



Lake County Continuum of Care General Meeting Minutes

Date: April 4, 2024

Time: 3:00 P.M.

Meeting Location:

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

Zoom Meeting Information:

Join Zoom Meeting

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

Meeting ID: 419 011 3465

Passcode: LCCoC

Phone: 669-900-6833

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

Voting Executive Committee Member	In Person	On Zoom	Absent
Chair – Bruno Sabatier	X		
Vice Chair – Doreen Gillmore	X		
Lived Experience Chair – Theresa Kemp	X		
HMIS/CES Chair – Heather Frawley	X		
Interfaith Chair – Debra Feidler		X	
Performance Review Chair – Holly Hana	X		
Point in Time Chair – Kara-Faye Ingram	X		
Strategic Planning Chair – Ana Santana	X		

Government Official Chair - Nicolas Walker			X
Secretary - Melissa Kopf (non-voting)			X
Administrative Entity - Scott Abbott	X		
Quorum Met - Yes			
American Red Cross			
Shannon Kimbell-Auth			X
Gabriella Perez			X
Board of Supervisors			
Supervisor Michael Green			X
Community at Large			
Bonnie Blumenthal			X
Barbara Christwitze		X	
Caitlen Murry		X	
Janet Taylor	X		
City of Lakeport			
Kevin Ingram			X
Department of Social Services			
Lisa Faraco			X
Rachael Parsons	X		
Hope Center			
Caressa Smith		X	
Lake County Behavioral Health Services			
Elise Jones		X	
Nation Finest			
Kate Mather		X	
North Coast Opportunities			
Justin Gaddy		X	
Diana Morey		X	
Probation			
Meredith Noyer	X		
Wendy	X		
Project Restoration			
Ronni Duncan			X
Scott's Valley Band of Pomo Indians			
Tiffany Montiel			X

Sunrise Special Services Foundation			
Nancy Hernandez			X
Annie Barns		X	
Woodland Community College			
Mary Wilson		X	

2.2 Attendance Review:

2.3 Additions or Changes to the Agenda - None

2.4 Approval of March 7, 2024, Minutes

- Motion to approve March Meeting Minutes by Heather Frawley.
- Seconded by Holly Hana.
- Voting - Unanimous

2.5 Conflict of Interest

3. Public Comments:

3.1 Open for Public Comments – 3 Minutes Each

- Heather Frawley – I thought the HUB MOU would be discussed today.
- Discussion on the HUB MOU. The MOU will need to go to County Council and Adventist Health. We need the MOU to enforce the usage of the HUB and CES.
- Motion to MOU Discussion after the presentations at the end of the General Meeting by Heather Frawley.
- Seconded by Ana Santana.
- Voting – Unanimous.

4. Action Items:

4.1 Voting Membership Changes (New Members/Officers)

- Katie Barron – Lake County Community Foundation
- Presentation given on why Lake County Community Foundation wants to be a voting member of the CoC.
- Motion to accept Lake County Community Foundation membership by Heather Frawley.
- Seconded by Ana Santana.
- Voting – Unanimous.

5. Committee Updates:

5.1 HMIS/CES –

- Heather Frawley
- The Housing Navigators meeting has been scheduled for every 3 weeks. The meeting will be for CES Case Conferencing where we will be discussing the top 10 on the By-Names list with case managers and social workers.
- The HUB has staffing changes. Joseph has moved to another department, and it will just be Heather until a replacement can be found.
- HMIS is updating its processes. The HUB is growing.

- CES is redoing the prioritization right now. This is an annual process. We could use some help.
- Discussion on the HIMS reporting issues and HMIS producing clean data.
- Discussion on licensed users and errors. One of the difficulties in keeping the data clean is the HMIS admin sharing the responsibilities with the CoC Secretary and the errors are caught until it is time to report.

5.2 Interfaith –

- Debra Feidler
- We are almost finished with the survey. Once the survey is finalized, we will be sending it out to the churches.

