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**Lake County Continuum of Care General Meeting Agenda**

**Date:** May 2, 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](http://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: 3:00**
   1. Roll Call

|  |  |  |  |
| --- | --- | --- | --- |
| **Voting Executive Committee Member** | **In Person** | **On Zoom** | **Absent** |
| Chair – Bruno Sabatier | X |  |  |
| Vice Chair – Doreen Gillmore | X |  |  |
| Lived Experience Chair – Vacant |  |  |  |
| 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 |  |  |  |
|  |  |  |  |
| **American Red Cross** |  |  |  |
| Shannon Kimbell-Auth |  | X |  |
| Gabriella Perez |  |  |  |
|  |  |  |  |
| **Board of Supervisors** |  |  |  |
| Supervisor Michael Green |  |  | X |
|  |  |  |  |
| **Community at Large** |  |  |  |
| Bonnie Blumenthal |  |  | X |
| Barbara Christwitz |  | X |  |
| Caitlen Murry |  |  | X |
| Doreen Gilmore |  |  |  |
| 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 |  |
|  |  |  |  |
| Lake County Community Foundation |  |  |  |
| Annette Kamaloni |  |  | X |
|  |  |  |  |
| **Nation Finest** |  |  |  |
| Kate Mather |  |  | X |
|  |  |  |  |
| **North Coast Opportunities** |  |  |  |
| Justin Gaddy |  |  | X |
| Diana Morey |  |  | X |
|  |  |  |  |
| **Probation** |  |  |  |
| Meredith Noyer | X |  |  |
| Wendy |  |  |  |
|  |  |  |  |
| **Project Restoration** |  |  |  |
| Ronni Duncan |  | X |  |
|  |  |  |  |
| **Scott's Valley Band of Pomo Indians** |  |  |  |
| Tiffany Montiel |  |  | X |
|  |  |  |  |
| **Sunrise Special Services Foundation** |  |  |  |
| Nancy Hernandez |  |  |  |
| Annie Barns |  | X |  |
|  |  |  |  |
| **Woodland Community College** |  |  |  |
| Mary Wilson |  | X |  |

* 1. Attendance Review:
  2. Additions or Changes to the Agenda No changes
  3. Approval of April 4, 2024, Minutes Motion to approve with changes by Rachael Seconded by Kara-Faye Ingram
  4. Unanimous
  5. Conflict of Interest

1. **Public Comments:**
   1. Open for Public Comments – 3 Minutes Each

Section 8 waitlist on BH website. There is not a section 8 waitlist opening. This is an error.

Megan Pathways stability Continues from Townhall. We had … It would be good to have the CoC participate.

1. **Action Items:**
   1. Voting Membership Changes (New Members/Officers)

* Dustin Lawson – Community At Large Member

Presentation given:

Motion by Kara

Seconded by …

Unanimous

* Dianne Thompson – CEO, Solano Women in Medicine, dba SWIM - Tabled
* Noemi Guerrero – Mendocino Community Health Center - Tables
  1. Lived Experience Chair – Nominations

Nominate Dustin Lawson by Mary Wilson

Seconded by Kara

Unanimous

* 1. General Meeting Addendum to Governing By-Laws – Doreen Gilmore

Changes included in Agenda Packet.

Motion to Approve Changes to the By-Laws by Kara

Seconded Holly

Unanimous

Motion Carries

1. **Committee Updates:**
   1. HMIS/CES – Heather Frawley – Working on getting everyone connected to a housing navigator.

Comment on HMIS and data.

* 1. Interfaith – Debra Feidler –

We are meeting next Monday and hopefully getting our survey out.

* 1. Performance Review – Holly Hana

Thank you everyone for your participation

Submitting Reallocation Policy today.

We have 10 agencies that need back reviews before we can do new reviews

We are using HUD standards

* 1. Point in Time Count – Kara-Faye Ingram

Presentation given on the PIT and HIC numbers.

Thank you Kara for the dog food. It was helpful we just ran out. Can we get more? Coordinating to get more dog food.

Discussion on the significance of the PIT/HIC. Kara did an excellent job at connecting with the Tribes. Tribes are overrepresented.

High number of sheltered count.

* 1. Strategic Planning – Ana Santana

We met and discussed gap analysis.

Doreen did the Gaps Analysis. We did some edits. We need to approve to win the committee ten we will post it to the website.

We will have some scheduled meetings to discuss the housing continuum. Once confirmed we will send out the invites.

This continuum is a rough draft that is to move people from shelter to permanent stable housing and completely self-sustainable. Also looking at prevention instead of starting at the shelter. Discussion on support services and pulling in the experts when discussing building plans. Multi

* 1. Administrative Entity Reports – Scott Abbott/Elise Jones/Christine Andrus

HU Grant. Working with Homebase for TA and ready to apply for it.

