



Lake County Continuum of Care Executive Board Meeting  
 Monthly Meeting Agenda  
 December 15, 2022

Zoom Meeting Location: Join Zoom Meeting

Join Zoom Meeting

<https://us06web.zoom.us/j/84221334808?pwd=NHpNS2RndVo3QklraVBkeGt2NTE1dz09>

Meeting ID: 842 2133 4808

Passcode: 866259

**Welcome: Lorree Crandell – Chair**

Position	Name	Present	Not Present
Chair	Lorree Crandell	X	
Vice Chair	Kimberlee Guerra	X	
Lived Experience Representative	Caressa Smith	X	
Secretary	Melissa Kopf	X	
Administrative Entity	Scott Abbott	X	
Administrative Entity	Elise Jones	X	
Point In Time Committee Chair	Vacant		X
Strategic Planning Committee Chair	Doreen Gilmore	X	
HMIS/CES Committee Chair	Vacant		X
Interfaith Committee Chair	Debra Fiedler	X	
Performance Evaluation Committee Chair	Caitlen Murray	X	
Grant Selection Committee	Sheryl Almon	X	
Housing Navigation Committee Chair	Mary Wilson	X	
Equity Advisory Committee Chair	Delores Farrell	X	
Government Official	Bruno Sabatier		X
Board of Supervisor District 4 – Pending Official Membership	Michael Green	X	
County Counsel		X	

Agenda Items	Action Items
<p><b>Meeting Minutes:</b> <i>Approve Meeting Minutes from November meeting –</i>            Motion -Doreen, so moved - Mary Wilson Voting -Unanimous</p> <p><b>Conflict of Interest Statement - If there is an item on the agenda that poses a conflict of interest per the LCCoC Conflict of Interest Policy, please recuse yourself.</b></p> <p><b>Old Business</b></p>	<ul style="list-style-type: none"> <li><b>Roll Call Vote for November Meeting Minutes:</b> Caressa (Yes), Loree (Yes), Debra (Yes), Caitlyn (Yes), Delores (Yes)</li> </ul>



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**Discussion to table agenda items to discuss pressing CoC business – No objections**

- **Pending Old Business**

- *Vision Statement – Tabled*
- *Formal Community Engagement and Media Working Group –*
  - *Discussion on who is responsible for providing information/responding to emails. Doreen referenced the email to the CoC Executive Committee about the Warming Shelter status.*
  - *Discussion on waiting for County Counsel to give the CoC feedback on the proposal due to a potential conflict of interest.*
  - *Lorree said if County Counsel is comfortable with signing off on this, so is Lorree.*
  - *Any communication should go through Lorree or Scott.*
- *Hybrid Meetings – Supervisor Green states that new legislation coming as COVID emergency authorization for remote meetings ends at end of February 2023 (AB361) but will allow for Hybrid.*
- *Connect Gillian with Pathways HUB for CES – Tabled*

- *Motion to discuss Strategic Goals – Motion – Mary, So Moved – Delores*
- *Lorree called for any objections – No objections*
- *Lorree to have meeting regarding next agenda items*
- *Melissa to send out a doodle for scheduling a special meeting to discuss all the tabled items.*
- *Melissa and Lorree to meet and discuss what we want to address on a Special CoC Executive Committee meeting and what we can address over emails.*
- *Lorree will respond to the Warming Shelter email inquiry.*



