



Lake County Continuum of Care General Meeting Minutes

Date: February 5, 2026

Time: 3:00 P.M.

Meeting Location:

Lake County Office of Education 1152 S Main St, Lakeport, CA 95453
Hope Center, 3400 Emerson St, Clearlake, CA 95422

Virtual Meeting Information:

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Agenda Packet:

Please visit our website at www.lakecoc.org

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

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.

1. Welcome – Bruno Sabatier – Chair

2. Call to Order:

2.1 Roll Call:3:03

Voting Executive Committee Member	In Person	On TEAMS	Absent
Chair – Bruno Sabatier	X		
Vice Chair – Doreen Gillmore		X	
Lived Experience Chair – Dustin Lawson		X	
Lived Experience Youth Chair – Willow Nunez		X	

HMIS/CES Chair – Heather Frawley		X	
Interfaith Chair – James Murdock	X		
Performance Review Chair – Vacant			
Point in Time Chair – Shannon Kimbell-Auth	X		
Strategic Planning Chair – Ana Santana			X
Government Official Chair – Brad Rasmussen	X		
Public Housing Authority Chair – Rachael Parsons	X		
Secretary - Melissa Kopf (non-voting)		X	
Administrative Entity - Scott Abbott	X		
Quorum Met			
American Red Cross			
Shannon Kimbell-Auth	X		
Gabriella Perez			
Board of Supervisors			
Supervisor – Brad Rasmussen			
AHCL Coordinated Entry			
Heather Frawley			
Christina Dalto			
Catholic Charities – Matthew Verscheure		X	
Community at Large			
Barbara Christwitze		X	
Julia Carrera			X
Carl Porter			X
George McKissick			X
Janet Taylor		X	
Tiffany Hall			X
City of Lakeport			
Dale Stoebe			X
Department of Social Services			
Rachael Parsons	X		
Thereas Showen		X	
Hope Center			
Caressa Smith		X	
Lake County Behavioral Health Services			
Elise Jones			X
Scott Abbott	X		
Lake County Community Foundation			

Annette Kamaloni (Anet KamalOnie)		X	
Lake County Department of Social Services			
Rachael Parsons	X		
Theresa Showen		X	
Lake County Health Services			
Leila Romero		X	
Lake County Office of Education			
Ana Santana			X
Mendocino Community Health			
Ben Anderson	X		
Nation Finest			
Kate Mather	X		
North Coast Opportunities			
Breanna Ramirez			X
Probation			
Eva Lara	X		
Wendy Mondfrans	X		
Project Restoration			
Ronni Duncan			X
Redwood Community Services			
Ravon Wilczewski			X
Scott's Valley Band of Pomo Indians			
Carl Porter			X
Supporting Bright Futures			
Angelique Cole			X
Sunrise Special Services Foundation			
Vacant			
Woodland Community College			
Mary Wilson	X		
Veterans Affairs			
Diana Gutierrez (gooteairez)		X	
Xamitin Haven			
Zenia Leyva-Chou		X	

2.2 Attendance Review:

2.3 Additions or Changes to the Agenda: Addition of Nomination for City of Clearlake Chair.

2.4 Approval of January 8, 2026, Minutes:

2.4.1 Motion to approve the January 8, 2026, meeting minutes by Brad Rasmassesn

2.4.2 Second by Wendy Monfrands

2.4.3 Voting is unanimous

2.5 Conflict of Interest Statement: Statement made by Chair Bruno Sabatier,

3. Public Comments:

3.1 Open for Public Comments and Announcements – 3 Minutes Each:

3.1.1 Bruno Sabaiter - Thank you to everybody who took part in the PIT Count. Pastor Shannon, staff, agency partners, and all the volunteers. I haven't heard of any major issues.

4. Action Items:

4.1 Voting Membership Changes (New Members/Officers)

4.1.1 Nomination for CoC Chair – Voting for Bruno Sabatier

4.1.1.1 Motion to approve Bruno Sabatier for CoC Chair by Shannon Kimbell-Auth

4.1.1.2 Second by Carressa Smith

4.1.1.3 Unanimous

4.1.2 Nomination for Vice Chair – Voting for Caressa Smith

4.1.2.1 Motion to approve Caresa Smith for CoC Vice Chair by Wendy Monfrands

4.1.2.2 Heather Frawley

4.1.2.3 Unanimous

4.1.3 Nomination for Interfaith Committee Chair – Voting for James Murdock

4.1.3.1 Motion by Shannon Kimbell-Auth

4.1.3.2 Second by Brad Rasmassan

4.1.3.3 Voting is unanimous

4.1.4 Nomination for Lined Experience Advisory Board Chair – Discussion based on recommendation form LEAB - Robert Sexton

