

Agenda
T.E.A.C.H., Inc.
Board of Directors Meeting
112 E. 2nd St.
Alturas, CA 96101

October 22, 2025

5:15 p.m.

1. CALL TO ORDER:

To Our Visitors:

Addressing Agenda Items:

Members of the public may place items on the agenda of any regular Board meeting. The items must be directly related to T.E.A.C.H., Inc.'s business. Requests for placement must be made in writing and delivered to the T.E.A.C.H., Inc. office no later than 12:00 noon on the ninth (9th) business day prior to the meeting. The placement of the item on the agenda will be determined by the Executive Director, who may consult with the Board Chairman on the matter. Items placed on the agenda by the public will be for information and discussion so that the Board may be advised of the views of the community. The Board Chairman reserves the right to place the item on the agenda (as an action item) on a subsequent meeting for action.

2. ROLL CALL:

Present: ___Cain ___Curtis ___Forrest ___Keostier ___ Shimamoto___ Stockwell

Staff: ___Madison___MacDonnell

Visitors: _____

3. POSTING OF AGENDA: Notice that the Agenda has been properly posted.

4. APPROVAL OF MINUTES:

The Board will review the minutes for the September 17th, 2025, meeting for approval.

Action Item.

5. REVIEW AND APPROVAL OF EXPENDITURES:

The Board will review for approval of the September 2025 expenditures. **Action Item.**

6. REVIEW OF YEAR-TO-DATE EXPENDITURES:

The Board will review year-to-date expenditures. **Information Item.**

7. PUBLIC INPUT:

PUBLIC COMMENTS:

Citizens may address the T.E.A.C.H., Inc. Board of Directors at this time on any items not on the agenda. Following recognition by the Chairman, each speaker may have the floor for two (2) minutes. Persons addressing the Board are requested to give their name, address, and the group organization they represent, if any, in order that an accurate record can be made in the minutes. If the Board desires action, the item can be put on the agenda of a future meeting ***NOTE: Citizens should be aware that, in accordance with the Brown Act, the Board is not allowed to act on non-agenda items**

8. STAFF REPORTS:

9. BOARD/COMMITTEE REPORTS:

10. OLD BUSINESS:

11. NEW BUSINESS:

A. Approval of the 2026 Salary Schedule Action Item

B. Approval of Resolution 26-02 Plumas Bank Sweep Account Action Item

12. CORRESPONDENCE:

A. State of California Department of Community Services and
Development Monitoring Report E-25-013 Information Item

13. NEXT MEETING:

14. CLOSED SESSION:

Anticipated litigation. The board will receive advice under the Authority of Government Code 54956.9 subdivision b, 1, a. The current number of cases is unknown, but is estimated not to exceed one.

15. ADJOURNMENT:

T.E.A.C.H., INC.
Board of Directors
Regular Meeting Minutes
September 17th, 2025
5:15 p.m.

1. CALL TO ORDER:

Chairperson Keostier called the meeting to order at 5:25 p.m.

2. ROLL CALL:

PRESENT: Members Koetsier, Forrest, Shimamoto, Stockwell, Curtis, and Cain

ABSENT:

STAFF: Madison and MacDonnell

VISITORS:

3. POSTING OF AGENDA:

Member Koetsier noted that the agenda had been properly posted.

4. APPROVAL OF MINUTES:

The minutes from the July 23rd and August 27th, 2025, meetings were reviewed.

Member Curtis made a motion to approve the minutes. Member Cain seconded the motion. The motion carried with all ayes.

5. REVIEW AND APPROVAL OF EXPENDITURES:

Expenditures for the months of July and August 2025 were discussed. **Member Cain made a motion to approve the expenditures for the months of July and August 2025. Member Forrest seconded the motion. Motion carried. All ayes.**

6. REVIEW YEAR-TO-DATE EXPENDITURES:

Year-to-date expenditures were reviewed.

7. PUBLIC INPUT: None

8. STAFF REPORTS:

Carol Madison made the following report:

- At the request of the Auditor, the annual audit has been rescheduled to the week of September 29.
- This week, the Department of Community Services and Development is conducting a site visit. We anticipate completing the exit interview tomorrow.
- The recent Color Run was a success, with twenty-three participants and over \$2,500 raised in net proceeds
- Last week, Noelle and I met with the Board of Directors of the Modoc Work Activity Center. I anticipate that the NorCal CoC transition will be substantially complete by the end of next week, after which we will begin work on the Activity Center transfer.

- Yesterday, I also met with the Board of Directors of Modoc Harvest. They have expressed interest in rejoining the TEACH umbrella. Modoc Harvest currently operated as a very small program with one part-time employee.

9. BOARD REPORTS:

10. OLD BUSINESS: None.

11. NEW BUSINESS:

- a. **Approval of the Certification Letter for Modoc Foster Family Agency** Member Curtis made a motion to approve Approval of the Certification Letter for Modoc Foster Family Agency, and Member Cain seconded the motion. Motion carried, all ayes.
- b. **Approval of the Conflict of Interest/Code of Conduct** Member Curtis made a motion to approve Approval of the Conflict of Interest/Code of Conduct, and Member Cain seconded the motion. Motion carried, all ayes.
- c. **Approval of Resolution 26-01: California Office of Emergency Services Programs** Member Curtis made a motion to approve the Approval of Resolution 26-01: California Office of Emergency Services Programs, and Member Forrest seconded the motion. Motion carried, all ayes.

12. CORRESPONDENCE:

13. NEXT MEETING: October 22nd, 2025, at TEACH Inc. Office 5:15 p.m.

14. CLOSED SESSION: None

15. ADJOURNMENT: The meeting was adjourned at 6:29 p.m.

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
Rape Crisis 2123	1001	9/1/2025	Cory Yancey	700.00		SA Sept'25 Rent
Rape Crisis 2123	1001	9/12/2025	Verizon	25.23		Ipad & Cell Phone Lines Aug'25
Rape Crisis 2123	1001	9/23/2025	Frontier	20.42		SA & DV Telephone
Rape Crisis 2123	1001	9/23/2025	Ubeo Business Services	151.67		SA & DV Printer Maint Contract
Rape Crisis 2123	1001	9/26/2025	Tnet Broadband Internet LLC	33.00		Intenet
Rape Crisis 2123	1001	9/30/2025	Buie, Sean	241.31		IHSS & SA New Phones
Rape Crisis 2123	1001	9/30/2025	City Of Alturas	98.14		SA Water
Rape Crisis 2123	1001	9/30/2025	Jesika Villegas	264.14		Expense Reimbursement
Rape Crisis 2123	1001	9/30/2025	Modoc Media dba Modoc County Record	20.00		SA & DV Ad
Sierra Health Foudation...	1002	9/24/2025	American Express	179.88		SA Adobe Subscription
OES Domestic Violence	1200	9/1/2025	Charles D. Yancey	700.00		DV Sept'25 Rent
OES Domestic Violence	1200	9/1/2025	Teach Inc.	805.25		DV Sept'25 Rent
OES Domestic Violence	1200	9/3/2025	NDG Construction	170.47		DV & Eddingfield Apts. Cut Back Windowa Siding & Removal Doo
OES Domestic Violence	1200	9/8/2025	Hacienda Motel	217.50		DV Room Voucher
OES Domestic Violence	1200	9/8/2025	Holiday Market	26.26		Dv Food
OES Domestic Violence	1200	9/9/2025	ACE / Four Seasons	191.51		DV Cleaning Supplies
OES Domestic Violence	1200	9/9/2025	Frontier	165.00		Internet Access
OES Domestic Violence	1200	9/12/2025	Mr. Green Thumb/Richa... Gonzalez	320.00		DV Lawn Maintenance
OES Domestic Violence	1200	9/12/2025	Verizon	25.23		Ipad & Cell Phone Lines Aug'25
OES Domestic Violence	1200	9/18/2025	Frontier	105.83		DV Telephone
OES Domestic Violence	1200	9/18/2025	Staub & Sons Petroleum	154.05		Gas
OES Domestic Violence	1200	9/18/2025	Tom Gifford	1,400.00		DV Legal Services
OES Domestic Violence	1200	9/23/2025	City Of Alturas	200.00		DV Client Water Turn On
OES Domestic Violence	1200	9/23/2025	Frontier	20.41		SA & DV Telephone
OES Domestic Violence	1200	9/23/2025	Ubeo Business Services	151.66		SA & DV Printer Maint Contract
OES Domestic Violence	1200	9/24/2025	American Express	2,500.00		DV EVAWI Subscription
OES Domestic Violence	1200	9/24/2025	American Express	24.99		DV Netflix Monthly Subscription
OES Domestic Violence	1200	9/24/2025	American Express	338.93		DV Office Supplies
OES Domestic Violence	1200	9/26/2025	Tnet Broadband Internet LLC	66.00		Intenet
OES Domestic Violence	1200	9/30/2025	City Of Alturas	300.69		DV Water
OES Domestic Violence	1200	9/30/2025	Modoc Media dba Modoc County Record	20.00		SA & DV Ad
OES Domestic Violence	1200	9/30/2025	ReloShare, Inc.	1,000.00		Safe Stays Prepaid Credits
OES Domestic Violence	1200	9/30/2025	Staub & Sons Petroleum	43.21		Gas
Eddingfield Apartments	1905	9/3/2025	NDG Construction	1,454.19		DV & Eddingfield Apts. Cut Back Windowa Siding & Removal Doo
Eddingfield Apartments	1905	9/23/2025	Department Of Motor Vehicles	193.00		Eddingfield Apt. Vehicle Registration LP 85025H3