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<ul style="list-style-type: none"><li>- <i>MOU draft for LCCoC and LCBHS – Tabled</i></li> <li>- <i>Letter/Form for NCO – Voted on by the Executive Committee in June – the explanation given by Scott; the form needs to be signed by Lorree.</i><ul style="list-style-type: none"><li>- Lorree expressed hesitancy in signing the form at this point due to possible conflicts of interest with candidates, wants to see the packet of documents for the application, and cannot pull up the form of recommendation to sign. Scott stated he has sent all documents Lorree is requesting. Lorree said she will not sign anything she cannot see first.</li><li>- Doreen said that the committee already voted on this matter and to not signing the letter is not right.</li><li>- Michael states the decision has been made by the executive committee and the letter should be signed as required to get the funds moving.</li><li>- Discussion on Performance Review being an issue for the past several years. When there is no accountability or documentation it makes it difficult to want to continue to provide money to these agencies year after year.</li><li>- Melissa states that she has the performance review reports for Elijah House, Hope Center, RCS, POZ, SSSF, and NCO from HMIS, but there has not been a quorum to move forward with Performance Review.</li><li>- Discussion concerning NCO ESG CoC Recommendation form. Lorree stated that when she sees the form, she will sign it. Lorree states that she has the application from NCO and that if directed by County Counsel to sign she will.</li></ul></li></ul>	<ul style="list-style-type: none"><li>• <i>Scott will leave the letter at the front desk at the Lucerne location of LCBHS for Lorree to sign</i></li></ul>
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<ul style="list-style-type: none"> <li>- <i>Resource Guide for the Executive Committee – Tabled</i></li> <li>- <i>HUD training on the Website</i></li> <li>- <i>CoC Business Cards</i></li> <li>- <i>Customer Service Survey for Lake Co Agencies – Tabled</i></li> <li>- <i>Audit checklist – Tabled</i></li> <li>- <i>HMIS Reports presentation to the Executive Committee</i></li> </ul>	<ul style="list-style-type: none"> <li>• Business Cards to be addressed via email</li> </ul>
<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>• <b>Strategic Goals – Item moved to top of Agenda</b> - Doreen presents Strategic Goals/Objectives.           <ul style="list-style-type: none"> <li>- Strategic Goal 1: Lake Co COC will strengthen collaboration, communication, and commitment with the Lake County community to address homelessness in an equitable, inclusive, and culturally responsive way.</li> <li>- Strategic Goal 2: The LCCOC will ensure equitable access to housing programs.</li> <li>- Strategic Goal 3: The LCCOC will expand collaboration and strategic partnerships with homeless and direct service providers (Lake County Community HUB) focusing on health, employment, and asset building.</li> <li>- Strategic Goal 4: The LCCOC will expand housing solutions, working towards the end goal of housing the chronically homeless in permanent supportive housing.</li> <li>- Strategic Goal 5: The LCCOC will attain services specifically aimed at children, youth, and young adults.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- motion by Kim to approve Strategic Goals 1 – 4 as presented with modifications to come, seconded by Caitlyn</li> <li>- Roll call vote to approve Goals 1-4: Mary (Yes), Delores (Yes), Caressa (Yes), Lorree (Yes), Caitlyn (Yes), Debra (Yes), Sheryl (Yes)</li> </ul>



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<ul style="list-style-type: none"> <li>- Voting on Goals 1 – 4. Goal 5 to be presented when Strategic Planning Committee has a Quorum to vote on Goal 5.</li> <li>- Goals 1-4 Approval –</li> <li>- <i>CES Policy</i> – A special meeting will be held, TBD</li> </ul>	
<p><b>Committee Updates</b></p> <p><b>Discussion on an obstacle for all committees to meet a quorum</b></p> <p><b>Discussion on completing the By-Laws</b></p> <ul style="list-style-type: none"> <li>• Interfaith - <i>Debra Fiedler</i></li> <li>• Point-in-Time Count – <i>Vacant – Melissa Reporting</i></li> <li>• Strategic Planning - <i>Doreen Gilmore</i></li> <li>• HMIS / Coordinated Entry – <i>Vacant – Melissa Reporting</i></li> <li>• Grant Selection - <i>Sheryl Almon</i></li> <li>• Performance Review - <i>Caitlen Murray</i></li> <li>• Homeless Liaison – <i>Caressa Smith</i></li> <li>• Housing Navigators – <i>Mary Wilson</i></li> <li>• Equity Committee – <i>Delores Farrell</i></li> <li>• Administrative Entity – <i>Elise Jones, Scott Abbott and Melissa Kopf</i></li> </ul>	<ul style="list-style-type: none"> <li>- <i>Grant Selection Sheryl will work with Melissa on the Vetting process before</i></li> </ul>
<p><b>Open Comment-anything pressing from committee chairs?</b></p>	

**Adjourn: Lorree Crandell - Chair**

Motion to Adjourn (*Motion - Doreen, Second - Sheryl, Ayes - Unanimous, Nays*)