5.3 Performance Review –

- Holly Hana
- We finished the Reallocation Policy. It wasn't submitted in time to be added to this month's agenda. We will be putting it on the May Agenda.
- In May we will be reviewing LCOE, Hope Center, and the Lakeport Shelter agencies.

5.4 Point in Time Count –

- Kara-Faye Ingram
- I met with Heather and Melissa. We don't have our numbers yet because we are having an issue with the HIC.
- We do have the PIT numbers.
- The criteria were changed, and it brought our numbers down from 501 to 88. Everyone who is in the HIC count needs to be entered into HMIS.
- Scott Abbott - Previously, we were able to get the numbers for the HIC by calling or emailing agencies and asking for their numbers on the night of the HIC. This year, the reporting has changed from HDX 1.0 to HDX 2.2. 2.0 needs to be uploaded directly for HMIS. We will need to start encouraging these agencies to enter their data into HMIS.
- Kara – We are looking at ways to fix this.
- Discussion on when the reporting requirements were changed.
- The count is due at the end of the month.
- Bruno Sabatier requested to have an AdHoc meeting to discuss this.
- Pamala Moseley – I have lots of thoughts. As anything is progressing with processes, attend all the training and read everything. These are all put out by headquarters to assist communities.

5.5 Strategic Planning –

- Ana Santana
- The biggest priority is completing the Gaps Analysis.
- Getting agencies to the table.
- Identifying the difference between the Strategic Plan and the Housing Plan.
- We hope to have everything completed in a few months.

5.6 Administrative Entity Reports –

- Scott Abbott/Elise Jones/Christine Andrus - Nothing to report.
- HUD CoC Competition Debrief – Melissa Kopf Tabled.

6. Shelter Updates:

6.1 Hope Center –

- At capacity with 21 beds filled.

- Housed one in March. In February, we housed quite a few people and we expect to house 3 more by the end of this month.

6.2 The NEST

- 5 out of 6 beds are filled. This would be fine for a family of 3; a couple and a child or one parent and two children. We should have 2 other beds opening in the next few months.

6.3 Project Restoration

- Project Restoration is full.

6.4 Ximitin Haven

- We have 34 people total, and one bed available. We have 14 women and 20 men.
- After intake we filled the bed and are at capacity.
- We had 12 new beds filled and 9 exits in March.
- Bruno – The dumpster was delivered and is smaller than expected. There is work in progress to rectify this situation. Hopefully, next week you will see some changes.
- We are still waiting for the phone number.

Scott's Valley has beds available for Tribal members.

7. Presentations:

7.1 Middletown Rancheria – Kamelle Leggette – Presentation Highlights.

- Middletown Rancheria is proposing Barns Street Housing. This project is for low-income and moderate-income households. The project is equitable and adheres to Housing First policies.
- 40 unit apartment complex, 20 units will be under Homekey for tenants with 30% - 60% AMI. 19 units will be 100% AMI.
- The project will house 40 to 160 individuals and households who are experiencing homelessness or at risk of homelessness.
- The project is dedicated to addressing disparities between Native and Rural communities. Statistics from 2021 PIT in the overrepresentation of both African American and Indigenous populations in experiencing homelessness vs receiving services. Totals in HDIS of American Indian, Native Alaskan, and Indigenous people experiencing homelessness and receiving services from CoC's. Barriers to housing include education, credit history, living wages/minimum wage, criminal records, systemic racism, affordable housing especially in rural communities, and long waitlists.
- Systemic Barriers – Lack of cultural competency, accuracy with federal and state counting native communities, spectrum of homelessness, data reporting, opportunities for native communities to access HMIS, CES, and other housing systems, training opportunities for native communities to establish affordable housing opportunities, Real Estate and legal laws, and lack of government playing a significant role in the systemic barriers to housing on reservations, and disenrollment.
- The site will be where Middletown Manor was previously located, where 50 rental townhomes were burned due to the Valley Fire.
- Presentation on tenant occupancy requirements for individuals may include a co-applicant for shared housing.
- Presentation of all funding that will be used for this project.
- Our goal is to make housing affordable for everyone.
- Request for assistance with funding to help support this project.

