term after having taken at least a one-year hiatus from board membership. Any Designated Director (Category 1) shall serve for the term of the appointing Supervisor and at the pleasure of the appointing Supervisor.

6.10. Resignation of Directors. Except as provided below, any director may resign by giving written notice to the chair of the board or the secretary of the board. The resignation shall be effective when the notice is given unless it specifies a later time for the resignation to become

effective. If a director's resignation is effective at a later time, the board may elect a successor to take office as of the date when the resignation becomes effective.

6.11. Removal of Directors. Any director may be removed, with or without cause, by the vote of the majority of the members of the entire board of directors at a special meeting called for that purpose, or at a regular meeting, provided that notice of that meeting are given as provided in Section 5.2. However, a director who was designated as a director rather than elected by the members may be removed without cause only by the person or persons who designated that director, and may not be removed without the written consent of that person or persons. Any vacancy caused by the removal of a director shall be filled as provided in Section 6.12. of these bylaws, unless the removed director was a designated director, in which case the removal shall be filled as provided in Section 6.5. of these bylaws.

Any director who does not attend three successive board meetings will automatically be removed from the board without board resolution unless:

(A) The director requests a leave of absence for a limited period of time, and the leave is approved by the directors at a regular or special meeting. If such leave is granted, the number of board members will be reduced by one in determining whether a quorum is or is not present;

(B) The director suffers from an illness or disability which prevents him or her from attending meetings and the board by resolution waives the automatic removal procedure of this subsection; or

(C) The board by resolution of the majority of board members agrees to reinstate the director who has missed three meetings.

6.12. Vacancies Filled by Board. Except for a vacancy created by the removal of a director by the members, vacancies on the board may be filled by affirmative vote of a majority of the board or, if the number of directors then in office is less than a quorum, by (1) the unanimous written consent of the directors then in office, (2) the affirmative vote of a majority of the directors then in office at a meeting held according to notice or waivers of notice complying with Sections 5.3. and 5.9. of the bylaws, or (3) a sole remaining director.

Procedures to fill a vacancy are to commence within 30 days of the creation of the vacancy. There is a vacancy when a member has been notified of his or her official removal by the board, a member submits his or her resignation, a member dies, a member who is an elected public official leaves office, a member who is an appointed public official is removed from office or a member is the representative of a public official and the public official leaves office.

Vacant board seats must be filled within nine months of the seat becoming vacant. A vacant seat is filled when the board votes to seat the new board member.

Board seats that are vacant for more than nine months could be considered a compliance issue by funders and may result in Sutter County Community Action Agency being placed on a Technical Assistance Plan (TAP) to fill the vacancy.

Should the seat of a representative of a public official become vacant, the board must request that the public official, or appointing authority, name a replacement.

Should the seat of a representative of the low-income become vacant, the board must approve a replacement in accordance with **Sutter County Community Action Agency's Democratic Process for Selection of Low-Income Directors.**

The board must be advised of progress in filling a vacancy at each subsequent meeting until such time as the vacancy is filled.

6.13. Director Compensation and Reimbursement. Directors may receive such compensation, if any, for their services as directors or officers, and such reimbursement of expenses, as the board may establish by resolution to be just and reasonable as to SCCAA at the time that the resolution is adopted.

ARTICLE 7 COMMITTEES

7.1. Board Committees. The Chairperson, by concurrence of a majority of the directors then in office, may create one or more committees, each consisting of two or more directors and no one who is not a director, to serve at the pleasure of the board. Appointments to committees of the board shall be by majority vote of the authorized number of directors. The board may appoint one or more directors as alternate members of any such committee, who may replace any absent member at any meeting. Any such committee shall have all the authority of the board, to the extent provided in the board resolution, except that no committee may do the following:

- (1) Take any final action on any matter that, under the California Nonprofit Corporation Law, also requires approval of the members or approval of a majority of all members;
- (2) Fill vacancies on the board or any committee of the board;
- (3) Fix compensation of the directors for serving on the board or on any committee;

- (4) Amend or repeal bylaws or adopt new bylaws;
- (5) Amend or repeal any resolution of the board that by its express terms is not so amendable or repealable;
- (6) Create any other committees of the board or appoint the members of committees of the board;
- (7) Approve any contract or transaction between SCCAA and one or more of its directors or between SCCAA and an entity in which one or more of its directors have a material financial interest, subject to the approval provisions of Corporations Code §5233(d)(3).

7.2. Executive Committee. SCCAA shall have an executive committee consisting of the Chairperson, the Vice Chairperson, the Secretary, and the Treasurer. Meetings of the Executive Committee shall be held at the Chairperson’s request, or that of any three members of the Executive Committee.

