



**December 7, 2023**

**Lake County Continuum of Care General Meeting Minutes**

**Meeting Location**

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

**General Membership Meeting Time:**

3:00 P.M. to 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 Agenda Packet, please visit our website at [www.lakecoc.org](http://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

<b>Voting Executive Committee Member</b>	<b>In Person</b>	<b>On Zoom</b>	<b>Absent</b>	<b>Voting</b>
Chair – Kimbralee Guerra	X			
Vice Chair – Supervisor Sabatier	X			
Lived Experience Chair – Vacant				
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				
<b>American Red Cross</b>				
Shannon Kimbell-Auth		X		
Gabriella Perez			x	
<b>Board of Supervisors</b>				
Supervisor Michael Green			X	

<b>Community at Large</b>				
Bonnie Blumenthal	X			
Barbara Christwitze			X	
Caitlen Murry			X	
Doreen Gilmore		X		
Janet Taylor			X	
<b>City of Lakeport</b>				
Kevin Ingram			X	
Theresa Kemp		X		
<b>Department of Social Services</b>				
Lisa Faraco	X		X	
Rachael Parsons		X		
<b>Employment Development Department</b>				
Chris Taliaferro	X			
<b>Lake County Behavioral Health Services</b>				
Elise Jones			X	
<b>Nation Finest</b>				
Kate Mather	X			
<b>North Coast Opportunities</b>				
Justin Gaddy			X	
Diana Morey			X	
<b>Project Restoration</b>				
Ronni Duncan		X		
<b>Scott's Valley Band of Pomo Indians</b>				
Tiffany Montiel			X	
<b>Sunrise Special Services Foundation</b>				
Nancy Hernandez			X	
<b>Woodland Community College</b>				
Mary Wilson		X		

2.2 Attendance Review

2.3 Agenda Approval

- Motion to approve by Supervisor Bruno Sabatier
- Seconded by Heather Frawley
- Vote - Unanimous

2.4 Approval of November 2, 2023, Meeting Minutes Tabled

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**

**Ronni** – Hosting an event on December 21 to honor those who passed away from Homelessness and a warm coat drive. There will be a candlelight vigil and a panel of speakers. 5 to 8 pm at Hope Center. As of this week, we have had 11 people pass away while experiencing homelessness.

**Theresa** – Many people on the bus are homeless and staying warm on the bus

**Bruno** - will connect with Lake Transit to offer flyers for the Peer Support centers and have people by the bus stops during the PIT.

**Aaron** – Expressed discouragement in the homeless response system. A person was experiencing a crisis. Many hurdles were experienced.

#### 4. Action Items

##### 4.1 Voting/ Nominating Membership Changes (new members/officers)

Recap on how far the LCCoC has come over the years. Official resignation of Kimbralee Guerra of the CoC Chair.

- Nominations for CoC Chair.  
Kimbralee Guerra nominates Supervisor Bruno Sabatier for Chair. Nomination accepted.  
Supervisor Bruno Sabatier officially resigns as CoC Vice Chair.
- Nominations for CoC Vice Chair.  
Ana Santana nominates Pastor Shannon Kimbell-Auth. Pastor Shannon respectfully declines due to time requirements.  
Scott Abbott nominates Doreen Gilmore for Vice Chair.  
Nomination accepted.
- Nominations for Interfaith (Debra is eligible for a second term)  
Kimberlee Guerra nominates Debra Feidler for Interfaith Chair  
Debra Feidler is willing to continue as Interfaith Chair for a second term.
- General Membership - Meredith Noyer with Lake County Probation – Presentation given
- General Membership – Cherie Cepuch Community at Large –  
Presentation given
- General Membership – James Murdock Adventist Health Chaplin – Presentation given  
Supervisor Bruno Sabatier motions to approve Meredith Noyer, Cheri Cepuch, and James Murdock.  
Unanimous
- Theresa Kemp – Lived Expertise Chair  
Heather Frawley motions for Theresa Kemp as Lived Experienced Chair.  
Seconded by Ana Santana  
Unanimous

