



Lake County Continuum of Care General Meeting Minutes

Date: March 5, 2026

Time: 3:00 P.M.

Meeting Location:

Lake County Office of Education 1152 S Main St, Lakeport, CA 95453
Hope Center, 3400 Emerson St, Clearlake, CA 95422

Virtual Meeting Information:

[Join the meeting now](#)

Meeting ID: 283 070 466 171

Passcode: TZ6rW9wg

Dial in by phone

[+1 972-581-9848,,56661269#](#) United States, Renner

[Find a local number](#)

Phone conference ID: 566 612 69#

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: 3:05PM

2.1 Roll Call:

| Voting Executive Committee Member | In Person | On TEAMS | Absent |
|------------------------------------------|------------------|-----------------|---------------|
| Chair – Bruno Sabatier | X | | |
| Vice Chair – Caressa Smith | X | | |
| Lived Experience Chair – Tiffany Hall | | | |

| | | | |
|-------------------------------------------------------------|---|---|---|
| Lived Experience Youth Chair – Willow Nunez | | | |
| HMIS/CES Chair – Heather Frawley | X | | |
| Interfaith Chair – James Murdock | | X | |
| Performance Review Chair – Doreen Gilmore | X | | |
| Point in Time Chair – Shannon Kimbell-Auth | | | X |
| Strategic Planning Chair – Ana Santana | X | | |
| Government Official Chair – Brad Rasmussen | | | X |
| City of Clearlake Chair – Mary Wilson | X | | |
| Public Housing Authority Chair – Rachael Parsons | | | 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 – Brad Rasmussen | | | X |
| | | | |
| AHCL Coordinated Entry | | | |
| Heather Frawley | X | | |
| Christina Dalto | | | |
| | | | |
| Community at Large | | | |
| Barbara Christwitze | | X | |
| Doreen Gilmore | X | | |
| Julia Carrera | | | X |
| Carl Porter | | | X |
| George McKissick | | X | |
| Janet Taylor | X | | |
| Tiffany Hall | | | X |
| | | | |
| Catholic Charities of Northwest California | | | |
| Matthew Vercheure (pronounced like - for sure but with a V) | | X | |
| | | | |
| City of Lakeport | | | |
| Dale Stoebe | | X | |
| | | | |
| Hope Center | | | |
| Caressa Smith | X | | |

| | | | |
|--------------------------------------------------|---|---|---|
| | | | |
| Lake County Behavioral Health Services | | | |
| Elise Jones | | | |
| Scott Abbott | X | | |
| | | | |
| Lake County Community Foundation | | | |
| Annette Kamaloni (Anet KamalOnie) | | | X |
| | | | |
| Lake County Department of Social Services | | | |
| Rachael Parsons | | | X |
| Theresa Showen | | | X |
| | | | |
| Lake County Health Services | | | |
| Leila Romero | | X | |
| | | | |
| Lake County Office of Education | | | |
| Ana Santana | | | X |
| | | | |
| Mendocino Community Health | | | |
| Ben Anderson | | | X |
| | | | |
| Nation Finest | | | |
| Kate Mather | | X | |
| | | | |
| North Coast Opportunities | | | |
| Breanna Ramirez | | X | |
| | | | |
| Probation | | | |
| Eva Lara | X | | X |
| Wendy Mondfrans | | | |
| | | | |
| Project Restoration | | | |
| Ronni Duncan | | X | |
| | | | |
| Redwood Community Services | | | |
| Keith Louton | | X | |
| | | | |
| Scott's Valley Band of Pomo Indians | | | |
| Carl Porter | | | X |
| | | | |
| Supporting Bright Futures | | | |
| Angelique Cole | | | X |
| | | | |
| Sunrise Special Services Foundation | | | |
| Vacant | | | |
| | | | |
| Woodland Community College | | | |
| Mary Wilson | X | | |
| | | | |

| | | | |
|----------------------------------|--|---|--|
| Veterans Affairs | | | |
| Diana Gutierrez (goo tee air ez) | | X | |
| | | | |
| Xamitin Haven | | | |
| Zenia Leyva-Chou | | X | |
| | | | |

Introductions from non-members – Kathren Espanoza, The Circle of Native Minds, Veronica **Solvec**, Christina Dalto, Rachel Nell, Lisa Judd, Jelina Cook, Brian Martinez.

2.2 Attendance Review:

2.2.1 Dale Stobe and Kara-Fae Ingram. Dale Stobe is present.

2.2.2 Carl Porter will be absent until June. Email received by CoC Secretary, Melissa Kopf.

2.2.3 Melissa Kopf did not receive a response from Kara-Fae Ingram and will be removed from membership.

2.3 Additions or Changes to the Agenda: There is a typo on item number 5.1. The typo has been noted and corrected.

2.4 Approval of February 5, 2026, Minutes:

2.4.1 No changes.

2.4.1.1 Motion to approve February 5, 2026, meeting minutes by Heather Frawley

2.4.1.2 Second by Eva Lara

2.4.1.3 Voting Unanimous

2.5 Conflict of Interest Statement: Statement provided by Chair Bruno Sabatier.

3. Public Comments:

3.1 Open for Public Comments and Announcements – 3 Minutes Each:

3.1.1 Ronni Duncan – In January, AHCL was awarded 6.3 million dollars to expand the Hope Center. We are adding 29 beds. We will be moving RH and adding 17 beds for a total of 50 beds. We will be moving to the Hope Center for all unhoused needs.

3.1.2 There will be a Community Input Meeting at Hope Center on March 11, 2026, at 5:30 pm.

4. Action Items:

4.1 Voting Membership Changes (New Members/Officers)

4.2 Action Items from February 5, 2026, Monthly Meeting:

4.3 Voting - Clearlake City Council Executive Committee Member Mary Wilson.

4.3.1 Motion to approve Mary Wilson for the City of Clearlake Government Chair by Heather Frawley

4.3.2 Second by Eva Lara

4.3.3 Voting is Unanimous

4.4 Voting – Lived Experience Advisory Board Chair, Tiffany Hall

4.4.1 There were some changes to the Lived Experience Advisory Board. Tiffany Hall is not available to be the LEAB Chair. We are nominating Robert Sexton for the LEAB Chair position.

