



October 5, 2023

Lake County Continuum of Care General Meeting and Executive Committee Meeting Agendas

Meeting Location

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

Woodland Community College - 15880 Dam Rd Ext, Clearlake, CA 95422 – Host: Mary Wilson,
Housing Navigator Committee Chair

Hope Center -3400 Emerson St, Clearlake, CA 95422- Caressa Hearp- Live Experience Chair

General Membership Meeting Time:

3:00 P.M. Pacific Standard Time

Executive Committee Meeting Time:

4:00 P.M. Pacific Standard Time

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

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

1. Welcome

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

2. Call to Order 3:14

- 2.1 Roll Call**

	In Person	On Zoom	Absent	Voting
Voting Executive Committee Member				

Chair – Kimbralee Guerra	X			X
Vice Chair – Supervisor Bruno Sabatier	X			X
Lived Experience Chair – Caressa Smith			X	
HMIS/CES Chair – Heather Frawley	X			X
Interfaith Chair – Debra Feidler	X			X
Performance Review Chair – Holly Hena	X			X
Point in Time Chair – Kara – Faye Ingram	X			X
Strategic Planning Chair – Ana Santana	X			X
Government Official Chair - Vacant	X			
Secretary - Melissa Kopf Non-Voting	X			
Administrative Entity - Scott Abbott			X	
Quorum Met				
American Red Cross				
Shannon Kimbell-Auth		X		X
Gabriella Perez				
Board of Supervisors				
Supervisor Green	X			
Community at Large				
Bonnie Blumenthal	X			X
Barbara Christwitz			X	
Caitlen Murry		X		X
Darleene Holzapple			X	
Debra Feidler				
Delores Farrell			X	
Doreen Gilmore		X		X
Janet Taylor	X			X
Lily Woll			X	
Lorree Crandell			X	
Sheryl Almon			X	
Theresa Kemp	X			X
City of Lakeport				
Nicholas Walker	X			X
Kevin Ingram				
Department of Social Services				
Lisa Faraco	X			X
Rachael Parsons				

Employment Development Department				
Chris Taliaferro			X	
Hope Center				
Caressa Smith	X			X
Lake County Behavioral Health Services				
Scott Abbott				
Nation Finest				
Kate Mather	X			X
North Coast Opportunities				
Justin Gaddy	X			X
Diana Morey				
Project Restoration				
Ronni Duncan		X		X
Scott's Valley Band of Pomo Indians				
Tiffany Montiel			X	
Kerri Allen			X	
Sunrise Special Services Foundation				
Annie Barns			X	
Veteran's Affairs				
Sandra Stolfi			X	
Woodland Community College				
Mary Wilson	X			X

Others in attendance -

- 2.2 Attendance Review – “Regular attendance is expected for all LCCoC members. If a member has missed 3 General Meetings in a row, the Administrative Entity will reach out via email to check on your membership status. If a member has missed 4 meetings in a row without contact, general membership may be revoked with a 2/3rds vote of members present at the General Meeting.” 2023 By-Laws
Darlene Holzapple
Lily Woll
Amended Motion to add Lorree Crandell and Sheryl Almon Motion to remove Darlene Holzapple, Lily Woll, Lorree Crandell, and Sheryl Almon by Kara-Faye Ingram

Seconded by Supervisor Bruno Sabatier

Kimbralee Guerra Yes, Supervisor Bruno Sabatier Yes, Heather Frawley Yes, Debra Fiedler Yes, Holly Hena Yes, Kara-Faye Ingram Yes, Ana Santana Yes, Nicolas Walker Yes, Shannon Kimbell-Auth Yes, Doreen Gilmore, Lisa Faraco Yes, Justin Gaddy Yes, Mary Wilson Yes,

- 2.3 Agenda Approval – Any objections Motion to approve agenda by Heather Frawley. Seconded by Ana Santana.

Discussion on the General Meeting not having to follow the Brown Act and just asking for who votes Yes and who votes No. The decision for General Membership to NOT conduct a roll call vote.

Approval – Unanimous

Opposed – No objections

- 2.4 Approval of August 3, 2023 and September 7, 2023, Meeting Minutes Tabled until November

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

3. Public Comments

3.1 Open for Public Comments – 3 Minutes Each

Kim – Great job on the Town Hall YouTube link on Lakeport PD. There has been requests to have CoC present next time.

Steve Butler– Requests that people experiencing homelessness and the transportation system are present.

Theresa - Will there be any meeting in Clearlake? I have a hard time getting to the meetings.

Jordan – All the residents watched to town hall. Some of the residents said they appreciated the Town Hall and felt seen and heard.

Theresa – I believe it is more appropriate for the unsheltered to be present.

