



BOARD OF DIRECTORS GENERAL MEETING AGENDA

October 16, 2025, 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/81391487842?pwd=Zyu1GuiK1YWkaR7Jd6nOWsbMqr52yn.1>

Meeting ID: 813 9148 7842

Passcode: 472484

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.

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 21, 2025 (attached)
- **ACTION:** Review and approve SCCAA's Organization-Wide Expenditure Report as of September 30, 2025 (attached)
- Current balance/statement of financial position is \$37,848.44 as of October 9, 2025.

OLD BUSINESS

Organizational Standards and Informational Items

- Board applicant introductions
- **ACTION:** Review and approve updated Job Descriptions for SCCAA Executive Director and Administrative Technician (attached)
- November 7 Summit on Ending Homelessness (attached)

Committee Updates

- **Bylaws Committee** (Brynda Stranix, Justine Gill, Dee Dee Brady)
No report
- **Executive Committee** (Chairman, Justine Gill; Vice Chairman, Christine Ivory; Secretary, Pattra Runge; Treasurer, Rick Millhollin)
No report
- **Ad-Hoc Committees**
 - **Strategic Plan** (Full Board)

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

- Staff Report on 2024-2025 Strategic Plan Activities September/October 2025 update (attached)
- 2026-2027 SCCAA Strategic Plan update with Mission/Vision review (attached)
- **Public Awareness/Marketing** (Brynda Stranix)
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)
 - SCCAA CAP Approved by CSD August 25
- **Allocation Committee** (Full Board Review Grant Requests)
 - Discuss receipt and allocation of 2025 CSBG Regular Contract amendment of additional \$1,702 (12% (\$204) for YSEDC admin, balance to Sutter County Children and Families Commission (\$1,498))
 - 2026 RFP's distributed, due October 31
 - Applicant presentations Thursday, November 6, time TBD
- **Nominating Committee** (Full Board)
 - Two vacant private sector positions since April 2024 and two Low-Income positions since February/August 2025
- CLOSED SESSION**
 - **ACTION:** Discuss, review and approve application for Low-Income Sector position from Elida Ramirez (attached)

NEW BUSINESS - No service provider presentation for November 2025 meeting--Discuss presenter for February 2026 meeting

MEMBER UPDATES

ADJOURNMENT

2025/2026 SCCAA Board Meetings

(3rd Thursday of the month)

November 20, 2025, February 19, April 16, June 18, August 20, October 15

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

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



MINUTES OF THE BOARD OF DIRECTORS GENERAL MEETING –August 21, 2025, 3:00pm
950 Tharp Road, Ste. 1303, Yuba City, CA 95993 and via zoom

BOARD MEMBERS PRESENT

Christine Ivory-Vice Chair, Rick Millhollin-Treasurer, Lonnie Perez, Dee Dee Brady, Sharon Foote

BOARD MEMBERS PRESENT VIA ZOOM

Justine Gill-Chair, Kendra Davis

BOARD MEMBERS ABSENT

Julius Murphy, Pattra Runge-Secretary, Jordan Scotten, Coleen Morris, Sarah Kotko

NON-BOARD MEMBERS PRESENT

Jackie Slade and Cynthia Roderick with YSEDC, Michele Blake, Erica Melchor and Julie Price with Sutter County Children & Families Commission

CALL TO ORDER

The meeting was called to order by board Chair, Justine Gill, at 3:07 p.m. and a quorum was present for the transaction of business.

LATE AGENDA ITEMS – None

ITEMS OF PUBLIC INTEREST – None

Consent Calendar

- Review and approve the minutes of the Board of Directors meeting on June 19, 2025
- Review and approve SCCAA's Organization-Wide Expenditure Report as of June 30, 2025
- Current balance/statement of financial position is \$1,074.99 as of August 13, 2025.

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

OLD BUSINESS

Organizational Standards and Informational Items

- **Presentation from Sutter County Children & Families Commission (SCCFC)** – Michele Blake reported the following:
 - SCCAA's CSBG \$10,000 allocation helped fund the purchase of diapers to start-up the diaper bank
 - The Diaper Bank is only in its third month of distribution since starting up in June 2025 but already have the following outcomes:
 - 52 unique households served
 - 202 household members served
 - 66 total visits on distribution days, June & July
 - 86 adults and 116 children were served and 5,280 diapers and 13,200 wipes were distributed
 - 110 households are currently being served, 85 in Yuba City, 22 in Live Oak, 2 in Sutter and 1 in Robbins.
 - The Diaper Bank has partnered with Hope Point Church and diaper distribution is held at their location, 600 George Washington Blvd, on the 4th Friday of each month.
 - Each distribution provides clients with 80 diapers and 200 wipes

- Clients that attend a distribution who are not CSBG income qualified or live outside of Sutter County are provided diapers/wipes from Hope Point Church and/or SCCFC's supplies purchased with other funding sources
- **Review and approve 2025 SCCAA Risk Assessment** - Jackie Slade reported the risk assessment is a requirement of organizational standards and must be conducted every two years. It evaluates SCCAA's organization wide functions such as financial operations, insurance, human resource management, board governance, legal filings, etc. to mitigate risk and exposure. Assessment was provided in board packet for review with upcoming areas to address/take action on in bold.

MOTION: Lonnie Perez motioned to approve the 2025 Risk Assessment, Dee Dee Brady seconded the motion. No opposed. Motion passed.