- 4.4.2 Discussion on the January nomination for Robers Sexton and requesting to move forward with a vote because of the January Nomination.
- 4.4.3 Decision to move forward with voting.
- 4.4.4 Motion to approve Robers Sexton as the Lived Experienced Advisory Board Chair by Heather Frawley
- 4.4.5 Second by Caressa Smith
- 4.4.6 Voting is Unanimous
- 4.5 Voting – Performance Review Committee Chair, Doreen Gilmore
 - 4.5.1 Motion to approve Doreen Gilmore for the Performance Review Committee Chair by Eva Lara
 - 4.5.2 Second by Heather Frawley
 - 4.5.3 Voting is Unanimous

5. Presentations:

- 5.1 ~~Braking Bown~~ Breaking Down Silos – Bruno Sabatier
 - 5.1.1 Requesting all organizations and individuals serving our unhoused and housing-insecure populations to bring them back to the group for a 2-minute presentation on the programs and services they provide.
 - 5.1.2 This would be a conversational presentation, like an elevator speech. The goal is to gain a deeper understanding of our combined services and how we can collaborate to support our housing-insecure community members.
 - 5.1.3 This presentation will take place at our April general meeting, and I am requesting that we have a shorter agenda to allow time for this presentation.
 - 5.1.4 Discussion on making this an annual presentation.
 - 5.1.5 Melissa Kopf is requesting that all committee chairs and working group chairs ensure their reports are in no later than March 26 to make it to the April agenda.

6. Committee Updates:

- 6.1 HMIS/CES – Heather Frawley
 - 6.1.1 HMIS – We discussed the HMIS licenses for Standard vs Guest Licenses and distribution of the licenses. We currently have 23 standard licenses and 50 guest licenses. Description of the differences between licenses.
 - 6.1.1.1 The decision by the committee is to issue Standard Licenses to CES Operations. This includes all access points. Each agency receiving funding from the CoC or are required to enter data into HMIS based on their contracts will receive 1 standard license and up to 2 guest licenses. Any agency requesting to enter data into HMIS who are not receiving funding from the CoC or is not required to enter data into HMIS will receive 1 guest license per administrative location.
 - 6.1.2 CES – HUB is revamping its training.
 - 6.1.3 We have a meeting between the HMIS and CES Admin to develop HMIS policies and Procedures.
 - 6.1.4 Comments by Chair Bruno Sabiater about the importance of collecting the data and receiving funding.
- 6.2 Interfaith – J Murdock
 - 6.2.1 Revamping committee members for the 2026 meetings. I will work with Melissa Kopf on sending out invites next week.
 - 6.2.2 There was a check recall for the laundry cards. Some processes were missing, and AHCL has a new check request in. We will have more information at our next meeting in April.

- 6.2.2.1 It was brought to my attention that we were missing Woodland Community College for the laundry Cards. I will be working with the college to see about getting the cards there.
- 6.2.2.2 The college has many students who are housing insecure and can benefit from this service.
- 6.2.3 The Adventist Church in Clearlake met with Catholic Charities regarding Safe Parking. A verbal agreement has been reached to bring the program to the Adventist Church parking lot in Clearlake. This is pending Clearlake permitting. We will be surveying the site soon. More to come.
- 6.3 Performance Review – Vacant
 - 6.3.1 Request that Melissa Kopf send out a Doodle Poll to start a new meeting time. Request that more agencies participate. The next review will be in May.
- 6.4 Point in Time Count – Shannon Kimbell-Auth
 - 6.4.1 We are still working on data clean-up. This includes reviewing HMIS data and comparing it with Counting Us data.
 - 6.4.2 We received **504 backpacks** in total. Per guidance, backpacks were to be distributed **only to individuals who completed a survey**. We conducted **358 interviews** (sheltered and unsheltered combined). Based on that number alone, there should theoretically have been **146 backpacks remaining**. There were also **36 observations** and **20 vehicles** counted. Even if we assume — which is unlikely — that a backpack was left for each observation and each vehicle, that would bring the total possible distributions to **415**, leaving **89 backpacks remaining**. I have **41 backpacks** in inventory.
 - 6.4.3 Pastor Shannon is asking if any agencies are still holding backpacks that were not returned to reach out to either Melissa Kopf of Pastor Shannon.
 - 6.4.4 The backpacks are to be distributed to the access points and the shelters.
 - 6.4.4.1 Bruno Sabatier requests that the backpack be sent to the shelters and Peer Support Centers quickly.
- 6.5 Strategic Planning – Ana Santana
 - 6.5.1 2026 LCCoC Bylaws approval.
 - 6.5.1.1 The 2026 Bylaws were word-smithed through AI. They are in the Agenda Packet and will be voted on next month. next month.
- 6.6 Administrative Entity Reports – Scott Abbott/Elise Jones/Christine Andrus/Melissa Kopf
 - 6.6.1 HUD Consolidated Competition Application NOFO Update.
 - 6.6.1.1 HUD requested that the courts dismiss the court case, stating that they need the court cases to be dismissed to fund Q3 and Q4 of the 2025 application. The court denied the request. HUD has stated it will appeal the court's decision.
 - 6.6.2 eLOCCS Update.
 - 6.6.2.1 eLOCCS is HUD's banking system. We have been assigned an eLOCCS account to draw down our allocated funding.
 - 6.6.2.2 There have been challenges with this account. We are working with our HUD representative to access the account. Melissa Kopf will begin working with the Administrative Entity Team tomorrow.
 - 6.6.3 HMIS Administrators have started meeting to draft HMIS policies.
 - 6.6.3.1 We are receiving assistance from our HUD-assigned TA.
 - 6.6.4 Based on the BOS meeting last week on Transitional Rents, we will be adding language into the policy on both data for Tribal Nations and Domestic Violence survivors currently fleeing a DV situation.