4.1.4.1 Talked about who we wanted to nominate, and everyone voted for Tiffany Hall.

4.1.4.2 Official nomination for Tiffany Hall

4.1.4.3 Motion Brad Rasmassan

4.1.4.4 Second by Dustin Lawson

4.1.4.5 Voting is unanimous

4.1.5 Nomination for Performance Review – Doreen Gilmore

4.1.5.1 Motion to nominate Doreen Gilmore for Performance Review Committee Chair by Melissa Kopf

4.1.5.2 Second by Caressa

4.1.5.3 Voting is unanimous

4.1.6 RCS TAY Organizational Member – Keith Louton

4.1.6.1 Motion Presentation given.

4.1.6.2 Motion by Wendy Monfrands

4.1.6.3 Second by Shannon Kimbell-Auth

4.1.6.4 Voting is unanimous

4.1.7 Nomination of City of Clearlake Chair – Mary Wilson

4.1.7.1 Motion to nominate Mary Wilson for the City of Clearlake Chair by Brad Rasmassan

4.1.7.2 Second by Eva Lara

4.1.7.3 Voting is unanimous

4.2 Action Items from January 8, 2026, Monthly Meeting: Bruno Sabatier and Melissa Kopf to set a meeting date for the Zoning Regulations Working Group.

4.2.1 A doodle poll has been sent out to schedule the meeting.

5. Presentations: None

6. Committee Updates:

6.1 HMIS/CES – Heather Frawley – Welcome Back

6.1.1 HMIS – Gratitude expressed to Christina for “holding down the fort.”

6.1.1.1 HMIS/CES Annual Timeline –

6.1.1.1.1 HMIS Training and CES Training

6.1.1.1.2 HMIS Office Hours and CES Office Hours

6.1.1.1.3 Reporting schedule for HUD, HCD, and the CoC

6.1.1.1.4 Performance Reviews

6.1.1.2 HUD Appointed TA from ABT Associates will be joining the committee to help draft our HMIS By-Laws.

6.1.2 CES

6.1.2.1 Family Assessment will be completed this month, and the second week of March is the tentative training date for all three assessments for Access Points.

6.2 Interfaith – J Murdock

6.2.1 Strategy for 2026. The Seventh-day Adventist Church has decided to understand what it is like to be unhoused in Northern California. The goal is to do something to end people experiencing unhoused situations. They have created a task for which I am a part.

6.2.2 Statement from the book *Grace Can Lead Us Home: A Christian Call to End Homelessness*, written by Kevn Nye.

6.2.2.1 Context given – “If you take a look at this nation, the number of people facing homelessness and the number of churches. If every church in the nation committed to doing something to end homelessness, they would only need to commit to adopting half a human to end our unhoused crisis.”

6.2.2.2 I will be meeting with the faith leaders later this month to discuss what we can do on a smaller scale and see what it does.

6.2.2.3 I am still working on getting Tribal leaders in the conversations and looking for anyone who knows the right people to talk to.

6.3 Performance Review – Vacant

6.3.1 Nothing to Report

6.4 Point in Time Count – Shannon Kimbell-Auth

- 6.4.1 PIT Count Debriefing
 - 6.4.1.1 358 Interviews
 - 6.4.1.2 20 observation and ... vehicle observation
 - 6.4.1.3 394 preliminary report
 - 6.4.1.4 Reporting on the largest race is White, and the second is American Indian.
 - 6.4.1.5 Reporting on the data on American Indian and enrolled members of Tribes.
 - 6.4.1.6 Reporting on MI and SUDS
 - 6.4.1.7 Reporting on HIV/AIDS and DV survivors
 - 6.4.1.7.1 Report on the backpacks
 - 6.4.1.7.1.1 To access points distributed equitably.
 - 6.4.1.8 Debriefing from the survey of volunteers.
 - 6.4.1.9 Discuss what we want to happen to the supplies
 - 6.4.1.9.1
 - 6.4.1.10 We have LE cards left
 - 6.4.1.10.1 Suggest we give to Barbra for ...
 - 6.4.1.10.2 Motion by
 - 6.4.1.10.3 Second by
 - 6.4.1.10.4 Unanimous

6.5 Strategic Planning – Ana Santana

- 6.5.1 Refining verbiage on By-Laws to fit current federal standards
- 6.5.2 Review of the Gaps Analysis.