- **Board member docs needed** - Jackie Slade reported she needs documents from select board members to help satisfy organizational standards. She distributed conflict of interest forms, bylaws acknowledgments and/or board member roles and responsibilities forms. She will email needed forms to board members not in attendance.
- **2025 Organizational Standards document upload due by August 31** – Jackie Slade reported she will continue to upload documents to the State platform to satisfy org standards as they are completed.

Committee Updates

- **Bylaws committee** (Brynda Stranix, Justine Gill, Dee Dee Brady)
No Report
- **Executive committee** – (Chairman, Justine Gill; Vice Chairman, Christine Ivory; Secretary, Pattra Runge; Treasurer, Rick Millhollin)
No Report
- **Ad-Hoc Committees**
 - **Strategic Plan** (Full Board)
 - **Once 2026-2027 CAP approved, board will need to update Strategic Plan** - Jackie Slade reported SCCAA's CAP is currently at the state level for approval. Once approved the Strategic Plan update will be completed by the board most likely at the October meeting.
 - **Staff Report on 2024-2025 Strategic Plan Activities July/August 2025 update** – Jackie Slade reported the staff report aligns with the Strategic Plan and provides updates for the last two 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.
 - **Public Awareness/Marketing** (Brynda Stranix)
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 from sub-grantees were due 7/31. Working on corrections** – Jackie Slade reported most sub-grantees had errors on their semi-annual reports. She is working with them to make corrections, once complete, information will be sent to the site visit chair to begin coordinating site visits.
 - **Community Action Plan** (Full Board)
 - **Review and accept finalized Yuba-Sutter 2025 Community Needs Assessment** - Jackie Slade reported, this year, CSD required a separate community needs assessment document be attached

to the 2026-2027 CAP that explained the needs assessment purpose, methodology, etc. The final document must be approved by the board.

MOTION: Rick Milhollin motioned to approve the 2025 Community Needs Assessment, Lonnie Perez seconded the motion. No opposed. Motion passed.

- **Updates to SCCAA 2026-2027 Community Action Plan per CSD** – Jackie Slade reported CSD requested additional information be included/information be omitted from the 2026-2027 CAP. Changes have been made and resubmitted for review. Awaiting final approval.

▪ **Nominating Committee (Full Board)**

- **Review board resignation from Julius Murphy from low-income position** - Resignation email was reviewed.
- **Two vacant private sector positions since April 2024 and two Low-Income positions since February/August 2025** - Jackie Slade reported there have been no applications submitted, even though it has been posted on Facebook, in the bi-monthly newsletter, on the website, and a separate email blast. It was suggested to possibly do a press release in the local newspapers, Appeal Democrat and Territorial Dispatch, or have Sutter County Board Clerk advertise the openings along with their other committees.

▪ **Allocation Committee (Full Board)**

- **Discuss and allocate 2025 CSBG Discretionary Contract of \$26,000 (12% (3,120) for YSEDC admin, balance to sub-grantee (s) (22,880))**
Board members, Sharon Foote and Rick Milhollin excused themselves from discussion due to conflict of interest.

Group discussed amount of funding left to spend by each sub-grantee, greatest need in the community, each agencies ability to spend the additional funding by December, etc.

MOTION: Dee Dee Brady motioned to award \$10,000 to Sutter County Children & Families Commission's Diaper Bank, and \$12,880 to the Salvation Army's Hope Express Program, Christine Ivory seconded the motion. No opposed. Motion passed

- **2026 RFP, application process** – Jackie Slade reported the 2026 Request for Proposals will be released in September, due date end of October, applicant presentations early November and allocation decisions to be made at the November 20 board meeting.
- **Discuss limiting RFP to 1 or 2 of SCCAA's priorities, instead of all 3** – Jackie Slade reported it had been suggested to possibly limit the priorities for the 2026 RFP. Board discussed reducing the number of priorities listed to get more focused applications and allow SCCAA to make a greater impact in one priority area. Group determined they wanted to keep all three priorities in the 2026 RFP.

NEW BUSINESS - No service provider presentation for October 2025 meeting-will be doing Strategic planning

MEMBER UPDATES - None

ADJOURNMENT

2025 Board Meetings (3rd Thursday of the month)
October 16, November 20

ADJOURNMENT - There being no further business to come before the board, the meeting was adjourned at 4:21 pm. **The next regularly scheduled meeting of the board of directors will be October 16, 2025 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: _____

Sutter County Community Action Agency
2025 Organization-Wide Report of Expenditures by Service Provider