7.3. Allocations Committee. SCCAA shall have an Allocations Committee consisting of all of the directors on the board.

7.4. Nominating Committee. SCCAA shall have a Nominating Committee consisting of no less than two directors. The committee shall present the slate of officers for election at the annual meeting. The committee shall also be responsible for receipt and review of applications for membership, nominating applicants for membership, screening conflict of interest statements submitted by directors, and the making of recommendations to the board pursuant to those duties.

7.5. Bylaws Committee. SCCAA shall have a Bylaws Committee consisting of no less than two directors. The committee shall periodically review the bylaws and make independent recommendations to the board.

7.6. Committee Meetings. Meetings and actions of committees of the board shall be governed by, held, and taken under the provisions of these bylaws concerning meetings and other board actions, except that the time for general meetings of board committees and the calling of special meetings of board committees may be set either by board resolution or, if none, by resolution of the committee. Minutes of each meeting shall be kept and shall be filed with the corporate records. The board may adopt rules for the governance of any committee as long as the rules are consistent with these bylaws. If the board has not adopted rules, the committee may do so.

ARTICLE 8 OFFICERS

8.1. Officers. The officers of SCCAA shall be a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer. SCCAA, at the board’s discretion, may also have one or more

assistant secretaries, one or more assistant treasurers, and such other officers as may be appointed under Section 8.3. of these bylaws.

Any number of offices may be held by the same person, except that the secretary and the treasurer may not serve concurrently as the Chairperson.

8.2. Election of Officers. The officers of SCCAA, except the Treasurer and any officers appointed under Section 8.3. of these bylaws, shall be chosen annually by the board and shall serve a term of one year, subject to the rights of any officer under any employment contract.

8.3. Additional Officers. The board may appoint and authorize the Chairperson or another officer to appoint any other officers that SCCAA may require. Each appointed officer shall have the title and authority, hold office for the period, and perform the duties specified in the bylaws or established by the board.

8.4. Removal of Officers. Without prejudice to the rights of any officer under an employment contract, the board may remove any officer with or without cause. An officer who was not chosen by the board may be removed by any other officer on whom the board confers the power of removal.

8.5. Resignation of Officers. Any officer may resign at any time by giving written notice to the board. The resignation shall take effect on the date the notice is received or at any later time specified in the notice. Unless otherwise specified in the notice, the resignation need not be accepted to be effective. Any resignation shall be without prejudice to any rights of SCCAA under any contract to which the officer is a party.

8.6. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these bylaws for normal appointments to that office.

8.7. Chairperson. If a Chairperson is elected, he or she shall preside at board meetings, shall be the general manager of SCCAA, shall supervise, direct, and control SCCAA's activities, affairs, and officers. The Chairperson shall also have such other powers and duties as the board or the bylaws may require.

8.8. Vice Chairperson. If the Chairperson is absent or disabled, the Vice Chairperson shall perform all duties of the Chairperson and shall have all powers of and be subject to all restrictions on the Chairperson. The Vice Chairperson shall also have such other powers and duties as the board or the bylaws may require.

8.9. Secretary. The Secretary shall keep or cause to be kept, at SCCAA's principal office or such other place as the board may direct, a book of minutes of all meetings, proceedings, and actions of the board, of committees of the board, and of members' meetings. The minutes of meetings shall include the time and place that the meeting was held; whether

the meeting was annual, or general; the notice given; and the names of persons present at board and committee meetings.

The Secretary shall keep or cause to be kept, at the principal California office, a copy of the articles of incorporation and bylaws, as amended to date.

The Secretary shall keep or cause to be kept, at SCCAA's principal office or at a place determined by resolution of the board, a record of SCCAA's members, showing each member's name, address, and class of membership.

The Secretary shall give, or cause to be given, notice of all meetings of members, of the board, and of committees of the board that these bylaws require to be given. The secretary shall have such other powers and perform such other duties as the board or the bylaws may require.

8.10. Treasurer. The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of SCCAA's properties and transactions. The Treasurer shall send or cause to be given to the members and directors such financial statements and reports as are required to be given by law, by these bylaws, or by the board. The books of account shall be open to inspection by any director at all reasonable times.

The Treasurer shall (1) deposit, or cause to be deposited, all money and other valuables in the name and to the credit of SCCAA with such depositories as the board may designate; (2) disburse SCCAA's funds as the board may order; (3) render to the Chairperson, and the board, when requested, an account of all transactions as Treasurer and of the financial condition of SCCAA; (4) file, or cause to be filed, all requisite federal, state, and local financial reports or tax returns; and (5) have such other powers and perform such other duties as the board or the bylaws may require.