- 6.6.4.1 Transitional Rents are still a way out from being implemented in the county. Lake County Behavioral Health is working with the Partnership to establish implementation processes.
- 6.6.5 Request for Proposal.
 - 6.6.5.1 On Monday, \$375 for sheltering on the south shore will be published.
 - 6.6.5.2 We will be sending out another Request for Proposal for emergency sheltering at the old Juvinal Hall Facility for our unhoused community. This RFP will require the use of braided funding.
 - 6.6.5.3 Discussion on the shelter and our funding. We can't sustain a 24-hour shelter. Our contract with RCS ends on June 30, 2026. The previous funding has not been allocated to us because the last little bits of funding from Covid supported Xamitin Haven.
 - 6.6.5.4 HCD is in process with awarding HHAP 6. We are still "tweaking" our application. This was turned in today, and we are expecting approval.
 - 6.6.5.5 There is a requirement for the application that the county has a policy on encampments.

7. Working Group Updates:

- 7.1 Grant Selection Working Group – Doreen Gillmore
 - 7.1.1 HUD CoC Competition Grant – Melissa Reported.
 - 7.1.2 County and CoC HHAP round 6. There is \$612,000. We are working on the RFP but are waiting for funding before sending it out.
 - 7.1.3 Southshore Shelter Project RFP
 - 7.1.3.1 The RFP that will be sent out on Monday, March 9, 2026, is for south shore sheltering.
 - 7.1.3.2 Discussion of the timeline stated.
- 7.2 Housing Navigators Working Group – Chrissy Richter
 - 7.2.1 We meet regularly.
 - 7.2.2 At our last meeting, we had a local landlord come to discuss filling his rentals. We discussed helping clients with shared housing for the rentals.
- 7.3 Lived Experience Advisory Board – Robers Sexton
 - 7.3.1 Presentation on Barriers to Help: Accessing Accurate Resource Information
 - 7.3.1.1 We have 4 voting members on our board.
 - 7.3.1.2 Diversity – Enhanced decision making, stronger community representation, improved access to community resource networks.
 - 7.3.1.3 Review of the agenda for the LEAB meeting.
 - 7.3.1.4 We will be voting on the LEAB mission statement, Bylaws, and voting in new LEAB members. We have 4 possible new members.
 - 7.3.1.5 Person's first language. Changing the narrative in Lake County. Advocating for the removal of "homeless" from websites and using language like housing insecurities.
 - 7.3.1.6 LEAB would like to collaborate with the CoC and Lake County to explore solutions in changing the narrative to help remove stigma.
 - 7.3.1.7 Children and Youth are experiencing housing instability. The request is to provide a place for families with children and for young people to shower safely.
 - 7.3.1.8 The laundry mats and the cards at the library, making them accessible to children and youth to help with hygiene.
 - 7.3.1.9 Proposed Mission Statement: "Our mission is to amplify the voices from individuals with lived experiences of insecure housing; ensuring that their

perspective can guide necessary community changes and shape the solutions that meet real needs.”

7.3.1.10 We would like to host an event alongside the CoC that focuses on County-Wide resources that support people who are unhoused or those who are in transition to being unhoused.

7.3.1.11 Some folks at the Circle of Native Minds would like to participate.

7.3.1.12 An invitation is extended to the LEAB for Recovery Radio to talk about the LEAB.

7.3.1.13 What can the CoC do with outreach dollars to help the LEAB with a booth, and Scott will help coordinate.

7.3.1.14 Discussion on treatment centers and transitioning to housing.

7.4 Zoning Regulations Working Group – Angelique Cole

7.4.1 This working group is on pause.

7.5 Encampment Resolution Working Group – Bruno Sabatier

7.5.1 Dignity Bus Update. The bus can cost \$150,000 to \$200,000. It costs roughly \$97 thousand a year to run. It would be another 20 beds.

7.5.2 Mary and I met with the City Manager to discuss the Adventist Church in Clearlake. The city manager is looking for a management plan from CC. There will be a process to get a use permit. The City manager said this might work.

7.5.3 The working group is meeting this Monday. There is room for about 50 cars.

8. Shelter Updates:

8.1 Hope Center –

8.1.1 We have 2 beds open. Our intake process uses CES. We are meeting with the CES team to fill these beds.

8.2 The NEST –

8.2.1 The NEST has 2 rooms available and housed a mother and child in February.

8.3 Project Restoration –

8.3.1 We have a referral meeting tomorrow afternoon. Referrals go through CES.

8.4 Scotts Valley – Not present

8.5 Supporting Bright Futures – Not present

8.6 Xamitin Haven –

8.6.1 We have 2 openings as of today.

9. Adjournment: 4:54 pm.



Lake County Continuum of Care Executive Committee Meeting

March 5, 2026

3:30 p.m.

Minutes

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.

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

Virtual Meeting Information:

[Join the meeting now](#)

Meeting ID: 283 070 466 171

Passcode: TZ6rW9wg

Dial in by phone

[+1 972-581-9848](tel:+19725819848), [56661269#](tel:+156661269) United States, Renner

[Find a local number](#)

Phone conference ID: 566 612 69#

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.

1.1 Roll Call 4:58 pm

| Voting Executive Committee Member | In Person | On TEAMS | Absent |
|--------------------------------------------------|------------------|-----------------|---------------|
| Chair – Bruno Sabatier | X | | |
| Vice Chair – Caressa Smith | X | | |
| Lived Experience Chair – Robert Saxton | X | | |
| Lived Experience Youth Chair – Willow Nunez | X | | |
| HMIS/CES Chair – Heather Frawley | X | | |
| Interfaith Chair – James Murdock | | X | |
| Performance Review Chair – Doreen Gilmore | X | | |
| Point in Time Chair – Shannon Kimbell-Auth | | | X |
| Strategic Planning Chair – Ana Santana | X | | |
| Government Official Chair – Brad Rasmussen | | | X |
| City of Clearlake Chair – Mary Wilson | X | | |
| Public Housing Authority Chair – Rachael Parsons | | | X |
| Secretary - Melissa Kopf (non-voting) | | X | |
| Administrative Entity - Scott Abbott | X | | |
| | | | |
| Quorum Met - Yes | | | |

1.2 Additions or Changes to the Agenda

1.3 Approval of February 5, 2026, Minutes:

1.4 Motion to approve February 5, 2026, meeting minutes by Heather Frawley.

1.5 Second by Ana Santana

1.6 Voting - Bruno Sabatier, yes; Caressa Smith, yes; Robert Sexton, yes; Willow Nunez, yes; Heather Frawley, yes; James Murdock, yes; Doreen Gilmore, yes; Ana Santana, yes; Mary Wilson, yes.