Agency		1st Period 1/1/-2/29	2nd Period 3/1-4/30	3rd Period 5/1-6/30	4th Period 7/1-8/31	5th Period 9/1-10/31	6th Period 11/1-12/31	% used
Bridges to Housing -01	Budget	20,000.00						
	Actual Expenditure	1,300.00	500.00	3,101.00	13,262.00			91%
	Remaining Balance	18,700.00	18,200.00	15,099.00	1,837.00	1,837.00	1,837.00	
Casa de Esperanza-02	Budget	30,000.00						
	Actual Expenditure	2,131.57	10,320.87	2,406.21	3,833.40			62%
	Remaining Balance	27,868.43	17,547.56	15,141.35	11,307.95	11,307.95	11,307.95	
Habitat for Humanity-Empowerment-03	Budget	18,754.00						
	Actual Expenditure	6,052.56	6,157.02	6,544.42	0.00			100%
	Remaining Balance	12,701.44	6,544.42	0.00	0.00	0.00	0.00	
New Day Training-05	Budget	40,000.00						
	Actual Expenditure	4,134.95	8,094.13	2,300.00	7,000.00			54%
	Remaining Balance	35,865.05	27,770.92	25,470.92	18,470.92	18,470.92	18,470.92	
Savation Army-06	Budget	50,000.00						
	Actual Expenditure	8,333.33	8,333.33	8,333.33	8,333.33			67%
	Remaining Balance	41,666.67	33,333.34	25,000.01	16,666.68	16,666.68	16,666.68	
Sutter County Children & Families-07	Budget	11,498.00						
	Actual Expenditure	0.00	0.00	9,991.09	0.00			87%
	Remaining Balance	11,498.00	11,498.00	1,506.91	1,506.91	1,506.91	1,506.91	
Sutter County HHS-08	Budget	20,000.00						
	Actual Expenditure	0.00	1,000.00	0.00	0.00			5%
	Remaining Balance	20,000.00	19,000.00	19,000.00	19,000.00	19,000.00	19,000.00	
Yuba Sutter Legal Center-11	Budget	15,000.00						
	Actual Expenditure	1,883.61	2,159.43	2,701.56	2,096.48			59%
	Remaining Balance	13,116.39	10,956.96	8,255.40	6,158.92	6,158.92	6,158.92	
Yuba Sutter Food Bank-10	Budget	35,000.00						
	Actual Expenditure	4,266.29	5,083.38	4,732.88	5,809.39			57%
	Remaining Balance	30,733.71	25,650.33	20,917.45	15,108.06	15,108.06	15,108.06	
Sutter Yuba Homeless Consortium-09	Budget	10,000.00						
	Actual Expenditure	4,049.67	2,756.76	2,787.96	246.14			100%
	Amendment		159.47					
	Total	4,049.67	2,916.23	2,787.96	246.14	0.00	0.00	
	Remaining Balance	5,950.33	3,034.10	246.14	0.00	0.00	0.00	
Under SYHC	Budget	Actual Expenditures						
Hands of Hope	7,300.00	2,530.34	2,261.76	2,261.76	246.14			100%
SYHC	2,700.00	1,519.33	654.47	526.20	0.00			100%
	10,000.00	4,049.67	2,916.23	2,787.96	246.14	0.00	0.00	
Yuba-Sutter Economic Development Corporation-ADMIN	Budget	34,125.00						
	Actual Expenditure	5,653.00	5,653.00	5,653.00	5,722.00			66%
	Remaining Balance	28,472.00	22,819.00	17,166.00	11,444.00	11,444.00	11,444.00	
Total Contract		284,377.00						
Sub-Grantee Expenditur		32,151.98	44,564.39	42,898.45	40,580.74	0.00	0.00	\$ 160,195.56
YSEDC Expenditure		5,653.00	5,653.00	5,653.00	5,722.00			\$ 22,681.00
Remaining Balance		246,572.02	196,354.63	147,803.18	101,500.44	101,500.44	101,500.44	\$ 182,876.56

2025 DISCRETIONARY Contract Report of Expenditures by Sub-grantee

Service Provider		1st period-Aug 15/Sept. 2025	2nd period- Oct/Nov. 2025	3rdperiod- December 2025			
Economic Development Corporation-	Contract	3,120.00					
	Expenditure	498.00					
	Balance left	2,622.00	2,622.00	2,622.00	2,622.00		
Sutter County Children & Families	Contract	10,000.00					
	Expenditure	0.00					
	Balance left	10,000.00	10,000.00	10,000.00	10,000.00		
Salvation Army	Contract	12,880.00					
	Expenditure						
	Balance left	12,880.00	12,880.00	12,880.00	12,880.00		

16%

0%

0%

Sub-grantee Total Budget	26,000.00				
Expenditure Total	498.00	0.00	0.00	0.00	
Balance left	25,502.00	25,502.00	25,502.00	25,502.00	



Executive Director Duties

Reviewed and approved by SCCAA Board June 2020

DRAFT UPDATE 10-2025

At the direction of the Board of Directors, the Executive Director should propose the major thrust and direction of the community action agency in overcoming the poverty conditions in the community. Within the framework of these long-term goals, the director should lead the agency's ~~programs~~ to achieve shorter term goals on a ~~monthly, quarterly, yearly~~ and multi-year basis. In formulating these objectives, the executive director should ensure that they reflect the needs of the target groups and that they will be fully supported by the Board of Directors ~~and staff~~.

