



Lake County Continuum of Care General Meeting Minutes

Date: August 1, 2024

Time: 3:00 P.M.

Meeting Location:

Lake County Courthouse Board Chambers, 255 North Forbes 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 – Doreen Gillmore – Vice Chair

2. Call to Order: 3:04

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 – Dustin Lawson			X
HMIS/CES Chair – Heather Frawley		X	
Interfaith Chair – James Murdock			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			X
Board of Supervisors			
Supervisor Michael Green		X	
Community at Large			
Barbara Christwitze		X	
Caitlen Murry			X
Janet Taylor	X		
City of Lakeport			
Kevin Ingram			
Department of Social Services			
Lisa Faraco	X		
Rachael Parsons	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 Mondfrans	X		
Project Restoration			
Ronni Duncan			X
Redwood Community Services			
Kimbralee Guerra		X	
Scott's Valley Band of Pomo Indians			

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

2.2 Attendance Review:

- 2.2.1 Introductions of new community members in attendance: Damien Marks - Community Development Department, Zoe Zeligman - Legal Services of CA, Angelique Cole – Supporting Bright Futures, Randle Cole – Cole Train Transformation Station
- 2.2.2 Melissa Kopf gave information on how to apply to be a CoC member.

2.3 Additions or Changes to the Agenda – None

2.4 Approval of June 6, 2024, Minutes

- 2.4.1 Motion to Approve the Minutes by Heather Frawley
- 2.4.2 Seconded by Bruno Sabatier
- 2.4.3 Voting - unanimous

2.5 Conflict of Interest – General statement on Conflict of Interest when voting give by Vice Chair Doreen Gillmore

3. Public Comments:

3.1 Open for Public Comments – 3 Minutes Each

Wendy Mondfrans from probation – On August 20th, 2024, Probation is going before the BOS requesting approval on a 40-unit complex with 20 units for justice involved. Probation requests approval for a contract with RCHDC on a property yet to be obtained. The goal is to house the Justice Involved for 12 to 18 months until we can find permanent housing.

4. Action Items:

4.1 Voting Membership Changes (New Members/Officers)

- 4.1.1 Karessa Jacobson – Business Development Coordinator Absent - Tabled
- 4.1.2 Changes in Lake County Department of Social Services Agency Voting Membership.

4.1.2.1 Primary voting member – Rachael Parsons

Secondary voting member – Lisa Faraco

Introduction and decision for membership change

Move to approve changes to the Department of Social Services voting members, with Rachael Parsons as the primary voting member and Lisa Faraco as a secondary voting member by Bruno Sabatier.

Seconded by Heather Frawley

Voting - Unanimous

5. Committee Updates:

- 5.1 HMIS/CES – Heather Frawley

5.1.1 Pathways HUB and CES working on reducing the VTool set for Sep 1 and will be presenting at the CoC meeting for approval By weekly meeting for housing Navigators run by Caressa and Heather Regan.

Heather Frawley runs CES. MCHC Stacey and LT Finley are getting ROI signed and filling out HMIS paper forms hoping to get them before exiting jails.

Referrals are in place, and I am receiving calls. The total in the HUB is 918.

5.1.2 HMIS FY 23/24 Melissa shared HMIS data report. The report includes totals, equity breakdowns, and errors.

5.1.3 Report – (can be found on the CoC website HERE: [HMIS/CES Committee | Lccoc \(lakecoc.org\)](https://lakecoc.org))

5.1.4 HMIS Reporting schedule per Strategic Plan – “The CoC will conduct a quarterly data review on prevention services, which will examine the demographic data to make sure the services provided are a cross-section of our community.”

5.2 Interfaith – J Murdock Absent

5.2.2 Interfaith is meeting in August, November, January, and May.

5.3 Performance Review – Holly Hana

5.3.2 Reviewed LCOE and HC on June 19, 2024. There were data findings, but they were from 2020 when HMIS just started.

5.3.3 The committee discussed the recommendations for the upcoming reviews.

5.3.4 We are going to work on a recommendation sheet for agencies.

5.3.5 Letters were sent to Parsis of Zion and Project Restoration. They will be reviewed on September 19, 2024. Letters will be sent to Sunrise and RCS on August 15, 2024. We understand that we are looking at old grants. We are hoping for cooperation with us so we can move forward to make the necessary changes that align with ESG standards.

5.3.6 The date for the Performance Review Committee is changing the date to the third Thursday of the month due to a conflict with the Lived Expertise Working Group.

5.3.7 Goal is to be caught up by January 2025.

5.4 Point in Time Count – Kara-Faye Ingram Absent Looking for a substitute for the time being. Follow up on the grant from Sutter.