1.7 Motion passes

1.8 Conflict of Interest Statement: Statement made by Chair Bruno Sabatier.

2. Public Comments

2.1 Open for Public Comments – 3 Minutes Each

2.2 Question by Heather Frawley. Is there an appropriate place to present the HUB data and Case Conference?

2.3 Case Conferencing report should be made at the General meeting

2.4 HUB data reporting would be given at the Executive Committee meeting

2.5 Discussion on the Quarterly Data Report for the CoC. This report will be given next month at the general meeting.

3. Monthly Financial Review.

3.1 It's the same. We are about to spend funding for Xamitin, NCO, and the South Shore Sheltering.

4. Executive Reports/Action Items

4.1 Action Items Update:

4.2 MOU between Lake County Behavioral Health Services, Street Outreach, and Lake County Continuum of Care.

4.2.1 There was concern that the Peer Support Centers need funding. We have the MOU between the CoC and Lake County Behavioral Health Services. Because LCBHS is the Administrative Entity, we have the ability to provide funding to LCBHS for its services that provide the required services of the CoC. The Peer Support Centers are our Access Points, so we don't need to go out to RFP. Instead, we are amending the MOU between the Coc and LCBHS.

4.2.2 We will be adding Street Outreach services to the MOU.

4.2.3 Question from LEAB Chari Robert Sexton - Is Xamitin Haven not going to exist as a shelter anymore? Can we move people from Xamitin to the Hope Center since the Hope Center has 2 beds available?

4.2.3.1 Discussion on the funding the CoC has available. This discussion includes the lack of funding we are now receiving, which is due to COVID. The shelter can't sustain itself as a 24-hour shelter and will likely move to a warming shelter model.

4.2.4 Presentation of the amendment between LCCoC and LCBHS.

4.2.4.1 Discussion on Street Outreach Supplies is not added up over the 3 years. This is due to the allocated funding.

4.2.4.2 Discussion on insurance, fuel, and maintenance in the budget.

4.2.4.3 Motion to approve the amendment for the MOU Between the LCCoC and LCBHS by Heather Frawley

4.2.4.4 Second by Ana Santana

4.2.5 Voting - Bruno Sabatier, yes; Caressa Smith, not available; Robert Sexton, yes; Willow Nunez, yes; Heather Frawley, yes; James Murdock, yes; Doreen Gilmore, yes; Ana Santana, yes; Mary Wilson, yes.

4.3 Redwood Community Services Xamitin Haven Contract Amendment

4.3.1 Discussion on changes to the amendment and the review of the new budget.

4.3.2 Request for changing the amendment to state in Exhibit B 1, see Exhibit B 2.

4.3.3 Overall, the funding is the same, just a revised budget.

4.3.4 Xamitin Haven has been attempting to provide navigation services.

4.3.5 Motion to approve between LCCOC and RCS with amendments by Heather Frawley

4.3.6 Second by Caressa.

4.3.7 Voting - Bruno Sabatier, yes; Caressa Smith, yes; Robert Sexton, yes; Willow Nunez, yes; Heather Frawley, yes; James Murdock, yes; Doreen Gilmore, yes; Ana Santana, yes; Mary Wilson, yes.

4.3.8 Motion passes

5. Adjournment 5:31



Lake County
Continuum of Care

Governing By-Laws

2026- 2027

Adopted March 5, 2026

The Lake County Continuum of Care is a coordinating group that aligns resources to facilitate solutions to end homelessness in our community.

Article I – Organization

Section 1 – Organization Name

The organization is called the Lake County Continuum of Care (LCCoC).

Section 2 – Geographic Area

The LCCoC serves Lake County, California, which corresponds to the HUD-designated area CA-529.

Section 3 – Purpose

The LCCoC acts as the primary decision-making body under Housing and Urban Development (HUD) to implement the Continuum of Care (CoC) program authorized by the McKinney-Vento Homeless Assistance Act.

Its functions include:

1. Assessing the needs of individuals and families experiencing or at risk of homelessness.
2. Providing affordable housing, support, and services.
3. Creating and maintaining a CoC Strategic Plan.

Additional goals:

1. Promote community-wide commitment to ending homelessness.
2. Help individuals and families access safe, affordable housing and supportive services.
3. Ensure effective use of mainstream programs for those at risk or experiencing homelessness.
4. Support self-sufficiency among affected individuals and families.
5. Coordinate the Point-in-Time (PIT) Count of individuals experiencing homelessness in Lake County.

Section 4 – Administrative Entity

The Lake County Department of Behavioral Health Services (LCBHS) will serve as the Administrative Entity (AE) and submit grants to HUD, the State of California, and other funding sources on behalf of the LCCoC.

Section 5 – Principal Office

The principal office is located at:

Lake County Behavioral Health Services
6302 Thirteenth Avenue, P.O. Box 1024
Lucerne, CA 95458

Article II – Participants and Representation

Section 1 – Organizational Representatives

Organizations providing relevant services within Lake County may participate. Relevant organizations include nonprofit homeless service providers, government agencies, social services, healthcare providers, housing developers, law enforcement, veteran services, substance use recovery programs, and youth services.

Each organization may designate a primary representative and an alternate, who may vote when the primary is absent. Larger organizations with multiple branches may have one representative per branch. Participation requires contributing at least four hours annually to LCCoC activities, including the PIT Count.

Section 2 – Community Representatives

Individuals residing in Lake County who are not staff or volunteers of LCCoC organizations may participate as community representatives. Community participants are also asked to contribute at least four hours annually to LCCoC activities.

Section 3 – Guests / Residents

Lake County residents are encouraged to attend meetings and contribute experience and input. Guests do not vote. Residents are particularly valued for participation in the PIT Count.