Michael – Know we were not purposefully excluding anyone. The purpose of the Town Hall was due to merchants' outcries. Not a one-and-done. We have a lot more to do. Please accept the limitations of the event.

4. General Meeting

4.1 Action Items

- Voting Membership Changes Jamie Aldana – Not Present Tabled to November and Elise Jones Presentation Motion to Approve Bruno Elise Jones Seconded by Ana Santa
- Voting Government Official Chair – Nicholas Walker Presented Supervisor Bruno Sabatier Motion's to vote in Nicolas Walker to Governmental Chair.

Kimbralee Guerra Yes, Supervisor Bruno Sabatier Yes, Heather Frawley Yes, Debra Feidler Yes, Holly Hena Yes, Kara-Faye Ingram Yes, Ana Santana Yes, Bonnie Blumenthal Yes, Janet Taylor Yes, Nicolas Walker Yes, Lisa Faraco Yes, Justin Gaddy Yes, Mary

Wilson Yes, Ronnie Duncan Yes, Doreen Gilmore Yes, Caitlen Murry Yes, Pastor Shannon Kimbell-Auth Yes, Theresa Kemp Yes.

- Add Heather Regen's membership to the November Agenda
- Committee Chair Remarks or Updates
 - HMIS/CES – Heather Frawley
 - June 2023 20081 in the HUB. September 488 in HMIS and the HUB.
 - Asking anyone experiencing Homelessness for your agency to please send them to an Access Point so they can get signed up to receive services.
 - Discussion about difficulty in reaching the participants after they have been engaged.
 - Melissa to post to the website.
 - Interfaith – Debra Feidler
 - Connected with Don Smith for AH for the lunch-in.
 - Jordan reached out for assistance at the shelter. Looking into gathering volunteers, and food.
 - Possibility for warming shelters.
 - Recruiting for this meeting.
 - Discussion about permitting warming shelters and centers.
 - Performance Review – Holly Hena
 - We are meeting on the 3rd Wed of the month at 1 pm.
 - Looking at the scoring document
 - Reviewing the Reallocation policy
 - Working on tightening up Performance Review.
 - We are still waiting on the documents that were requested from Sunrise.
 - Point in Time Count – Kara-Faye Ingram –
 - Report on all the confirmed sites
 - Forms will be sent out to volunteers for working groups and sites.
 - The flyer still needs to be worked on because we are waiting for sites to be confirmed. Need assistance with a Spanish version.
 - Count will be on January 25 from 9 am to 6 pm.
 - Equity PIT count meeting with Tribal personnel to discuss Tribal outreach.
 - Strategic Planning – Ana Santana
 - Sent out objectives for committee members to review and modify as needed with a lens of equity, diversity, and inclusion.
 - Met with Equity TA. The presentation was due today. I am meeting with them over the next 2 weeks and will be going over the presentation and Race Equity Action Plan.

4.2 Administrative Reports

- RCS won the Bid for the shelter; Melissa will send out the current draft.
- We received notice that Sunrise will not be extending its services. We are trying to figure out what we can do in the interim.
- We need to extend the amend the contract and may need a special meeting.

- Significant facility maintenance.
- Supervisor Green has pledged \$25,000 of discretionary funds for the facility.
- Sentiments from Dr. Aava.

4.3 General Meeting Agenda Discussion – What monthly updates/status do we as a Continuum want to hear/see? The decision to remove it from the agenda and send out a survey to find out what CoC members want to hear at the general meeting.

**5. Executive Committee Meeting
Roll Call**

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

5.1 ESG Recommendation – The scoring committee established a scoring rubric based on last year's application. This year's application was different. The scoring working group quickly came up with a creative scoring rubric for the application and interview questions. Recommendation for NCO to HCD for the ESG grant. Scoring presented. Heather Frawley motions to approve the Continuum of Care to formally recommend NCO to HCD for the Emergency Solutions Grant.

Seconded by Supervisor Bruno Sabatier

Kimbralee Guerra Yes, Supervisor Bruno Sabatier Yes, Heather Frawley Yes, Debra Feidler Yes, Kara-Faye Ingram Yes, Holly Hena Yes, Ana Santana Yes, Caressa Smith Yes. Nicolas Walker is absent.

5.2 Sunrise Performance Review Update

- Melissa has several emails out to Sunrise with requests for documents. Has not been received.
- Melissa discussed the documents with Dr. Aava. Melissa will be receiving it shortly.

- Melissa will go over the information with Scott to determine what corrective actions need to take place.
- It's not a CoC grant. It's a HUD grant. The information will be given to our HUD TA.