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
Eddingfield Apartments	1905	9/26/2025	Tnet Broadband Internet LLC	153.00		Intenet
Eddingfield Apartments	1905	9/30/2025	City Of Alturas	705.90		Eddingfield Apt. Water
Eddingfield Apartments	1905	9/30/2025	Staub & Sons Petroleum	40.31		Gas
Parenting Education	2200	9/12/2025	Verizon	71.67		Ipad & Cell Phone Lines Aug'25
Parenting Education	2200	9/18/2025	Holiday Market	73.27		Parenting Food
Parenting Education	2200	9/23/2025	Holiday Market	54.44		Parenting Food
Parenting Education	2200	9/24/2025	American Express	12.99		Parenting Microsoft Monthly Renewal
Parenting Education	2200	9/30/2025	Holiday Market	37.76		Parenting Food
CASA	2400	9/12/2025	Verizon	22.60		Ipad & Cell Phone Lines Aug'25
CASA	2400	9/23/2025	Evinto Solutions, LLC	1,140.00		CASA Monthly Subscription
Foster Family Agency	2800	9/9/2025	Frontier	165.00		Internet Access
Foster Family Agency	2800	9/24/2025	American Express	64.31		FFA Client Folders
Foster Family Agency	2800	9/24/2025	American Express	270.00		Modoc FFA Active Cases
Foster Family Agency	2800	9/30/2025	City Of Alturas	237.00		FFA Livescan
Foster Family Agency	2800	9/30/2025	Renae Sweet	600.00		FFA CPR /1st Aid Foster Parents
Foster Family Agency	2800	9/30/2025	Staub & Sons Petroleum	250.27		Gas
IHSS	3000	9/3/2025	Excellesoft Partners, LLC	255.00		IHSS NEXUS Registry Monthly CMIPS Upload
IHSS	3000	9/9/2025	Frontier	165.00		Internet Access
IHSS	3000	9/12/2025	Verizon	71.67		Ipad & Cell Phone Lines Aug'25
IHSS	3000	9/24/2025	American Express	151.20		IHSS Hand Sanitizer
IHSS	3000	9/30/2025	Buie, Sean	625.27		IHSS & SA New Phones
IHSS	3000	9/30/2025	Kristina Sekavec	21.41		IHSS Expense Reimbursement
IHSS	3000	9/30/2025	Maria A. Cervantes, Petty Cash Custodian	154.00		IHSS CAPA Board Training T. Sekavec
IHSS	3000	9/30/2025	Staub & Sons Petroleum	187.05		Gas
AB 86 Consortium	3100	9/1/2025	HUE & CRY, INC. / AND	45.00		GED & K16 Security System
AB 86 Consortium	3100	9/1/2025	Robert or Dawn Baird	750.00		GED Sept'25 Rent
AB 86 Consortium	3100	9/8/2025	Frontier	191.28		GED Telephone
AB 86 Consortium	3100	9/23/2025	Alliance For Workforce Development, Inc.	183.81		GED Copy Machine Usage Aug'25
AB 86 Consortium	3100	9/24/2025	American Express	65.00		GED & Admin Starlink Internet
AB 86 Consortium	3100	9/26/2025	Tnet Broadband Internet LLC	68.00		Intenet
AB 86 Consortium	3100	9/30/2025	City Of Alturas	91.21		GED Water
AB 86 Consortium	3100	9/30/2025	Staub & Sons Petroleum	28.42		Gas
K16 Collaboratives Grant	3300	9/1/2025	HUE & CRY, INC. / AND	45.00		GED & K16 Security System
K16 Collaboratives Grant	3300	9/3/2025	Juana Sanchez	2,000.00		K16 Training & Outreach

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
K16 Collaboratives Grant	3300	9/3/2025	Northeastern Rural Health Clinics	1,950.00		K16 6 MOnts Rent Jul-Dec'25
K16 Collaboratives Grant	3300	9/15/2025	Frontier	105.83		K16 Telephone
K16 Collaboratives Grant	3300	9/23/2025	Purchase Power	59.20		K16 & Admin Postage
K16 Collaboratives Grant	3300	9/23/2025	Tara Yarberry	407.35		K16 Expense Reimbursement
K16 Collaboratives Grant	3300	9/23/2025	Ubeo Business Services	56.81		K16 Printer Maint. Contract
K16 Collaboratives Grant	3300	9/24/2025	American Express	19.99		K16 Acrobat Pro Subscription
K16 Collaboratives Grant	3300	9/24/2025	American Express	131.35		K16 Office Supplies
K16 Collaboratives Grant	3300	9/30/2025	Keegan's IT Services, LLC	225.00		K16 Tech Support Services
K16 Collaboratives Grant	3300	9/30/2025	Morton Creative	1,134.00		K16 Graphic Desing Business Card Print
2025 MSCAA Food	4105	9/9/2025	Food Bank of Northern Nevada, Inc.	490.50		MSCAA Food Bank
2025 MSCAA Food	4105	9/30/2025	Grocery Outlet	37.25		MSCAA Food Bank
25B-3023 Li-Heap	4320	9/3/2025	Michael English	1,500.00		Liheap Firewood Voucher
25B-3023 Li-Heap	4320	9/3/2025	Van Nes, Ray	500.00		Liheap Firewood Voucxher
25B-3023 Li-Heap	4320	9/5/2025	Souza, Jacob	500.00		Liheap Firewood Voucher
25B-3023 Li-Heap	4320	9/5/2025	Wallace Belding	1,000.00		Liheap Firewood Voucher
25B-3023 Li-Heap	4320	9/8/2025	Souza, Jacob	500.00		Liheap Firewood Voucher
25B-3023 Li-Heap	4320	9/18/2025	Chris Ward	500.00		Liheap Firewood Voucher
25B-3023 Li-Heap	4320	9/23/2025	Ashley Pratt	500.00		Liheap Firewood Voucher
25B-3023 Li-Heap	4320	9/23/2025	David A Pisco	1,000.00		Liheap Firewood Voucher
25B-3023 Li-Heap	4320	9/26/2025	Kemper, Charles L.	500.00		Liheap Firewood Voucher
2025 MSCAA Housing	4505	9/1/2025	TEACH Edding field apartment	500.00		Eddingfield Apt #2 Sept'25 Rent
2025 MSCAA Housing	4505	9/1/2025	TEACH Edding field apartment	200.00		Eddingfield Apt #3 Sept'25 Rent
2025 MSCAA Housing	4505	9/1/2025	TEACH Edding field apartment	200.00		Eddingfield Apt #4 Sept'25 Rent
2025 MSCAA Housing	4505	9/1/2025	TEACH Edding field apartment	200.00		Eddingfield Apt #5 Sept'25 Rent
2025 MSCAA Housing	4505	9/1/2025	TEACH Edding field apartment	200.00		Eddingfield Apt #6 Sept'25 Rent
2025 MSCAA Housing	4505	9/1/2025	TEACH Edding field apartment	200.00		Eddingfield Apt #7 Sept'25 Rent
CRRP-3036	5001	9/3/2025	Pepsi Cola Bottling	123.85		R & R Coffee & Products
CRRP-3036	5001	9/9/2025	Frontier	165.00		Internet Access
CRRP-3036	5001	9/12/2025	Ubeo Business Services	54.24		R & R Printer Maint. Contracr
CRRP-3036	5001	9/12/2025	Ubeo Business Services	56.96		R & R Printer Maint. Contract
CRRP-3036	5001	9/12/2025	Verizon	73.45		Ipad & Cell Phone Lines Aug'25
CRRP-3036	5001	9/15/2025	Pepsi Cola Bottling	23.42		R&R Coffee & Products
CRRP-3036	5001	9/18/2025	Pepsi Cola Bottling	77.25		R & R Coffee & Products
CRRP-3036	5001	9/24/2025	American Express	700.00		CACFP Conference