If required by the board, the Treasurer shall give SCCAA a bond in the amount and with the surety or sureties specified by the board for faithful performance of the duties of the office and for restoration to SCCAA of all of its books, papers, vouchers, money, and other property of every kind in the possession or under the control of the Treasurer on his or her death, resignation, retirement, or removal from office.

ARTICLE 9 LIMITS ON LIABILITY

9.1. Contracts with Directors. No director of SCCAA nor any other corporation, firm, association, or other entity in which one or more of SCCAA's directors are directors or have a material financial interest, shall be interested, directly or indirectly, in any contract or other transaction with SCCAA unless (1) the material facts as to the transaction and such director's interest are fully disclosed or known to the members and such contract or transaction is

approved by the members in good faith, with any membership owned by any interested director not being entitled to vote thereon, or (2) the material facts regarding such director's financial interest in such contract or transaction or regarding such common directorship, officership, or financial interest are fully disclosed in good faith and are noted in the minutes or are known to all board members before consideration by the board of such contract or transaction, and such contract or transaction is authorized in good faith by a majority of the board by a vote sufficient for that purpose without counting the vote of the interested director.

9.2. Loans to Directors and Officers. SCCAA shall not lend any money or property to or guarantee the obligation of any director or officer without the approval of the California Attorney General, provided, however, that SCCAA may advance money to a director or officer of SCCAA for expenses reasonably anticipated to be incurred in the performance of his or her duties if that director or officer would be entitled to reimbursement for such expenses by SCCAA.

9.3. Indemnification. To the fullest extent permitted by law, SCCAA shall indemnify its directors and officers, and may indemnify employees and other persons described in the California Corporations Code § 5238 or § 7237, including persons formerly occupying any such positions, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in that section, and including an action by or in the right of SCCAA, by reason of the fact that the person is or was a person described in that section. "Expenses," as used in this bylaw, shall have the same meaning as in that section of SCCAAs Code.

On written request to the board by any person seeking indemnification under California Corporations Code § 5238 or § 7237, the board shall promptly decide under California Corporations Code § 5238 or § 7237 whether the applicable standard of conduct set forth in California Corporations Code § 5238 or § 7237 has been met and, if so, the board shall authorize indemnification.

To the fullest extent permitted by law and except as otherwise determined by the board in a specific instance, expenses incurred by a person seeking indemnification under Sections 9.1. or 9.2. of these bylaws in defending any proceeding covered by those Sections shall be advanced by SCCAA before final disposition of the proceeding, on receipt by SCCAA of an undertaking by or on behalf of that person that the advance will be repaid unless it is ultimately found that the person is entitled to be indemnified by SCCAA for those expenses.

9.4. Insurance. SCCAA shall have the right, and shall use its best efforts, to purchase and maintain insurance to the full extent permitted by law on behalf of its officers, directors, employees, and other agents, to cover any liability asserted against or incurred by any officer, director, employee, or agent in such capacity or arising from the officer's, director's, employee's, or agent's status as such.

9.5. Corporate Records. SCCAA shall keep the following:

- (1) Adequate and correct books and records of account;
- (2) Minutes of the proceedings of its board, and committees of the board;
- (3) A record of each member's name, address, and class of membership.

The minutes and other books and records shall be kept either in written form or in any other form capable of being converted into clearly legible tangible form or in any combination of the two.

9.6. Inspection of Articles and Bylaws. The secretary of SCCAA shall, on the written request of any member, furnish to that member a copy of the articles of incorporation and bylaws, as amended to the current date.

9.7. Directors' Inspection Rights. Every director shall have the absolute right at any reasonable time to inspect SCCAA's books, records, and documents of every kind, and to inspect the physical properties of SCCAA. The inspection may be made in person or by the director's agent or attorney. The right of inspection includes the right to copy and make extracts of books, records, and documents of every kind.

9.8. Annual Report. The board shall cause an annual report to be prepared within 120 days after the end of SCCAA's fiscal year. That report shall contain the following information in appropriate detail:

- (1) A balance sheet as of the end of the fiscal year, an income statement, and a statement of cash flows for the fiscal year, accompanied by an independent accountant's report or, if none, by the certificate of an authorized officer of SCCAA that they were prepared without audit from SCCAA's books and records;
- (2) A statement of the place where the names and addresses of current members are located.

SCCAA shall annually notify each member of the member's right to receive a copy of the financial report under this Section. Except as provided in the next paragraph of this bylaw, on written request by a member, the board shall promptly cause the most recent annual report to be sent to the requesting member. If the board approves, SCCAA may send the report and any accompanying material sent pursuant to this section by electronic transmission.