6.6 Administrative Entity Reports – Scott Abbott/Elise Jones/Christine Andrus/Melissa Kopf

- 6.6.1 FY 2026 CoC Consolidated Competition Application NOFO Update.
 - 6.6.1.1 HUD sent us an email with directions stating we are only renewing the same projects from 2024.
- 6.6.2 HMIS Reporting
 - 6.6.2.1 LSA was submitted on time.
 - 6.6.2.2 Next reporting is HDIS due on 2/10/2026.
 - 6.6.2.3 System Performance Measures Reporting is due on 3/4/2025.
 - 6.6.2.4 PIT and HIC are expected to open in April.
 - 6.6.2.5 Contracts NCO and CCNC going to supervisors

7. Working Group Updates:

7.1 Grant Selection Working Group – Doreen Gillmore

- 7.1.1 Review of FY2025 HUD Consolidated Competition Application
- 7.1.2 South Shore Shelter Request for Proposal
- 7.1.3 Review of LCCoC Budget

7.2 Housing Navigators Working Group – Vacant

- 7.2.1 Met and have a new lead Crissy Richter

7.3 Lived Experience Working Group – Dustin Lawson

- 7.3.1 Met and selected Tiffany as the new chair.

7.4 Zoning Regulations Working Group – Angelique Cole

7.5 Encampment Resolution Working Group – Bruno Sabatier

- 7.5.1 Working with CCNC on finding a location for the Safe Parking Project.
 - 7.5.1.1 Next meeting is next Monday at 9 am. At this meeting, we will review PIT Count data and discuss the geographic locations where our unsheltered community members slept in vehicles and encampments.

7.5.1.2 We are meeting with Dignity Bus to discuss what our options are if we decide to purchase a bus for unsheltered community members without vehicles for Safe Parking.

7.5.1.3 James Murdock, Interfaith Committee Chair, is working with the churches to see if they can help find a location. There are 4 potential churches.

8. Shelter Updates:

8.1 Hope Center – We are at capacity, and we housed 1 person in January.

8.2 The NEST – We have 1 bed available, and we housed 4 people in January.

8.3 Project Restoration – We have 1 female bed available and didn't house anyone in January.

8.4 Scotts Valley –

8.5 Supporting Bright Futures –

8.5.1 We now have 57 beds total throughout scattered sites. 48 are occupied, and we have 9 available beds.

8.6 Xamitin Haven – We are at capacity, and we housed 3 people in January.

9. Adjournment: 4:34 pm



Lake County Continuum of Care Executive Committee Meeting

February 5, 2026

3:30 p.m.

Minutes

The Lake County Continuum of Care Executive Committee meets the first Thursday of each month, at 3:30 p.m. at 1152 S Main St, Lakeport California, and Hope Center 3400 Emerson St, Clearlake, CA 95422.

Per the Brown Act, all Lake County Continuum of Care Executive Committee Voting Members are required to attend in person.

The meeting room is wheelchair accessible. A request for a disability-related modification or accommodation necessary to participate in the Continuum of Care Executive Committee 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

Virtual Meeting Information:

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

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.

1.1 Roll Call

Voting Executive Committee Member	In Person	On TEAMS	Absent
Chair – Bruno Sabatier	X		
Vice Chair – Caressa Smith	X - HC		
Lived Experience Chair – Dustin Lawson			X
Lived Experience Youth Chair – Willow Nunez		X	
HMIS/CES Chair – Heather Frawley	X - HC		
Interfaith Chair – James Murdock	X		
Performance Review Chair – Vacant			
Point in Time Chair – Shannon Kimbell-Auth	X		
Strategic Planning Chair – Ana Santana			X
Government Official Chair – Brad Rasmussen	X		
Public Housing Authority Chair – Rachael Parsons	X		
Secretary - Melissa Kopf (non-voting)		X	
Administrative Entity - Scott Abbott	X		
Quarom	Yes		

1.2 Additions or Changes to the Agenda

9.1 Approval of January 8, 2026, Minutes:

- 9.1.1 Motion Shannon
- 9.1.2 Heather
- 9.1.3 Motion passes

1.3 Conflict of Interest Statement:

- 2. Public Comments
- 3. 9 cards left
- 4. None

4.1 Open for Public Comments – 3 Minutes Each

5. Monthly Financial Review

5.1 Presentation on finances

- 5.1.1 Nothing has changed since January.
 - 5.1.2 Our money is starting to run out. We are becoming more and more dependent on HHAP. ERF, we haven't sent anything on it yet. We will be spending the money on the Safe Parking and Dignity bus.
 - 5.1.3
 - 5.1.4 We have 4.7 million
 - 5.1.5 3.65 mil available
 - 5.1.6 Street outreach to peer support centers, create an MOU, and bring back to the March meeting for approval.
-

6. Executive Reports/Action Items
 - 6.1 Action Items Update: None
-

7. Adjournment: 4:52 PM



Lake County Continuum of Care

Governing By-Laws

2026- 2027

Adopted March 5, 2026

The Lake County Continuum of Care is a coordinating group that aligns resources to facilitate solutions to end homelessness in our community.