- Invitation is given to join the CoC to make sure we are being equitable for our tribal members.
- Invitation to come back when we have the funding discussion to help support the Barns Street Housing Project.

7.2 NCO – Diana Morey – Presentation Highlights

- New Diggs has made a transition to CalAim. This transition is due to a state-wide change in homelessness and interim housing funding. We lost two CDSS grants. HDAP is for housing individuals with disabilities and HSP is for CalWorks families. This is the effect of the state-wide shift in funding.
- We got some good news with the ESG funding we have been awarded; however, this doesn't meet the advocacy needs of individuals with disabilities or CalWorks families.
- CalAIM has been a slow shift. The implementation of CalAIM has been successful, but it's a learning curve.
- From January 2024, we began to implement Enhanced Care Management, or ECM. This includes Community Supports which is monetary support for our homeless clients.
- New Diggs has branded itself as a Rapid Rehousing agency. We cannot do that anymore. We don't have funding for emergency motel vouchers, emergency security deposits, etc. as we have in the past.
- This is being brought to the CoC for all members to be aware of where NCO New Diggs is at and any help, we may be able to get.
- We are working to get EFSP through United Way and we still have some funding from the CESH grant.
- We did house 5 individuals in March with partial or whole security deposits.
- CalAIM does not allow us to rapidly rehouse.
- HSP has been shut down state-wide. Both contracted agencies and in-house agencies are not receiving HSP funding anymore. This is part of the governor's proposed budget.
- ESG finally received a letter stating we can start to spend the funding. ESG requires a Match. If we don't have the funding for the Match, we will have to be creative.

7.3 Nation's Finest – Catherine Aguirre – Presentation Highlights

- Our Staff Sargent Fox Grant has recently been awarded to veterans in Lake County.
- We help veterans who feel suicidal or have bad mental health and whose discharge status isn't eligible for VA benefits. We get referrals from different agencies and step in and connect them with resources to live a better life.
- At Nations Finest, we do have other programs to help.
- Our program not only helps veterans but helps veteran's families with the same support. If a family member of a veteran needs help with their mental health, as can enroll them into the program and help them out.
- Request from Bruno that if there is a flyer it is sent to Scott or Melissa to get the information out to our CoC partners.

7.4 Added Agenda Item - Pathways HUB MOU Heather Frawley

- We have not had the best compliance with CES. Part of CES is entering client information into the Pathways HUB.
- We are circulating the MOU. I would like to have the MOU approved by the CoC to get it to County Council.
- When someone is entered into CES, we have 3 days to do outreach and referrals. We can't enforce this without the MOU.

- All the details are entered in the Pathways. These details go into assisting people in finding and sustaining housing. The data in the HUB are the details like training that the client received, classes and being a good neighbor.
- Question – When does the MOU take place? The contracts state you must enter into HMIS and CES.
- Answer – It should probably take place when the agency signs the agreement with the CoC.
- Bruno – The MOU should go to County Council first and then come back to the CoC for approval. During the HMIS/CES committee update, I suggest you let us know if there are agencies that are not fulfilling the MOU.

8. Adjournment:



Lake County Continuum of Care Executive Committee Meeting

April 4, 2024

3:30 p.m.

Agenda

The Lake County Continuum of Care Executive Committee meets the first Thursday of each month, at 3:30 p.m. at:

Lake County Office of Education 1152 S Main St, Lakeport, CA 95453

Hope Center Hope 3400 Emerson St, Clearlake, CA 95422

All Lake County Continuum of Care Executive Committee Voting Members are required to attend in person per the Brown Act.