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
CRRP-3036	5001	9/24/2025	American Express	13.33		R&R Office Supplies
CRRP-3036	5001	9/24/2025	American Express	193.02		R&R Platform Truck Cart Whit Cage
CRRP-3036	5001	9/30/2025	Modoc Media dba Modoc County Record	40.00		R & R Ad
CRRP-3036	5001	9/30/2025	Pepsi Cola Bottling	80.30		R&R Coffee & Products
Child Care Bulletin 23-37	5802	9/11/2025	Employment Development Department	790.38		Garnishment A. Anderson
Child Care Bulletin 23-37	5802	9/11/2025	Holiday Market	0.00		Exempt Child Care Providers Gift Cards
Child Care Bulletin 23-37	5802	9/15/2025	Carol Madison	299.50		Expense Reimbursement
TEACH LATCHKEY	5850	9/3/2025	Darlene Estes	132.67		Latchkey Expense Reimbursement
TEACH LATCHKEY	5850	9/8/2025	Modoc J.U.S.D. / Business Office	500.00		Latchkey Oct'25 Rent
TEACH LATCHKEY	5850	9/12/2025	Ubeo Business Services	18.61		Latchkey Printer Maint. Contract
TEACH LATCHKEY	5850	9/18/2025	Grocery Outlet	66.27		Latchkey Food
TEACH LATCHKEY	5850	9/18/2025	Holiday Market	35.91		Latchkey Food
TEACH LATCHKEY	5850	9/24/2025	American Express	5.99		Latchkey Amazon Digital Subscription
TEACH LATCHKEY	5850	9/24/2025	American Express	44.99		Latchkey Toner Cartridge
TEACH LATCHKEY	5850	9/24/2025	American Express	84.67		Latchkey TV Stick & Pencil Sharpener
TEACH LATCHKEY	5850	9/30/2025	Holiday Market	82.39		Latchkey Food
Budding Tree	5860	9/1/2025	St. Michael's Episcopal Church	1,250.00		Budding Tree Sept'25 Rent
Budding Tree	5860	9/8/2025	Frontier	145.83		Budding Tree Telephone
Budding Tree	5860	9/12/2025	Holiday Market	58.51		Budding Tree Food
Budding Tree	5860	9/15/2025	Alex Acuna	70.00		Budding Tree Yard Service
Budding Tree	5860	9/15/2025	Carol Madison	459.31		Expense Reimbursement
Budding Tree	5860	9/23/2025	Department Of Motor Vehicles	193.00		Eddingfield Apt. Vehicle Registration LP 85025H3
Budding Tree	5860	9/24/2025	American Express	39.66		Budding Tree Rebar Stakes
Budding Tree	5860	9/26/2025	Alex Acuna	70.00		Budding Tree Lawn Service
MHSA 2	6502	9/9/2025	Frontier	94.51		Wellness Center Telephone
MHSA Advocate Program	6504	9/12/2025	Verizon	82.27		Ipad & Cell Phone Lines Aug'25
MHSA Advocate Program	6504	9/24/2025	American Express	154.63		Advocate CAPTAIN Training
NorCal CoC	7905	9/5/2025	Social Services Data Solutions, Inc.	7,619.75		NorCal CoC Consulting Aug'25
NorCal CoC	7905	9/30/2025	530 Video Production	250.00		Webside Management for Sept'25
NorCal CoC	7905	9/30/2025	Social Services Data Solutions, Inc.	7,496.50		NorCal CoC Consulting Sept'25
Teach Senior Services	8000	9/5/2025	Holiday Market	13.06		Senior Serv. Bingo Food
Teach Senior Services	8000	9/12/2025	Holiday Market	12.28		Senior Serv. Bingo Food
Teach Senior Services	8000	9/26/2025	Holiday Market	14.38		Senior Serv. Bingo Food

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
PSA 2 C-1 Congregate ...	8001	9/3/2025	K & K Distributing	97.34		Senior Serv. Food & Supplies
PSA 2 C-1 Congregate ...	8001	9/8/2025	Modoc J.U.S.D. / Business Office	14.00		Senior Serv. Electric Usage Sept'25
PSA 2 C-1 Congregate ...	8001	9/8/2025	Vestis	142.10		Senior Serv. Lndry
PSA 2 C-1 Congregate ...	8001	9/15/2025	Frontier	160.03		Senior Serv. Telephone
PSA 2 C-1 Congregate ...	8001	9/18/2025	K & K Distributing	61.14		Senior Serv. Food & Supplies
PSA 2 C-1 Congregate ...	8001	9/23/2025	Vestis	142.10		Senior Serv. Lndry
PSA 2 C-1 Congregate ...	8001	9/30/2025	K & K Distributing	73.29		Senior Serv. Food & Supplies
PSA2 C-2 Homebound ...	8002	9/3/2025	K & K Distributing	97.34		Senior Serv. Food & Supplies
PSA2 C-2 Homebound ...	8002	9/8/2025	Modoc J.U.S.D. / Business Office	14.00		Senior Serv. Electric Usage Sept'25
PSA2 C-2 Homebound ...	8002	9/8/2025	Vestis	142.10		Senior Serv. Lndry
PSA2 C-2 Homebound ...	8002	9/15/2025	Frontier	160.02		Senior Serv. Telephone
PSA2 C-2 Homebound ...	8002	9/18/2025	K & K Distributing	61.14		Senior Serv. Food & Supplies
PSA2 C-2 Homebound ...	8002	9/18/2025	Staub & Sons Petroleum	60.06		Gas
PSA2 C-2 Homebound ...	8002	9/23/2025	Vestis	142.10		Senior Serv. Lndry
PSA2 C-2 Homebound ...	8002	9/30/2025	K & K Distributing	73.29		Senior Serv. Food & Supplies
PSA2 C-2 Homebound ...	8002	9/30/2025	Staub & Sons Petroleum	124.58		Gas
PSA2 Cedarville Expans...	8015	9/3/2025	Grocery Outlet	93.68		Senior Serv. Food
PSA2 Cedarville Expans...	8015	9/3/2025	Holiday Market	6.00		Senior Serv. Food
PSA2 Cedarville Expans...	8015	9/3/2025	K & K Distributing	432.48		Senior Serv. Food & Supplies
PSA2 Cedarville Expans...	8015	9/5/2025	Holiday Market	18.04		Senior Serv. Food
PSA2 Cedarville Expans...	8015	9/5/2025	K & K Distributing	688.81		Senior Serv. Food
PSA2 Cedarville Expans...	8015	9/10/2025	Grocery Outlet	95.49		Senior Serv. Food
PSA2 Cedarville Expans...	8015	9/10/2025	Holiday Market	66.25		Senior Serv. Food
PSA2 Cedarville Expans...	8015	9/10/2025	K & K Distributing	1,084.98		Senior Serv. Food
PSA2 Cedarville Expans...	8015	9/18/2025	Grocery Outlet	70.37		Senior Serv. Food
PSA2 Cedarville Expans...	8015	9/18/2025	K & K Distributing	968.67		Senior Serv. Food
PSA2 Cedarville Expans...	8015	9/18/2025	K & K Distributing	522.40		Senior Serv. Food & Supplies
PSA2 Cedarville Expans...	8015	9/26/2025	Grocery Outlet	91.48		Senior Serv. Food
PSA2 Cedarville Expans...	8015	9/26/2025	Holiday Market	7.96		Senior Serv. Food
PSA2 Cedarville Expans...	8015	9/26/2025	K & K Distributing	1,405.58		Senior Serv. Food
PSA2 Cedarville Expans...	8015	9/30/2025	Grocery Outlet	83.48		Senior Serv. Food
PSA2 Cedarville Expans...	8015	9/30/2025	K & K Distributing	307.34		Senior Serv. Food & Supplies
Housing and Disability ...	9000	9/1/2025	Alturas Meadowns Apartments	176.00		HDAP Sept'25 Rent
Housing and Disability ...	9000	9/1/2025	Nifty Moblie Home & Rv Park	1,108.75		HDAP Sept'25 Rent
Housing and Disability ...	9000	9/9/2025	Frontier	55.00		Internet Access
Housing and Disability ...	9000	9/12/2025	Verizon	164.40		Ipad & Cell Phone Lines Aug'25

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
24-120 Bridge Housing...	9001	9/9/2025	Frontier	55.00		Internet Access
24-120 Bridge Housing...	9001	9/10/2025	Alan Botello	467.00		BHBH Sept'25 Rent
24-120 Bridge Housing...	9001	9/10/2025	Holiday Market	50.00		BHBH Gift Card
24-120 Bridge Housing...	9001	9/15/2025	Carol Madison	350.00		Expense Reimbursement
24-120 Bridge Housing...	9001	9/24/2025	American Express	175.62		BHBH Client Clening Supplies
24-120 Bridge Housing...	9001	9/24/2025	American Express	171.57		BHBH Office Chair
24-120 Bridge Housing...	9001	9/24/2025	American Express	46.08		BHBH Portable Desck Fan
24-120 Bridge Housing...	9001	9/30/2025	Alan Botello	1,058.77		BHBH Risk Mitigation Funds Sep'25
Housing And Homeless...	9400	9/1/2025	Nifty Moblie Home & Rv Park	980.00		HHIP Sept'25 Rent
Housing And Homeless...	9400	9/8/2025	ACE / Four Seasons	5.34		Eddingfield Apt-HHIP Key
Housing And Homeless...	9400	9/10/2025	ACE / Four Seasons	69.61		Eddingfield Apt./HHIP Supplies
Housing And Homeless...	9400	9/12/2025	Verizon	64.13		Ipad & Cell Phone Lines Aug'25
Housing And Homeless...	9400	9/18/2025	ACE / Four Seasons	51.45		Eddingfield Apt./HHIP Supplies
Cal Works Housing Sup...	9405	9/1/2025	ISOT, Inc	400.00		HSP Sept'25 Rent
Cal Works Housing Sup...	9405	9/1/2025	Nifty Moblie Home & Rv Park	349.50		HSP Sept'25 Rent
Cal Works Housing Sup...	9405	9/1/2025	Peggy Clevinger	735.00		HSP Sept'25 Rent
Cal Works Housing Sup...	9405	9/9/2025	Frontier	55.00		Internet Access
Cal Works Housing Sup...	9405	9/12/2025	Verizon	41.13		Ipad & Cell Phone Lines Aug'25
Cal Works Housing Sup...	9405	9/15/2025	Nifty Moblie Home & Rv Park	465.00		HSP Sept'25 Rent
Cal Works Housing Sup...	9405	9/30/2025	Staub & Sons Petroleum	1.16		Gas
CAL-AIM	9500	9/30/2025	Change Healthcare	70.40		CAL-AIM RPA Monthly Fee
Non-Resource Related	9999	9/1/2025	Buie, Sean	2,400.00		Service Contract Sept'25
Non-Resource Related	9999	9/5/2025	AMS	28,939.00		Insurance
Non-Resource Related	9999	9/5/2025	Noelle MacDonnell	56.25		Expense Reimbursement
Non-Resource Related	9999	9/9/2025	Frontier	165.00		Internet Access
Non-Resource Related	9999	9/10/2025	Waste Management Of Nevada	467.68		Garbage
Non-Resource Related	9999	9/15/2025	Frontier	280.19		Telephone
Non-Resource Related	9999	9/15/2025	Holiday Market	50.00		Color Run Gift Card
Non-Resource Related	9999	9/18/2025	Holiday Market	34.30		And of Summer Portluck Decoration Flowers
Non-Resource Related	9999	9/18/2025	Holiday Market	3.74		And of Summer Potluck Ice
Non-Resource Related	9999	9/18/2025	Holiday Market	23.67		End of Summer Putluck Food
Non-Resource Related	9999	9/18/2025	Staub & Sons Petroleum	1.24		Gas
Non-Resource Related	9999	9/18/2025	Tessa Anklin	9.65		Expense Reimbursement
Non-Resource Related	9999	9/23/2025	ADT Security Systems, Inc.	48.75		Security System
Non-Resource Related	9999	9/23/2025	Buie, Sean	578.08		Services Contract Oct'25/ A. Cervantes New Printer
Non-Resource Related	9999	9/23/2025	Holiday Market	30.35		Birthday Cake
Non-Resource Related	9999	9/23/2025	Kirsten Easley	44.00		FBNN Partner Conference

