



**November 2, 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. 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 August Agenda Packet, please visit our website at [www.lakecoc.org](http://www.lakecoc.org)

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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**

- 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 Gurra	X			X
Vice Chair – Supervisor Sabatier	X			X
Lived Experience Chair – Caressa Smith			X	
HMIS/CES Chair – Heather Frawley		X Sick		X
Interfaith Chair – Debra Feidler	X			X
Performance Review Chair – Holly Hena	X			X

Point in Time Chair – Kara-Faye Ingram			X	
Strategic Planning Chair – Ana Santana	X			X
Government Official Chair - Nicolas Walker	X			X
Secretary - Melissa Kopf	X			X
Administrative Entity - Scott Abbott	X			X
Quorum Met				
<b>American Red Cross</b>				
Shannon Kimbell-Auth		X		X
Gabriella Perez				
<b>Board of Supervisors</b>				
Supervisor Green		X		X
<b>Community at Large</b>				
Bonnie Blumenthal	X			X
Barbara Christwitze			X	
Caitlen Murry			X	
Delores Farrell			X	
Doreen Gilmore			X	
Janet Taylor			X	
Theresa Kemp		X		X
<b>City of Lakeport</b>				
Kevin Ingram				
<b>Department of Social Services</b>				
Lisa Faraco		X		X
Rachael Parsons				
<b>Employment Development Department</b>				
Chris Taliaferro		X		X
<b>Lake County Behavioral Health Services</b>				
Elise Jones			X	
<b>Nation Finest</b>				
Kate Mather		X		X
<b>North Coast Opportunities</b>				
Justin Gaddy				

Diana Morey	X			X
<b>Project Restoration</b>				
Ronni Duncan		X		
<b>Scott's Valley Band of Pomo Indians</b>				
Tiffany Montiel			X	
Kerri Allen			X	
<b>Sunrise Special Services Foundation</b>				
Annie Barns			X	
<b>Veteran's Affairs</b>				
Sandra Stolfi			X	
<b>Woodland Community College</b>				
Mary Wilson			X	

2.2 Attendance Review

- Delores Farrell – Removed from Membership

2.3 Agenda Approval

- Motion to Approve by Supervisor Bruno Sabatier Seconded by Chris Taliaferro
  - Approval – Yes
  - Abstained – None
  - Opposed – None
  - Motion Passes

2.4 Approval of August 3, 2023, September 7, 2023, and October 5, 2023, Meeting Minutes Approval Supervisor Bruno Sabatier Seconded by Holly Hena

- Motion to approve August 3, 2023, minutes by Supervisor Bruno Sabatier Seconded by Holly Hena
  - Approval – Yes
  - Abstaining – None
  - Opposed – None
  - Unanimous – Motion Passes
- Motion to approve September 7, 2023, minutes by Ana Santana Seconded by Supervisor Bruno Sabatier
  - Approval - Yes
  - Kimbralee Guerra Abstains due to being absent
  - Opposed – None
  - Unanimous - Motion Passes
- Motion to approve October 5, 2023, minutes by Supervisor Bruno Sabatier Seconded by Debra Feidler
  - Approval – Yes
  - Abstaining – Scott Abbott

- Opposed – None
  - Unanimous - Motion Passes
- 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.**

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### 3. Public Comments

#### 3.1 Open for Public Comments – 3 Minutes Each

Chris Taliaferro

- 81 Veterans in 2 days at the Veterans Standdown.
- 20 Experiencing Homelessness
- 30 Providers on day 1 and 29 on day 2.
- Frek Hall had 5 Veterans who came in during October and received resources.

Lisa Faraco

- Section 8 Vouchers – Clients are seeing a 27% success rate at finding housing where the voucher can be used. There is a new complex opening in Clearlake called Konocti Gardens that will be a subsidized housing unit and will take Section 8 Vouchers.
- Last year we saw a 50% success rate.
- Supervisor Bruno Sabatier comments - 10% of units at Konocti Gardens are supportive housing units for serving behavioral health clients.

Stephen Carter

- The Administration Office was able to fill the Deputy County Administrator of Housing position.

Theresa Kemp

- B & B property management is willing to work with Section 8 Vouchers.
  - Citizens the Care for Clearlake is doing a Holiday Festival on December 4<sup>th</sup> from 11 am to 4 pm at Austin Park.

Heather Frawley

- At the Standdown Joseph and I were entering people into HMIS. We entered 2 new participants who are eligible for VA benefits.

Diana Morey

- New Diggs is partnering up with Adventist Health and Hope Center to do a landlord appreciation event on November 9th from 3 pm to 5 pm.