Section 4 – Enrollment

An annual invitation will be extended publicly to new participants. Participation is confirmed by:

1. Completing an online application at www.lakecoc.org.
2. Committing to at least four hours of service annually.
3. Approval via majority vote of current participants.

Section 5 – Executive Leadership Group

An Executive Leadership Group of up to twelve voting representatives will act on behalf of the LCCoC. This group will include:

- Chair and Vice-Chair
- Up to two individuals with lived experience of homelessness
- Two government officials
- Lake County Housing Authority representative
- Chairs of Strategic Planning, PIT Count, Homeless Management Information System (HMIS)/ Coordinated Entry System (CES), Performance Review, and Interfaith initiatives
- Administrative Entity representative and secretary (non-voting)

Executive representatives serve staggered two- or three-year terms, with a maximum of two consecutive terms. Elected alternates may vote in place of absent representatives to maintain a quorum. Vacancies are filled through nominations and a majority vote.

Article III – Responsibilities

Section 1 – Operations

The LCCoC will:

1. Hold at least four meetings annually for all participants with published agendas.
2. Publicly invite new participants annually.
3. Review, update, and approve leadership selection processes annually.
4. Establish additional task groups or work groups as needed.
5. Ensure compliance with HMIS requirements and internal policies.
6. Set performance targets, monitor outcomes, and act against underperforming programs.
7. Evaluate funded projects and report outcomes to HUD and the State of California.
8. Operate a coordinated assessment system for housing and services, including policies for individuals affected by domestic violence, dating violence, sexual assault, or stalking.
9. Maintain written standards for providing assistance, including eligibility, prioritization, rent policies, and program participation.

Section 2 – HMIS Oversight

The LCCoC will:

1. Recommend a single HMIS for the area.
2. Designate an HMIS Lead to manage the system.
3. Approve HMIS privacy, security, and data quality plans.
4. Ensure consistent participation by funded programs.
5. Comply with HUD requirements for HMIS administration.

Section 3 – Planning and Analysis

The LCCoC will:

1. Coordinate housing and service delivery for individuals and families experiencing homelessness.
2. Conduct a biennial PIT Count, counting both sheltered and unsheltered individuals.
3. Perform an annual gaps analysis of local needs and services.

4. Provide data for the Consolidated Plan.
5. Consult with state and local project recipients on funding allocation and performance evaluation.

Section 4 – Funding Applications

The LCCoC, through the Administrative Entity, will:

1. Recommend and approve applications in response to HUD NOFOs.
2. Determine whether one or multiple applications will be submitted and designate a lead applicant accordingly.
3. Retain oversight and approval authority over all LCCoC funding applications.

Article IV – Executive Committee

Section 1 – Structure and Operations

- Up to twelve voting representatives.
- No compensation, except for lived experience representatives.
- Follows California Brown Act and Robert’s Rules of Order.
- Quorum is 51%.
- Decisions are made by consensus or vote as needed.
- Alternates may vote to maintain quorum.

Section 2 – Responsibilities

- Chair: Schedule and lead meetings, act as spokesperson, facilitate operations, provide letters of support, and oversee all LCCoC activities.
- Vice-Chair: Perform Chair responsibilities when Chair is unavailable, succeed Chair if vacated.
- Secretary: Maintain records, prepare agendas and meeting minutes, and manage documentation.
- Administrative Entity representative: Provide financial and grant reports, appoint a secretary to the Executive Committee, assist with meetings, and facilitate application processes.
- Committee chairs and working group leads oversee committees and working groups.

Article V – Committees and Working Groups

All committees and working groups must have three members for a meeting to take place and/or for recommendations to be made.

Section 1 – Strategic Planning Committee

- Assist with updating governing policies and strategic frameworks.
- Review LCCoC plans, analyze needs, gaps analysis, and report annually.

Section 2 – HMIS and CES Committee

- Oversee HMIS policies, operations, data quality, privacy, and participation.
- Support the Coordinated Entry System, including policies for individuals fleeing domestic violence or other crises.
- Make recommendations for discharge planning from local institutions.

Section 3 – Point – in – Time Count Committee

- Organize and implement the PIT Count, including survey design, data collection, and reporting to HUD.

Section 4 – Performance Review Committee

- Monitor and evaluate outcomes of funded projects.
- Assist in technical support for funding applications.

Section 5 – Interfaith Committee

- Coordinate faith-based initiatives addressing the unhoused, such as outreach and service projects.

Section 6 – Lived Experience Advisory Board

- Represent individuals with current or past experience of being unhoused.
- Review policies, funding notices, and HMIS data to ensure fair practices.

Section 7 – Housing Navigation Working Group

- Develop and follow standards for service provision.
- Support landlord/tenant relations, client rights, rent policies, and rapid rehousing programs.
- Case conferencing of those on the by-name list.

Section 8 – Grant Selection Working Group

- Evaluate funding proposals, align projects with local needs, and make recommendations to the Administrative Entity.
- Assist with administering the Request for Proposals, review proposal applications, participate in interviewing potential project applications and make recommendations to the Executive Committee.

Section 9 – Additional Working Groups

- Encampment Resolution Funding Group: Allocate grant funds and assist with reporting.
- Zoning and Permit Group: Provide guidance for Safe Parking, Tiny Villages, and Safe Camping zones.
- Other Working Groups as needed.

Article VI – Administrative Entity and HMIS Lead

Section 1 – Administrative Entity

- Submit registrations, applications, and priority listings to HUD.
- Apply for planning and additional funds.
- Oversee fiscal responsibilities, contracts, and reporting.
- Provide public access to records within 7–10 business days.
- Provide a quarterly fiscal report to the general membership.

Section 2 – HMIS Lead

- Operate the HMIS in accordance with HUD regulations.
 - Assist with annual training, reporting, and updates to governing policies.
 - Provide a quarterly data report to the general membership with the fiscal report.
-

Article VII – General Operations

Section 1 – Meetings

- General meetings at least quarterly; monthly currently.
- Notices and agendas posted 72 hours in advance.
- Leadership group meets monthly; task groups meet as needed.