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
Non-Resource Related	9999	9/23/2025	Purchase Power	443.05		K16 & Admin Postage
Non-Resource Related	9999	9/24/2025	American Express	19.99		Acrobat Subscription
Non-Resource Related	9999	9/24/2025	American Express	257.22		Admin Copy Printer Paper
Non-Resource Related	9999	9/24/2025	American Express	17.82		Admin Desinfecting Wipes
Non-Resource Related	9999	9/24/2025	American Express	59.78		Admin Hand Soap
Non-Resource Related	9999	9/24/2025	American Express	21.05		Admin Postage
Non-Resource Related	9999	9/24/2025	American Express	422.13		Admin Toner Cartridge
Non-Resource Related	9999	9/24/2025	American Express	103.40		Color Run Full Color Custom Digital/ With Credit
Non-Resource Related	9999	9/24/2025	American Express	30.95		Color Run Gift Card
Non-Resource Related	9999	9/24/2025	American Express	123.80		Color Run Gift cards
Non-Resource Related	9999	9/24/2025	American Express	87.84		Color Run T-Shirts
Non-Resource Related	9999	9/24/2025	American Express	165.30		Color RunColor Custom Digital
Non-Resource Related	9999	9/24/2025	American Express	65.00		GED & Admin Starlink Internet
Non-Resource Related	9999	9/24/2025	American Express	99.99		Microsoft Renewal
Non-Resource Related	9999	9/24/2025	American Express	235.00		Rent Unit #66 & 144
Non-Resource Related	9999	9/24/2025	WageWorks Inc.	400.00		COBRA Insurance Acct. #CXT45827
Non-Resource Related	9999	9/26/2025	Carol Madison	224.06		Expense Reimbursement
Non-Resource Related	9999	9/26/2025	Modoc Insurance Services	19,924.02		Insurance
Non-Resource Related	9999	9/30/2025	530 Video Production	300.00		Webside Management for Sept'25
Non-Resource Related	9999	9/30/2025	Abila	3,499.00		MIP Unlimited Training
Non-Resource Related	9999	9/30/2025	City Of Alturas	93.11		Water
Report Total				130,025.94	0.00	

Training, Employment and Community Help Inc.

Statement of Revenues and Expenditures

From 7/1/2025 Through 6/30/2026

	Current Period Actual
Revenue	
Federal Revenue	16,511.63
State Revenue	1,277,166.90
Other Revenue	10,786.60
Family Fee	380.17
Other local income	14,625.92
Tuition	9,846.63
Apartment Rents	14,430.25
Total Revenue	1,343,748.10
Expenses	
Salaries	743,936.70
Benefits	164,506.79
Supplies	
Books & Reference Materials	1,859.28
Materials & Supplies	66,861.92
Food Supplies	33,710.11
Total Supplies	102,431.31
Operating	
Conference & Travel	16,942.21
Mileage, Fuel, Bus Passes	1,049.67
Dues & Memberships	30,682.51
License and taxes	4,317.82
Bank Service Fees	358.00
Insurance	49,363.02
Operating & Housekeeping	1,025.36
Electricity	8,354.23
Water & Sewer	4,184.45
Garbage	3,215.24
Liquid, Propane, Gas, Fuel Oil	3,055.64
Energy Asst./WPO	20,512.00
Other	6,637.06
Room Vouchers	4,716.17
Rentals, Leases Repair	44,771.03
Repairs/Maintenance	18,978.51
Maintenance Agreements	4,364.45
Advertising	16,705.25
Legal Services	2,503.00
Consultants, Trainers	4,337.50
Information Tech	51,709.90
Other operating	35,500.00
Communications	12,219.29
Postage	1,025.55
Total Operating	346,527.86
Equipment	142.00
Contract 1099 Services	447,093.35
Total Expenses	1,804,638.01
Revenue Over (Under) Expenses	(460,889.91)

T.E.A.C.H., Inc.

Salary Schedule - 2026

	Step I	Step II	Step III	Step IV	Step V	Step VI	Step VII
Clerk/Receptionist	17.64	18.52	19.45	20.42	21.44	22.51	23.64
Data Entry	18.92	19.87	20.86	21.90	23.00	24.15	25.35
Human Resource Manager	23.84	25.03	26.28	27.60	28.98	30.43	31.95
Payroll/AP Clerk	21.63	22.71	23.85	25.04	26.29	27.61	28.99
Account Clerk	24.86	26.10	27.41	28.78	30.22	31.73	33.31
Administrative Assistant	24.86	26.10	27.41	28.78	30.22	31.73	33.31
Maintenance	19.22	20.18	21.19	22.25	23.36	24.53	25.76
Client Services/Crisis Center	20.83	21.87	22.97	24.11	25.32	26.58	27.91
Lead Client Svcs/Education Specialist	24.47	25.69	26.98	28.33	29.74	31.23	32.79
Donation Coordinator/Thrift Store Clerk	16.90	17.75	18.63	19.56	20.54	21.57	22.65
Life Skills Instructor	20.03	21.03	22.08	23.19	24.35	25.56	26.84
Parenting Specialist (degree)	24.90	26.15	27.45	28.82	30.27	31.78	33.37
Program/Project Director	33.46	35.13	36.89	38.73	40.67	42.70	44.84
Project Coordinator	24.29	25.50	26.78	28.12	29.52	31.00	32.55
Resource & Referral							
Child Care Services Coordinator	20.06	21.06	22.12	23.22	24.38	25.60	26.88
A/P Program Specialist	22.90	24.05	25.25	26.51	27.84	29.23	30.69
Office Coordinator	18.06	18.96	19.91	20.91	21.95	23.05	24.20
Latchkey Director	18.15	19.06	20.01	21.01	22.06	23.16	24.32
Child Care Provider/Latchkey	16.90	17.75	18.63	19.56	20.54	21.57	22.65
Preschool Director/Site Supervisor	22.88	24.02	25.23	26.49	27.81	29.20	30.66
Housing							
Lead Case Manager	25.20	26.46	27.78	29.17	30.63	32.16	33.77
Case Manager	22.88	24.02	25.23	26.49	27.81	29.20	30.66
Senior Services							
Cook	17.16	18.02	18.92	19.86	20.86	21.90	23.00
Prep Cook/Dishwasher	16.90	17.75	18.63	19.56	20.54	21.57	22.65
Meal Delivery	16.90	17.75	18.63	19.56	20.54	21.57	22.65
Administrative Assistant/Data	17.43	18.30	19.22	20.18	21.19	22.25	23.36
Program Director	23.13	24.29	25.50	26.78	28.11	29.52	31.00
AMY (these positions are .75 FTE Maximum)							
Director	40.00	42.00	44.10	46.31	48.62	51.05	53.60
Career Navigator	29.67	31.15	32.71	34.35	36.06	37.87	39.76
College Core	18.00	18.90	19.85	20.84	21.88	22.97	24.12
Adult Education							
Instructor	30.00	31.50	33.08	34.73	36.47	38.29	40.20
Aid	22.50	23.63	24.81	26.05	27.35	28.72	30.15
Modoc Foster Family Agency							
Administrator -Licensed	40.00	42.00	44.10	46.31	48.62	51.05	53.60
Supervising Social Worker-Licensed	34.00	35.70	37.49	39.36	41.33	43.39	45.56
Social Worker- 4 year degree	30.84	32.38	34.00	35.70	37.49	39.36	41.33



112 East 2nd Street, Alturas, CA 96101 • (530) 233-3111 • FAX (530) 233-4744

RESOLUTION NUMBER 26-02 PLUMAS BANK SWEEP ACCOUNT

The undersigned authorized representative of Training, Employment and Community Help, Inc. hereby certifies that the following resolution was duly adopted on May 23, 2023.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board wishes to enter into an agreement with Plumas Bank for a Repurchase Sweep Account

BE IT FURTHER RESOLVED THAT,

Danny Koetsier, Chairperson and Carol Madison, Executive Director, are hereby authorized signatories to open said account.

PASSED AND ADOPTED at a regular meeting of the Training, Employment & Community Help, Inc. Board of Directors this the 22nd day of October, 2025.