5.4.2 PIT/HIC Committee meeting was not well attended. PIT Committee meeting meets the second Thursday of the month at 8:30 am.

5.4.3 Doreen discussed looking for a volunteer to help facilitate the PIT meeting until PIT Chair can return.

5.4.4 We need to follow up with Sutter on the grant and find dates for the PIT.

5.4.5 The PIT Committee will dive in and start planning to be prepared.

5.5 Strategic Planning – Ana Santana No update

5.6 Administrative Entity Reports – Scott Abbott/Elise Jones/Christine Andrus

5.6.2 Continuum of Care BUILDS NOFO – HUD Permanent Supportive Housing 11/21/2024. This grant agencies will apply for and the CoC makes a recommendation to HUD. It's the same process as the CoC Competition Application.

5.6.3 Continuum of Care Competition NOFO – Released yesterday. Due date 10/30. We are getting assistance from Homebase. AE will be focusing on this for the next few months. Keep an eye out for the RFP. We will start to figure out the dates associated with the Applications.

- 5.6.4 We have a new way of applying for applications for the CoC. Good Grants is a grant management software that allows for entering applications and scoring in the software platform. There are instructions on the CoC website.
- 5.6.5 Office Hours will be available for any TA with the applications.
- 5.6.6 The grant is for DV Bonus, CoC Bonus, and Planning Grant Applications in one collaborative application.
- 5.6.7 This grant application will be for 2024 and 2025 with the ability to reapply in 2025 if we don't do well.
- 5.7 We just had an RFP sent out this week for Unaccompanied Youth ages 12-24.
- 5.8 We have HHAP/HHIP Rapid ReHousing RFP. The Grants Working Group is finalizing this when we meet on August 20, 2024.
- 5.9 EGS is having a webinar next week. We anticipate the grant will be coming out any day.

6 Shelter Updates:

- 6.1 Hope Center – Not present
- 6.2 The NEST – Kimbralee – Almost at capacity 1 opening for 1 parent with one small child or infant.
- 6.3 Project Restoration – Absent
- 6.4 Xamitin Haven – A guest passed away we are supporting guests and staff as much as possible.
 - 6.4.2 Moment of silence.
 - 6.4.3 There is no confirmation of the cause of death. It is believed to be a medical complication. There were no indications of substance use.
 - 6.4.4 Staff handled the situation remaining levelheaded and performing CPR.
 - 6.4.5 The shelter has 34 out of 35 people. We have an opening for one bed for a permanent spot. A permanent spot meant they were housed for 90 days. We connect them to our support services and Enhanced Care Management and Housing Navigation.
 - 6.4.6 Intake and screening times are Mon – Thus 1 pm to 3 pm and decisions are made at 3:30 pm
 - 6.4.7 Our phone number is 7075133095.
 - 6.4.8 We had a Fire and Kitchen inspection that went well.
 - 6.4.9 We are hiring an overnight and on-call shift if anyone is interested, please go to the Redwood Community Services website.
 - 6.4.10 Bruno Sabatier and Elise Jones will be looking at having a conversation with Sutter. We hope to find a better way than dropping people off at the shelter. The shelter is not a skilled nursing facility.
 - 6.4.11 Question on how many are coming to the shelter who are over 55. We have ages from 18 and above. We do have quite a demographic over 55.
- 6.5 Scott's Valley SLE - Absent
- 6.6 Discussion – Potential Power Outages at Xamitin Haven
 - 6.6.2 We have been communicating with the county about the facility and getting a generator.
 - 6.6.3 Michael Green presenting - Scrambled a few years ago with special districts to bring a generator.
 - 6.6.4 Michael has been asking questions to find a solution because it's not fair to ask RCS to supply one.
 - 6.6.5 Special Districts can be called if the shelter needs a generator but can't guarantee they will have one available.

- 6.6.6 A Discussion on what we can do and plan for it now instead of when we have an emergency. We have had power outages during a snowstorm and when it was over 100 degrees.
- 6.6.7 Request an estimate from Lars. Then work with Staff to identify what grant opportunities are available through the State of California or Federal funding to fund a generator.
- 6.6.8 Scott Abbott – Behavioral Health received the Bridge Housing grant. We dedicated \$200,000 for the shelter. Received a generator from the Bridge Housing grant. We can use some of the money from that.
- 6.6.9 Behavioral Health will follow up with Lars.
- 6.6.10 Request for an update next month.
- 6.6.11 Sewer pump station discussion with Lars to ensure it stays operational if there is a power outage.