We have some RFP’s one for Youth and the other for RRH coming soon.

We have a budget that the fiscal review.

1. **Shelter Updates:**
   1. Hope Center – We are at capacity. Had a big turnover. 3 people moved out and 3 moved in. Housed 3 people. One is a Vet who is now a homeowner. We have had 2 people move out this month into housing
   2. The NEST

We are down to 4 beds. One moved into her own apartment and another moved back in with a family. 2 beds are available for families of 2.

* 1. Project Restoration

1 mail bed pending a move-in. 1 person moved into housing

Revamped the backyard garden.

* 1. Xamitin Have

We are full with 35 people

7075133095 Phone

Expanding our intake and screening days to Mon – Thur from 1 pm to 3 pm. This would be an opportunity for permanent-90 residents. We do grant extensions for up to 6 months. We are coming up on 6 months and we will need to exit residents. We only grant an extension if there is an extreme medical need. Our care managers have approached our shelter guests to give them additional resources.

Guests would not be eligible for the next 6 months.

Discussion on creating a list of available housing and options for those who are being exited.

Barns Street Project is receiving the funding needed for the project.

1. **Presentations**

NCO BUILD – Justin Gaddy –

Presentation given. Derik Fedler

* Build is a career development with crew 6 training that gains hands-on experience and helps individuals that have barriers to employment for ages 18 + for career-focused training. Program give hands-on experience and build skills.
* The expectation is that they complete work hours.
* We have worked on housing projects with individuals living in a tent, and individuals with ankle monitors for example. We have 3 female graduates.
* This timeline pairs up with the semester at Mendocino College. Link to BUILD online application. App opens July 1, 2024. [www.ncoinc.org/BUILD](http://www.ncoinc.org/BUILD).
* We have 60 plus applications in each cohort. After the application process and workshop process, we have 12 participating in the workshop, a career bootcamp.
* We help get them involved with college classes and see who is interested in the program.
* We have 6 hires by the end of the workshop. When they become NCO employees, they make $17.00. per hour. The hires go through NCO’s onboarding week and then jump into what is meant to be part of the BUILD program. Onboarding is more than just getting hired by NCO. We go over the tools we give to them including learning how to use them and how to store them.
* We help them get to their courses with gas stipends and they get to keep their tools.
* We work closely with our insurance company and OSHA because of the power tools. We get them on job sites and start to work in the trades. They can get exposed to whatever is going on their sites.
* We work with landlords in our construction program through our RRH program to bring rentals up to habitability. Helping with accessibility to homes.
* After 3 months we have a graduation.
* On Fridays they go to Mendocino College for training in the Lab and classroom.
* We do workshops throughout the cohort. They learn attendance, time management, transportation, team building, financial literacy, legal services, mental health, and resume and interviewing. They gain confidence and place them in internship programs with Lake County contractors. Success stories.
* This is a paid program and can be potentially used for tiny homes with the CoC.
* Outcomes – Between 2020 and 2023, a total of 33 participants, 24 graduates, 22 employed.

CHARM – Susan Paulukonis

* Community outreach we want to hear from those most vulnerable populations.
* CHARM is a nonprofit working with the community to plan extreme heat events and PSPS systems where we have power shutoffs and how we support our most vulnerable during these times.
* We just came from a workshop where we were working with the Sheriff’s office, NCO, and other agencies.
* We work closely with Big Valley Rancheria and Tracking California.
* Presentation on heat trends, harmful algae blooms, and heat illnesses.
* We are working on gathering surveys and conducting interviews with vulnerable populations. The individuals who participate in surveys will receive a $40.00 MasterCard gift card and the individuals who participate in the interview will receive a $100.00 MasterCard gift card.
* Priority groups include:

Graphical user interface, application

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* We are asking for help to reach the priority populations. We have fliers up at all the peer support centers.
* Melissa to send contact information to the shelters.

1. **Announcement:**

* Street Outreach Flyer – We want to get this out to our local law enforcement to hand out when they are interacting with our homeless population.
* Can we add the word equitable between the words facilitate and solutions on the vision statement? The word vision on the vision statement is spelled wrong.
* In our strategic plan does highlight having equity members. Bruno is hopeful that in the next month, we can get demographics from our shelters to see who we are servicing.