Article I – Organization

Section 1 – Organization Name

The organization is called the Lake County Continuum of Care (LCCoC).

Section 2 – Geographic Area

The LCCoC serves Lake County, California, which corresponds to the HUD-designated area CA-529.

Section 3 – Purpose

The LCCoC acts as the primary decision-making body under Housing and Urban Development (HUD) to implement the Continuum of Care (CoC) program authorized by the McKinney-Vento Homeless Assistance Act.

Its functions include:

1. Assessing the needs of individuals and families experiencing or at risk of homelessness.
2. Providing affordable housing, support, and services.
3. Creating and maintaining a CoC Strategic Plan.

Additional goals:

1. Promote community-wide commitment to ending homelessness.
2. Help individuals and families access safe, affordable housing and supportive services.
3. Ensure effective use of mainstream programs for those at risk or experiencing homelessness.
4. Support self-sufficiency among affected individuals and families.
5. Coordinate the Point-in-Time (PIT) Count of individuals experiencing homelessness in Lake County.

Section 4 – Administrative Entity

The Lake County Department of Behavioral Health Services (LCBHS) will serve as the Administrative Entity (AE) and submit grants to HUD, the State of California, and other funding sources on behalf of the LCCoC.

Section 5 – Principal Office

The principal office is located at:

Lake County Behavioral Health Services
6302 Thirteenth Avenue, P.O. Box 1024
Lucerne, CA 95458

Article II – Participants and Representation

Section 1 – Organizational Representatives

Organizations providing relevant services within Lake County may participate. Relevant organizations include nonprofit homeless service providers, government agencies, social services, healthcare providers, housing developers, law enforcement, veteran services, substance use recovery programs, and youth services.

Each organization may designate a primary representative and an alternate, who may vote when the primary is absent. Larger organizations with multiple branches may have one representative per branch. Participation requires contributing at least four hours annually to LCCoC activities, including the PIT Count.

Section 2 – Community Representatives

Individuals residing in Lake County who are not staff or volunteers of LCCoC organizations may participate as community representatives. Community participants are also asked to contribute at least four hours annually to LCCoC activities.

Section 3 – Guests / Residents

Lake County residents are encouraged to attend meetings and contribute experience and input. Guests do not vote. Residents are particularly valued for participation in the PIT Count.

Section 4 – Enrollment

An annual invitation will be extended publicly to new participants. Participation is confirmed by:

1. Completing an online application at www.lakecoc.org.
2. Committing to at least four hours of service annually.
3. Approval via majority vote of current participants.

Section 5 – Executive Leadership Group

An Executive Leadership Group of up to twelve voting representatives will act on behalf of the LCCoC. This group will include:

- Chair and Vice-Chair
- Up to two individuals with lived experience of homelessness
- Two government officials
- Lake County Housing Authority representative
- Chairs of Strategic Planning, PIT Count, Homeless Management Information System (HMIS)/ Coordinated Entry System (CES), Performance Review, and Interfaith initiatives
- Administrative Entity representative and secretary (non-voting)

Executive representatives serve staggered two- or three-year terms, with a maximum of two consecutive terms. Elected alternates may vote in place of absent representatives to maintain a quorum. Vacancies are filled through nominations and a majority vote.

Article III – Responsibilities

Section 1 – Operations

The LCCoC will:

1. Hold at least four meetings annually for all participants with published agendas.
2. Publicly invite new participants annually.
3. Review, update, and approve leadership selection processes annually.
4. Establish additional task groups or work groups as needed.
5. Ensure compliance with HMIS requirements and internal policies.
6. Set performance targets, monitor outcomes, and act against underperforming programs.
7. Evaluate funded projects and report outcomes to HUD and the State of California.
8. Operate a coordinated assessment system for housing and services, including policies for individuals affected by domestic violence, dating violence, sexual assault, or stalking.
9. Maintain written standards for providing assistance, including eligibility, prioritization, rent policies, and program participation.

Section 2 – HMIS Oversight

The LCCoC will:

1. Recommend a single HMIS for the area.
2. Designate an HMIS Lead to manage the system.
3. Approve HMIS privacy, security, and data quality plans.
4. Ensure consistent participation by funded programs.
5. Comply with HUD requirements for HMIS administration.