##### 4.2 Committee Chair Remarks or Updates

- HMIS/CES – Heather Frawley – 488 entered into CES and the HUB. November ended 546. 264 declined services EHV – 31 referral 4 looking 7 currently leased. HUD will be taking the reclaiming of the remainder of the vouchers in February.
  - Discussion on how to keep resources in Lake County.
- Interfaith – Debra Feidler – We will call a meeting soon to introduce James Murdock. Attended a meeting for the Emergency Shelter to provide information for the faith community to help the shelter including making some of the churches drop-off centers for the shelter.
- Hope to call a meeting soon. Attended a meeting with the shelter and hoping to get church drop-off centers for donations.
- Performance Review – We are working on the Monitoring and Best Practices plan. We are hoping to present it to the board in January.
- Point in Time Count – Kara-Faye Ingram – Counting Us has been approved and signed off on. We are getting a Spanish Version of the custom questions over to Counting Us for the survey. We will start discussing training dates on the 2<sup>nd</sup> and 3<sup>rd</sup> weeks of January. They will be Hybrid meetings. We are in real need of volunteers for sites, and outreach. Resource bag items are coordinated with the final details. We need to discuss Cultural Awareness training. The Outreach Working group needs support. 1 person showed up last week.
- Strategic Planning – Ana Santana – Doreen had a bunch of stuff done. If you have information and updates, send the information to Melissa. We are hoping to finalize to bring to the board in January.

##### 4.3 Administrative Reports

- Budget and Financial Reports – Presentation given on financials. See page 5.

##### 4.4 Standing Reports

- Shelter Updates – Xamitin Haven – Sage Wolf – We successfully transitioned full operations over to us on December 1<sup>st</sup>. We have been doing a ton of cleaning and organizing. We currently have 34 guests. There were 37 when we started on Friday night. Our goal is to stabilize the guests over the next month and move to housing 9 to 10 beds for families with minors. The kitchen is clean and running. The county has been amazing on the needs of the facility. We passed fire clearance today.
- Blue Horizons – Not Present
- Hope Center- We are full.
- Project Restoration – We are full.
- HMIS/CES Monthly Data HMIS still experiencing errors from the 2024 Data Standards update. Teddie and I are in contact with the vendor about the errors, as well as HUD and the State for all the reporting requirements.

4.5 City of Lakeport Presentation – Kevin Ingram Report on the September 27, 2023 town hall. Looking at bringing in Sutter and Adventists to be part of that group. We are hoping to have another one in April. We hope to provide information on services.

#### 5. Adjournment

#### *Annual Agenda Items Notes*

August Meeting – By-Laws Review Approve/Reject

**FORM #3 - DEPARTMENT REVENUE**

FUND TITLE: Lake County Continuum of Care

BUDGET UNIT: 4014

BUDGET TITLE: Lake County Continuum of Care

A FUND NO.	B ACCT. NO. AND TITLE	C DESCRIPTION OF REVENUE, HOW IT IS GENERATED & REASON FOR ESTIMATING INCREASE/DECREASE FROM PRIOR YEAR	D	E	F	G	H	I	J
			ACTUAL REVENUE RECEIVED THROUGH 2/28/23	TOTAL AMOUNT DEPARTMENT ANTICIPATES RECEIVING IN FY 22/23	MO/YEAR GRANT APPROVED BY BOS	TOTAL AMOUNT OF GRANT	AMOUNT REC'D FY 22/23 AND PRIOR	AMOUNT TO BE RECEIVED AFTER FY 23/24	REVENUE ESTIMATE FOR FY 23/24
					COMPLETE THESE COLUMNS IF REVENUE IS FROM A GRANT WHICH CROSSES FISCAL YEARS. G MUST EQUAL H+I+J				
484	456-56.30	CESH2019	\$0	\$0	11/23/21	\$560,227	\$224,090		\$224,090
		CARES ESG-CV	\$285,584	\$285,584	09/15/20	\$1,055,300	\$201,859	\$41,659	\$420,837
		2023 HHAP County			1/12/2023	\$422,786		\$211,392	\$211,392
		2023 HHAP (CoC)				\$450,627		\$225,314	\$225,314
		Partnership HealthPlan (HHIP)		\$1,277,547	11/4/2022	\$3,756,653			\$788,737
<b>TOTAL REVENUE</b>			<b>\$285,584</b>	<b>\$1,563,131</b>	<b>\$178,419</b>	<b>\$6,245,593</b>	<b>\$425,949</b>	<b>\$478,365</b>	<b>\$1,870,370</b>