1. **Adjournment: 4:47**

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**Lake County Continuum of Care Executive Committee Meeting**

**May 2, 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 1152 S Main St, Lakeport California, and Hope Center 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](http://www.lakecoc.org)

**Zoom Meeting Information:**

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

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

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1. Call to Order
   1. Roll Call

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Voting Executive Committee Member** | **In Person** | **On Zoom** | **Absent** | **Voting** |
| Chair – Bruno Sabatier | x |  |  |  |
| Vice Chair – Doreen Gillmore | x |  |  |  |
| Lived Experience Chair – Vacant |  |  | 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. Additions or Changes to the Agenda Add discussion land acknowledgment
  2. Approval of May 2, 2024, Minutes
* Motion to approve May 2, 2024 meeting minutes by Ana Santana.
* Seconded by Kara-Faye Ingram.
* Voting - Unanimous
  1. Conflict of Interest stated by Chair Bruno Sabatier

1. Public Comments
   1. Open for Public Comments – 3 Minutes Each

None

1. Monthly Financial Review - Spreadsheet presented.

* For FY 24/25 we have a 1.782 million dollar budget. This budget is specific to the CoC without intermingled funds.
* Total FY 23/24 amount anticipated, the actuals for FY 23/24 and revenue estimates for FY 24/25:

Table

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* Breakdown of the spreadsheet given. Column D is actuals funding we will be receiving. Column E is estimated, and column J is anticipated for FY 24/25.
* $123,019 total paid out for Staff Services Analyst, Sr with benefits included.
* Breakdown for Professional Services, Software Subscriptions, and Welfare Care of Persons and where the funding will go.
* Summary:

Table

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* This spreadsheet states what the CoC receives over a year but not that we received 1.2 million dollars and how much is left. We still don’t know what our current balance is for all the grant funding we have received and the grants we have allocated. We would like to see that and the grant spenddown as well.
* The CoC needs more staffing to meet the requirements of HUD. We need to add another member of staff to help Melissa and a stipend for lived experience. Action item for next month bring back all these items so we can have an approved budget for July 1.
* Melissa to share the email with the budget to the Executive Committee.
* Scott will bring a summary of our grants.
* Discussion on what else we can do to get more funding.

1. Executive Reports/Action Items
   1. Reallocation Policy – Request to have the Reallocation Policy approved.

* Recommended changes. – The involuntary reallocation process has more clarity on the performance reviews being either annual or bi-annual.
* It would make sense to have it as a year. A six-month review and 6 months to correct anything that comes up in the review process.
* The timeframe for correction would be determined by the problem.
* Melissa provided historical background on the document. It was originally from Homebase for the CoC Competition Application.
* The Performance Review Committee will look at recommendations and bring them back next month.
  1. County – CoC MOU (Not LCBHS)

MOU between the County and CoC in their mutual interest in ending homelessness.

Motion to approve the MOU by Doreen Gilmore

Seconded by Heather Frawley

Voting - Unanimous

* 1. HHIP Budget Revision Discussion to wait until we get the scoring. The scoring should come in May.
* Melissa describes System Performance Measures, HMIS data and training, and how it is hurting our funding.
* This will be discussed through an Adhoc Committee.
* Motion to approve the budget internally Ana Santana
* Seconded by Holly Hana
* Heather Frawley opposed. 6 approved and 1 opposed. Motion passes.
  1. HUB/CES MOU
* Discussion on the MOU and efficiency, double work, and if we want this MOU.
* Question about the accuracy of the data in the HUB.
* Discussion on something in the MOU on passing on the information from the HUB to the Performance Review Committee. We have something in the MOU about how we will work with agencies to get them the training they need and enter data on time.
* Discussion on double entering data because of HMIS requirements and HUB requirements.
* Discussion on the changing of the HMIS contract that would give us up to 50 Guest Licenses. This gives them 5 forms in HMIS. The regular workflow is up to 5 forms.
* Discussion on the Bridge between HMIS and the HUB. How HMIS will talk to the HUB and the need for the HUB to talk to HMIS so all the data is transmitted back and forth between HMIS and the HUB.
* Discussion on how to become more efficient before we approve this MOU.
* Request for Table for further discussion.
  1. Recommendation for HHAP 1-4 Youth Services
* Recommendation to add RRH to the TAY RFP for 2 agencies to work together for a total of $252,000 motioned by Doreen Gilmore.
* Seconded by Ana Santana
* Voting Unanimous
  1. Sunrise DV Bonus –
* Presentation on the final review of Sunrise Special Services.
* HUD does its own performance evaluation. During the evaluation, it was discovered that 10 out of the 17 participants had DV verification. This is something that Annie is currently working on fixing within HMIS and the HUD APR in SAGE.
* Presentation included what was received by Sunrise for the requested documents. These documents are not requested to be entered into HMIS, just to be emailed to me for review.
* The greatest need for performance metrics is PPI errors. There is a total of 48% error rate in PPI due to the SSN only having partial SSN’s. This was addressed by Annie last month with the misunderstanding behind the required PPI from when HMIS was created by our HMIS consultant stating we only need the last 4 of the SSN’s. This information has been clarified within the last 18 months that we need full SSN for HMIS.
* Motion to move forward however the Performance Review Committee decides to move forward.

1. Adjournment 6:16 pm.