Section 2 – Quorum

- General decisions require 50% + 1 participants.
- Committees and working groups require three LCCoC members.

Section 3 – Attendance

- Regular participation is expected. Non-participation may result in removal after 3 consecutive months of non-participation, with notice and voting.

Section 4 – Voting

- Consensus preferred; simple majority for decisions; two-thirds for approving governing policies.
- Organizational representatives may designate alternates.
- Committee chairs may nominate an alternative voting representative to vote to maintain a quorum.
- Alternative Committee Chairs must be voted in by the general membership.

Section 5 – Conflict of Interest

- All participants must disclose conflicts and abstain from voting on relevant issues.

Section 6 – Conduct

- Demonstrate ethical and respectful behavior. Violations may result in removal by two-thirds vote.

Section 7 – Grievance Process

- Complaints are handled transparently according to the LCCoC Grievance Policy.

Section 8 – Non-Discrimination

- All activities must be free from discrimination based on race, color, religion, gender identity, sexual orientation, age, disability, veteran status, or other protected characteristics in accordance with federal, state, and local laws.

Section 9 – Accessibility

- Provide reasonable accommodations and inclusive access for individuals with disabilities.

Section 10 – Communication

- Agendas, minutes, and documents posted publicly, translation services available on request.

Adopted and Approved by General Participants on this 5th day of March 2026.

Certified by the Executive Leadership Group as the official governing policies of the Lake County Continuum of Care.

LCCoC and System Performance Measures

- ▶ Presented by Melissa Kopf,
- ▶ LCBHS Staff Service Analyst

- ▶ CoC Analyst
- ▶ Secretary
- ▶ Homeless Management Information System Administrator

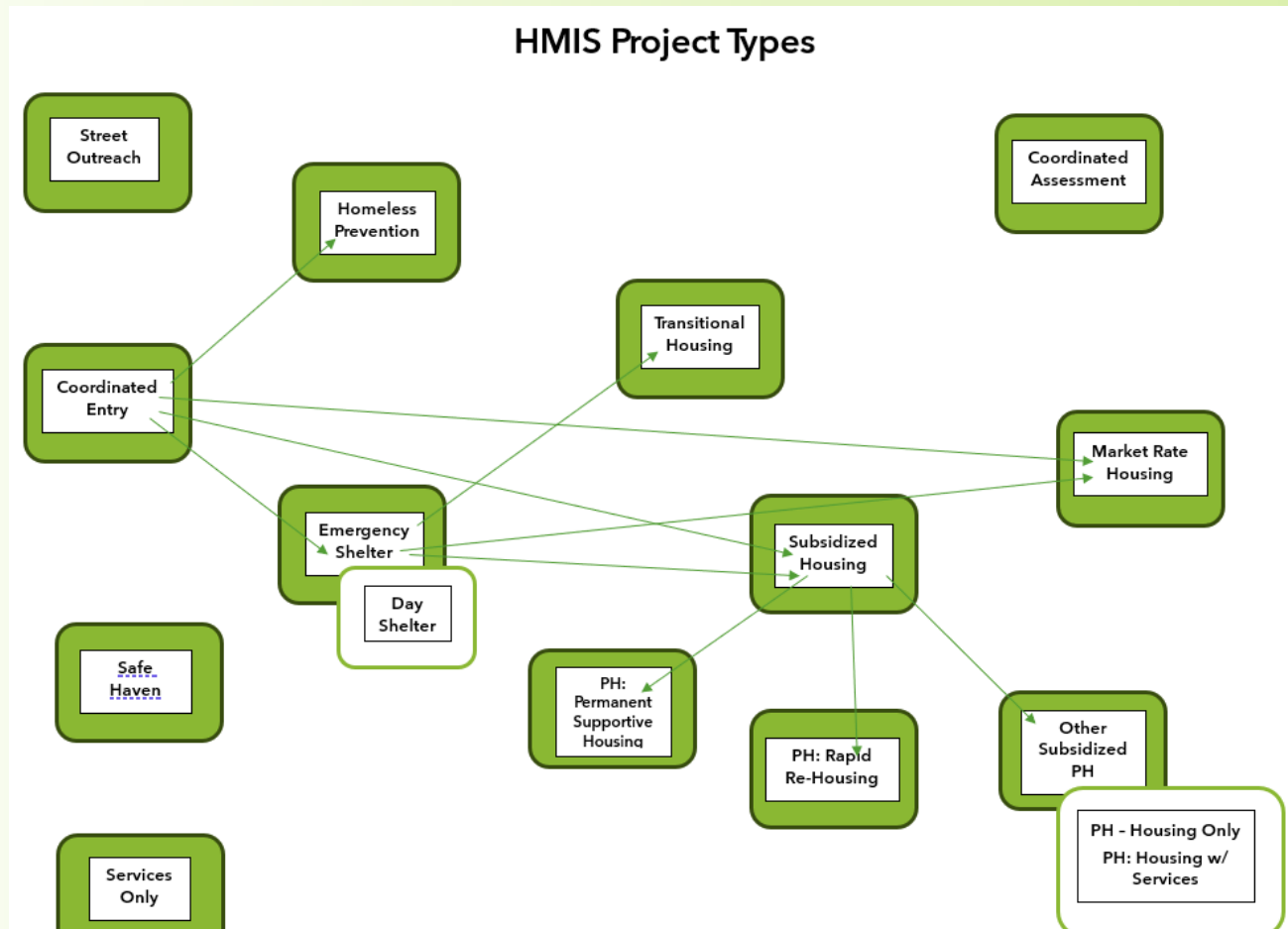
What are System Performance Measures

The System Performance Measures (SPM) is a set of parameters for CoCs established by the McKinney-Vento Homeless Assistance Act. The Act requires that CoCs measure their performance as a coordinated system and analyze performance by specific projects or project types.

HUD SPMs are seven standardized metrics used to evaluate the effectiveness of the local unhoused assistance system in making experiencing being unhoused rare, brief, and non-recurring.