Section 3 – Planning and Analysis

The LCCoC will:

1. Coordinate housing and service delivery for individuals and families experiencing homelessness.
2. Conduct a biennial PIT Count, counting both sheltered and unsheltered individuals.
3. Perform an annual gaps analysis of local needs and services.

4. Provide data for the Consolidated Plan.
5. Consult with state and local project recipients on funding allocation and performance evaluation.

Section 4 – Funding Applications

The LCCoC, through the Administrative Entity, will:

1. Recommend and approve applications in response to HUD NOFOs.
2. Determine whether one or multiple applications will be submitted and designate a lead applicant accordingly.
3. Retain oversight and approval authority over all LCCoC funding applications.

Article IV – Executive Committee

Section 1 – Structure and Operations

- Up to twelve voting representatives.
- No compensation, except for lived experience representatives.
- Follows California Brown Act and Robert’s Rules of Order.
- Quorum is 51%.
- Decisions are made by consensus or vote as needed.
- Alternates may vote to maintain quorum.

Section 2 – Responsibilities

- Chair: Schedule and lead meetings, act as spokesperson, facilitate operations, provide letters of support, and oversee all LCCoC activities.
- Vice-Chair: Perform Chair responsibilities when Chair is unavailable, succeed Chair if vacated.
- Secretary: Maintain records, prepare agendas and meeting minutes, and manage documentation.
- Administrative Entity representative: Provide financial and grant reports, appoint a secretary to the Executive Committee, assist with meetings, and facilitate application processes.
- Committee chairs and working group leads oversee committees and working groups.

Article V – Committees and Working Groups

All committees and working groups must have three members for a meeting to take place and/or for recommendations to be made.

Section 1 – Strategic Planning Committee

- Assist with updating governing policies and strategic frameworks.
- Review LCCoC plans, analyze needs, gaps analysis, and report annually.

Section 2 – HMIS and CES Committee

- Oversee HMIS policies, operations, data quality, privacy, and participation.
- Support the Coordinated Entry System, including policies for individuals fleeing domestic violence or other crises.
- Make recommendations for discharge planning from local institutions.

Section 3 – Point – in – Time Count Committee

- Organize and implement the PIT Count, including survey design, data collection, and reporting to HUD.

Section 4 – Performance Review Committee

- Monitor and evaluate outcomes of funded projects.
- Assist in technical support for funding applications.

Section 5 – Interfaith Committee

- Coordinate faith-based initiatives addressing the unhoused, such as outreach and service projects.

Section 6 – Lived Experience Advisory Board

- Represent individuals with current or past experience of being unhoused.
- Review policies, funding notices, and HMIS data to ensure fair practices.

Section 7 – Housing Navigation Working Group

- Develop and follow standards for service provision.
- Support landlord/tenant relations, client rights, rent policies, and rapid rehousing programs.
- Case conferencing of those on the by-name list.

Section 8 – Grant Selection Working Group

- Evaluate funding proposals, align projects with local needs, and make recommendations to the Administrative Entity.
- Assist with administering the Request for Proposals, review proposal applications, participate in interviewing potential project applications and make recommendations to the Executive Committee.

Section 9 – Additional Working Groups

- Encampment Resolution Funding Group: Allocate grant funds and assist with reporting.
- Zoning and Permit Group: Provide guidance for Safe Parking, Tiny Villages, and Safe Camping zones.
- Other Working Groups as needed.

Article VI – Administrative Entity and HMIS Lead

Section 1 – Administrative Entity

- Submit registrations, applications, and priority listings to HUD.
- Apply for planning and additional funds.
- Oversee fiscal responsibilities, contracts, and reporting.
- Provide public access to records within 7–10 business days.
- Provide a quarterly fiscal report to the general membership.

Section 2 – HMIS Lead

- Operate the HMIS in accordance with HUD regulations.
 - Assist with annual training, reporting, and updates to governing policies.
 - Provide a quarterly data report to the general membership with the fiscal report.
-

Article VII – General Operations

Section 1 – Meetings

- General meetings at least quarterly; monthly currently.
- Notices and agendas posted 72 hours in advance.
- Leadership group meets monthly; task groups meet as needed.

Section 2 – Quorum

- General decisions require 50% + 1 participants.
- Committees and working groups require three LCCoC members.

Section 3 – Attendance

- Regular participation is expected. Non-participation may result in removal after 3 consecutive months of non-participation, with notice and voting.

Section 4 – Voting

- Consensus preferred; simple majority for decisions; two-thirds for approving governing policies.
- Organizational representatives may designate alternates.
- Committee chairs may nominate an alternative voting representative to vote to maintain a quorum.
- Alternative Committee Chairs must be voted in by the general membership.