Specific Responsibilities: ~~(replace with criteria from YSEDC/SCCAA Agreement for Professional Services and ED evaluation)~~

- Administer the CSBG contract as directed by Sutter County Community Action Agency (SCCAA) and in compliance with the requirements of the California Department of Community Services and Development (CSD)
- Attendance at SCCAA general/special Board meetings
- Preparation of agendas and minutes for each SCCAA board meeting
- Preparation of annual RFP/NOFA for SCCAA CSBG allocated funds
- Preparation of annual service provider contracts for SCCAA CSBG funds
- Assist SCCAA with preparation of annual contract documents with CSD
- Preparation and submittal of bi-monthly payment requests to CSD (EARS)
- Preparation and submittal of annual reports to CSD
- Preparation and submittal of the Community Action Plan (CAP) to CSD, including completion of the needs assessment (every two years)
- Assist SCCAA with updates to its Strategic Plan (lead strategic plan efforts to determine agency goals, objective and strategies)
- Assist SCCAA in adhering to their Strategic Plan and obtaining their objectives/strategies
- Keep SCCAA in compliance with CSD Organizational Standards
- Preparation and submittal of other reports and surveys as required by CSD for the Sutter County CSBG program
- Annual monitoring and oversight of service providers for compliance with CSBG policies and procedures
- Review and approval of service providers expenditure reports
- Process payments of authorized expenses to service providers
- Provide sufficient staffing for administration of the CSBG contract
- Maintain SCCAA CSBG funds in a separate account specifically for the SCCAA and CSBG program.
- Submit bi-monthly expenditure activity reports to the SCCAA board for review and approval.
- Maintain and preserve for a period of three (3) years any books, documents, papers, and records which are relevant to SCCAA's and YSEDC's Professional Services Agreement
- Maintain for the duration of the contract SCCAA and YSEDC insurance (general liability, automobile, fidelity, workers comp as applicable)
- Prepare and file SCCAA annual tax returns
- Prepare and file registration with Registry of Charitable Trusts and Secretary of State
- ~~To stimulate and work toward permanent and constructive changes in community institutions and advocate the interest of the target residents. Within this framework, the Director should Collaborate with private and public agencies as the advocate for the poor and attempt to coordinate all anti-poverty programs with agency~~ SCCAA efforts.

- Additionally, the Director should Ensure community awareness, especially the target area residents, of the agency's goals, mission, objective and operation by initiating and supervising an active public information program via social media
 - Performs other duties as needed.
-
- ~~Lead the strategic planning efforts to determine agency goals, objectives and priorities.~~
 - ~~Obtain and analyze information on the social and economic status of the people in the service area, determine the priority needs of area residents and determine what approaches should be taken to meet these needs.~~
 - ~~Identify and develop the available community resources including business organizations, public and private agencies, and neighborhood organizations for support in carrying out the various approaches to overcoming poverty conditions in the community.~~
 - ~~Determine the essential activities that the community action agency must perform to close the gaps between the needs of the disadvantaged, the available community resources and the opportunities to promote self-sufficiency among service area residents.~~
 - ~~Direct and review the development of program plans and budgets. In doing so, the Director should stress the development of innovative approaches to combating poverty and should determine the emphasis and budgetary allocations for the programs.~~
 - ~~Monitor the major activities of the programs over the year and judge what should be accomplished by the end of the program years.~~
 - ~~Establish specific program and budgetary evaluative criteria to measure the results and expenditures of each program. Present the program plans and budgets to the Board of Directors for approval and to appropriate funding sources.~~
 - ~~Organize and supervise the staff and resources in carrying out the program plan.~~
 - ~~Determine which activities could best be accomplished by delegate agencies and which should be accomplished by agency staff.~~
 - ~~Supervise and negotiate contracts with delegate agencies and community organizations and present these contracts to the Board for approval.~~
 - ~~Decide on the employment, promotion, transfer and discharge of all staff.~~
 - ~~Provide opportunities for training and development to enable staff to meet high performance standards.~~
 - ~~Specify responsibilities, authority and working relationships among the program managers and any delegate agencies and ensure that each subsequent management level performs this function for its subordinate staff.~~
 - ~~Lead the staff members in the performance of their assignments.~~
 - ~~Translate the goals, strategy, and programs of the agency into specific and meaningful assignments for the staff.~~
 - ~~Help the staff understand the importance of these assignments in achieving the goals and objectives of the agency, especially how the activities of individual staff members contribute to the total agency effort.~~
 - ~~Administer the day-to-day activities of the agency, its programs, staff, and relationships.~~
 - ~~Establish an effective flow of information to ensure that problems can be responsibly resolved.~~
 - ~~Elicit the voluntary cooperation of staff by establishing clearly defined performance expectations.~~
 - ~~Review and evaluate the results of program operations.~~
 - ~~Modify, where necessary, the intermediate program objectives and resource allocations to gain greater program effectiveness.~~
 - ~~Establish community support for agency objectives. Within this framework, the Director should represent the agency on dealings with the community residents and the Board of Directors, the local, state and federal governments and other private and public agencies.~~



Administrative Technician Duties

Reviewed and approved by SCCAA Board June 2020

DRAFT 10/2025 updates

Reviewed and approved by SCCAA Board _____

Under supervision of the Executive Director, the Administrative Technician provides assistance and support to the Executive Director as needed with compliance development and overseeing the daily program operations of Sutter County Community Action Agency (SCCAA).