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

Zoom Meeting Information:

Join Zoom Meeting

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

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1. Call to Order
 - 1.1 Roll Call

Voting Executive Committee Member	In Person	On Zoom	Absent
Chair – Bruno Sabatier	X		
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Lived Experience Chair – Theresa Kemp	X		
HMIS/CES Chair – Heather Frawley	X		
Interfaith Chair – Debra Feidler		X	
Performance Review Chair – Holly Hana	X		
Point in Time Chair – Kara-Faye Ingram	X		
Strategic Planning Chair – Ana Santana	X		
Government Official Chair - Nicolas Walker			X
Secretary - Melissa Kopf (non-voting)			X
Administrative Entity - Scott Abbott	X		
Quorum Met - Yes			

1.2 Additions or Changes to the Agenda

- Add HMIS Structure requested by Scott Abbott
- Motion by Heather Frawley to add 5.5 HMIS Structure to the agenda.
- Seconded by Kara-Faye Ingram.
- All in favor – Aye.
- Any opposed – None.
- Motion carries.

1.3 Approval of March 7, 2024, Minutes

- Motion by Heather Frawley to approve the March 7, 2024, meeting minutes.
- Seconded by Kara-Faye Ingram.
- All in favor – Aye.
- Any opposed – None.
- Motion carries.

1.4 Conflict of Interest

2. Public Comments

2.1 Open for Public Comments – 3 Minutes Each

- No comments.

3. Monthly Financial Review

- Ongoing process to finalize the CoC financials.
- Let's try to get it done by June so we can work on budgets but let's try to get something in May.

4. Discussion Items

4.1 HHAP Youth Projects Request for Proposal – Scott Abbott

- We recognize we have a gap for youth. We recognize that we have funds for youth in HHAP rounds 1 through 4 in both the CoC and the County. That is what this spreadsheet describes.
- Breakdown of all HHAP rounds funding and what we have for Youth.
- The Grant Working Group is recommending that we do an RFP for Youth totaling \$232,387.27. This was discussed in depth at the Grants Selection Working Group with Mary Wilson, Pastor Shannon Kimbell-Auth, Theresa, Kara, Holly, Melissa, and Doreen.
- The recommendation would be for interim housing, provide rent, siphons, Rapid ReHousing, and staff time to provide services. That would be motel stays for TAY and families with children and support services such as housing navigation for college students and unaccompanied youth in high school.
- The other suggestion was to create a transitional program. This amount of funding will only last for a year. \$50,000 needs to be spent by January.
- This is not round 5. This is what has been previously sitting there.
- Discussion on CalAIM supports, the timeline requirements, and that there is money for housing navigation.
- In the proposal we can blend funding with CalAIM to make it a better program.
- There is \$302 thousand for Rapid ReHousing.
- HHAP Round 4 needs to have the first half spent before we can get the second half.
- For rounds 1 through 4 you don't have to have a previous successful HHAP program. That is only with round 5.
- Question - Should we use this funding for support services or are we better off using it on infrastructure?
- Answer - We need to have \$50,000.00 spent by January and the next by June.
- Discussion on Rapid ReHousing and what type of needs there are for Youth.
- Suggest we have 3 proposals. One for Youth, rapid ReHousing, and a third for Prevention.

4.2 Outreach Flyer – Doreen Gillmore

- We created an outreach flyer. We decided through the Strategic Planning committee we needed a flyer, and it is on our Strategic Plan. We added food to the flyer. I had a recommendation to add Adventist Health and their number. Ana is translating the flyer. This will be distributed to all the outreach events that are coming up.
- When it is complete look at what it could cost to have them printed and folded.
- It will be added to the website.

4.3 HHIP Budget – Scott Abbott

- Presentation on the budget we submitted to Partnership Health Plan for HHIP funding.
- HHIP is from DHCC not from HCD. The "I" stands for "Incentive". DHCS scores how we are doing. Much of the scoring is based on how Managed Care Organization does. Some of the scoring is based on what we do.
- The scores have been requested from Partnership Health and they stated that even though the scoring has been completed, they don't have the scores they can share with us. This was requested because what we were told we were going to receive is not what we are going to receive.
- Instead of 3.7 million dollars we are only getting 2.2 million dollars.