Justification for fund balance carry-over:

Estimated Fund Balance Carry-over (NON GENERAL FUND DEPARTMENTS ONLY):

**Total Financing Sources:**

\$0  
\$1,870,370

**FORM #4 - SALARIES AND BENEFITS**

FUND TITLE: Lake County Continuum of Care

FUND NUMBER:   484

BUDGET TITLE: Lake County Continuum of Care

BUDGET UNIT:   4014

EXPLANATION & JUSTIFICATION OF ADJUSTMENT	SALARY RATE	PAY PERIODS	1-11 PERM. SALARY	1-12 EXTRA HELP	1-13 OT & HOLIDAY	1-14 OTHER SALARY	2-21 FICA	2-22 PERS	3-30 INS.	3-31 U.I	3-32 INS. OPT OUT	TOTAL
From Payroll Projection Report (PPR)  Kopf, Melissa	\$ 75,174.00						\$553	\$17,516	\$23,268	\$150		\$116,661
<b>Object Code Sub-Total:</b>			\$0	\$0	\$0	\$0	\$553	\$17,516	\$23,268	\$150	\$0	\$116,661
4-00 - Workers Compensation, per budget manual:												\$0
<b>Total Salaries and Benefits:</b>												<b>\$116,661</b>

**FORM #5 - SERVICES & SUPPLIES, OTHER CHARGES & OTHER FINANCING USES**

FUND TITLE: Lake County Continuum of Care

FUND NUMBER: \_\_\_\_\_

484

BUDGET TITLE: Lake County Continuum of Care

BUDGET UNIT: \_\_\_\_\_

4014

OBJECT CODE/TITLE	BUDGET 22/23	REQUESTED 23/24	DETAIL/JUSTIFICATION/EXPLANATION
23.8 Professional & Spec Srvs	\$116,667	\$116,667	Adventist Health Clearlake - Pathways HUB FY 2021-24
	\$34,600	\$34,600	SSG Apricot - Global Social Solutions 2020-24 AMENDMENT No. 2
	\$3,343	\$3,343	World Wide healing Hands FY 21-23
	\$190,476	\$190,819	Adventist Health Clearlake ESG-CV FYs 2021-24
	\$153,212	\$54,373	LCCoC and NCO FY 2021-25
	\$0	\$21,000	Allied Universal Services_LCCoC_FY 2023-24
	\$24,915	\$24,915	Decipher HMIS FY2023-24
	\$0	\$5,000	HOMEBASE_LCCoC Consulting Contract FYs 2022-24
40.70 Welfare Care of Persons	\$307,200	\$76,800	Sunrise Special Services HHAP Warming Shelter FY22-23
	\$0	\$104,400	23.24.55 Blue Horizons Foundation FY 2023-24
	\$0	\$815,208	RCS Shelter
23.90 Administrative Services	\$92,696	\$116,661	Payroll from 484 to 145
<u>Total Other Financing Uses</u>	\$0	\$20,000	Admin Cost
<b>TOTAL:</b>	<b>\$923,109</b>	<b>\$1,583,786</b>	

Use this form for appropriation requests in the following categories: Services and Supplies, Other Charges, and Other Financing Uses. Double space between object codes. If correct amount of justification and explanation is provided for each line item request, most departments will need to use several copies of this form.