Specific Responsibilities:

- Provides clerical support to the Executive Director
- **Attendance at SCCAA general/special board meetings**
- Assists Executive Director in gathering, assembling and submitting information for all necessary bi-monthly reports, semi-annual/annual reports and closeout documents
- Assists the Board and Executive Director in gathering, assembling and submitting information for the Community Action Plan, Strategic plan, Needs Assessment, CSD organizational standards **and other reports and surveys as required by CSD for the Sutter County CSBG program**
- Assists in the preparation of board packets and coordinates meeting logistics for the Board of Directors
- Takes minutes at Board of Directors meetings and maintains record of Board and committee meetings; monitoring Board of Directors bylaws for compliance
- **Assists in preparation of annual Notice of Funding Availability for CSBG funds, service provider contracts and contract documents for California Department of Community Services and Development (CSD)**
- Receives, reviews, responds to and/or distributes incoming agency mail and distributes agency wide communication
- Maintains SCCAA documents, reports, minutes and records ~~in central file~~ **per SCCAA's Record Retention Policy**
- Creates, prepares and modifies documents including correspondence, reports, drafts, memos and emails when needed
- Coordinates and/or performs support services for **meetings**, programs and events **as requested**.
- Attends required meetings, trainings, seminars and conferences as needed to enhance expertise in **CSBG regulations** ~~SCCAA activities~~.
- Performs other duties as assigned
- ~~• Schedules and coordinates meetings and events when requested.~~
- ~~• Administers, distributes and enters data regarding the Needs Assessment.~~
- ~~• Composes letters, memos, reports, etc. from rough draft requiring editing and maintains agency files for correspondence, reports, grants, minutes, etc.~~



SUTTER YUBA
**HOMELESS
CONSORTIUM**

SAVE THE DATE

State of Homelessness Summit 2025

November 7, 2025

9 am to 1 pm

Boyd Hall, 970 Klamath Ln, Yuba City

Pre Registration:

[Online: Google Form](#) or via QR code



Questions: (530) 845-2863





October 16, 2025

TO: Sutter County Community Action Agency Board Members

FROM: Brynda Stranix, Executive Director

RE: Staff Report re:Strategic Plan/Programmatic Activities Update September/October 2025

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 2025, Sutter County One Stop announced they are offering a free Debt and Bankruptcy workshop on October 15 and an Expungement and Employment Law Informational Workshop on November 21

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

- \$18,754 in 2025 SCCAA funding was awarded to Habitat for Humanity for their Empowerment Education Program that provides pre-purchase homeownership counseling, foreclosure prevention, financial literacy and budgeting and post-purchase home maintenance to low-income individuals.
Their semi-annual report indicated the following achievements for Jan-June:
 - 16 individuals attended empowerment program courses
- September 2025, Hands of Hope Center in Yuba City, that offers laundry, showers and other support for homeless families and individuals, reported their monthly service calendar includes Sutter County 1 Stop representatives assisting with job applications and hosting workshops on interview readiness, professional self and mannerism/grooming.

OBJECTIVE: Increase food security

Support agencies that provide access to healthy food

- \$35,000 in 2025 SCCAA Regular funding was awarded to Yuba-Sutter Food Bank for their food recovery and distribution program to provide food to low-income individuals.
Their semi-annual report indicated the following achievements for Jan-June:
 - 562,011 pounds of food recovered in Sutter County (14 recovery partner sites)
 - 1,015,696 pounds of food distributed in Sutter County
 - 2 new food distribution sites solidified in Sutter County
- \$50,000 in 2025 SCCAA Regular funding was awarded to Salvation Army to provide Hope Express, a program that provides daily meals (hot and ready to go) to sheltered and unsheltered persons experiencing homelessness.
Their semi-annual report indicated the following achievements for Jan-June:
 - 723 individuals received prepared meals

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

- October 2025 Yuba-Sutter Food Bank Food Distribution Schedule indicates the following:
 - Sutter County Food giveaway last Saturday of the month 10am at 850 Gray Avenue, Yuba City.
 - Sutter County 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)

- \$20,000 in 2025 SCCAA funding was awarded to Sutter County Health and Human Services to provide financial assistance to low-income Sutter County residents for rent to help avoid eviction and prevent homelessness. Their semi-annual report indicated the following achievements for Jan-June:
 - 2 households received assistance with rent payments
 - 2 individuals reduced debt and avoided eviction
- \$10,000 in 2025 SCCAA funding was awarded to Sutter Yuba Homeless Consortium to manage a Homelessness Prevention Program that offers referrals to partnering agencies for financial support for low-income individuals for rent to help avoid eviction and prevent homelessness. Their semi-annual report indicated the following achievements for Jan-June:
 - 73 referrals were made to partnering agencies for homelessness prevention services, specifically rent assistance

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

- September 2025, Casa de Esperanza announced its annual Casa de Country fundraiser to be held September 19 5:30-9:30pm at Butte Star Ranch. The event will support Casa's emergency shelter that provides resources and hope to victims and families affected by domestic violence, elder abuse, human trafficking and sexual assault.

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

- \$15,000 in 2025 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. Their semi-annual report indicated the following achievements for Jan-June:
 - 1 individual increased their net worth
 - 19 seniors maintained their independent living situation (services included landlord/tenant rights mediation, eviction counseling, health insurance and social security benefit coordination/advocacy)
 - 38 received legal assistance

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

- \$20,000 in 2025 SCCAA funding was awarded to Bridges to Housing to provide rental deposits, rent payments and other housing assistance to low-income clients. Their semi-annual report indicated the following achievements for Jan-June:
 - 9 individuals received rent assistance to maintain a home
 - 2 received deposit payments to obtain a home
- \$10,000 in 2025 funds was awarded to Sutter County Children and Families Commission to support the Sutter County Diaper Bank Initiative that will provide free diapers to low-income families with young children to help them achieve economic stability. Their semi-annual report indicated the following achievements for Jan-June:
 - 110 families received diapers and wipes

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.