AYES _____ NOES _____ ABSTENTIONS _____ ABSENT _____

Danny Koetsier, Chairperson
Board of Directors

ATTEST:
Sean Curtis, Secretary
Board of Directors



REPURCHASE SWEEP ACCOUNT AGREEMENT

Customer Name: _____

Sweep Account Number: _____

Bank Account Number: _____

This Agreement is made and entered into by and between Plumas Bank (hereinafter referred to as the "Bank") and the customer set forth above (hereinafter referred to as the "Customer").

1. **Description of the REPURCHASE SWEEP Account Program.** The REPURCHASE SWEEP Account Program ("Program") includes a daily review of the balance in a bank account (the "Bank Account") by the Bank; should the balance of the Bank Account exceed a target balance (see Paragraph 5 below) the Bank, acting as the Customer's agent and on behalf of the Customer, will transfer funds out of the Bank Account. Such funds will be placed in retail repurchase agreements ("Repos") (see Paragraph 7 below); the Repos evidence a borrowing to be collateralized by securities that are the direct obligation of, or the principal and interest of which are guaranteed by, the United States, one of its agencies or one of its government-sponsored enterprises ("Securities"). In order for the Customer to obtain a perfected security interest in the Securities, the Securities will be held by a third party custodian (see Paragraph 8 below) as the Customer's agent. Should the Bank Account balance fall below the target balance amount, the Bank, acting as the Customer's agent, will trigger **repayment of certain Repo** amounts and the placement of such amounts into the Bank Account that will cause the balance of the Bank Account to equal the target balance.

Amounts swept from the Bank Account **into Repos** will earn interest rates that will be determined by the Bank daily. **The interest rate on Repo amounts owned by the Customer may rise or fall on a day to day basis, and the Bank will determine, in the Bank's discretion, the applicable interest rate each day.** The interest rate on the Repos will be available each day at every office of the Bank, and the Bank will maintain records of the interest rates that have been applicable for past days. The Bank will provide a telephone number that the Customer may use to discover the current interest rate paid on Repo amounts. The Customer will receive not less frequently than monthly a statement from the Bank which includes information regarding each "sweep" and "replenishment" transaction performed by the Bank on behalf of the Customer, the balance of the Bank Account, the amount of Repos held by the Customer under this Agreement, and the average interest rate paid on such Repos during the statement period. The Bank will also confirm in writing (via facsimile, U.S. Mail, electronic mail, courier or otherwise, as determined by Bank) the specific Securities that are the collateral for each Repo at the end of the day of initiation of the Repo. Such confirmations will specify the Security's issuer, maturity date, coupon rate, par amount, market value, CUSIP or mortgage-backed security pool number, as appropriate and fractional interest, if applicable.

Should the Bank desire to terminate this Agreement, it must give the Customer notice of its intent to terminate and, if the Customer so desires, must allow all amounts placed in Repos to remain in such Repos until the maturity date of such Repos. The Customer may terminate this Agreement by giving the Bank notice of intent to terminate (see Paragraph 14 below).

2. **Creation of Repurchase Sweep Account Arrangement.** The Customer hereby authorizes the Bank to create a Repurchase Sweep Account arrangement in the Customer's name. The Repurchase Sweep Account arrangement shall consist of the Bank Account that the Bank, as the Customer's agent, will periodically review and "sweep" or "replenish" as provided herein. The Bank shall, as authorized by the Customer and acting solely as the Customer's agent, place any funds exceeding the target balance in Repos with the Bank, and see to the replenishment of the Bank Account, as provided in Paragraph 5 below.

3. **Creation of Bank Account.** The Customer hereby requests the Bank to establish in the Customer's name the Bank Account and agrees to execute a signature card agreement and other documents as required by the Bank to authorize the same. The Customer hereby agrees that the rules and regulations of the Bank from time to time applying to bank accounts generally shall govern the Bank Account hereunder; provided, however, in the event of conflict between such rules and regulations of the Bank and the provisions of this Agreement, this Agreement shall control the operation of the Bank Account. In the event the Customer desires an already existing bank account held in the name of the Customer to operate as the Bank Account for purposes of the Repurchase Sweep Account arrangement and this Agreement, the account number of the account which is hereby made the Bank Account for purposes of the Repurchase Sweep Account arrangement and this Agreement is set forth above.

4. **Subsequent Deposits Repurchase and Withdrawals.** Except as herein provided, the Bank Account shall operate in all respects as a conventional bank account, and shall be subject to service charges under the Bank's rules regarding bank accounts generally. The Customer may continue to make deposits to the Bank Account at any time and by any accepted means, and may write checks or drafts upon, or otherwise withdraw funds from, the Bank Account.

5. **"Sweep" and "Replenishment" Feature.** In addition to other features described herein, the Bank Account shall have a "sweep" and "replenishment" feature, as follows:

(a) The Bank Account shall have a target balance of investible funds (the "Target Balance") which the Bank, as agent for the Customer, shall seek to maintain as outlined herein. The initial Target Balance shall be _____. The Bank can change the Target Balance by giving written notice to the Customer. Such change will become effective 14 calendar days after the mailing of the notice by the Bank.

(b) Following the initial deposit into the Bank Account, or the designation made herein of an existing account as the Bank Account, the Bank shall review the balance of investible funds in the Bank Account (the "Actual Balance") on each business day during which the Bank conducts normal daily banking business.

(c) If, upon review of the Bank Account as described in subparagraph (b) above, the Bank determines that the Bank Account has an Actual Balance of more than the Target Balance, the Bank shall, acting as the Customer's agent, withdraw from the Bank Account an amount equal to the difference between the Target Balance and the Actual Balance (such excess shall be referred to as "Excess Amounts"). The Excess Amounts shall be invested in Repos. Repos are described in paragraph 7 below.

(d) If, upon review of the Bank Account as described in subparagraph (b) above, the Bank determines that the Bank Account has an Actual Balance of less than the Target Balance, the Bank shall, acting solely as the Customer's agent, cause certain amounts payable under Repos to be paid and placed in the Bank Account. The amount of Repo obligation to be repaid and placed in the Bank Account shall be an amount sufficient to return the balance of the Bank Account to the Target Balance. If the total amount of Repos held by the Customer under this Agreement is not sufficient to return the Bank Account balance to the Target Balance, all such Repo amounts shall be placed in the Bank Account.

6. **Notices and Confirmations to Customer.** Notices and information regarding the Repurchase Sweep

2. **Creation of Repurchase Sweep Account Arrangement.** The Customer hereby authorizes the Bank to create a Repurchase Sweep Account arrangement in the Customer's name. The Repurchase Sweep Account arrangement shall consist of the Bank Account that the Bank, as the Customer's agent, will periodically review and "sweep" or "replenish" as provided herein. The Bank shall, as authorized by the Customer and acting solely as the Customer's agent, place any funds exceeding the target balance in Repos with the Bank, and see to the replenishment of the Bank Account, as provided in Paragraph 5 below.

3. **Creation of Bank Account.** The Customer hereby requests the Bank to establish in the Customer's name the Bank Account and agrees to execute a signature card agreement and other documents as required by the Bank to authorize the same. The Customer hereby agrees that the rules and regulations of the Bank from time to time applying to bank accounts generally shall govern the Bank Account hereunder; provided, however, in the event of conflict between such rules and regulations of the Bank and the provisions of this Agreement, this Agreement shall control the operation of the Bank Account. In the event the Customer desires an already existing bank account held in the name of the Customer to operate as the Bank Account for purposes of the Repurchase Sweep Account arrangement and this Agreement, the account number of the account which is hereby made the Bank Account for purposes of the Repurchase Sweep Account arrangement and this Agreement is set forth above.

4. **Subsequent Deposits Repurchase and Withdrawals.** Except as herein provided, the Bank Account shall operate in all respects as a conventional bank account, and shall be subject to service charges under the Bank's rules regarding bank accounts generally. The Customer may continue to make deposits to the Bank Account at any time and by any accepted means, and may write checks or drafts upon, or otherwise withdraw funds from, the Bank Account.

5. **"Sweep" and "Replenishment" Feature.** In addition to other features described herein, the Bank Account shall have a "sweep" and "replenishment" feature, as follows:

(a) The Bank Account shall have a target balance of investible funds (the "Target Balance") which the Bank, as agent for the Customer, shall seek to maintain as outlined herein. The initial Target Balance shall be _____. The Bank can change the Target Balance by giving written notice to the Customer. Such change will become effective 14 calendar days after the mailing of the notice by the Bank.

(b) Following the initial deposit into the Bank Account, or the designation made herein of an existing account as the Bank Account, the Bank shall review the balance of investible funds in the Bank Account (the "Actual Balance") on each business day during which the Bank conducts normal daily banking business.

(c) If, upon review of the Bank Account as described in subparagraph (b) above, the Bank determines that the Bank Account has an Actual Balance of more than the Target Balance, the Bank shall, acting as the Customer's agent, withdraw from the Bank Account an amount equal to the difference between the Target Balance and the Actual Balance (such excess shall be referred to as "Excess Amounts"). The Excess Amounts shall be invested in Repos. Repos are described in paragraph 7 below.

(d) If, upon review of the Bank Account as described in subparagraph (b) above, the Bank determines that the Bank Account has an Actual Balance of less than the Target Balance, the Bank shall, acting solely as the Customer's agent, cause certain amounts payable under Repos to be paid and placed in the Bank Account. The amount of Repo obligation to be repaid and placed in the Bank Account shall be an amount sufficient to return the balance of the Bank Account to the Target Balance. If the total amount of Repos held by the Customer under this Agreement is not sufficient to return the Bank Account balance to the Target Balance, all such Repo amounts shall be placed in the Bank Account.