Section 5 – Conflict of Interest

- All participants must disclose conflicts and abstain from voting on relevant issues.

Section 6 – Conduct

- Demonstrate ethical and respectful behavior. Violations may result in removal by two-thirds vote.

Section 7 – Grievance Process

- Complaints are handled transparently according to the LCCoC Grievance Policy.

Section 8 – Non-Discrimination

- All activities must be free from discrimination based on race, color, religion, gender identity, sexual orientation, age, disability, veteran status, or other protected characteristics in accordance with federal, state, and local laws.

Section 9 – Accessibility

- Provide reasonable accommodations and inclusive access for individuals with disabilities.

Section 10 – Communication

- Agendas, minutes, and documents posted publicly, translation services available on request.

Adopted and Approved by General Participants on this 5th day of March 2026.

Certified by the Executive Leadership Group as the official governing policies of the Lake County Continuum of Care.

MEMORANDUM OF UNDERSTANDING

Between the County of Lake and the Lake County Continuum of Care

This memorandum is entered into for the purpose of coordinating the efforts within Lake County towards the alleviation and prevention of homelessness with the County of Lake, specifically as discussed within the Regionally Coordinated Homelessness Action Plan as developed and approved by both the County of Lake (“County”) and the Lake County Continuum of Care (“CoC”).

RECITALS

WHEREAS, County is a political subdivision of State of California; and

WHEREAS, CoC serves as the Housing Urban Development (HUD) designated primary decision-making group, whose primary purpose and scope is to implement the Continuum of Care program, which is authorized by Subtitle C of Title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11381-11389); and

WHEREAS, County of CoC desire to outline the roles, responsibilities and actions of each party to alleviate and prevent homelessness in Lake County;

NOW, THEREFORE, the parties hereby agree as follows:

To specifically commit to the roles, responsibilities and actions summarized below and detailed within the referenced Regionally Coordinated Homelessness Action Plan (Action Plan) and submitted HHAP-6 applications.

- The County of Lake will continue to coordinate the availability of public land and its use towards the development of interim and permanent housing. It further will continue, with the CoC, to conduct outreach, coordinate and deliver services, and connect individuals and their families who are experiencing homelessness or are at risk of homelessness with all available resources as identified in the Action Plan and the HHAP-6 applications.
- The County and CoC respectively commit to the applications’ specified actions to meet and improve the system performance measures for the HHAP-6 fundings uses.
- The County and CoC commit to the key actions as specified in their applications and Action Plan to ensure racial and gender equity and affirm equitable access to those overrepresented among residents experiencing homelessness.
- The County and CoC remain committed to the specified actions to reduce homelessness among individuals exiting institutional settings such as the county’s two hospitals, the County jail, contracted behavioral health facilities and the foster care system.

- The County and CoC will continue its commitments in employing Housing First core principles in the utilization of funding awarded through local, state and federal programs to end homelessness.
- The County and CoC respectively commit to their roles and responsibilities to connect individuals to all eligible wrap-around services available from federal, state and local benefit programs.



Bruno Sabatier (Sep 11, 2025 10:42:17 PDT)

County of Lake
 Chair
 Board of Supervisors
 Date: _____

Lake County Continuum of Care

 Date: 09/11/2025

APPROVED AS TO FORM:
 Lloyd Guintivano
 County Counsel

By:  _____
Digitally signed by Lloyd C. Guintivano
 DN: cn=Lloyd C. Guintivano, e=US,
 o=County of Lake, ou=Office of the County
 Counsel
 email=Lloyd.Guintivano@lakecountycia.gov
 Date: 2025.08.25 13:59:27 -07'00'

MOU Lake Co Lake Co CoC

Final Audit Report

2025-09-11

Created:	2025-09-09
By:	Scott Abbott (Scott.Abbott@lakecountyca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAATXT8EaU5PKazLCjcwCjk6mtzWlseRsgc

"MOU Lake Co Lake Co CoC" History

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-  Document emailed to bruno.sabatier@lakecountyca.gov for signature
2025-09-09 - 10:57:25 PM GMT
-  Email viewed by bruno.sabatier@lakecountyca.gov
2025-09-11 - 1:34:13 PM GMT- IP address: 50.81.189.88
-  Signer bruno.sabatier@lakecountyca.gov entered name at signing as Bruno Sabatier
2025-09-11 - 5:42:15 PM GMT- IP address: 174.208.167.97
-  Document e-signed by Bruno Sabatier (bruno.sabatier@lakecountyca.gov)
Signature Date: 2025-09-11 - 5:42:17 PM GMT - Time Source: server- IP address: 174.208.167.97
-  Agreement completed.
2025-09-11 - 5:42:17 PM GMT