No September/October update

OBJECTIVE: Expand housing options to serve low-income individuals

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

- September 2025 -- Twin Cities Rescue Mission reported they have officially taken over management of 14forward in Marysville. The property is now referred to as Mission North. They are working on the

development of a new complex that will contain a women's shelter, intake, laundry and shower facility for the public. Eventually they will expand to a new chapel and commercial kitchen. This will happen in phases with groundbreaking estimated to be in the summer of 2026. They will eventually turn the current chapel space into living quarters to increase capacity. In addition, they are working on a new training center that will offer case management, expungement workshops, resume` building workshops, job search capabilities, etc.

- September 2025, Regional Housing Authority reported it is in the final stages of securing the funding for Richland Village, a 133-unit apartment complex for low-income families that will be located at 470 Bernard Drive in Yuba City. They hope to break ground in October.

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.

- October 2025, posted on SCCAA Facebook page regarding Harmony Health's Substance Abuse and Recovery class, "Life Recovery", Mondays 3:00-4:00pm at their facility at 920 Chestnut Street, Yuba City
- \$40,000 in SCCAA 2025 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.

Their semi-annual report indicated the following achievements for Jan-June:

- 8 individuals demonstrated improved mental and behavioral health and well-being
- 12 individuals received mental health counseling

- \$30,000 in SCCAA 2025 funding was awarded to Casa de Esperanza to provide therapy services for children who are victims of, or witness to, family violence and/or child abuse.

Their semi-annual report indicated the following achievements for Jan-June:

- 27 individuals obtained safe temporary shelter
- 5 obtained safe and affordable housing
- 30 improved mental and behavioral health and well-being
- 30 received mental health counseling
- 27 received food distribution bags/boxes
- 2 parents participated in parenting classes

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

- September 2025, Hands of Hope Center in Yuba City, that offers laundry, showers and other support for homeless families and individuals, reported their monthly service calendar includes free one on one counseling and support groups with a Sutter Yuba Behavioral Health Representative, workshop on breaking the chains and more.

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 2025 newsletter had a flyer on private and low-income sector volunteers needed for SCCAA's board and low-income sector volunteers for YCCSC's board.

Encourage low-income individuals to have civic engagement

- October 2025, SCCAA posted flyer on Facebook for November 7, State of Homelessness Summit 2025. Summit will gather stakeholders to address the challenges and strategies related to homelessness in Sutter and Yuba counties. All encouraged to attend to analyze the ongoing work and identify next steps in the region's efforts to end homelessness.

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.

- September/October posted flyers on Facebook promoting the Yuba County Office of Education Young Adult Career Pathway-Construction classes, Debt and Bankruptcy informational workshop, Homelessness Summit, Harmony Health Life Recovery Class for substance abuse, local Job Fair & Career Expo, Sutter County Diaper Bank monthly distribution, Soroptimist Live Your Dream scholarship opportunity
- October/November 2025 newsletter had SCCAA's board vacancies, 2026 RFP Application, article on Yuba-Sutter Food Bank's recent Partner Agency Summit and flyer advertising Sutter Yuba Homeless Consortiums upcoming Homelessness Summit
- (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 2025 increase in followers by 4. Facebook page was created September 2016 and is posted on regularly. Currently it has 152 followers.
- Bi-monthly newsletter began distribution in December 2016. Currently it is distributed to about 225 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

- September 2025 direct emailed 117 nonprofit agencies SCCAA and YCCSC's 2026 Request for Proposals for CSBG funding
- October/November 2025 newsletter (see attached) was distributed and included information/tips on Nonprofit Fundraising: Are you Choosing the Right Grants?, Beginners Guide to Filing a Form 990 for your Nonprofit, Strategies to move board members into action, six grant opportunities, nonprofit agency events and more.

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

- October 2025, SCCAA management will do site visits with each sub-grantee to check client files and discuss correct report completion
- October 2025, SCCAA management virtually attended a CA ROMA Coalition Meeting
- (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:
 - President-Sutter Yuba Homeless Consortium (Continuum of Care)
 - Board member-Sutter Community Affordable Housing Board
 - Administrative staff to Yuba County Community Services Commission

Sutter County Community Action Agency 2026-27 Strategic Plan Process

Mission-Current	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	Mission-Proposed	No change proposed
Vision-Current	Guided by the needs of the community, improve the quality of life in Sutter County	Vision-Proposed	No change proposed

2026-2027 Top 3 Ranked priorities from CAP

1. Increase homelessness prevention and reduction services (including financial literacy, rent/deposit assistance)
2. Improve access to food and basic needs
3. Expand access to health services (including mental, behavioral, physical, alcohol/substance abuse)