## FORM #7 - BUDGET REQUEST SUMMARY

FUND TITLE: Lake County Continuum of Care

FUND NUMBER: \_\_\_\_\_ 484

BUDGET TITLE: Lake County Continuum of Care

BUDGET UNIT: \_\_\_\_\_ 4014

APPROPRIATION CATEGORY	REQUESTED
Salaries & Benefits:	\$116,661
Services & Supplies:	\$1,467,125
Other Charges:	
Capital Assets:	
Other Financing Uses:	
Contingencies*:	
<b>Total:</b>	<b>\$1,583,786</b>

FOR FOR NON-GENERAL FUND BUDGET UNITS ONLY:
Estimated unreserved fund balance carryover as of 6/30/2023
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\*CONTINGENCIES ARE APPLICABLE TO SPECIAL FUND BUDGETS ONLY.

**PROPOSED INCREASE/DECREASE TO OBLIGATED FUND BALANCES (applicable budget units only)**

RESERVE/DESIGNATION CLASSIFICATION	Estimated Balance as of 6/30/23	Proposed Increase for FY 23/24	Proposed Decrease for FY 23/24	Total Proposed for FY 23/24
				\$0
Other (specify)				\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>





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**December 7, 2023**

**Lake County Continuum of Care Executive Committee Meeting Minutes**

**Meeting Location**

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

**Executive Committee Meeting Time:**

4:00 P.M. Pacific Standard Time

**Zoom Meeting Information:**

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Meeting ID: 419 011 3465

Passcode: LCCoC

Phone: 669-900-6833

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**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.**

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**2. Call to Order 3:14**

- 2.1 Roll Call  
2.2 Roll Call

<b>Voting Executive Committee Member</b>	<b>In Person</b>	<b>On Zoom</b>	<b>Absent</b>	<b>Voting</b>
Chair – Kimbralee Guerra	X			
Vice Chair – Supervisor Sabatier	X			
Lived Experience Chair – Theresa Kemp		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				

2.3 Attendance Review

2.4 Agenda Approval –

- Motion to approve the December Agenda by Bruno
- Seconded by Heather Frawley
- Kimbralee Guerra Yes, Supervisor Bruno Sabatier Yes, Theresa Kemp Yes, Heather Frawley Yes, Holly Hena, Yes, Debra abstains, Ana Santana yes, Nicolas Walker yes.
- Motion Passes

2.5 Approval of November 2, 2023, Meeting Minutes Approved Tabled

2.6 **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.**

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### 3. Public Comments

3.1 **Open for Public Comments – 3 Minutes Each**  
None

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### 4. Action Items

4.1 Licensing for CES/HUB – Ronni –

- Ronni is seeking assistance for HUB licensing fees.
- Whole person care grant funded CES and the HUB. Licensing fees for the HUB. Approximately \$25,000. HMIS and CES include the HUB.
- CoC has funding for CES and the HUB. Information in January. Ronni will bring a line item breakdown of funding.

4.2 Update on Sunrise Special Services Foundation DV Bonus Performance Review

- LCBHS and Sunrise met with our HUD representative.
- Melissa went over Security and Privacy training on 12/6/2023
- Annie and Melissa have been meeting to get Sunrise data cleaned up and documents to the CoC.
- Melissa and Annie are to meet on December 19<sup>th</sup> for a final report.
- Sunrise Contract ends with HUD on 12/31/2023.

4.3 Update MOU between LCBHS and CoC

- Discussion on associated costs and fiscal explanation mentioned in the MOU. The CoC, through the administration and HMIS Support categories in obtained grants, funds operating costs of the CoC including the salary of one analyst and HMIS administrator, HMIS Licensing, and costs associated with CES such as contracted central provider as well as consultants to assist with HMIS, writing for grants, and other quality improvement efforts.

5. Adjournment

Kimbralee Guerra Yes, Supervisor Bruno Sabatier Yes, Theresa Kemp Yes, Heather Frawley Yes, Holly Hena, Yes, Debra Feidler Yes, Ana Santana yes, Nicolas Walker yes.

*Annual Agenda Items Notes*

August Meeting – By-Laws Review Approve/Reject