6. **Notices and Confirmations to Customer.** Notices and information regarding the Repurchase Sweep

Account arrangement, including, but not limited to, notices regarding "sweep" and "replenishment" transactions and the average interest rate paid on Repos acquired by the Customer, will be sent not less frequently than monthly to the Customer. The Bank will also confirm in writing via electronic mail, the specific Securities that are the collateral for each Repo at the end of the day of initiation of the Repo. Such confirmations will specify the Security's issuer, maturity date, coupon rate, par amount, market value, CUSIP or mortgage-backed security pool number, as appropriate and fractional interest, if applicable.

Email address for daily confirmations: _____

7. Retail Repurchase Agreements ("Repos"). Retail repurchase agreements (herein called "Repos") are short term debt obligations of the Bank. The Bank pledges the Securities as collateral to secure its obligation to pay the amount due under any Repo. Upon the Customer's request, the Bank will provide to the Customer a description of the Securities that are currently pledged as collateral securing the Bank's obligation to pay the Repo amounts. The Customer's interest in the Securities that act as collateral for Repo obligations hereunder may be a fractional interest in such Securities.

Repo obligations under this Agreement will be deemed to have a term that matures on the banking business day immediately following the day on which such Repo was created. Upon maturity of the Repo obligations, the Bank will repay and use certain amounts of such Repo obligations to replenish the Bank Account, as described in paragraph 5 (d) above. Any amounts that are not used to replenish the Bank Account will, upon maturity, be placed into a new Repo obligation that will mature on the next banking business day following such placement.

Amounts swept from the Bank Account into Repos will earn interest and the Bank will determine the interest rate on the Repos on a daily basis. The interest rate on the Repos may depend upon the amount of the Excess Amounts that are invested on a given day. The interest rate on Repo amounts owned by the Customer may rise or fall daily, and the Bank will determine, in the Bank's discretion, the applicable interest rate each day. The interest rate on the Repo is not necessarily the same as the interest rate on the Securities which act as collateral. The interest rate on Repo amounts will be available each day at every office of the Bank and the Bank will maintain records of the interest rates that have been applicable for past days. The Bank will provide a telephone number that the Customer may use to discover the current interest rate paid on Repo amounts.

The Bank hereby unconditionally guarantees to repay the Repo obligations as provided herein. As stated above, those obligations are secured by Securities pledged as collateral. The principal amount payable on the Repos is fixed, and will not fluctuate, even though the market value of the Securities may rise or fall. The Repo obligation will in most cases be paid from general banking assets of the Bank, rather than from proceeds from the sale of the Securities.

8. Custodian of Securities. In order to perfect the security interest of the Customer in Securities that act as collateral for the Bank's Repo obligations hereunder, the Bank has transferred such Securities to US Bank (hereinafter the "Custodian"). The Bank and the Customer hereby agree that the Custodian shall be the Customer's agent for the purposes of possessing said Securities and perfecting the Customer's security interest in said Securities. A copy of the Collateral Custodial Agreement executed by and between the Bank and Custodian is available for examination by the Customer at the Bank's main office during regular banking hours.

9. Substitution of Securities. In order to ensure the perfection of the security interest in Securities that act as collateral for the Bank's Repo obligations hereunder, the Bank hereby waives any right to substitution.

10. Collected Funds and Reserve. No amounts will be included in the Bank Account Actual Balance unless

such amounts are collected funds under the normal banking policies and rules of the Bank.

11. No Transfer or Renewal of Repos by Customer. The Customer shall not assign or transfer in any way whatsoever any rights under this Agreement, and shall not assign, pledge, or transfer in any way whatsoever any rights to repayment of Repos issued hereunder. No Repo is renewable; upon expiration of the term of any Repo acquired hereunder by the Customer, the Customer directs the Bank to act as described in Paragraphs 5 and 7 herein. Any violation of the provisions of this Paragraph 11 regarding non-transfer of rights shall trigger the placement of any amounts held in the Bank Account and any Repo amounts, in a non-interest bearing demand deposit account in the Customer's name in the Bank, and the Bank shall give the Customer prompt notice that such has occurred.

a. At no time will the undersigned in this agreement attempt to:

1) Access the balance through means other than the Bank Account.

2) This would include but is not limited to, ACH, bill pay, online access, telephone requests, or by any other means.

Funds held within the Repurchase Sweep Account are made up of collected funds above the predetermined target balance associated with having such an account.

Funds within the Repurchase Sweep Account can only be accessed through the Bank Account with the use of such vehicles as an on-us check, Debit Card or a direct request thru counter or drive thru teller.

12. Service Charges. Prevailing bank service charges will apply.

13. Absence of Bank Discretion. In performing all functions authorized by the Customer under this Agreement, the Customer understands and agrees that the Bank is not exercising any discretionary authority and has no power to do so on behalf of the Customer under the terms of this Agreement. The Bank, in performing all acts on behalf of the Customer as described herein, is and shall be acting solely at the request and direction of the Customer as set forth herein.

14. Termination. Upon notice by the Customer of the Customer's intent to terminate this Agreement, the Bank shall pay all Repo obligations into the Bank Account, and this Agreement shall terminate; the disposition of the Bank Account balance shall then be governed by the ordinary rules and policies of the Bank governing bank accounts generally, including, without limitation, Bank's right of setoff. Upon notice by the Bank of the Bank's intent to terminate this Agreement, the Customer shall indicate to the Bank the Customer's desire regarding any outstanding Repos acquired hereunder; should the customer desire to retain those Repos, they shall be treated for their remaining term as retail repurchase agreement obligations of the Bank; should the Customer desire repayment of Repos acquired hereunder, the Bank shall place amounts from such repayment into the Bank Account; thereafter, in both cases (where the Customer desires to retain the Repos and where the Customer desires immediate payment of the Repo obligation), or where there is no Repo obligation outstanding, the disposition of the Bank Account balance shall then be governed by the ordinary rules and policies of the Bank governing bank accounts generally, including, without limitation, Bank's right of setoff, and this Agreement shall terminate.

15. Miscellaneous. This Agreement shall be governed, construed, and interpreted under the laws of the state where the Bank's main office is located. No enumeration or recital of any remedy shall waive or bar any other remedy available to either part at law or equity. Upon notice of the Customer's dissolution, the Bank shall repay and

such amounts are collected funds under the normal banking policies and rules of the Bank.

11. No Transfer or Renewal of Repos by Customer. The Customer shall not assign or transfer in any way whatsoever any rights under this Agreement, and shall not assign, pledge, or transfer in any way whatsoever any rights to repayment of Repos issued hereunder. No Repo is renewable; upon expiration of the term of any Repo acquired hereunder by the Customer, the Customer directs the Bank to act as described in Paragraphs 5 and 7 herein. Any violation of the provisions of this Paragraph 11 regarding non-transfer of rights shall trigger the placement of any amounts held in the Bank Account and any Repo amounts, in a non-interest bearing demand deposit account in the Customer's name in the Bank, and the Bank shall give the Customer prompt notice that such has occurred.

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2) This would include but is not limited to, ACH, bill pay, online access, telephone requests, or by any other means.

Funds held within the Repurchase Sweep Account are made up of collected funds above the predetermined target balance associated with having such an account.

Funds within the Repurchase Sweep Account can only be accessed through the Bank Account with the use of such vehicles as an on-us check, Debit Card or a direct request thru counter or drive thru teller.

12. Service Charges. Prevailing bank service charges will apply.

13. Absence of Bank Discretion. In performing all functions authorized by the Customer under this Agreement, the Customer understands and agrees that the Bank is not exercising any discretionary authority and has no power to do so on behalf of the Customer under the terms of this Agreement. The Bank, in performing all acts on behalf of the Customer as described herein, is and shall be acting solely at the request and direction of the Customer as set forth herein.

14. Termination. Upon notice by the Customer of the Customer's intent to terminate this Agreement, the Bank shall pay all Repo obligations into the Bank Account, and this Agreement shall terminate; the disposition of the Bank Account balance shall then be governed by the ordinary rules and policies of the Bank governing bank accounts generally, including, without limitation, Bank's right of setoff. Upon notice by the Bank of the Bank's intent to terminate this Agreement, the Customer shall indicate to the Bank the Customer's desire regarding any outstanding Repos acquired hereunder; should the customer desire to retain those Repos, they shall be treated for their remaining term as retail repurchase agreement obligations of the Bank; should the Customer desire repayment of Repos acquired hereunder, the Bank shall place amounts from such repayment into the Bank Account; thereafter, in both cases (where the Customer desires to retain the Repos and where the Customer desires immediate payment of the Repo obligation), or where there is no Repo obligation outstanding, the disposition of the Bank Account balance shall then be governed by the ordinary rules and policies of the Bank governing bank accounts generally, including, without limitation, Bank's right of setoff, and this Agreement shall terminate.

15. Miscellaneous. This Agreement shall be governed, construed, and interpreted under the laws of the state where the Bank's main office is located. No enumeration or recital of any remedy shall waive or bar any other remedy available to either part at law or equity. Upon notice of the Customer's dissolution, the Bank shall repay and

place all Repo amounts into the Bank Account and this Agreement shall terminate. The terms of this Agreement contain the entire agreement between the parties and shall not be varied by any oral or written communication prior to or at the time of execution of this Agreement. This Agreement may be amended by the mutual consent of the parties. This Agreement supersedes prior Sweep Agreements between Bank and Customer, if any, which prior agreements are hereby terminated by mutual assent, notwithstanding any terms contained therein to the contrary.