This Section shall not apply if SCCAA receives less than \$10,000 in gross revenues or receipts during the fiscal year.

9.9. Annual Statement. As part of the annual report to all members, or as a separate document if no annual report is issued, SCCAA shall, within 120 days after the end of SCCAA's fiscal year, annually prepare and mail, deliver, or send by electronic transmission to each member and furnish to each director a statement of any transaction or indemnification of the following kind:

(1) Any transaction (a) in which SCCAA, or its parent or subsidiary, was a party, (b) in which an “interested person” had a direct or indirect material financial interest, and (c) that involved more than \$50,000 or was one of several transactions with the same interested person involving, in the aggregate, more than \$50,000. For this purpose, an “interested person” is either

(i) Any director or officer of SCCAA, its parent, or subsidiary (but mere common directorship shall not be considered such an interest); or

(ii) Any holder of more than 10 percent of the voting power of SCCAA, its parent, or its subsidiary.

The statement shall include a brief description of the transaction, the names of interested persons involved, their relationship to SCCAA, the nature of their interest in the transaction, and, if practicable, the amount of that interest, provided that if the transaction was with a partnership in which the interested person is a partner, only the interest of the partnership need be stated.

(2) Any indemnifications or advances aggregating more than \$10,000 paid during the fiscal year to any officer or director of SCCAA under Sections 9.1. or 9.2. of these bylaws, unless that indemnification has already been approved by the members under Corporations Code §5238(e)(2).



October 17, 2024

TO: Sutter County Community Action Agency Board Members

FROM: Brynda Stranix, Executive Director

RE: Staff Report re:Strategic Plan/Programmatic Activities Update September/October 2024

GOAL 1: INDIVIDUALS AND FAMILIES ARE STABLE, ACHIEVE ECONOMIC SECURITY AND ARE SELF-SUFFICIENT

OBJECTIVE: Reduce the number of at risk and challenged low income individuals and families in Sutter County

Support agencies that provide job training programs/skills and education required for employment and/or job advancement

- October 2024, Sutter County One Stop will host two workshops at the Hands of Hope Coordinated Entry site for clients. “Soft Skills Employers Want, Tell Me About Yourself, Job Readiness” and “Professional Self, Mannerisms/Grooming, Interview Readiness”.
- September 2024 Yuba County Office of Education announced a new Adult and Career Technical Education building, located at 805 10th St. in Marysville, undergoing renovations and expected to open for classes tentatively in November. The facility will provide residents with a wide range of educational opportunities and skills training to meet the demands of the modern workforce. Currently YCOE offers courses in medical assisting, certified nursing assistant, home health aide, welding and digital literacy, however the new facility will allow them to expand curriculum to include additional courses in construction, truck driving, hospitality, and automotive repair. English language instruction and support will be available for students enrolled in welding and medical assisting classes.
- \$80,754 in 2024 SCCAA funding was awarded to The Salvation Army Depot for their 64-bed family shelter that provides homeless and low-income families and individuals with support services like vocational and educational development in food service and janitorial service, job search and computer training.

Support programs designed to promote self-sufficiency, accountability and life skills training

- October 2024, Monthly Service Calendar at Hands of Hope Coordinated Entry site indicates the following classes/sessions will be held: Breaking the Chains of Life Controlling Problems, Community Connect Social and Health Barriers, Harm Reduction: Learn How to Stop Overdose Deaths, Behavioral Health Support Group.

OBJECTIVE: Increase food security

Support agencies that provide access to healthy food

- September 2024 Salvation Army announced they now have a dietician on staff that can offer medically tailored groceries and meals to the unhoused via their Hope Express food truck. The truck already stops at four shelters in Yuba and Sutter Counties and offers 2 meals a day (one hot, one sack), seven days a week and now they can offer medically tailored meals for those who need it.
- \$16,720 in 2024 SCCAA Discretionary funding was awarded to Yuba-Sutter Food Bank for their food recovery and distribution program to provide food to low-income individuals.
- \$25,000 in 2024 SCCAA Regular funding was awarded to Yuba-Sutter Food Bank for their food recovery and distribution program to provide food to low-income individuals.

Support increased food distribution days/times available to accommodate working families

- August 2024 Yuba-Sutter Food Bank schedule indicates the following food giveaways/food pantries available for working families:
 - Food giveaway last Saturday of the month 10am-12:30pm at 850 Gray Avenue, Yuba City.