This data is gathered through projects in the homeless systems of care that report through CoC's Homeless Management Information System (HMIS)

HMIS Project Types



- ▶ All the projects that are part of the CoC should be identified with the correct Project Type in HMIS.
- ▶ The HMIS System Administrator sets project types, which are critical to performance measures, as they enable the ability to access clients' records from only those programs required in each measure.
- ▶ The project type numbers for your system are those numbers shown in this chart.

HMIS PROJECT TYPES

| | SYSTEM PERFORMANCE MEASUR | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|------------------|------------------------------------------------------------------------------|---|---|---|---|---|---|---|
| QUESTIONS | | | | | | | | |
| 1 | Emergency Shelter | X | X | X | | X | | X |
| 2 | Transitional Housing | X | X | X | X | X | | X |
| 3 | PH - Permanent Supportive Housing (disability required for entry) | X | X | | X | | | X |
| 4 | Street Outreach | | X | | | | | X |
| 5 | RETIRED | | | | | | | |
| 6 | Services Only | | | | | | | |
| 7 | Other | | | | | | | |
| 8 | Safe Haven | X | X | X | X | X | | X |
| 9 | PH – Housing Only | X | X | | X | X | | |
| 10 | PH – Housing with Services (no disability required for entry) | X | X | | X | X | | |
| 11 | Day Shelter | | | | | | | |
| 12 | Homelessness Prevention | | | | | | | |
| 13 | PH - Rapid Re-Housing | X | X | | | | | |
| 14 | Coordinated Assessment | | | | | | | |

HMIS and System Performance Measures - What's Reported.

LCCoC Funded Projects

Emergency Shelter

- Emergency Shelter -
- Xamitin Haven
- Safe Parking (To be announced)

Transitional Housing

- Hope Center -
- Youth Dedicated Beds

Permanent Housing/Rapid ReHousing

- North Coast Opportunities
- NCO New Diggs

Permanent Housing

- Lake County Office of Education
- McKenny Vento Housing

Services Only

- Prevention and Diversion (To be announced)

Coordinated Entry

- Adventist Health
- CES

Non-Funded Projects

| Emergency Shelter | Transitional Housing | Permanent Housing | Services Only | Coordinated Entry |
|----------------------------------------|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Lake County Behavioral Health Services | Hope Center Project Restoration Supporting Bright Futures Redwood Community Services | Rapid ReHousing •Lake County Department of Social Services Permanent Supportive Housing •Lake County Behavioral Health Services | Adventist Health Clear Lake Housing Program Lake County Department of Social Services Lake County Behavioral Health Services Lake County Office of Education Nation's Finest | Adventist Health Lake County Behavioral Health Services Redwood Community Services |

Let's talk about measures

- ▶ There are 7 System Performance Measures that are reported to HUD.
- ▶ Common acronyms
 - ▶ ES - Emergency Shelter
 - ▶ SH - Safe Haven (Lake County does not have Safe Havens)
 - ▶ TH - Transitional Housing
 - ▶ PH - Permanent Housing

Measure One - (the language of the measures is from HUD, not the CoC, where we use words like unhoused and/or unsheltered instead of homeless.)

People who Experience Homelessness in the CoC

Measure 1. - Length of time a person remains homeless.

- a.
- 1.1: Change in average and median length of time a person is homeless in ES and SH.
- 1.2: Change in the averages and median length of time persons are homeless in ES, SH, and TH

- b.
- 1.1: Persons in ES, SH and PH (prior to move in)
- 1.2: Persons in ES, SH, TH and PH (prior to move in)

| | 2023 | | 2024 | | 2025 | |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------|------------|-------------|------------|
| | Average LOT | Median LOT | Average LOT | Median LOT | Average LOT | Median LOT |
| A | This measure is of the clients' entry, exit, and bed night dates strictly in HMIS | | | | | |
| 1.1 | 24.2 | 20.5 | 128.1 | 93 | 158 | 98 |
| 1.2 | 20.2 | 44 | 139.9 | 104 | 175.5 | 113.5 |
| B | This measure is based on the prior living situation, the amount of time spent in permanent housing projects, and the housing move-in date in HMIS. | | | | | |
| 1.1 | 309.3 | 138 | 516.7 | 275 | 568.3 | 260.5 |
| 1.2 | 389.4 | 165.5 | 531.9 | 274 | 566.3 | 273 |

The extent to which Persons who exit homelessness to Permanent Housing Destinations Return to Homelessness

| | Exits to PH 2 Years | | Returns to Homelessness in 6 Months | | Returns between 6 - 12 months | | Returns between 13 -24 months | | Total number of returns within 2 years | |
|---------------|---------------------|---|-------------------------------------|--------------|-------------------------------|--------------|-------------------------------|--------------|----------------------------------------|--------------|
| | Count | | Count | % of Returns | Count | % of Returns | Count | % of Returns | Count | % of Returns |
| 2023 | | | | | | | | | | |
| SO | 2 | | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| ES | 18 | | 8 | 44.44 | 0 | 0 | 2 | 11.11 | 10 | 55.56 |
| TH | 8 | | 1 | 12.5 | 1 | 12.5 | 0 | 0 | 0 | 0 |
| SH | NA | | NA | NA | NA | NA | NA | NA | NA | NA |
| PH | 46 | | 1 | 2.17 | 0 | 1 | 1 | 2.17 | 2 | 4.35 |
| Total Returns | 74 | | 10 | 13.51 | 1 | 13.5 | 3 | 4.05 | 17 | 18.92 |
| 2024 | | | | | | | | | | |
| SO | 7 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ES | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TH | 25 | | 1 | 4 | 1 | 4 | 3 | 12 | 5 | 20 |
| SH | NA | | NA | NA | NA | NA | NA | NA | NA | NA |
| PH | 98 | | 0 | 0 | 1 | 1.02 | 0 | 0 | 1 | 1.02 |
| Total Returns | 130 | | 1 | 0.77 | 2 | 1.54 | 3 | 2.31 | 6 | 4.62 |
| 2025 | | | | | | | | | | |
| SO | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ES | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TH | 3 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SH | NA | | NA | NA | NA | NA | NA | NA | NA | NA |
| PH | 67 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Returns | 71 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Measure Two (2):

The Extent to which Persons who Exit Homelessness to PH Destinations Return to Homelessness.