1. **Required Disclosure.** BEGINNING JULY 1, 2009, IN ALL NEW SWEEP ACCOUNT CONTRACTS, IN RENEWALS OF EXISTING SWEEP ACCOUNT CONTRACTS AND WITHIN SIXTY DAYS AFTER JULY 1, 2009, AND NO LESS THAN ANNUALLY THEREAFTER, FEDERAL LAW REQUIRES THAT WE PROMINENTLY DISCLOSE TO SWEEP ACCOUNT CUSTOMERS THAT AMOUNTS PLACED IN REPOS PURSUANT TO THIS AGREEMENT (I) ARE NOT DEPOSITS WITHIN THE MEANING OF 12 U.S.C. 1813 (L), (II) ARE NOT INSURED BY THE FEDERAL DEPOSIT INSURANCE CORPORATION (F.D.I.C.), AND (III) ARE SUBJECT TO INVESTMENT RISKS, INCLUDING POSSIBLE LOSS PRINCIPAL INVESTED; AND THAT IF WE FAIL (I) YOU WILL BE A SECURED CREDITOR, BUT (II) YOU MAY BECOME AN UNSECURED GENERAL CREDITOR TO THE EXTENT THAT THE MARKET VALUE OF THE SECURITIES USED AS COLLATERAL FALLS BELOW THE OUTSTANDING AMOUNT OF OUR REPO OBLIGATIONS TO YOU.

NOTICE

THIS AGREEMENT PROVIDES FOR IMPORTANT LEGAL RIGHTS, DUTIES, AND LIMITATIONS, INCLUDING THE ABSENCE OF DEPOSIT INSURANCE ON REPOS ACQUIRED HEREUNDER. TO THE EXTENT YOU WISH ONLY TO INVEST IN RETAIL REPURCHASE AGREEMENTS ISSUED BY THE BANK, INDIVIDUAL RETAIL REPURCHASE AGREEMENTS ISSUED APART FROM THIS AGREEMENT MAY BE PREFERABLE. READ THIS AGREEMENT CAREFULLY AND ASK QUESTIONS ABOUT ANY PROVISIONS YOU DO NOT FULLY UNDERSTAND BEFORE SIGNING. YOU SHOULD RECEIVE A SIGNED COPY OF THIS AGREEMENT FROM THE BANK.

Date: _____

Authorized Client Representative Name & Title: _____

Client Representative Signature

Plumas Bank Representative Name & Title: _____

Plumas Bank Representative Signature



CALIFORNIA DEPARTMENT OF
**COMMUNITY SERVICES
AND DEVELOPMENT**

JASON WIMBLEY Director
2389 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833
(916) 576-7109
www.csd.ca.gov

October 1, 2025

Ms. Carol Madison, Executive Director
Training, Employment and Community Help, Inc.
112 E 2nd St.
Alturas, CA 96101

Dear Ms. Madison,

CSD conducted an on-site monitoring review of Training, Employment, and Community Help, Inc. (TEACH). The review focused on the Administrative, Financial, and Programmatic requirements for the following contracts Low-Income Housing Energy Assistance Program (LIHEAP) 25B-3023. Attached is Monitoring Report E-25-013, which provides a synopsis of the On-Site Review. If you have any questions, please feel free to contact me at (916) 407-2682 or via e-mail at Eric.Johnson@csd.ca.gov.

Thank you for your dedication and commitment to serve low-income individuals and families in your community. I look forward to working in partnership with you to develop innovative and effective programs as well as strengthen our capacity to not only improve the lives of those living in poverty, but to reduce poverty in California.

Sincerely,

Eric Johnson

ERIC JOHNSON
Field Representative

Enclosure: 2025 Monitoring Report

STATE OF CALIFORNIA
*Department
of
Community Services and Development*



October 1, 2025

Monitoring Report E-25-013

The Department of Community Services and Development (CSD) is responsible for the oversight of the Low-Income Home Energy Assistance Program (LIHEAP). Hence, CSD is required to monitor the activities of Training, Employment and Community Help, Inc. to ensure compliance with all contractual and statutory requirements.

INTRODUCTION

CSD conducted a monitoring on-site visit of Training, Employment and Community Help, Inc. (TEACH) from September 15, 2025 to September 19, 2025. CSD reviewed the following TEACH Energy contracts: LIHEAP 25B-3023. Eric Johnson, Field Representative, conducted the monitoring review in accordance with CSD's Energy and Environmental Services Division's Monitoring Scope.

The purpose of the review is to ensure the Contractor meets the Administrative Requirements, Financial Requirements, Programmatic Requirements, Compliance Requirements, and other applicable requirements as prescribed in the contract and referenced therein (2 CFR §200.328; 45 CFR §75.342; and LIHEAP Article 10.3).

This monitoring report contains the following sections:

- I. Administrative Requirements
- II. Financial Requirements
- III. Programmatic Requirements
- IV. Compliance Requirements
- V. Monitoring Summary
- VI. Recommendations, Observations, and Findings

I. ADMINISTRATIVE REQUIREMENTS

The purpose of the Administrative Requirements review is to ensure that the Contractor is properly administering the Federal and/or State programs in accordance with CSD's contract requirements. The areas covered under the Administrative Requirements are Board Roster, By Laws, Resolution and Minutes; Internal Controls Requirements; Record Retention Requirements; Travel and per diem; Conflict of Interest; Procurement Standards; Use and Disposition of Vehicles and Equipment; Subcontracts; Complaint Management Policies and Procedures; Fair Hearing Process for Applications for Denial of Benefits by Contractor; and Fraud, Waste and Abuse.

Based on the CSD Field Representative's review, the CSD Field Representative did not identify any issues regarding Administrative Requirements.

II. FINANCIAL REQUIREMENTS

The purpose of the Financial Requirements review is to ensure that Contractor's financial management systems, including records documenting compliance with Federal and/or State statutes, regulations, and the terms and conditions of the Federal and/or State award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal and/or State statutes, regulations, and the terms and conditions of the Federal and/or State award. The areas covered under the Financial Requirements are Working Capital Advance and Major Purchase Advances; Wood, Propane and Oil Returned Payments; Allowable Costs; Service Area Expenditures Requirements; Reimbursement Guidelines; and Reporting Requirements.

Reporting Requirements: General

The purpose of this review is to ensure the agency is submitting expenditures regularly. *2 C.F.R. 200.305, 200.343, CPN-E 19-002, 2025 LIHEAP Article 6.1.1.2*

The CSD Field Representatives reviewed CSD's EARS Receipt and Approval spreadsheet to verify expenditure submissions. EARS invoices are due by the last business day of the subsequent month. The agency has submitted 2 of 9 of EARS Reports late by more than the allowable 30-day expectation. A 22% error rate.

This is an ongoing issue which has been cited in previous Quarterly reports as well as causes inaccurate reporting to the California Department of Health and Human Services.

It also prevents the agency from seeking reimbursement in a timely manner and continuing to provide services to the more low-income clients in need.

The agency will submit expenditures in a timely manner and in accordance with the contract.

Reporting Requirements: General

The purpose of this review is to ensure the agency is submitting expenditures regularly.
2 C.F.R. 200.305, 200.343, CPN-E 19-002, 2025 LIHEAP Article 6.1.1.2

Summary: The CSD Field Representatives reviewed the Financial Reconciliation Line items. It was identified there were expenditures billed to the incorrect line items. The field representative presented training and guidance about billing to the agency. The amounts were correct but billed to the wrong line items.

- The agency was billing Hancock to T&TA. The Field Rep informed the agency that they need to bill Hancock to Automation.
- Staff wages are to be billed as a percentage of the duties they perform including Admin, Assurance 16, Intake, Outreach, and T&TA.
 - Admin should be billed doing LIHEAP program oversight.
 - Assurance 16 activities should be charged while doing needs assessment, client education and budget counseling, and coordination with utility companies.
 - Intake should be charged while assisting new clients at Senior Centers and the Library during Outreach events.
 - Outreach should be charged if they are doing work events to bring in clients and create fliers for awareness.
 - T&TA should be charged for training, such as the Anaheim Training that staff attended last year.

The agency will make the adjustments in EARS and bill the expenditures to the correct line items.

III. PROGRAMMATIC REQUIREMENTS

The purpose of the Programmatic Requirements review is to ensure that the Contractor is adhering to the programmatic requirements of the contract. The areas covered under the Programmatic Requirements are Program Standards and Regulatory Requirements; Prioritization of Services; Service Priority Guidelines; Outreach and Intake Activity Guidelines; Assurance 16 Activity Guidelines; Leveraging Activities; Record-Keeping Responsibilities; HEAP/WPO Activity Guidelines; Weatherization Activity Guidelines; Energy Crisis Intervention Program (ECIP) Services Activity Guidelines; ECIP Fast Track and HEAP Electric and Gas Pledge Guidelines; SWEATS Activities Guidelines; Quality Assurance; Training Requirements; Quality Control Inspectors Certification; Contractor Licensing; Special Licensing – Weatherization; Environmental Protection Agency (EPA) Certifications; and Mandatory Training.

The CSD Field Representative requested several client files for review. Below is a summary of the number of client files requested, received and reviewed:

Contract	Program	Number of Files Requested	Number of Files Received	Number of Files Reviewed
2025 LIHEAP	HEAP	5	5	5
2025 LIHEAP	Fast Track	5	5	5
2025 LIHEAP	HEAP WPO	5	5	5
2025 LIHEAP	ECIP WPO	5	5	5
2025 LIHEAP	COI	2	2	2
TOTALS		22	22	22

Record Keeping: All Client Files – General Requirements

Documentation supporting eligibility in accordance with the Eligibility and Verification Guide

The purpose of this review is to ensure the agency is adhering to all appropriate program policies, procedures and standards, including those incorporated by reference in the contract.