- Food pantries:
 - 2nd & 4th Saturday of the month 12-2pm at Calvary Christian Center, 2620 Colusa Hwy, YC
 - 2nd & 4th Saturday of the month 9-11am at Cornerstone of Hope Food Pantry, 700 Washington Ave., YC
 - Last Sunday of the month 1:15-2:30pm at First Baptist of Live Oak, 2480 Pennington Road, LO

OBJECTIVE: Increase homelessness prevention programs/services

Support agencies that provide emergency funds for unexpected hardships (ie utilities, rent, car repair, etc)

- August 2024, Sutter County Health and Human Services announced they received grant funding for 2024-25 to provide financial assistance to the low-income and unhoused for rent, security deposits, utility payments, moving costs, hotel vouchers, legal services and credit repair. For information contact 530-822-7133.

Support agencies that provide emergency shelter and counseling/education services (including domestic violence services)

- \$24,609 in 2024 SCCAA funding was awarded to Sutter Yuba Homeless Consortium that was specifically earmarked for Casa de Esperanza to provide an emergency shelter that serves victims of domestic violence, sexual assault, dating violence, stalking, human trafficking.
- \$5,609 in 2024 SCCAA funding was awarded to Sutter Yuba Homeless Consortium that was specifically earmarked for Regional Emergency Shelter Team (REST) to provide a 30-35 bed emergency winter warming shelter, serving women, children and families.
- \$9,609 in 2024 SCCAA funding was awarded to Sutter-Yuba Homeless Consortium that was specifically earmarked to Sutter County Health and Human Services to improve their Better Way Homeless Emergency Shelter.

Support agencies that provide affordable legal services (counseling on legal rights as tenants and homeowners, access to benefits, etc.)

- October 2024 California Rural Legal Assistance, a non-profit that assists low-income individuals, will have drop in times at Coordinated Entry sites in Yuba and Sutter for clients to “Talk to an Advocate”. They are also available to assist with landlord and property management notices and unlawful detainers.
- \$18,000 in 2024 SCCAA funding was awarded to Yuba-Sutter Legal Services for Seniors to provide free legal services and advocacy for low-income persons aged 60 and over in Sutter County to help them obtain or maintain their income, housing and medical care.

Misc. activities to assure individuals and families are stable, achieve economic security and are self-sufficient

- \$25,000 in 2024 SCCAA funding was awarded to Bridges to Housing to provide rental deposits, rent payments and other housing assistance to low-income clients.

GOAL 2: COMMUNITIES ARE HEALTHY AND OFFER ECONOMIC OPPORTUNITY

OBJECTIVE: Provide opportunities that improve the quality of life of residents in Sutter County

Support agencies that improve the areas in which we live, including but not limited to: improving safe passages, developing parks, community centers, low-cost housing rehabilitation programs, etc.

- August 2024, City of Yuba City announced their intention to extend the existing Sutter Bike Path eastward from Hooper Road to Harter Parkway. It will provide a direct path for pedestrians and cyclists traveling from Sutter and provide a safe route for students at River Valley High School and Feather River Academy while creating more opportunities for recreation and exercise. City officials anticipate awarding a construction contract by October with the project being completed by spring of 2025.

OBJECTIVE: Expand housing options to serve low-income individuals

Support the creation of affordable, transitional and permanent supportive housing in the region

- September 2024, Habitat for Humanity announced that they hope to break ground in October on Merriment Village, a 217-unit development located at 428 North Walton Avenue, Yuba City and will primarily serve elderly residents, retired veterans and families who have been displaced due to the rising costs of rent and housing.

OBJECTIVE: Improve access to health services (including mental, behavioral, physical and alcohol/substance abuse)

Support agencies that provide outpatient behavioral health counseling and programs for the low and moderately severe mentally ill.

- The Sedona Project, established in 2024, works to mitigate the impacts of Yuba and Sutter Counties lack of mental health providers by filling a gap between crisis and wellness. They offer the following:
 - Meditation Mondays with a peaceful meditative space to breathe, quiet your mind and unwind
 - Sedona Nights with trained peer counselors to listen and provide emotional support
 - The Haven, a safe space for young men to come together and share their experiences, challenges and triumphs
 - Group support for people living with chronic illness

- \$40,000 in SCCAA 2024 funding was awarded to New Day Training Center to provide low-income couples, sexual trauma survivors and families who need mild to moderate level therapeutic care with mental and behavioral health group therapy.

Support agencies that provide semi-permanent shelter that offers a comprehensive array of services to include mental health counseling and substance abuse programs and counseling

- \$80,754 in 2024 SCCAA funding was awarded to The Salvation Army Depot for their 64-bed family shelter that provides homeless and low-income families and individuals with support services.