- We have received the first 3 payments and have not received the fourth.
- Discussion on funding we received and what is spent.
- We need to redo our budget because Xamitin Haven's contract was based on the expectation that we would receive the full 3.6 million.
- Some of the areas we are getting scored on are things like number housed and remaining successfully housed. Scott will be getting into the scoring more when we talk about the HMIS Structuring.

5. Action Items

5.1 Sunrise Performance Review – Final Review

- Discussion on if we need to discuss this now, or table it to next time to wait for Melissa.
- Annie Barns from Sunrise – I can share the final numbers with you today. I have comments I would like to make.
- This grant was for \$48,608.00. In the final numbers, we served 16 adults and 20 children altogether. 17 were Native Americans, and 18 were white. 21 were permanently housed and 3 were temporarily housed. One went to the hospital and the rest returned to homelessness. Our success was partly because of the collaboration with Tribal TANIF, Tribal Health, Big Valley Rancheria, and LFRC. A lot of these adults were domestic violence.
- Lessons learned – Trust but verify.
- At the beginning of this we were told that the last 4 digits of the SSN were acceptable. In the end, we were told that we needed full social. That is why we got the errors.
- Rental agreements were something I had to submit, after we sent the funds to the rental agencies the rental agreements were sent over to Big Valley and Tribal TANIF.
- Client intake was not submitted to HMIS.
- 10 out of 17 DV Verification. We could not receive the funding if they were not verified.
- Duplication of benefits and the Housing Stability Plan, these were things that we didn't know had to be uploaded but were all part of the intake.
- Need to wait to hear from Melissa.

5.2 HHAP Youth Projects Request for Proposal

- Request for 2 proposals, one for Youth and TAY and one for Rapid ReHousing.
- Decision to wait to combine the prevention with HHIP.
- Doreen makes a motion that the Youth Set Aside from HHAP rounds 1 through 4 of \$232,387 be put forth in a proposal or whatever the maximum amount comes out as. The second would be a Rapid ReHousing request for a proposal for \$302,782.00. The two proposals would be set out as quickly as possible.
- Amendment to only approve the CoC's portion of the funding because we can't approve the County's portion.
- Seconded by Heather Frawley.
- All in favor – Aye.
- Any opposed – None.
- Motion Carries

5.3 CoC/County MOU

- All this has been approved.
- For the staffing, how much can we afford to pay because we are utilizing Behavioral Health? Once we get the finances back, we will have a better idea of what we can afford.

5.4 Amendments to the Governing By-Laws

- The amendment to the By-Laws – Adding of the treasurer. This would be an addition to the Executive Committee. Addendum number 1 would just be adding the Treasurer to the Executive Committee. Addendum number 2 would be the responsibilities.
- Question – How does the treasurer work with Behavioral health? Are they part of Behavioral Health, or separate?
- Answer – They are more of a liaison between Behavioral Health and this board to ensure we are getting up-to-date financial information. If we utilize staff, then we may have staff drop off. By having a Treasurer, we ensure we always have someone focused on the financial information. It is also because we are separating the funds. This person would be talking about Behavioral Health.
- Discussion on if this person would be our fiscal entity person and how to keep from having a duplication of efforts.
- Discussion on waiting until we are done with the financials until we approve this.
- Discussion on the responsibilities of the treasurer.
- Addendum number 3 adds the responsibilities to the Executive Committee Chair. The chair will be able to respectively answer requests for letters of support from member agencies for grant funding for people at risk or experiencing homelessness. This would be an additional requirement of the chair's duties.
- Motion by Heather Frawley to approve addendum number 3 of the recommended addendums to the Lake County Continuum of Care Governing By-Laws as presented today to be sent to the general membership.
- Seconded by Doreen Gillmore.
- All in favor – Aye.
- Any opposed – None.
- Motion carries

6. Adjournment