5.3 Standing Reports

- HMIS/CES Monthly Data
 - Apricot reports are erroring, and I am not able to get the data right now.
 - Decision to have the reports in General Membership and removed from the Executive Committee agenda.
- Budget and Financial Reports
 - AE has established a separate fund. We are in the process of transferring everything over.

5.4 MOU Review

- There was an error with the transfer of the MOU from Word to PDF.
- Decision to send out to the Executive Committee for review and hold a Special Meeting to discuss the MOU.
- Discussion on the meeting will be at Lucerne Behavioral Health on Tuesday meeting.
- Melissa will send out the agenda and meeting invite by the end of today.

6. Adjournment

Motion to adjourn Heather Frawley. Seconded by Kara-Faye Ingram. Unanimous.

Annual Agenda Items Notes

August Meeting – By-Laws Review Approve/Reject



Special Meeting October 10, 2023

Lake County Continuum of Care Special Meeting Minutes

Meeting Location

Lake County Behavioral Health Services Lucerne 6302 Thirteenth Ave Lucerne CA, 95458 – Administrative Entity

Special Meeting Time:

4:00 P.M. Pacific Standard Time

Zoom Meeting Information:

Location: LCBHS Lucerne 6302 Thirteenth Ave Lucerne CA, 95458 – Administrative Entity

Time 1:00 pm

Join Zoom Meeting

<https://us06web.zoom.us/j/81927887684?pwd=6R5aDb1kFpJyXAfTW6n8eNQEFHpFsO.1>

Meeting ID: 819 2788 7684

Passcode: 800275

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

1. Welcome

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

2. Call to Order 3:14

2.1 Roll Call

Voting Executive Committee Member	In Person	Absent
Chair – Kimbralee Gurrea	X	
Vice Chair – Supervisor Sabatier	X	

Lived Experience Chair – Caressa Smith		X
HMIS/CES Chair – Heather Frawley	X	
Interfaith Chair – Debra Feidler		X
Performance Review Chair – Holly Hena	X	
Point in Time Chair – Kara – Faye Ingram	X	
Strategic Planning Chair – Ana Santana	X	
Government Official Chair – Nicolas Walker	X	
Secretary - Melissa Kopf	X	
Administrative Entity - Scott Abbott	X	
Quorum Met	Yes	

3. Public Comments

- 3.1 Open for Public Comments – 3 Minutes Each
No comment

4. Agenda

- 4.1 Redwood Community Services HHAP Emergency Shelter Contract Draft
- Kimbralee and Kara-Faye recuse themselves from agenda item 4.1 due to conflict of interest.
 - Draft put together from the previous template, CoC, and shelter contract.
 - RCS requested that the 10% line item be amended by the county to be within bucket budget items. Bucket line items include Personal and Shelter Operation expenses.
 - CoC has a financial review 5.2 on the scope of services – Add something in Exhibit B, 2.1 or 3.4
 - Maintenance concerns. Not sure they can be resolved because the space committee meeting with the County is happening on Thursday.
 - Discussion on facility standards.
 - Facility is being utilized with the emergency declaration so requirements for facilities are unclear. Buildings and Grounds and Fire have conducted walk-throughs of the facility.
 - Damages caused by the contractor to the facility or grounds, the contractor is responsible for repairs. Damages due to infrastructure, The County is responsible for the repairs.

- County to find out what the minimum requirements are and schedule the inspections.
- Discussion on appliances. The decision is to have CoC pay for the appliances.
- Discussion on maintenance of the fire system and testing the system.
- Question on the returns to homelessness.
- Exhibit B 3.2 change to monthly audits
- Deviates by 10% needs to be negotiated.
- Discussion on membership in the contract, search document not there. CoC membership added to the contract in Exhibit A-3.9
- Discussion on families. RCS cannot accept any registered sex offender for family safety. Prole and Shirreff drop off people at the shelter. Reach out to let them know
- Discussion on access to the rest of the facility that is currently being used for probation. The section can be used for families and opposite-gender couples.
- Discussion on the county terminating the contract. Mutually approved or if not mutually approved written notice within 30 days by county. Pg 2 – 4. Termination.
- Discussion on Payment Terms 4.1 clarification. Change to read “Contractor will submit the monthly invoices for actual costs in year one (October 2023-June 2024) up to \$90,578.69”
- Discussion on Grant invoicing terms. RCS may need to provide invoicing for each grant (HHAP, and HHIP) and the county.
- Discussion on concerns about budgeting decreasing over the grant term instead of increasing to allow for economic changes. Discussion on other funding revenues to assist with the funding for the shelter.
- Discussion on CoC responsibilities being added to the contract.
- Discussion on looking for fiscal oversight and collaborative engagement from CoC. CES is required in the contract. CoC is responsible for CES as a CoC-funded program. HMIS and Expenditures are in the contract. Add to A - 8
- Add racial equity compliance CoC Racial Equity Policy Exhibit A – 5.4 Contractor will comply with County Cultural and Equity Plan and objectives.
- Add 8 on Exhibit A – CoC responsibilities CoC shall provide financial oversight of this contract. CoC will pursue engagement with the oversight in collaboration in this contract. Change first sentence in contract to “This Agreement is made and entered into by and between the County of Lake, whose Behavioral Health Services is lead agency 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.”
- Question about lunch – Can’t do lunch they will lose their EBT benefits is we provide 3 meals a day.