Goal	Objectives/strategies
Individuals and families are stable, achieve economic security and are self sufficient	Increase homelessness prevention programs/services Increase homelessness prevention and reduction services (including financial literacy, rent/deposit assistance) Key Strategies: ■ Support agencies that provide emergency funds for unexpected hardships (ie utilities, rent, car repair, rental deposits, etc) ■ Support agencies that provide emergency shelter and counseling/education services (including domestic violence services) ■ Support agencies that provide affordable legal services (counseling on legal rights as tenants and homeowners, access to benefits, etc.) to help low-income obtain or maintain income, housing and medical care Increase Food Security Improve access to food and basic needs Key Strategies: ■ Support agencies that provide access to healthy food ■ Support increased food distribution days/times available to include after typical work hours for working families Reduce the number of at-risk and challenged low-income individuals and families in Sutter County Key Strategies: ■ Support agencies that provide job training programs/skills and education required for employment and/or job advancement ■ Support programs designed to promote self-sufficiency, accountability and life skills training ■ Promote and market the new YS Transit Mobility on Demand system to assist low-income and mobility challenged individuals access employment and educational opportunities
Communities are healthy and offers Sutter County is healthy and offers economic opportunity	Improve Expand access to health services (including mental, behavioral, physical and alcohol/substance abuse) Key Strategies:

	■ Support agencies that provide outpatient medical and behavioral health counseling and programs for the low and moderately severe mentally ill. ■ 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 Expand housing options to serve low income individuals Provide opportunities that improve the quality of life of residents in Sutter County Key Strategies: ■ 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. ■ Support the creation of affordable, transitional and permanent supportive housing in the region
People are engaged and active in the community	Encourage and broaden community opportunities Increase low-income residents' community engagement Key Strategies: ■ Increase awareness of volunteer, board and committee opportunities available within regional service providers ■ Encourage low income individuals to have civic engagement
Educate the 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	Strengthen the efficiency, sustainability and effectiveness of SCCAA, and its service providers and other nonprofits that serve the low-income Key strategies: ■ Continue to Encourage and educate the non-profit community of funding opportunities and capacity building measures ■ Maintain and refresh SCCAA website, Facebook page and bi-monthly newsletter Increase public knowledge and encourage community action Key strategies: ■ Increase community education about SCCAA and its service providers activities, achievements, needs, volunteer opportunities, etc. via the newsletter, press releases, facebook posts

Results

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

Organizational Standards 4.2

State Plan Summary and Section 14.1a

ROMA – Planning

Based on your agency's most recent CNA, please complete Table 1: Needs Table and Table 2: Priority Ranking Table.

Table 1: Needs Table					
Needs Identified	Level (C/F)	Agency Mission (Y/N)	Currently Addressing (Y/N)	If not currently addressing, why?	Agency Priority (Y/N)
Individuals/Families lack homelessness prevention and reduction services (including financial literacy, child care cost assistance, rent/utility assistance)	F	Yes	Yes	Choose an item.	Y
Community lacks affordable housing choices	C	Yes	No	Insufficient resources available	N
Community and Individuals/Families lack access to health services (including mental, behavioral, physical, alcohol/substance abuse)	F and C	Yes	Yes	Choose an item.	Y
Community lacks living wage jobs and individuals lack job/skills training opportunities	F and C	Yes	No	Need met by local partner.	N
Individuals/Families lack access to food and basic needs	F	Yes	Yes	Choose an item.	Y
Community has limited public transportation and individuals need mobility assistance	F and C	Yes	No	Insufficient resources available	N
Needs Identified: Enter each need identified in your agency's most recent CNA. Ideally, agencies should use ROMA needs statement language in Table 1. ROMA needs statements are complete sentences that identify the need. For example, "Individuals lack living wage jobs" or "Families lack access to affordable housing" are needs statements. Whereas "Employment" or "Housing" are not. Add row(s) if additional space is needed. Level (C/F): Identify whether the need is a community level (C) or a family level (F) need. If the need is a					

Table 2: Priority Ranking Table

	Agency Priorities	Description of programs, services, activities	Indicator(s) or Service(s) Category
1.	Increase homelessness prevention and reduction services (including financial literacy, rent/deposit assistance)	-Provide emergency funds for rent to help avoid eviction and prevent homelessness. -Provide counseling for low-income seniors on legal rights to help them obtain or maintain their income, housing and medical care. -Provide rental deposits to assist low-income access housing -Provide pre-purchase homeownership counseling, foreclosure prevention, financial literacy and budgeting and post-purchase home maintenance for low-income individuals.	SRV 3 a,b,c, e, h, i 4 c,d,f,g,m,o 5x, 5z 7a, 7m FNPI 3g,3h,3z, 4b,4e-f, 5f
2.	Improve access to food and basic needs	-Provide meals and nutritious and essential food to low-income, underserved and vulnerable populations in Sutter County -Run a program that secures food donations from grocery stores and restaurants, to increase availability and access to healthy foods for the food insecure. -Provide free diapers to low-income families with young children to help them obtain basic needs and achieve economic stability	SRV 5 ii, jj FNPI 3a
3.	Expand access to health services (including mental, behavioral, physical, alcohol/substance abuse)	- Provide group therapy program for low-income Sutter County residents who need mild to moderate level mental health care. Also provide childcare for parents attending program. -Provide Child Victim Advocacy and Counseling Services for children who are victims of, or witness to, family violence and/or child abuse.	SRV 5u-v, 5aa, 7a, 7f FNPI 5c-e

Agency Priorities: Rank the needs identified as a priority in Table 1: Needs Table according to your agency's planned priorities. Ideally, agencies should use ROMA needs statement language. Insert row(s) if additional space is

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.

