Lake County Continuum of Care General Meeting Minutes

Date: March 6, 2025,

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 – Dustin Lawson	X - HC		
HMIS/CES Chair – Heather Frawley	X		
Interfaith Chair – James Murdock			X
Performance Review Chair – Caressa Smith	X - HC		

Point in Time Chair – Shannon Kimbell-Auth	X		
Strategic Planning Chair – Ana Santana			X
Government Official Chair - Vacant			
Public Housing Authority Chair – Rachel Parsons	X		
Secretary - Melissa Kopf (non-voting)		X	
Administrative Entity - Scott Abbott	X		
Quorum Met			
American Red Cross			
Shannon Kimbell-Auth	X		
Gabriella Perez			
Any Positive Change			
Annunziata J.P. van Voorene			X
Linda Hatfield			X
Board of Supervisors			
Supervisor – Brad Rasmussen	X		
AHCL Coordinated Entry			
Heather Frawley	X		
Christina Dalro		X	
Community at Large			
Debra Feidler		X	
Barbara Christwitze			X
Caitlen Murry		X	
George McKissick			X
Janet Taylor			
Maria Petterle	X		
Michele Basile	X		
Timothy Cantrell	X		
City of Lakeport			
Kevin Ingram			X
Department of Social Services			
Rachael Parsons	X		
Hope Center			
Caressa Smith	X		

Lake County Behavioral Health Services			
Elise Jones	X		
Scott Abbott	X		
Lake County Community Foundation			
Annette Kamaloni	X		
Lake County Office of Education			
Ana Santana	X		
Holly Hana	X		
Mendocino Community Health			
Ben Anderson		X	
Nation Finest			
Kate Mather			X
North Coast Opportunities			
Justin Gaddy			X
Probation			
Meredith Noyer	X		
Wendy Mondfrans	X		
Project Restoration			
Ronni Duncan	X		
Redwood Community Services			
Justin Perez	X		
Kimbralee Guerra			
Scott's Valley Band of Pomo Indians			
Tiffany Montiel			
Summer Walker	X		
Supporting Bright Futures			
Angelique Cole		X	
Sunrise Special Services Foundation			
Annie Barns		X	
Nancy Hernandez			X
Woodland Community College			
Mary Wilson		X	
Veterans Affairs			

Diana Gutierrez			X

2.2 Attendance Review: None today.

Action Item: Bring a list of members who have not participated in the past three months to the April meeting.

2.3 Additions or Changes to the Agenda - None
2.4 Approval of February 6, 2025, Minutes
2.4.1.1 Motion to Approve by Doreen Gilmore
2.4.1.2 Second, by Rachael Parsons
2.4.1.3 Voting - Unanimous
2.5 Conflict of Interest

3. Public Comments:

3.1 Open for Public Comments – 3 Minutes Each
3.1.1 2025 Resource Brochure
3.1.2 The CoC received an email about what is happening at the federal level. We lost our Technical Assistance from HUD, and there are more changes at the federal level that may affect us.
3.1.3 At the HMIS Lead monthly call, Admins were informed that the System Performance Measures report has been delayed. HUD is in the process of changing documents to reflect the executive orders.

Action Item - Draft a summary of the HMIS Lead Monthly Meeting and send it to Bruno Sabatier.

4. Action Items:

4.1 Voting Membership Changes (New Members/Officers)
4.1.1 Brian Abrao – Community Member
4.1.1.1 Table until next month
4.1.2 Carl Porter – Community Member – Presentation Given
4.1.2.1 Motion to Approve by Mary Wilson
4.1.2.2 Second, by Holly Hana
4.1.2.3 Unanimous
4.1.3 Voting - Governmental Official Representative – Brad Rassmussen
4.1.3.1 Motion to Approve by Shannon
4.1.3.2 Second, by Rachael
4.1.3.3 Unanimous

5. Presentations:

5.1 Scotts Valley Presentation – Summer Walker
5.1.1 Scott's Valley Band of Pomo Indians is opening a short-term residential therapeutic program.
5.1.2 Serving—This is Open to everyone, not just tribal members. Both male and female houses are in Lakeport. Our first house is for males only.
5.1.3 Ages fifteen to twenty-one (15 – 21) who are housing insecure.

5.1.4 Inappropriate placements would be for individuals who are currently actively addicted or have a Behavioral Health/Mental Health crisis.

5.1.5 1-year program – Can go longer with the Chief Probation Officer of Child Welfare signoff.

5.1.6 Program Goals – Empowering success, transition plan, needs, and service plans. This will include education, employment, life skills, long-term housing, budgeting, resume building, work ethics, renter's rights, socialization, and emotional, mental, physical, and executive functioning.