Misc. activities to Improve access to health care services

- September 30 Sutter County hosted a town hall meeting to identify unmet health care needs and to gauge challenges residents face in the health care landscape and how officials can better address them. Meeting was organized by the Yuba Sutter Healthcare Council Foundation, Sutter Health and Sutter County Health and Human Services. Information gathered from the town hall will contribute to a needs assessment study through Sutter Health and Adventist Health/Rideout Hospital. The study ultimately will help guide community investments made by each organization for the next three years.

GOAL 3: PEOPLE ARE ENGAGED AND ACTIVE IN THE COMMUNITY

OBJECTIVE: Encourage and broaden community opportunities

Increase awareness of volunteer opportunities available within regional service providers

- October/November 2024 newsletter had a flyer on volunteers needed for the Sutter-Yuba Strategic Suicide Prevention Planning Team.

Encourage low-income individuals to have civic engagement

- November 1, 2024 will be a Summit on Ending Homelessness from 8:30- 1:00pm at Boyd Hall, on Klamath Lane in Yuba City. Those working with the unhoused, interested residents, low-income and the unhoused are encouraged to attend.
The Summit will include:
 - Upcoming Housing Development Presentations
 - Upcoming programs through Proposition 1
 - LEAP training
 - Statistic Overview and areas of focus

GOAL 4: EDUCATE COMMUNITY OF EFFORTS AND PROGRESS TO REDUCE HOMELESSNESS AND POVERTY AND ASSIST AGENCIES THAT SERVE THE LOW-INCOME TO INCREASE THEIR CAPACITY TO ACHIEVE RESULTS

OBJECTIVE: Strengthen the efficiency and effectiveness of SCCAA and its service providers

Increase community education about SCCAA and its service provider activities, achievements, needs, volunteer opportunities, etc.

- October 2024, helped advertise for Salvation Army's Volunteer Open House on social media sites
- October/November 2024 newsletter had SCCAA's 2025 CSBG RFP and Yuba-Sutter Food Bank's shout out to get more food pantry and distribution sites.
- (Ongoing) Each board meeting is noticed in Appeal Democrat and Territorial Dispatch newspapers under events or business calendar.

Maintain and refresh SCCAA website, Facebook page and bi-monthly newsletter

- September/October 2024 no increase in followers. Facebook page was created September 2016 and is posted on regularly. Currently it has 139 followers.
- Bi-monthly newsletter began distribution in December 2016. Currently it is distributed to about 211 contacts from local non-profits.
- (Ongoing) posted SCCAA and its service provider activities on Facebook, www.suttercares.org and in the bi-monthly newsletter to increase visibility.
- (Ongoing) a services resources page by category is on SCCAA's website www.suttercares.org and is reviewed and updated continually.

Continue to encourage and educate the non-profit community of funding opportunities and capacity building measures

- October/November 2024 newsletter (see attached) was distributed and included information/tips on reducing your costs, when kids volunteer: liability basics, how an organizational assessment can improve your operation, six grant opportunities, nonprofit agency events and more.
- October 8, 2024, Yuba-Sutter Chamber of Commerce hosted a Nonprofit Roundtable meeting at Boyd Hall in Yuba City to promote collaboration, sharing of best practices/challenges, etc. Will continue to hold on a regular basis.

Misc. activities to strengthen the efficiency and effectiveness of SCCAA and its service providers

- SCCAA program managers performed site visits/annual report training with each of SCCAA's sub-grantees and the 3 sub-grantees under SYHC.
- SCCAA program managers attended training webinars on the Community Action Plan and Needs Assessment and will be completing a 30 hour ROMA certification in October.
- (Ongoing) SCCAA's Executive Director is active with the following groups in an effort to encourage community agencies to partner with Coordinated Entry, collaborate together and find solutions for our region:
 - Board member-Sutter Yuba Homeless Consortium (Continuum of Care)
 - Board member-Sutter Community Affordable Housing Board
 - Administrative staff to Sutter County Community Action Agency