VISION

Guided by the needs of the community, improve the quality of life in Sutter County



- Homelessness (Prevention and Reduction)
- Access to Health Services (Including Mental, Behavioral, Physical, and Alcohol/Substance Abuse)
- Food Security

ROMA* GOAL	OBJECTIVE	KEY STRATEGIES
1 Individuals and families are stable, achieve economic security and are self-sufficient	Reduce the number of at risk and challenged low income individuals and families in Sutter County Increase food security Increase homelessness prevention programs/services	■ Support agencies that provide job training programs/skills and education required for employment and/or job advancement ■ Support programs designed to promote self-sufficiency, accountability and life skills training ■ Support agencies that provide access to healthy food ■ Support increased food distribution days/times available to include after typical work hours for working families ■ Support agencies that provide emergency funds for unexpected hardships (i.e. utilities, rent, car repair, etc.) ■ Support agencies that provide emergency shelter and counseling/education services (including domestic violence services) ■ Support agencies that provide affordable legal services (counseling on legal rights as tenants and homeowners, access to benefits, etc.)
2 Communities are healthy and offer economic opportunity	Provide opportunities that improve the quality of life of residents in Sutter County Expand housing options to serve low-income individuals Improve access to health services (including mental, behavioral, physical and alcohol/substance abuse)	■ 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. ■ Support the creation of affordable, transitional and permanent supportive housing in the region ■ Support agencies that provide outpatient behavioral health counseling and programs for the low and moderately severe mentally ill. ■ 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
3 People are engaged and active in the community	Encourage and broaden community opportunities	■ Increase awareness of volunteer opportunities available within regional service providers ■ Encourage low-income individuals to have civic engagement
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	Strengthen the efficiency and effectiveness of SCCAA and its service providers	■ Increase community education about SCCAA and its service providers activities, achievements, needs, volunteer opportunities, etc. ■ Maintain and refresh SCCAA website, Facebook page and bi-monthly newsletter ■ Continue to encourage and educate the non-profit community of funding opportunities and capacity building measures

*Results Oriented Management and Accountability (ROMA) is a performance based initiative designed to preserve the anti-poverty focus of community action and to promote greater effectiveness among state and local agencies receiving Community Services Block Grant (CSBG) funds.



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

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.

NAME Elida Ramirez
MAILING ADDRESS 2573 Palm st Sutter CA 95982
RESIDENCE ADDRESS Same as above SUPERVISORIAL DISTRICT _____
HOME TELEPHONE _____ BUSINESS TELEPHONE _____ CELL 530-632-6519
EMAIL eramirez212008@yahoo.com
OCCUPATION/PROFESSION/EMPLOYER Social worker / Resident Service Coordinator at Mahal Plaza, a low-income housing complex with 98 units

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, at least 18 years of age and will serve the length of term of the Supervisor.
- ☐ **Private Sector Representative** Must be a Sutter County resident, at least 18 years of age and will serve a 3-year term.
- ☒ **Low Income Representative** Must be living in poverty or be from an organization that represents/serves low-income groups, a Sutter County resident, at least 18 years of age 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 TO advocate for marginalized populations.

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

BSW major, Global Development minor, Gerontology minor. I have 10+ years working with marginalized population in Nevada county, Sutter and Yuba county.

LIST ANY PUBLIC POSITIONS CURRENTLY HELD Alliance for Hispanic Advancement.

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

Alliance For Hispanic Advancement.

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 Community Service Block Grant (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 10/7/2025



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

Name of Board Applicant: Elida Ramirez

Sutter County Community Action Agency (SCCAA) Board of Directors representatives from the Low-Income sector must be a Sutter County resident, at least 18 years of age, either be living in poverty or be from an organization that represents low-income groups. They must also be nominated by a petition signed by at least 10 low-income residents of Sutter County.

Which do you represent?

- ☒ From an organization that represents low-income groups
☐ Living in Poverty (Circle your household size, then check the numbers below to confirm that your household income is at or below the income guidelines.)

Household size	1	2	3	4	5	6	7	8
Monthly income at or below	\$2,608	\$3,525	\$4,442	\$5,358	\$6,275	\$7,162	\$8,108	\$9,025

SOURCE: Federal Register, Department of Health and Human Services January 2025

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 household 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.

Elida Ramirez

Print Name

Elida Ramirez

Signature

10/7/2025

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) Elida Ramirez, a resident of Sutter County, has applied for this opportunity.

By signing your name below you are supporting Elida Ramirez 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 household income is at or below the income guidelines indicated below. (Find your household size, check numbers directly below that to confirm)

Household size	1	2	3	4	5	6	7	8
Monthly income at or below	\$2,608	\$3,525	\$4,442	\$5,358	\$6,275	\$7,162	\$8,108	\$9,025

SOURCE: Federal Register, Department of Health and Human Services January 2025 (200%)

Printed Name	Signature	City	Date
1. TEJINDER KAUR		Yuba city	10/07/2025
2. AIMARJIT FNU:		Yuba City	10/07/2025
3. Tarsem Kaur		Yuba City	10/07/2025
4. Tarsem Kaur		Yuba City	10/07/2025
5. Mohinder Kaur		Yuba City	10/07/2025
6. Mohammad Khan		Yuba City	10/07/2025
7. MANMOHAN SINGH		Yuba city	10/07/2025
8. Faraj/Goher		Yuba city	10/07/25
9. Nahl Dil		Yuba City	10/01/25
10. Ma Grace Singh		Yuba City	10/07/25

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

Updated 3-2025