5.1.7 Community Integration – Build a sense of community,

5.1.8 Create an environment to build self-sustaining life skills.

5.1.9 Staff training de-escalation tram interventions

5.1.10 Environment – Safe, Respected, Informed, Connected, Hopeful.

5.1.11 Quality Improvement – Weekly Daat reviews, monthly audits, data and documentation collected, program grievances.

5.1.12 BOD We need three (3) other Board Members to meet compliance expectations for the funding.

5.1.12.1 On Zoom and quarterly

5.2 Adult Protective Services Discussion Q & A – Rachael Parsons

5.2.1 Homesafe Program—We accept referrals for elderly people living in unsafe situations. This involves an APS report. If the safety concern is homelessness, then Homesafe will apply.

5.2.2 The referral can be accessed through our website. APS must come through a referral. Sixty (60) or older.

5.2.3 A question was, "If they are in a homeless shelter, do they still qualify?" The answer is yes. They need a way to keep paying rent, which is considered self-neglect.

5.2.4 Call (707) 995-4244 to make a phone referral

5.2.5 https://www.lakecountyca.gov/788/Report-Abuse

5.2.6 Thomas Swanson, Social Worker Supervisor, Thomas.Swanson@lakecountyca.gov

5.2.6.1 See Presentation at the end of the General Meeting Minutes.

6. Committee Updates:

6.1 HMIS/CES – Heather Frawley

6.1.1 Contract is signed

6.1.2 HUB Training was done last month for two (2) groups.

6.1.3 Focusing on getting agencies signed up.

6.1.3.1 Request to add Landlord Letter that the Housing Navigators Working Group has been working on next month's agenda.

6.2 Interfaith – J Murdock – Absent

6.3 Performance Review – Caressa Smith –

6.3.1 We reviewed the equity questions. We will be creating a working group.

6.3.2 NCO and WWHH are the last agencies.

6.3.3 Call to action: Request all members to participate in a committee or working group. We need diversity. The same people show up at all committee and working group meetings. With more membership support, we can create more positive changes and do better as a CoC.

6.3.3.1 If you are an agency that received CoC funding, please attend the Performance Review
6.3.3.2 If you have an HMIS license, attend the HMIS/CES committee.
6.3.3.3 When you attend a meeting, have your camera on and be present.

6.4 Point in Time Count – Shannon Kimbell-Auth
6.4.1 Presentation on Preliminary Report
6.4.1.1 Gaps from 2024 – 2025
6.4.1.2 Decrease in all locations.
6.4.1.3 5-Year Trends Presented
6.4.1.4 Presented on what went well and what can be improved for next year.
6.4.1.5 See Presentation at the end of the General Meeting Minutes.
6.4.1.6 Discussion -
6.4.1.6.1 Request for a more robust conversation related to Probation. We have had this conversation several times in the last few months.
6.4.1.6.2 Participation of Probation in the PIT count is too important to have probation pulled back.
6.4.1.6.3 How can we better organize the sites? What can we do to provide more diversity and equity at each site?
6.4.1.6.4 The Sheltered Count is missing sheltered agencies. Next year, we must ensure all shelters are represented in the survey.
6.4.1.6.5 A proposal for next year's backpacks will be coming soon. These backpacks were designed with recommendations and feedback from the Lived Experience.

6.5 Strategic Planning – Ana Santana – Absent
6.5.1 Doreen-We went through the brochures and updated all the numbers.
6.5.2 Updated the Gaps Analysis.
6.5.3 Strategic Planning meets at three thirty (3:30) pm on the third (3^{rd}) Thursday of each month.
6.5.4 James Murdock and Bruno Sabatier met to develop a proposal for a Town Hall. This is one of the goals the Strategic Plan calls for.

6.6 Administrative Entity Reports – Scott Abbott/Elise Jones/Christine Andrus/Melissa Kopf
6.6.1 Grants – Scott Abbott
6.6.1.1 Encampment Resolution has been released.
6.6.1.2 HUD Tier 1 did not receive Tier 2, and I have not received the score. The scoring is probably due to poor System Performance Measures data.
6.6.1.3 We will be applying for HHAP 6 funding.
6.6.1.4 We need to address CES and ensure that we are funding it.
6.6.1.5 HHAP 5 took the state about a year to release. HHAP 5 and 6 were due to budgeting issues.
6.6.1.6 Discussion on the Decision

6.6.2 HMIS Data Erroring Report
6.6.2.1 I worked with your consultant, and we addressed many of the errors we saw due to merging projects.
6.6.3 State and Federal Report Update – Melissa Kopf
6.6.3.1 The HDIS report was submitted yesterday. The state generously granted a two-week extension to address our errors due to the merger projects.
6.6.3.2 As I stated during the Public Comment, the System Performance Measures and PIT reports are delayed.

