Lake County Continuum of Care – EXECUTIVE BOARD SPECIAL MEETING Minutes

Date of Meeting March 8, 2023

Meeting Location

Lake County Behavioral Health - LCCOC Executive Board Meeting - 6302 Thirteenth Ave, Lucerne CA 95458

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

Harbor on Main – 150 South Main St. Lakeport, CA 95453- Host- Kimbralee, Vice Chair

Hope Center 3400 Emerson St Clearlake CA, 95422.Large conference room, open to the public. Caressa.

Meeting Time 1:00 PM to 2:30 PM Pacific Standard Time Zoom meeting information:

<https://us06web.zoom.us/j/85223643467?pwd=ZzRKTlBmWXNrMkxKRDhBd0plMjVpdz09>

Or by telephone dial: +1 669 900 6833 or 833 548 0282

Meeting ID: 852 2364 3467 Passcode 120303

1. Call to Order – 1:00

Roll Call:

Chair - Lorree Crandell Here

Vice Chair Kimbralee Guerra - Here on Zoom

Secretary Melissa Kopf - Absent

Administrative Entity - Scott Abbott – Here

Interfaith Chair - Debra Feidler - Absent

Grant Selection Working Group Chair - Sheryle Almond – Here

Lived Experience Chair – Carissa Hearp – Here

Housing Navigator Chair - Mary Wilson – Here

Equity Chair - Delores Farrell – Here

Government Official Chair - Bruno Sabatier - Absent

Attendees – Annie Barns, Yvonne Cox, Elise Jones, Holly Masterson, Linda Headstorm

1. Approval of the Agenda - Motion to a Resolution with Adventist Health to the agenda by Lorree Crandell. Seconded by Delores. Unanimous.
2. Public Comment – No public comment

III Warming Center discussion – The meeting was called because Lorree Crandell received an email from Miss. Cox stated that Miss Cox had some concerns about the Warming Center.

* Request for some facts by Delores. It appears to be a personnel issue.
* Annie stated that there is a conflict of interest between Lorree Crandell and Sunrise Special Services Foundation.
* Lorree responds that this is not a conflict of interest for the previous times the CoC met to approve the contract. There isn’t a conflict of interest because there isn’t an outcome for any findings that will be negative to Sunrise. We are just looking at documents for the shelter.
* Discussion on the CoC can’t get in between any personnel issues.
* Yvonne explains her early struggles with starting the shelter about staff, Yvonne’s hours, and the treatment of participants.
* Question from Lorree Chandell on what Yvonne’s job title is, if she is an employee, independent contractor, and hourly, or exempt.
* Yvonne responds by requesting clarification on her job because she doesn’t know.
* Request by Lorree to see Yvonne’s contract.
* Annie responds to Yvonne's comments on employees and volunteers who received stipends for gas.
* Discussion on the start date of the shelter, volunteers, and startup costs. Further discussion on volunteers and how they became employees at the official start date of February 15, 2023.
* Lorree requests I-9 documentation for the 4 employees and Yvonne due to the email from Yvonne stating the paperwork was not being kept organized. Lorree requests to see Yvonne’s contract.
* Discussion on the total amount paid to Yvonne before February 15, 2023, before Yvonne had an employment contract. Discussion on Sunrise Board requesting for Yvonne to have a contract not to exceed $25,000 as per the CoC contact budgeted line item for the Shelter Director. Yvonne was paid an hourly rate of $45 per hour, totaling $15,600 before February 15, 2023. Yvonne refused to sign the contract for Sunrise. Sunrise paid Yvonne for the hourly work. Annie provides a letter with a breakdown of Yvonne's hours and what she has been paid.
* Discussion on CoC expectations. CoC is not responsible for personnel issues. CoC is concerned with documentation relating to Grant Requirements and contact requirements.
* Discussion on the contract requirements stating the contractor must request to change the budget if it deviates more than 10%. Question on who requested to change the budget. Discussion on the invoice routing process which includes invoices sent to LCBHS. LCBHS roust to county Auditors Office. The auditor's office approves the invoice and submits payment. The Auditor’s Office determined the total budgeted amount for the Director was not exceeded, therefore invoice was paid.
* Discussion on staffing requirements for the Shelter and getting it staffed.
* Discussion on HMIS requirements for the Shelter. Discussion included how the HMIS Administrator has been working with the HMIS Licensed User to get the project in HMIS, training from February 2, 2023.
* Concerns with the budget and monitoring the budget regularly.
* Discussion on the Sunrise board deciding the hours their staff can work.
* Request for the paperwork to be documented properly with a Plan of Correction for Sunrise and LCBHS.
* Motion to have a plan of correction for Sunrise to return on March 23, 2023, with the following: Contract for the Shelter Manager for Salary or I9 for Hourly, the status of the hiring for the shelter and training information, and a corrected itemized budget by Delores Farrell. Seconded by Caressa Hearp.
* Mary Yes, Kim Yes, Caressa Yes, Delores No, Lorree Yes.

Adventist Health Authorized signers.

* Discussion on having a resolution for the CoC CESH 2018 grant and changing the authorized signers due to the change in directors. The request is to do a resolution to have the new authorized signer changed to the new director.
* Motion to approve the signature on the resolution for Adventist Health by Caressa Hearp.
* Kim Yes, Delores Yes, Caressa Yes, Mary Yes, Lorree Yes. Vote without a second to the motion.
* Lorree signed the resolution.

1. Comments and Announcements
2. Adjournment