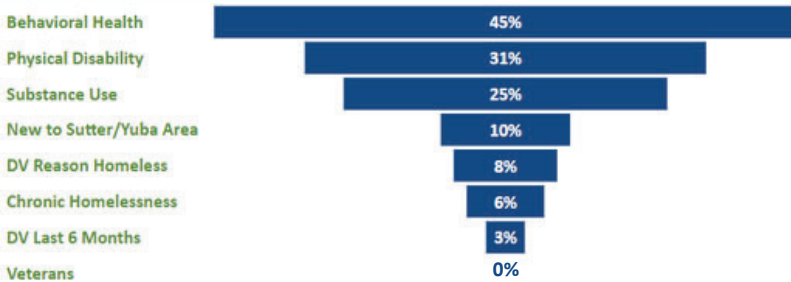


Regional Homeless Update September 2024

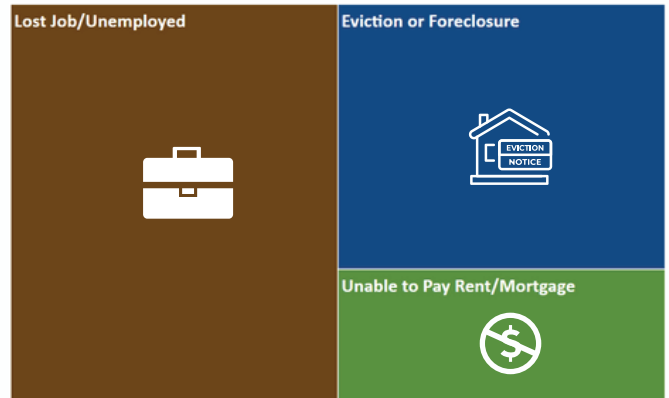
Total Clients Entering the CE System:

Total Clients Entering CES	214 (127 New Clients)
Total Clients Entering CES Sutter...	82 (53 New Clients)
Total Clients Entering CES Yuba...	132 (74 New Clients)

Self-Reported Survey Responses for New Adults



Top 3 Reasons for Becoming Homeless



Average Monthly Income & Percentage with Income

Households with Children	\$1,210	78%
Average Income		Percent with Income
Households without Children	\$529	35%
Average Income		Percent with Income

People Connected to Shelter

September 2024

Shelter	New	Utilization Rate*	Total Capacity
14 Forward	18	80%	50
Better Way	8	87%	30
Casa De Esperanza	22	92%	24
Life Building Center	7	128%	25
The Depot	5	58%	50
The Mission	13	107%	46

*Shelter utilization rates are from the last day of the month.

Number of People Housed through SYHC Partners

January 1st to September 30th, 2024

Month	Sutter Active Clients	Sutter County Housed YTD	Yuba Active Clients	Yuba County Housed YTD
January	614	22	922	19
February	618	28	1017	26
March	636	33	1114	72
April	553	42	929	163
May	581	51	1008	180
June	572	77	976	244
July	583	102	1001	261
August	583	125	941	273
September	639	135	1009	284



APPLICATION FOR BOARD MEMBERSHIP

Return this application to:

Sutter County Community Action Agency
950 Tharp Road, Suite 1303, Yuba City, CA 95993
Or email to jslade@ysedc.org
For more information, contact Jackie Slade at
(530) 751-8555

NAME Dr. Rubinder (Rubi) Garcha

MAILING ADDRESS 1212 Unity Ct. Yuba City, CA 95993

RESIDENCE ADDRESS 1212 Unity Ct. Yuba City, CA 95993 SUPERVISORIAL DISTRICT _____

HOME TELEPHONE _____ BUSINESS TELEPHONE 5303016757 CELL 5303016757

EMAIL dr.rubicoachingservices@gmail.com

OCCUPATION/PROFESSION/EMPLOYER Senior Academic Advisor/UMass Global University & Senior International Students
Mentor/Mindbase Education

Which sector of the community do you wish to represent?

- Public Sector-Board of Supervisor Representative** Must be a Sutter County Board of Supervisor or their appointee, a Sutter County resident and will serve the length of term of the Supervisor.
- Private Sector Representative** Must be representative of business, industry, labor, or other public or private groups or individuals, a Sutter County resident and will serve a 3-year term.
- Low Income Representatives of the poor** Must either be living in poverty or be from an organization that represents low-income groups, a Sutter County resident and will serve a 3-year term.

REASONS FOR WISHING TO SERVE ON THIS BOARD

~~I want to serve on the SCCAA board because my vision is to empower and support low-income and diverse population to excel in the academics, career, and personal life. My years of professional experience I have worked with private and non-profit educational and other organizations that serve the need of low-income individuals in the Yuba-Sutter Area to give them a quality of life. This opportunity will allow me to follow my passion of serving and making difference in my community that can lead me up to further opportunities and growth of my business by providing services to low-income and diverse population so they can secure their and their family future.~~

QUALIFICATIONS FOR SERVING ON THIS BOARD (if applying as a low income rep, make sure to indicate your qualifications to represent the low income, see above) _____

~~I am a Sutter County resident. I am a transformational change leader who has been serving in higher education for 16 years and I continue to serve by providing equal opportunity for growth, advancement, and success of my clients. I have been working with diverse population by providing developmental academic, career, social-emotional, and life coaching/consulting services nationally, internationally, and Yuba-Sutter area.~~

