



Lake County Continuum of Care Special Executive Committee Meeting Minutes

November 6, 2023

3:00 p.m.

Meeting Location:

Learning Labs (next to Keesey Room) Lake County Office of Education 1152 S Main St, Lakeport, CA 95453

Zoom Meeting Information:

<https://us06web.zoom.us/j/4190113465?pwd=cE5zMnBmSTZWS2htMk0xa01hR0psUT09>

Meeting ID: 419 011 3465 Passcode: LCCoC Phone: 669-900-6833

Agenda

The meeting room is wheelchair accessible. A request for a disability-related modification or accommodation necessary to participate in the Board of Supervisors meeting should be made in writing to the Secretary of the Executive Committee at least 48 hours prior to the meeting.

For the Agenda Packet, please visit our website at www.lakecoc.org

1. Welcome

- 1.1 Reading of Vision Statement – **The Lake County Continuum of Care is a coordinating group that aligns resources to facilitate solutions to end homelessness in Lake County.**

2. Call to Order 3:03 PM

2.1 Roll Call

Voting Executive Committee Member	In Person	On Zoom	Absent	Voting
Chair – Kimbralee Guerra	X			X
Vice Chair – Supervisor Sabatier	X			X
Lived Experience Chair – Vacant			X	
HMIS/CES Chair – Heather Frawley	X			X
Interfaith Chair – Debra Feidler			X	
Performance Review Chair – Holly Hena	X			X
Point in Time Chair – Kara-Faye Ingram	X			
Strategic Planning Chair – Ana Santana			X	
Government Official Chair - Nicolas Walker	X			X
Secretary - Melissa Kopf	X			X
Administrative Entity - Scott Abbott	X			X
Quorum Met - Yes				

2.2 Agenda Approval – Approve

- Supervisor Bruno Sabatier motions to approve the Special Meeting Agenda
- Seconded by Nicolas Walker
- All in favor – Yes
- Unanimous – Motion Passes
- Revisiting the agenda approval due to misunderstanding.
- Motion by Scott Abbott to amend the agenda to include a transition discussion between RCS and Blue Horizons due to the need to discuss because the contract is going in front of the BOS by 11/14/2023 and the Allied contract for the Fire Watch.
- Seconded by Supervisor Bruno Sabatier
- Unanimous Motion Passes

2.3 Reading of Conflict of Interest Statement – **In connection with any actual, possible, or perceived conflict of interest, an interested party must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the CoC Board.**

2. Public Comments

- 3.1 Open for Public Comments – 3 Minutes Each
None

4 General Meeting

4.1 Action Items

4.1.1 Review/Discussion of the contract with Allied Security to perform Fire Watch at the Emergency Shelter on 1111 Whalen Way, Lakeport

- Questions – Item C General Terms and Conditions the contract date was changed from 7 days to 10 days. The written date is still 7 days.
- That will be fixed and sent back to Allied for approval and signature.
- Clarification of actual contract cost:
 - The contract reads approximately 15,000 dollars vs the original discussion of \$21,000.
 - Daily average - \$720.00
 - Weekly average - \$5040.00
- Discussion on additional billing terms equaling the \$21,000
 - Discussion on keeping the funding allocated at \$21,000
- Add language to the contract between Allied and Lake County Behavioral Health Services as the Lead Agency for the CoC.
- Discussion on the check being sent to Allied within 10 days based on the County Auditor's Office.
 - Motion by Supervisor Bruno Sabatier to approve the contract with Allied Universal with amendments to General Terms and Conditions part C, changing that to 10 Days and changing the top paragraph of the agreement to mention County of Lake, Behavioral Health Services as the Lead Agency of the Lake County Continuum of Care, with a maximum not to exceed \$21,000, between 10 to 15 days for part C in General Terms and Conditions.
 - Seconded by Holly Hena
 - All in Favor – Yes
 - Opposed – Heather Frawley – Due to HHIP funding's use for this contract
 - Scott Abbott and Kimbralee Guerra state HHIP has funding for operations and administrative costs. This contract is for operational costs for shelters. Due to needing the Fire Watch to keep the shelter operational, we need this contract, or we can't operate the shelter.
 - Heather Frawley retracts her opposition.
 - Unanimous – Motion Passes
- Request for a copy of the revised contract with changes per the motion and signed off by all parties.

4.1.2 Proposed use of HHIP grant funding to fund contract for \$21,000.

- Question on if the funding for the contract will be approved costs for HHIP.
- Discussion on the total amount we have in HHIP.
- Discussion on our financing for the CoC.
- Presentation on the HHIP total funding - \$1,197,433 for Interim Shelter.
- RCS Contract total is \$2,417,489.64

- Motion to use HHIP funding to contract with Allied Universal by Supervisor Bruno Sabatier
 - Seconded by Kara-Faye Ingram
 - All in favor – Yes
 - Opposed – none
 - Unanimous – Motion passes.
 - Discussion on if the county is going to pay for the improvements or will the CoC.
- 4.1.3 RCS and Blue Horizons Transition Discussion
- Kimbralee Guerra and Kara-Faye Ingram recuse themselves.
 - Discussion – RCS is ready to take over the shelter on 12/1/2023. Blue Horizon's (BH) contract ends on 12/23/2023 and wants to overlap services until 12/15/2023.
 - Concerns between RCS and BH running the shelter at the same time due to Policies and Procedures from both agencies. RCS can run the shelter 24 hours per day. BH can't.
 - Discussion on the requirements to terminate the BH contract early for RCS to take over the shelter on 12/1/2023.
 - Discussion on the RCS contract being presented to the BOS.
 - Data needs to be UpToDate in HMIS and expenditures.
 - Motion by Supervisor Bruno Sabatier to RCS starting as early as 12/1 in the facility and to bring something to the BOS and approve the earliest possible termination date with an overlap that is appropriate for the BH contract.
 - Seconded by Holly Hena
 - Supervisor Bruno Sabatier Yes, Heather Frawley Yes, Holly Hena Yes, Ana Santana Yes, Nicolas Wlaker Yes.
 - Motion Passes

5 Adjournment -