7. **Shelter Updates:**

   7.1 Hope Center – At capacity – 21 beds full.
   7.2 NEST – 1 room available for a pregnant parent or one parent and small child.
   7.3 Project Restoration – At capacity – 11 beds full.
   7.4 Scotts Valley – See the presentation for updates
   7.5 Supporting Bright Futures - five men's and one women's beds are available.
   7.6 Xamitin Haven – At capacity

Action Item: Contact Big Valley to get status and find out if they want to participate in the shelter updates.

8. **Adjournment:**

Lake County Continuum of Care Executive Committee Meeting

March 6, 2025

3:30 p.m.

Minutes

The Lake County Continuum of Care Executive Committee meets on 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.

Per the Brown Act, all Lake County Continuum of Care Executive Committee Voting Members are required to attend in person.

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

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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		
Vice Chair – Doreen Gillmore	X		
Lived Experience Chair – Dustin Lawson	X - HC		
HMIS/CES Chair – Heather Frawley	X		
Interfaith Chair – James Murdock			X
Performance Review Chair – Caressa Smith	X - HC		
Point in Time Chair – Shannon Kimbell-Auth	X		
Strategic Planning Chair – Ana Santana			X
Government Official Chair – Brad Rassmussen	X		
Public Housing Authority Chair – Rachel Parsons	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 Add approval of November Meeting Minutes
1.3 Approval of November 1, 2024, November 4, 2024, and February 6, 2025, Minutes
   1.3.1 Motion to approve all three (3) sets of meeting minutes by Heather Frawley
   1.3.2 Second by Doreen Gillmore
   1.3.3 Voting - Bruno Sabatier, yes. Doreen Gillmore, yes. Heather Frawley, yes. Dustin Lawson, yes. Caressa Smith, yes. Shannon Kimbell-Auth, abstain. Brad Rassmussen, yes. Rachael Parsons, yes.
   1.3.4 Motion passes.

1.4 Conflict of Interest -

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2. Public Comments

   2.1 Open for Public Comments – 3 Minutes Each

2.1.1 No Comment

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3. Monthly Financial Review – Scott Abbott
   3.1 Financial Review Spreadsheet Presented.
      3.1.1 All the grants we have received, the money we have, and all the categories we have. Presentation on each column on the spreadsheet with information on what has been spent, how much remains, and notes on what is allocated and the agency it's been assigned to.
         3.1.1.1 Not all the Administrative costs are included. We will add them at the end of the fiscal year.
      3.1.2 Budget amendment for Xamitin Haven –
         3.1.2.1 We have asked why we have not received 12/2024 and 2/2025.
         3.1.2.2 Based on the average, we have about $554,316.49.
         3.1.2.3 Can we reallocate some money to offer them CES support?
         3.1.2.4 We need to support our CES process and revise the budget for CES. HHAP budgets are easy to amend.
         3.1.2.5 We have used mainly HHAP 3 for the shelter. We will move to HHIP and then back to HHAP 4.
         3.1.2.6 We may need to discuss HHAP 5 for the shelter extension.
         3.1.2.7 Discussion—CalMatters reports negative outcomes in shelters, deaths in shelters, and a lack of permanent outcomes. Discussion on outcomes, continuum of housing, transition shelters, and solutions.
         3.1.2.8 Get options from RCS on what they would like to offer

         3.1.2.9 Discussion on the requirements for PHA and Section 8.

Action Item - PHA brings us a dollar amount to keep people housed with Section 8.

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4. Executive Reports/Action Items
   4.1 Nation's Finest Letter of Support – Bruno Sabatier
      4.1.1 Motion to approve by Doreen Gillmore
      4.1.2 Seconded by Heather Frawley
      4.1.3 Voting - Bruno Sabatier, yes. Doreen Gillmore, yes. Heather Frawley, yes. Dustin Lawson, yes. Caressa Smith, yes. Shannon Kimbell-Auth, yes. Brad Rassmussen, yes. Rachael Parsons, yes.
      4.1.4 Motion passes.

   4.2 Request a working group for Zoning Regulations – Angelique Cole
      4.2.1 This is from the Gaps Analysis: Zoning Regulations for Lake County. The working group aims to form alliances with interested entities to work on housing projects in Lake County. The Housing plan should include specific housing needs, such as Senior and probation housing projects, and review zoning regulations for warming centers, warming shelters, and pets. We want to create a working group for this area.
         4.2.1.1 Four or five people who could be in the working group were on the call. There was a discussion about getting local jurisdictions involved.
         4.2.1.2 Request for the meeting to be after Strategic Planning. Maybe we can get zoning people to join.