Measure Three (3) Changes in Annual Counts

| | 2023 | 2024 | 2025 |
|------------------------------------|------|------|------|
| Total Unsheltered Homeless Persons | 284 | 224 | 228 |
| Emergency Shelter | 213 | 155 | 136 |
| Safe Haven | NA | NA | NA |
| Transitional Housing | 91 | 69 | 92 |

Measure four (4) Employment and Income Growth for Homeless Persons in the CoC Program-funded Projects

4.1 Change in earned income for adult system stayers during the reporting period.

| | | | 2023 | 2024 | 2025 |
|--|--------------------------------------------------|--|------|------|------|
| | Number of Adults | | 0 | 0 | 0 |
| | Number of adults w/increased | | 0 | 0 | 0 |
| | Percentage of adults who increased earned income | | 0 | 0 | 0 |

Measure four (4) Employment and Income Growth for Homeless Persons in the CoC Program-funded Projects

4.2 Change in non-employment cash income for adult system stayers during the reporting period.

| | | 2023 | 2024 | 2025 |
|--|---------------------------------------------------------------|------|------|------|
| | Number of Adults | 0 | 0 | 0 |
| | Number of adults w/increased non-cash income | 0 | 0 | 0 |
| | Percentage of adults who increased non-employment cash income | 0 | 0 | 0 |

Measure four (4) Employment and Income Growth for Homeless Persons in the CoC Program-funded Projects

4.3 Change in total income for adult system stayers during the reporting period.

| | 2023 | 2024 | 2025 |
|---------------------------------------------------------------|------|------|------|
| Number of Adults | 0 | 0 | 0 |
| Number of adults w/increased non-cash income | 0 | 0 | 0 |
| Percentage of adults who increased non-employment cash income | 0 | 0 | 0 |

Measure four (4) Employment and Income Growth for Homeless Persons in the CoC Program-funded Projects

4.4 Change in earned income for adult system leavers.

| | 2023 | 2024 | 2025 |
|---------------------------------------------------------------|------|------|------|
| Number of Adults | 13 | 3 | 0 |
| Number of adults w/increased non-cash income | 3 | 0 | 0 |
| Percentage of adults who increased non-employment cash income | 23.8 | 0 | 0 |

Measure four (4) Employment and Income Growth for Homeless Persons in the CoC Program-funded Projects

4.5 Change in non-employment cash income for adult system leavers.

| | | 2023 | 2024 | 2025 |
|---------------------------------------------------------------|--|-------|------|------|
| Number of Adults | | 13 | 3 | 0 |
| Number of adults w/increased non-cash income | | 4 | 0 | 0 |
| Percentage of adults who increased non-employment cash income | | 30.77 | 0 | 0 |

Measure four (4) Employment and Income Growth for Homeless Persons in the CoC Program-funded Projects

4.6 Change in total income for adult system leavers.

| | 2023 | 2024 | 2025 |
|---------------------------------------------------------------|-------|------|------|
| Number of Adults | 13 | 3 | 0 |
| Number of adults w/increased non-cash income | 4 | 0 | 0 |
| Percentage of adults who increased non-employment cash income | 30.77 | 0 | 0 |

Measure five (5) Number of Persons who Become Homeless for the First Time

5.1 Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

| | 2023 | 2024 | 2025 |
|---------------------------------------------------------------------------------------------------------------------------|------|------|------|
| Persons with entries into ES, SH, or TH during the reporting period | 269 | 189 | 166 |
| Of persons above, count those who were in ES, SH, TH or PH in the previous 24 months during the reporting period | 62 | 69 | 32 |
| Of persons above, count those who did not have entries in ES, SH, TH, or PH in the previous 24 months | 207 | 120 | 134 |

Measure five (5) Number of Persons who Become Homeless for the First Time

5.2 Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

| | 2023 | 2024 | 2025 |
|------------------------------------------------------------------------------------------------------------------|------|------|------|
| Persons with entries into ES, SH, TH, or PH during the reporting period | 397 | 241 | 263 |
| Of persons above, count those who were in ES, SH, TH or PH in the previous 24 months during the reporting period | 68 | 79 | 37 |
| Of persons above, count those who did not have entries in ES, SH, TH, or PH in the previous 24 months | 329 | 120 | 226 |

**Measure 6:
Homeless Prevention and Housing Placement
of Persons defined by category 3 of HUD's
Homeless Definition in CoC Program-funded
Projects**

**Category 3 - Unstable Housing for Families or
Youth - (Families with Children or
unaccompanied youth - up to age 24)**

**This measure is not applicable to CoCs in the
reporting period**

Measure 7

Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

7a.1 Change in SO exits to temporary destinations, some institutional destinations, and permanent housing destinations.

| | 2023 | 2024 | 2025 |
|--------------------------------------------------------------------------------------|-------|------|------|
| Persons who exit SO | 19 | 0 | 0 |
| Of the persons above, those who exited to temporary & some institutional destination | 9 | 0 | 0 |
| Of the persons above, those who exited to permanent housing | 8 | 0 | 0 |
| % Successful exits | 89.47 | 0 | 0 |

7b.1 Change in ES, SH, TH and PH-RRH exits to permanent housing destinations

| | 2023 | 2024 | 2025 |
|------------------------------------------------------------------------------------------------------------------------|-------|-------|------|
| Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing. | 343 | 194 | 177 |
| Of the persons above, those who exited to permanent housing destinations. | 112 | 64 | 60 |
| % Successful exits | 32.65 | 32.99 | 33.9 |

7b.2 Change in PH exits to permanent housing destinations or retention of permanent housing.

| | 2023 | 2024 | 2025 |
|--------------------------------------------------------------------------------------------------------|------|-------|------|
| Persons in all permanent housing destinations or retention of permanent housing | 4 | 31 | 75 |
| Of persons above, those who remained in applicable PH projects and those who exited to PH destinations | 4 | 30 | 75 |
| % Successful exits | 100 | 96.77 | 100 |

Questions