AMENDMENT NO.1 TO THE AGREEMENT BETWEEN COUNTY OF LAKE – LAKE COUNTY BEHAVIORAL HEALTH SERVICES AS LEAD AGENCY FOR THE LAKE COUNTY CONTINUUM OF CARE AND REDWOOD COMMUNITY SERVICES FOR FISCAL YEARS 2023/24, 24/25 and 25/26

This Amendment No.1 to the Agreement is made and entered into by and between the County of Lake, whose Department of Behavioral Health Services is the Administrative Entity of the Lake County Continuum of Care, hereinafter referred to as “County,” and Redwood Community Services hereinafter referred to as “Contractor,” collectively referred to as the “parties.”

RECITALS

WHEREAS, County and Contractor entered into that certain Agreement for Fiscal Years 2023/24, 2024/25, and 2025/26 for operation of the Xamitin Haven Emergency Shelter; and

WHEREAS, Exhibit B of the Agreement sets forth the approved budget and fiscal provisions for the services; and

WHEREAS, Contractor has identified unused funds within certain budget line items and has requested approval to reallocate those funds to other allowable line items in order to support continued program operations; and

WHEREAS, the Agreement allows for budget modifications with County approval and requires a written amendment for material budget revisions; and

WHEREAS, the Parties desire to amend the Agreement to approve a revised budget without changing the scope of services or the maximum contract amount.

NOW, THEREFORE, in consideration of the mutual covenants and conditions herein contained, the Parties agree as follows:

1. AMENDMENT TO EXHIBIT B – FISCAL PROVISIONS

Exhibit B, Budget Table, is hereby amended and replaced in its entirety with a revised budget reflecting the approved reallocation of funds among line items.

The revised budget is attached hereto as Exhibit B-1 (Revised Budget) and incorporated herein by reference.

All expenditures must remain allowable, reasonable, and necessary for performance of the services under the Agreement.

2. NO CHANGE TO CONTRACT MAXIMUM

This Amendment does not increase or decrease the maximum compensation under the Agreement.

The total contract amount shall remain \$2,417,489.64, as originally approved.

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24/25 and 25/26**

3. NO CHANGE TO SCOPE OR TERM

Except as expressly modified by this Amendment:

- The Scope of Services remains unchanged; and
- The term of the Agreement remains October 1, 2023, through June 30, 2026.

4. RATIFICATION

All other terms and conditions of Agreement not expressly amended herein shall remain in full force and effect and are hereby ratified and confirmed.

5. EFFECTIVE DATE

This Amendment shall become effective upon full execution by both Parties.

COUNTY OF LAKE

REDWOOD COMMUNITY SERVICES

Chair
Board of Supervisors

Victoria Kelly
Chief Executive Director

Date: _____

Date: _____

APPROVED AS TO FORM:
LLOYD GUINTIVANO
County Counsel

ATTEST:
SUSAN PARKER
Clerk to the Board of Supervisors

By: _____

By: _____

Date: _____

Date: _____

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EXHIBIT B-1

REVISED BUDGET

BUDGET CONDITIONS

1. The total contract maximum remains unchanged.
2. All costs shall be allowable, reasonable, and necessary for the performance of services under the Agreement.
3. All expenditures shall comply with applicable Homeless Housing, Assistance and Prevention (HHAP) Program requirements and guidance issued by the California Department of Housing and Community Development (HCD).
4. Any further material budget revisions shall require prior written approval by County and execution of a written amendment.

EXHIBIT B-1

REVISED BUDGET

PURPOSE

This Exhibit B-1 replaces Exhibit B (Budget Table) in its entirety. The revised budget

Reflects approved reallocations among existing budget line items and does not change the scope of services or the maximum contract amount under the Agreement.