7 Presentations:

- 7.1 Housing Action and Implementation Plan – Lisa Judd
 - 7.1.2 Nicole West. Working hard to get the Housing Action and Implementation Plan – Presentation Given.
 - 7.1.3 We are teaming up with the 2050 folks.
 - 7.1.4 Schedules for the next few weeks on webinars
 - 7.1.5 Project overview – comprehensive manual for housing needs throughout Lake County.
 - 7.1.6 Timeline – May 2024 – 12/2024 May and June data collection and analysis. July.
 - 7.1.7 Sep stakeholder and community meetings and surveys. Identify sites Oct-Dec HAIP review period presentation to BOS and final draft.
 - 7.1.8 If we run out of time, we can schedule another presentation.
 - 7.1.9 Components – Analysis of current conditions community engagement gaps analysis of goals and strategies action steps and resources
 - 7.1.10 Questions
 - 7.1.10.1 What top 3 opportunities; fire safe environments, mixed-income housing, reduced homelessness, and increased access to housing, add a park near housing to have a space for people to smoke instead of sitting around the complex, Look at more equitable housing, elder homeowners.
 - 7.1.10.1.1 Not meeting HUD safety requirements. Accessibility, minor repairs to help keep people on their own instead of having them red tagged.
 - 7.1.10.1.2 Climate-adapted, fire-resistant, affordable housing! Library of approved housing projects ready to go and preapproved by county permit process.
 - 7.1.10.1.3 Opportunities to create homeownership for our residence.
 - 7.1.10.1.4 Affordable housing for people.
 - 7.1.10.1.5 Support work development self-help projects! Like Habitat used to be known for.
 - 7.1.10.1.6 Bring back the first-time home buyer plan.
 - 7.1.10.1.7 Making sure the elderly can pay their taxes to stay in their homes. Housing trust funds and affordable insurance innovative construction 3D printing straw bale, PSH for people coming out of shelters tie into CES.
 - 7.1.10.1.8 Collaborating with local landlords by building trust and rapport, building relationships.
 - 7.1.10.1.9 Trailers for people to be mobile with their homes.
 - 7.1.10.2 Top concerns – costs and fees. Age of housing stock. Permit process.

- 7.1.10.3 Biggest barriers
- 7.1.10.4 The questions will be sent out to the CoC. Answers to the questions can be sent to Lisa Judd.

8 Adjournment:



Lake County Continuum of Care Executive Committee Meeting

August 1, 2024

3:30 p.m.

Agenda

Meeting Location:

Lake County Courthouse Board Chambers, 255 North Forbes St Lakeport, CA 95453
Hope Center 3400 Emerson St, Clearlake, CA 95422.

Time: 3:30 PM

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

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Interfaith Chair – James Murdock			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 - Y			

1.2 Additions or Changes to the Agenda –

1.2.1 Motion to approve Bruno Sabatier attending the meeting over Zoom due to illness by Bruno Sabatier and Hather Frawley attending the meeting over Zoom due to a family emergency.

1.2.2 Seconded by Nicolas Walker

1.2.3 Voting – Unanimous

1.3 Approval of June 6, 2024, Minutes

1.3.1 Motion to approve the June 6, 2024, Meeting Minutes by Bruno Sabatier.

1.3.2 Seconded by Heather Frawley.

1.3.3 Voting - Unanimous

1.4 Conflict of Interest -

2. Public Comments

2.1 Open for Public Comments – 3 Minutes Each

2.1.1 Bruno Sabatier – In the recent past Governor Newsom wrote an executive order to clean out all the encampments. The order was mandated to the State of California, especially Caltrain’s on the highways. It was recommended for Local agencies. I think we need to have a conversation about the executive order because of getting people out of encampments and into the right locations. I’d like to not ignore the executive order and bring it back next month for a conversation.

2.1.2 Doreen Gillmore – We should probably have Law Enforcement come in and hear our concerns.

3. Monthly Financial Review

- 3.1 Two Options for Staff to assist the CoC in addition to Melissa – Scott Abbott
 - 3.1.1 Scott – I was going to share a spreadsheet. But I can't because Melissa is attending the meeting over the phone.
 - 3.1.2 We don't have the funding for additional staff.
 - 3.1.3 We have funding for HMIS support. We want to put out an RFP for an HMIS consultant.
 - 3.1.4 We have \$25,000 to spend on a contract.
 - 3.1.5 We have the HMIS contract for Apricot budgeted with HHIP funding. We have not had good luck working with our HMIS software. The sales folks are having a hard getting back to us.
 - 3.1.6 Heather – I have had a couple of issues working with HMIS. I think a training on how to put in IT tickets might be helpful.
 - 3.1.7 Melissa – In the bottom right hand corner there is a little square that looks like a chat box. If you click on that you can start talking to someone from Apricot. If there is an issue that is presenting, that they are not able to address, they will submit a ticket.
 - 3.1.8 Heather – I was trying to take a class on report writing through the training portal that I had access to. I don't have access to it anymore.
 - 3.1.9 We need to make sure that part of the RFP is to understand HMIS.
 - 3.2 Lived Expertise Stipend – Scott Abbott
 - 3.2.1 We have some funding. Melissa can't share the spreadsheet due to still being on her phone. The decision is to table it until next month when we can look at the budget spreadsheet.
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4. Executive Reports/Action Items