4.2.2 Motion to approve by Heather Frawley.
4.2.3 Second by Brad Rassmussen.
4.2.4 Voting - Voting - Bruno Sabatier, yes. Doreen Gillmore, yes. Heather Frawley, yes. Dustin Lawson, yes. Caressa Smith, yes. Shannon Kimbell-Auth, yes. Brad Rassmussen, yes. Rachael Parsons, yes.

4.3 Addendum to Governing By-Laws – Doreen Gillmore
4.3.1 Add more jurisdictional coverage. I added 4 for both cities, the county, and the tribal. I also added Youth, bringing the total up to 15.
4.3.2 How would this impact our Quorum? This would allow us to be flexible.
4.3.3 If we approve, we must bring the By-Laws addendum to the general membership to approve.
4.3.4 Executive Committee gives consensus.

4.4 Ad Hoc Encampment Resolution Discussion – Bruno Sabatier
4.4.1 LCCoC has been allocated 1.5 million dollars of the encampment resolution Grant.
4.4.2 Discussion on putting a team together. Request for lived experience participation. Looking for a minimum of 5. Hope Center, Dustin Lawson, Lived Experience representation, Brad Rassmussen, Xamitin Haven, and Probation.
4.4.3 Motion to approve by Brad Rasmussen
4.4.4 Second by Rachael Parsons
4.4.5 Voting - Bruno Sabatier, yes. Doreen Gillmore, yes. Heather Frawley, yes. Dustin Lawson, yes. Caressa Smith, yes. Shannon Kimbell-Auth, yes. Brad Rassmussen, yes. Rachael Parsons, yes.

4.5 CoC Housing Resource Brochure Funding Request – Doreen Gillmore
4.5.1 Presented Brochure.
4.5.1.1 Request for QR code to CoC website for the Housing Resources page.
4.5.1.2 Requesting $500 to print the brochures to have them distributed to agencies.
4.5.1.3 Request for an English version and $100 for Spanish.
4.5.1.4 This will come from Outreach dollars.
4.5.1.5 Motion to approve by Heather Frawley.
4.5.1.6 Seconded by Brad Rassmussen.
4.5.1.7 Voting - Bruno Sabatier, yes. Doreen Gillmore, yes. Heather Frawley, yes. Dustin Lawson, yes. Caressa Smith, yes. Shannon Kimbell-Auth, yes. Brad Rassmussen, yes. Rachael Parsons, yes.

4.6 Eviction Prevention – Bruno Sabatier
4.6.1 Rachael Parsons, Elise Jones, and Bruno Sabatier met with the Public Defender's office, Ray Buenaventura. The offer was to hire an attorney that would cost too much.
4.6.2 If Ray is already defending someone who is unsheltered or is in eviction proceedings, he will pass on the information on resources and mediation services.
4.6.3 With the funding, we want to create flyers and commercials for KXBX and KPSC. Increasing advertising for expunction services.
4.6.4 Recommendation to the Working Group to use half the money on evictions for prevention.

4.7 AB 362 – Scott Abbott

4.7.1 New law. Requires that cities and counties are required to investigate complaints of substandard conditions. We must file a report to HCD by April 1 each year.

Action Item – Send to Llyod to investigate and get information on how to move forward.

4.8 Grant Selection Working Group Recommendation for RRH w/CES requirement – Doreen Gillmore

4.8.1 The grant is for Rapid Rehousing with Coordinated Entry Services. AHCL wrote a proposal for only Coordinated Entry. The scores are based on the application proposal.

4.8.2 We are not saying no, just no, to this grant because the application does not meet the requirements of this RFP.

4.8.3 There was a discussion about moving some funding to grant the CES program. The recommendation is to bring back their contract amendment.

4.8.4 Consensus of the Executive Committee.

4.9 Grant Selection Working Group Recommendation of Emergency Solutions Grant and RRH w/CES requirement Recommendation – Doreen Gillmore

4.9.1 This is tied to ESG funding. They are using the RRH funding to match ESG.

4.9.2 We must include in their contract that they participate in our CES. We need to monitor the contract and ensure they are using our CES.

4.9.3 Request for PR to review every 3 months.

4.9.4 Discussion on recommendations involving training with frontline staff, supervisors, and managers, the expectation that NCO is an access point for households, the expectation that they participate in CES/HUB, and updating the HMIS and CES. The expectations need to be identified in the contract.

4.9.5 Motion to approve by Heather Frawley.

4.9.6 Seconded by Brad Rasmussen.

4.9.7 Voting - Bruno Sabatier, yes. Doreen Gillmore, yes. Heather Frawley, yes. Brad Rassmussen, yes. Rachael Parsons, yes.

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5. Adjournment -