Budget	Contract Amount	2023 Q4	2024 Q1	2024 Q2	2024 Q3	2024 Q4	2025 Q1	2025 Q2	2025 Q3	New Contract Amount	New remaining	New utilization 10/1/25
Program Director	30,124.85	9,255.90	1,556.47	-	-	-	-	-	-	30,124.85	19,312.48	36%
Program Manager*	134,394.50	18,935.88	19,142.61	13,978.33	7,522.02	12,832.65	-	1,605.16	10,750.97	134,394.50	49,626.88	63%
Program Supervisor	154,502.19	1,190.26	9,363.88	10,774.53	9,011.85	11,232.91	14,408.02	15,256.56	17,541.50	154,502.19	65,722.68	57%
Lead Peer Support Counselor	135,908.66	4,426.55	12,156.64	11,544.16	12,321.99	11,902.56	12,175.49	11,382.60	13,316.91	135,908.66	46,681.76	66%
Peer Support Counselor I-III	875,724.47	57,026.12	56,491.08	76,290.74	75,911.18	80,815.62	94,056.95	98,491.36	96,419.32	902,324.47	266,822.10	70%
Integrated Care Manager*	-	-	-	-	-	-	-	-	-	-	-	0%
Housing Navigator*	-	-	-	-	-	-	-	-	-	-	-	0%
Program Analyst (HMIS)	8,976.56	1,179.69	-	-	-	-	-	-	-	8,976.56	7,796.87	13%
Maintenance	20,447.88	-	689.07	2,017.53	1,674.51	1,493.03	1,001.20	2,054.98	861.34	20,447.88	10,656.22	48%
IT/Communication Specialist	9,902.42	1,687.39	-	1,023.79	3,037.87	843.91	-	774.13	2,538.31	9,905.40	(0.00)	100%
Performance & Quality Impro	154.27	-	-	-	154.27	-	-	-	-	154.27	0.00	100%
Training Specialist	-	-	-	-	-	-	-	-	-	-	-	0%
Benefits	356,235.31	14,207.51	16,970.56	15,734.48	13,973.92	12,297.03	12,242.58	21,821.79	24,472.61	245,398.68	113,678.20	54%
Advertising/Recruitment	2,100.00	300.00	13.52	215.34	542.75	534.41	530.31	408.00	419.86	2,964.19	-	100%
Conference	26,416.68	-	-	-	571.23	1,790.46	1,343.90	305.23	-	6,416.68	2,405.86	63%
Training	6,600.00	-	-	-	-	-	-	-	-	-	-	0%
Vehicle Purchase	50,000.00	50,000.00	-	-	-	-	-	-	-	50,000.00	-	100%
Transportation Expenses	27,850.00	3,217.08	1,723.90	726.70	1,816.66	1,271.22	1,242.56	2,325.45	3,649.98	27,850.00	11,876.45	57%
Facility Maintenance	12,500.00	120.09	258.39	1,171.06	2,541.89	1,336.05	645.18	828.11	766.19	12,500.00	4,833.04	61%
Insurance	8,580.00	2,132.21	-	4,388.70	4,105.07	14,895.39	13,369.19	8,114.38	2,682.59	49,687.53	-	100%
Fees/Subscriptions/Permits	4,950.00	228.50	5,586.48	2,158.92	3,802.65	4,564.63	5,197.30	4,689.92	6,781.17	33,009.57	-	100%
Equipment	9,850.00	8,079.92	-	-	-	-	-	-	1,096.94	9,850.00	673.14	93%
Start-up supplies	10,000.00	15,938.69	12,324.52	455.81	20.60	-	-	21.80	-	28,761.42	-	100%
Office Supplies	4,950.00	6,535.13	2,992.19	2,664.05	3,803.90	2,243.31	341.85	625.63	373.89	19,579.95	-	100%
Cleaning Supplies	16,500.00	67.29	1,948.51	2,945.36	4,171.46	1,141.15	170.66	-	-	16,500.00	6,055.57	63%
Supplies/Activities	-	-	-	-	-	-	-	-	-	-	-	-
Telephone/Internet/Security	28,875.00	81.80	1,663.77	1,770.51	4,429.02	4,868.58	6,148.14	6,720.87	10,603.30	36,285.99	-	100%
Utilities	55,500.00	-	166.07	1,470.36	4,216.37	7,592.86	9,339.57	3,951.80	3,367.79	55,500.00	25,395.18	54%
Food	79,500.00	2,149.83	6,236.64	5,461.50	6,953.08	6,293.70	4,725.57	3,322.90	5,429.38	79,500.00	38,927.40	51%
Guest expenses	3,600.00	167.87	-	357.58	54.49	845.92	-	530.48	94.18	3,600.00	1,549.48	57%
Miscellaneous	9,900.00	1,745.26	504.52	344.41	605.22	855.17	1,156.61	382.80	318.78	9,900.00	3,987.23	60%
Indirect	333,446.85	31,787.68	23,966.21	24,879.02	25,798.72	28,744.09	28,495.21	29,378.23	32,238.56	333,446.85	108,159.13	68%
Total	2,417,489.64	230,460.65	173,755.03	180,372.88	187,040.72	208,394.65	206,590.29	212,992.18	233,723.57	2,417,489.64	784,159.67	68%