- 4.1 LCOE and Hope Center Performance Review – Holly Hana
 - 4.1.1 Melissa was going to pull up the data spreadsheets. We are not making any recommendations for agencies because the data is from 2020. The agencies met their numbers. The only thing in the findings was the HMIS data that all agencies were learning in 2020.
 - 4.1.2 Melissa will send the HMIS data spreadsheets electronically before next month's meeting.
- 4.2 Continuing Coordinated Entry – Heather Frawley
 - 4.2.1 The contract for AH and CoC ends on 10/1/2024. We reached out to CCS looking at a 5-year contract with unlimited licenses. We would pay for it with grant funds.
 - 4.2.2 Do we continue with CES? – CES is required by HUD. We must have it.
 - 4.2.3 AH would need to do another contract with the CoC. We are looking for some cost offsetting. We have HHIP funding that can help offset CES.
 - 4.2.4 Will bring back the Budget next month to look at the CES offset.
 - 4.2.5 AE will be applying for funding through HUD for CES.
 - 4.2.6 We are still looking at helping Community Based Organizations with billing Partnership. Partnership contracts with the HUB but there is a hurdle to help with the CBO's. We are working on getting past those hurdles.
 - 4.2.7 Part of the contract would be assisting the CBO's with billing to Partnership.
- 4.3 Land Acknowledgment Discussion is held in January and September each year.
- 4.4 Extra Executive Committee Meeting in September for Youth Set Aside Application Approval – Doreen Gilmore
 - 4.4.1 If anyone has any samples send them our way.
 - 4.4.2 Doreen read the sample from Robinson Lake County Children's Council. If we use this one, we will get permission from Robinson Rancheria.
 - 4.4.3 Suggestions to change "Robinson Rancheria" to Lake County Continuum of Care and "all members of the community" to Tribal Nations.

- 4.4.4 Doreen will contact Robinson to see if it's okay to change the wording as discussed.
 - 4.4.5 Extra meeting is on September 19, for the approval of the Youth Set Aside at Lake County Behavioral Health Services.
 - 4.4.6 Those who applied would have to recuse themselves. For a quorum, we take the number of people who are not recused and use that to determine a quorum.
 - 4.5 Grant Writer Press Release – Scott Abbott
 - 4.5.1 We need a grant writer. We are moving ahead with that unless there are any disagreements. It's a Press Release that we will send out. Before contacting anyone we would come back for a panel here.
 - 4.5.2 Motion by Doreen Gilmore that we bring the best candidates back to the CoC Executive Committee for approval.
 - 4.5.3 Seconded by Heather Frawley.
 - 4.5.4 Voting - Unanimous
 - 4.6 HMIS Administrative Support Press Release – Scott Abbott
 - 4.6.1 Same procedure as the Grant Writer.
 - 4.6.2 Motion to approve the HMIS Administrative Support press release by Bruno Sabatier.
 - 4.6.3 Seconded by Ana Santana.
 - 4.6.4 Voting - Unanimous
 - 4.7 Educational Policy Approval – Scott Abbott
 - 4.7.1 We need this policy for applying for the HUD Grant.
 - 4.7.2 Nicolas Walker - Comment about page 2 of the policy. Page 2 looks like a sample policy with template language.
 - 4.7.3 Melissa Kopf – The idea behind page 2 is that this is a template policy for agencies to develop their own agreement. That would be a recommendation for agencies to come up with something along these lines for their own educational policies for homeless youth.
 - 4.7.4 Scott – This would be an addendum, and we are asking our partner agencies to have something like what's on page 2.
 - 4.7.5 Nicolas – It's a 1-page policy and then a separate policy for partner agencies.
 - 4.7.6 Partner agencies need to come up with their own policy that has the right elements. That is why we provided the sample policy.
 - 4.7.7 Motion to Approve the Educational Policy, the 2-page sample policy, and the 3-page Domestic Violence Policy by Heather Frawley.
 - 4.7.8 Seconded by Ana Santana.
 - 4.7.9 Voting Unanimous.
 - 4.8 Domestic Violence Emergency Transfer Plan Policy Approval
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5. Adjournment