Holly Hena

- Lake County Office of Ed is looking for sponsors for McKinney Vento and Foster students.

Kimbralee Guerra

- Harbor is hosting its annual Thankfulness Feist on Thursday, November 16<sup>th</sup> for the community.

Carrie Manning

- Big Oak Center and the Circle of Native Minds are hosting its annual Thankfulness Feist on Wednesday the 22<sup>nd</sup> for our unhoused community.

Aaron York

- Coat drive for anyone who wants to participate or needs a coat or blanket. We are collaborating with different organizations. We will be distributing at Hardester's in Middletown on Friday, November 25<sup>th</sup> from 10 am to 2 pm.

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## 4. General Meeting

### 4.1 Action Items

- Voting Membership Changes (new members/officers)
  - James Murdock Resident Chaplin Adventist Health Clear Lake. Debra Feidler worked with James to get onboarded for the Interfaith Committee.
    - Not Present Tabled until December
  - Heather Regan Adventist Health Clear Lake Second Voting Member for Heather Frawley at the General Meeting.
    - Presentation given
  - Jamie Aldana Community at Large – Lived Experience member
    - Not Present (Jamie has been on the agenda for CoC membership since August 2023)
  - Nancy Hernandez – Sunrise Special Services Foundation Voting Member
    - Presentation given
  - Motioned by Supervisor Bruno Sabatier to approve Heather Regen as the second voting member for Heather Frawley, and Nancy Hernandez as Sunrise Special Service Foundation voting member.
  - Seconded by Bonnie Blumenthal
    - Approve – Yes
    - Opposed – None
    - Unanimous – Motion Passes
  - Lived Expertise Chair Position Open – Open for Nominations
    - Heather Frawley nominates Theresa Kemp for the Lived Expertise Chair.
    - Theresa Kemp accepts the nomination.
    - Voting for Theresa Kemp will take place during the December 2023 General Meeting.

### 4.2 Committee Chair Remarks or Updates

- HMIS/CES – Heather Frawley and Melissa Kopf
  - Apricot, our HMIS vendor, has been experiencing errors since the 2024 Data Standards update.
  - We have not been able to move forward with HMIS.
  - Most of the errors are with the reporting.

- New changes are mostly with Gender Identity and Race and Ethnicity.
- Vulnerability Assessment has been difficult to administer due to the bugs with the software.
- 520 participants in CES
- The 2 November EHV application has been referred to PHA.
- HUD has let PHA know that they will be reallocating the EHV vouchers in February 2024
- Interfaith – Debra Feidler
  - Supervisor Bruno Sabatier can to the committee
  - Supervisor Bruno Sabatier will be attending the Interfaith Committee regularly
  - Discussion on services the Interfaith Committee can assist with at the committee meeting
  - Former CoC members were on the committee but are no longer on the committee and would like to participate
  - The Committees goal is to gather good data and what resources we can use
- Performance Review – Holly Hena
  - Due to technical difficulties, we were unable to meet
  - We reviewed the Sunrise Special Services DV grant
  - The results are on the agenda packet
  - We are working on the reallocation policy
- Point in Time Count – Kara-Faye Ingram - Absent
  - Questions and discussion on locations and a Save the Date flyer
  - Working on getting a Spanish Version on the flyer
  - Waiting on updates on Fish n Game, Fire Departments, Police Departments, and Tribal Leadership participation
  - The Counting Us App user agreement will be filled out and moved through BH
  - We will begin looking at the custom questions
  - Connect Chris with NCO for supplies for the bags
- Strategic Planning – Ana Santana
- We received documents that we already have, Strategic Plan, goals, etc.
- This month's homework is to look over what we have and incorporate it with where we want to go moving forward.

#### 4.3 Administrative Reports

- Shelter Update
  - The Fire department has issued a Fire Watch requirement for the Lakeport Shelter due to the doors, no exit signs, etc.
  - A security company will need to conduct the required Fire Watch.
  - The facility was closed last night (11/1/2023)

- BH issued a crisis team and was able to get participants into motels for the night, which BH paid for, and the shelter got participants a meal.
  - Discussion on the fire watch. Fire Chief, Building needs, and the participant's needs
  - The City of Lakeport, Lakeport PD, County Admin, and BH have worked together to make sure the shelter can open today.
  - Discussion on possible entities and funding used for the shelter building needs
  - Discussion on adding an extra agenda item for the Executive Committee meeting following the General Meeting
  - Financial Report will be given in December
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5. Presentation on the importance of Medi-Cal renewals for people experiencing homelessness – <https://www.homebaseccc.org/medi-cal-renewal>.