2025 LIHEAP Article 7.8.4.5, 2025 LIHEAP Eligibility Guide Section 1.5

Summary: There was no allowable proof of government issued identifications present on all twenty-two (22) Client Files. Staff stated they were told in the Anaheim training that it is up to the county to decide. However, it was confirmed with CSD Help Desk that statement was for verifying Citizenship. This was a miscommunication. The agency will need to put copies of the government issued identification into the Client Files.

Applicants must provide proof of government identification (ID) including a photo to receive LIHEAP assistance. Going forward, the agency will get government issued identification, as documentation to support eligibility in accordance with the Eligibility and Verification Guide. An electronic or hard copy of the ID shall be retained in the client file.

Program Standards and Regulatory Requirements

The purpose of this review is to ensure the agency is adhering to all appropriate program policies, procedures and standards, including those incorporated by reference in the contract.

LIHEAP Articles 7.2 and 8.1, 2025 LIHEAP Eligibility Guide 3.1

Energy Cost Verification: Energy Bill Criteria

The energy bill provides verification of the physical address, energy costs, and other valuable utility account information to ensure the delivery of utility assistance benefits by means of direct payment to utility service providers.

Energy bills must contain a billing period of at least 22 days and be current to within 6 weeks of the application intake date. The energy bill also must provide the amount of the household's current energy costs.

Summary: The agency is using Surprise Valley Electrification Corp.'s average monthly bills. This is incorrect because it is a 12-month average, not the current month's bill. The agency is also using Pacific Power's Usage History instead of the actual current utility bill. This causes a slight discrepancy between the bill amounts.

Going forward, the agency will use the actual current month's utility bill to calculate the client's Energy Cost.

Program Implementation: WPO Activity Guidelines

The purpose of this review is to confirm the agency's ECIP, HEAP, and WPO activities are done in accordance with the contract terms and the agency's Local Plan and Priority Plan Narrative. This includes a review of the following areas of the contract:

Reference: *CPN-E-19-002, LIHEAP Articles 5.8.3, 6.1.1, 6.1.4.3.2, and 8.1*

Summary: The agency has had on going issue with WPO reconciliation between EARS and CORE is causing the agency to repay CSD during the Closeout of the contract.

The agency currently has a June 1, 2026, expiration date on their WPO vouchers. The Field Rep is recommending they only give clients a voucher that is only valid for 30 days. If the client needs longer, they can request another voucher, but it must be used within 60 days of the Certification date. If it exceeds the 60 days, the agency will need to recertify the client for eligibility.

The agency will enter the amount in CORE and submit expenditure reimbursement in EARS. This will ensure that WPO reconciliation is accurate and timely.

IV. COMPLIANCE REQUIREMENTS

The purpose of the Compliance Requirements review is to ensure that the Contractor is meeting their expenditure and unit production goals in accordance with the contractual requirements and/or the agency's submitted performance and expenditure benchmarks. The areas covered under the Compliance Requirements are Service Delivery and Expenditure Requirements.

Based on the CSD Field Representative's review, the CSD Field Representative did not identify any issues regarding Compliance Requirements.

V. MONITORING SUMMARY

Exit Conference & Discussion:

At the Agency's Exit Conference on Thursday, September 18, 2025, the CSD Field Representative provided an overview of the outcome of the on-site visit. The following topics were discussed:

- There were No Photo ID on all 22 Client Files. Lola was told in the Anaheim meeting that it is up to the county to decide. However, it was confirmed with Help Desk that was for verifying citizenship. The agency will need to put copies of the Photo IDs into the Client Files.
- Energy Cost Verification – The agency will use the actual current utility bill going forward for all clients. The Field Representative identified:
 - The agency is using Surprise Valley Electrification Corp.'s average monthly bills. This is incorrect because it is a 12-month average, not within 6 weeks.

- The agency is using Pacific Power's usage history instead of the actual utility bill. This causes a slight discrepancy between the bill amounts.
- Gave T&TA and guidance on billing to the correct Line Items
- Late Reporting – The agency was late on two of the last nine EARS reports. Now that the agency is caught up and only has 1 contract, they should be able to report within 30 days of that month.
- WPO Reconciliation between EARS and CORE.
- Within 30 days after the conclusion of the monitoring, the CSD Field Representative will furnish a draft monitoring report for the agency to review for up to two (2) weeks. The agency will have an opportunity to discuss the issues highlighted in the report either by an email response or a teleconference. CSD will finalize the report once all issues have been discussed or there is no response from the agency.

VI. RECOMMENDATIONS, OBSERVATIONS, AND FINDINGS

Recommendations are offered by CSD as a suggestion for potential improvement of current processes, systems, or general business practices. Recommendations do not require a Corrective Action Plan response.

Observations are identified contractual noncompliance issues that are an identified 'Significant Deficiency' which is caused by a deficiency, or combination of deficiencies, in internal control that is less severe than a 'Material Weakness,' yet important enough to merit attention. An Observation does not require a Corrective Action Plan response; however, the agency must immediately remedy the issue of noncompliance within 90 calendar days from the issuance of the final monitoring report. Thus, if the agency fails to document the remediation of and/or forsakes to remedy an Observation by the specified timeframe, upon follow up the Observation may then be elevated to a Finding as it now carries material error.

Findings are identified contractual noncompliance issues that: (1) cause a financial impact; or (2) was a previously identified Observation and/or Finding that was not found to be remedied; or (3) is a Material Weakness caused by a deficiency or combination of deficiencies in internal control, such that there is a reasonable possibility of a material misstatement that will not be prevented, or detected and corrected on a timely basis. Findings are considered material noncompliance of the contract, and any materials referenced therein. A material noncompliance is defined as any issue which carries substantial financial, personnel, public, and/or agency/CSD ramifications; a material noncompliance may or may not preclude the agency from further performance. Findings require a Corrective Action Plan from the agency within 30 calendar days of the issuance of the final report outlining how the issue of noncompliance will be remedied and other course of action as outlined in each topic. Findings will not be considered closed until the agency is able to demonstrate the issue has been completely resolved and has provided a sufficient response on how the issue will not reoccur.

OBSERVATIONS:

Observation 1: Record Keeping: All Client Files – General Requirements

Documentation supporting eligibility in accordance with the Eligibility and Verification Guide

Summary: There was no allowable proof of government issued identification present on all twenty-two (22) Client Files. Staff were told in the Anaheim training that it is up to the county to decide. However, it was confirmed with CSD Help Desk that statement was for

verifying Citizenship. The agency will need to put copies of the government issued identification into the Client Files.

Reference: *2025 LIHEAP Article 7.8.4.5, 2025 LIHEAP Eligibility Guide Section 1.5*

Applicants must provide proof of government identification (ID) including a photo to receive LIHEAP assistance. Going forward, the agency will get government issued identification, as documentation to support eligibility in accordance with the Eligibility and Verification Guide. An electronic or hard copy of the ID shall be retained in the client file.

Action Required: The agency must correct this issue no later than 90 calendar days from the issuance of this report. No Corrective Action Plan is required.

Observation 2: Reporting Requirements: General

Summary: The agency has submitted 2 of 9 of EARS Reports late by more than the allowable 30-day expectation. This is an error rate of 22%. Late reporting has been an ongoing issue during the Quarterly Reports.

Reference: *2 C.F.R. 200.305, 200.343, CPN-E 19-002, 2025 LIHEAP Article 6.1*

EARS invoices are due by the last business day of the subsequent month.

Action Required: The agency must correct this issue no later than 90 calendar days from the issuance of this report. No Corrective Action Plan is required.

Observation 3: Reporting Requirements: General

Summary: The agency was billing multiple expenditures to the wrong line items and are making adjustments in EARS which include Admin, Assurance 16, Intake, Outreach, T&TA, and Automation.

Reference: *2025 LIHEAP Article 6.1*

Action Required: The agency must correct this issue no later than 90 calendar days from the issuance of this report. No Corrective Action Plan is required.

Observation 4: Program Standards and Regulatory Requirements: Energy Cost Verification

Summary: The agency is using Surprise Valley Electrification Corp.'s average monthly bills. This is incorrect because it is a 12-month average, not the current month's bill. The agency is also using Pacific Power's Usage History instead of the actual current utility bill. This causes a slight discrepancy between the bill amounts.

Going forward, the agency will use the actual current month's utility bill to calculate the client's Energy Cost.

Reference: *2025 LIHEAP Articles 7.2 and 8.1, 2025 LIHEAP Eligibility Guide 3.1*

Action Required: The agency must correct this issue no later than 90 calendar days from the issuance of this report. No Corrective Action Plan is required.

Observation 5: Program Implementation: HEAP/WPO Activity Guidelines

Summary: The agency has had on going issue with WPO reconciliation causing the agency to repay CSD during the Closeout of the contract. Going forward, once the services are verified and confirmed with the vendor, the agency will enter submit the amount in CORE and expenditure reimbursement in EARS at the same time. This will ensure that WPO reconciliation is accurate and timely.

Reference: *CPN-E-19-002, LIHEAP Articles 5.8.3, 6.1.1, 6.1.4.3.2, and 8.1*

Action Required: The agency must correct this issue no later than 90 calendar days from the issuance of this report. No Corrective Action Plan is required.