LIST ANY PUBLIC POSITIONS CURRENTLY HELD

~~I have not held any public position, but this opportunity will allow self-growth, leadership experience, and a one step forward toward my aim of supporting and creating resources, programs and officering services to low-income and diverse population in the Yuba-Sutter area to improve their quality of life.~~

LIST OTHER BOARDS/COMMITTEES/COMMISSIONS ON WHICH YOU CURRENTLY SERVE, OR HAVE PREVIOUSLY SERVED _____

~~I have served in professional development, training, career development, internation student committee, and diversity, equity, & inclusion committee in my professional work. Also, I have served with Sutter County Library & Literacy program committee as well.~~

I HEREBY DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE 

DATE 07/12/2024



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950 Tharp Road, Suite 1303, Yuba City, CA 95993
Or email to jslade@ysedc.org
For more information, contact Jackie Slade at
(530) 751-8555

NAME Heather Peña
MAILING ADDRESS PO Box 211, Sutter, CA, 95982
RESIDENCE ADDRESS 2555 Acacia Ave, Sutter, CA, 95982 SUPERVISORIAL DISTRICT 3
HOME TELEPHONE 635-3605 BUSINESS TELEPHONE 635-3605 CELL 635-3605
EMAIL heatherpena1@gmail.com
OCCUPATION/PROFESSION/EMPLOYER VP, Commercial Banking, Tri Counties Bank

- Which sector of the community do you wish to represent?**
- Public Sector-Board of Supervisor Representative** Must be a Sutter County Board of Supervisor or their appointee, a Sutter County resident and will serve the length of term of the Supervisor.
 - Private Sector Representative** Must be representative of business, industry, labor, or other public or private groups or individuals, a Sutter County resident and will serve a 3-year term.
 - Low Income representatives of the poor** Must either be living in poverty or be from an organization that represents low-income groups, a Sutter County resident and will serve a 3-year term.

REASONS FOR WISHING TO SERVE ON THIS BOARD To help facilitate, and have discussions around specific fundings for lower income resources and non profits in our community.

QUALIFICATIONS FOR SERVING ON THIS BOARD (if applying as a low income rep, make sure to indicate your qualifications to represent the low income, see above) I am the Vice President of Commercial Banking at Tri Counties Bank in our Yuba-Sutter market. I can help review financials, funding requests, and any other type of financial document.

LIST ANY PUBLIC POSITIONS CURRENTLY HELD nil

LIST OTHER BOARDS/COMMITTEES/COMMISSIONS ON WHICH YOU CURRENTLY SERVE, OR HAVE PREVIOUSLY SERVED I am currently the Chair of the Adventist Rideout Hospital Foundation Board, and have served on this board for over three years.

I HEREBY DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE [Signature] DATE 3/21/24

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950 Tharp Road, Suite 1303, Yuba City, CA 95993
Or email to jslade@ysedc.org
For more information, contact Jackie Slade at
(530) 751-8555

NAME Richelle Hensley
MAILING ADDRESS PO BOX 475 Biggs Ca 95917
RESIDENCE ADDRESS 9390 poplar way Live Oak, ca 95953
HOME TELEPHONE n/a BUSINESS TELEPHONE 877-369-2828 ext: 7486 SUPERVISORIAL DISTRICT _____
EMAIL richelleh@self-help.org CELL (707) 342-2850
OCCUPATION/PROFESSION/EMPLOYER Credit Union Bank Manager
Self Help Federal Credit Union

- Which sector of the community do you wish to represent?**
- Public Sector-Board of Supervisor Representative** Must be a Sutter County Board of Supervisor or their appointee, a Sutter County resident and will serve the length of term of the Supervisor.
 - Private Sector Representative** Must be representative of business, industry, labor, or other public or private groups or individuals, a Sutter County resident and will serve a 3-year term.
 - Low Income Representatives of the poor** Must either be living in poverty or be from an organization that represents low-income groups, a Sutter County resident and will serve a 3-year term.

REASONS FOR WISHING TO SERVE ON THIS BOARD I want to be culturally relevant and deeply connect with the underserved and marginalized community that I now call home. I want to help with advocacy for meaningful systematic change & social issues.

QUALIFICATIONS FOR SERVING ON THIS BOARD (if applying as a low income rep, make sure to indicate your qualifications to represent the low income, see above) Branch manager to a community development financial institution (Self Help Federal Credit Union) that focuses on economic justice and underserved communities.

LIST ANY PUBLIC POSITIONS CURRENTLY HELD none

LIST OTHER BOARDS/COMMITTEES/COMMISSIONS ON WHICH YOU CURRENTLY SERVE, OR HAVE PREVIOUSLY SERVED Davis Rotary

I HEREBY DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE Richelle Hensley DATE 7/16/2024