- Indemnification in Exhibit C – Change to County so it covers CoC in the indemnification.
- Exhibit E – remove the blue line and give RCS the use of the whole building, can make a concrete decision after the facility meeting on Thursday.
- The ventilation system needs to be working properly in all areas. Fire Alarm and smoke alarm systems need to be operational. Need proof that the kitchen hood has been certified – the sticker on the hood is missing. Schedule a walk-through because of last fire inspection was never completed. Want each wing with a max capacity and building capacity accurate occupant load. Need to figure out the plumbing.
- Request to look at CoC financials to establish what the CoC can provide to assist the shelter.
- HHIP allows for shelter improvements.
- Discussion on requesting an agency to abide by a policy when the policy doesn't exist.
- Consensus from the Executive Committee to make contract changes. No motion is needed.
- Contract for RCS will be revised and brought back to the Executive Committee, RCS, and County Counsel within a week.

4.2 Lakeport Emergency Shelter Planning

- Update – RCS can't staff up before December 1. There are 45 days of downtime.
- Discussion on possible solutions to keep the shelter open for the interim between Sunrise and RCS.
- LCBHS has collected a census of participants in the shelter who are BH beneficiaries. Clinical staff will provide in-reach to see if participants at the shelter want to participate in services through BH including which participants qualify for the Mental Health Full Services Partnership (FSP) program. FSP includes possible housing and hotel stays. 11 participants at the shelter are BH beneficiaries.
- Connected with probation. Probation has 2 participants under supervision. Probation has some funding and may be able to help their participants at the shelter into a hotel.
- Shelter houses up to 42 participants per night. Roughly 33 participants at the shelter today. Administrative Entity requested for the shelter not NOT take in any new participants.
- About 1/3 can possibly receive sheltering services between BH and Probation.
- Discussion on the potential of RCS phasing into the shelter, providing sheltering services e.g. Start with 5 participants, then 10, etc. The decision would be up to RCS management staff.
- Discussion on new agency developed to run shelter operations in the interim between October 24 thru December 24. Possible LLC.

- Discussion on new 501 c 3 being created for the purpose of continuing shelter operations to prevent a gap in sheltering services for the 45 to 60 days between contracts.
 - Brainstorming on possible solutions to keeping the shelter open.
 - Discussion on possible discretionary funds from Supervisor Green.
 - Discussion on Possible general funds from County.
 - Discussion on creating a contract for a new 501 c 3 to continue the shelter operations not comfortable with LLC and grants are specific for 501 c 3, Tribal Entities, or Government Agencies.
 - Discussion on can the County continue shelter operations with the CoC paying for staffing and the County sheltering response in an emergency.
 - Discussion on the process if a new nonprofit is created to keep the shelter operating.
 - Discussion to use the declared emergency to waive the RFP process for the shelter to continue operations.
 - Discussion on the potential of partnering with the faith community to shelter during the transition.
 - Discussion on using County General funds.
 - Discuss on accepting a proposal from any entity without an RFP for proposed services.
 - Dr. Aava will submit a proposal as a nonprofit to keep the operations of the Emergency Warming Shelter at 1111 Whalen Way in Lakeport CA open between October 24th and December 24th, 2023. Requirements are looking up the nonprofit status with the Secretary of State to determine nonprofit status.
 - Discussion on "Plan B" if nonprofit status and proposal fall through and contract language. Requires 2 proposals, one with a 501 c 3 and one for LLC. A special meeting will be scheduled as soon as the proposal is received. Add to BOS agenda for October 24, 2023.
 - General consensus from CoC Executive Committee to move forward with the 2 proposals to keep shelter operations uninterrupted, one for CoC funding through 501 c 3 and one for LLC for the County
- 4.3 LCCoC MOU – Tabled to next special meeting. Motion by Heather Frawley to table MOU for the next Special Meeting. Seconded by Kara-Faye. Unanimous.
- 4.4 Adjournment – Motion to adjourn by Heather Frawley Seconded by Supervisor Bruno Sabatier. Unanimous