6. Adjournment

***Annual Agenda Items Notes***

August Meeting – By-Laws Review Approve/Reject

Quarterly CoC Budget Review



**November 2, 2023**

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

The Lake County Continuum of Care Executive Meeting meets on the first Thursday of the month at the Lake County Office of Education located at 1152 S Main St, Lakeport, CA at 4:00 pm. The meeting room is wheelchair accessible. A request for a disability-related modification or accommodation necessary to participate in the Lake County Continuum of Care meeting should be made in writing to the Secretary of the Executive Committee at least 48 hours prior to the meeting.

**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:**

Join Zoom Meeting

<https://us06web.zoom.us/j/4190113465?pwd=cE5zMnBmSTZWS2htMk0xa01hR0psUT09>

Meeting ID: 419 011 3465

Passcode: LCCoC

Phone: 669-900-6833

For the August Agenda Packet, please visit our website at [www.lakecoc.org](http://www.lakecoc.org)

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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 4:17pm**

- 2.1 Roll Call**

<b>Voting Executive Committee Member</b>	<b>In Person</b>	<b>On Zoom</b>	<b>Absent</b>	<b>Voting</b>
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Chair – Kimbralee Guerra	X			X
Vice Chair – Supervisor Bruno Sabatier	X			X
Lived Experience Chair – Vacant			X	
HMIS/CES Chair – Heather Frawley		X Sick		X
Interfaith Chair – Debra Fiedler	X			X
Performance Review Chair – Holly Hena	X			X
Point in Time Chair – Kara – Faye Ingram			X	X
Strategic Planning Chair – Ana Santana	X			X
Government Official Chair – Nicolas Walker	X			
Secretary - Melissa Kopf Non-Voting	X			
Administrative Entity - Scott Abbott			X	
Quorum Met - Yes				

## 2.2 Agenda Approval

- Motion to allow Heather Frawley as a voting chair due to her inability to be here because she is feeling under the weather by Supervisor Bruno Sabatier.
  - Seconded by Ana Santana
  - Kimbralee Guerra, Yes, Supervisor Sabatier, Yes, Heather Frawley, Yes, Debra Feidler, Yes, Holly Hena, Yes, Ana Santana, Yes, Nicolas Walker, Yes.
  - Motion Passes.
- Motion to add an agenda item because a need arose after the posting of the agenda, and we need to take action before the next posting of the agenda, hence why we want to discuss the finances of the Fire Watch by Supervisor Bruno Sabatier.
  - Seconded by Debra Feidler.
  - Kimbralee Guerra, Yes, Supervisor Sabatier, Yes, Heather Frawley, Yes, Debra Feidler, Yes, Holly Hena, Yes, Ana Santana, Yes, Nicolas Walker, Yes
  - Motin Passes
- Motion to Amend the agenda with the addition of the extra item and the deletion of 2.3 Supervisor Bruno Sabatier.
  - Seconded by Debra Feidler
  - Kimbralee Guerra, Yes, Supervisor Sabatier, Yes, Heather Frawley, Yes, Debra Feidler, Yes, Holly Hena, Yes, Ana Santana, Yes, Nicolas Walker, Yes.
  - Motion Passes.

~~2.3 — Approval of October 5, 2023, and Special Meeting on October 16, 2023, Meeting Minutes Approved~~

**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

3.2 None

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### 4. Executive Committee Meeting

#### 4.1 Action Items

- Performance Review for Sunrise Special Services Foundation Update
  - Presentation of Sunrise Special Services Foundation DV HUD Grant findings – Documentation available in the Agenda Packet [CoC Meetings | Lccoc \(lakecoc.org\)](#)
  - PG 1 is a breakdown of HMIS participants vs the documentation received by Sunrise that received the DV bonus funding.
  - **Summary** – 2 of the 9 participants in HMIS were not DV funded according to the documentation received from Sunrise. Documentation shows there are 7 recipients of the DV funding that are not in HMIS.
  - **Received**
    - One Rental agreement
    - 10 signed affidavits for 9 enrollments
    - Client Notes
  - **HMIS**
    - Data is not updated in HMIS
  - **Missing**
    - 8 Lease Agreements
    - VAWA Protections
    - Housing Stability Plan
    - Client Intake
    - Duplication of Benefits
    - Lead Paint Requirements
    - AMI Eligibility
  - Discussion on the documents provided, the performance evaluation, and the CoC requirements for recommendations to HUD.
  - Discussion on the ranking process for HUD
  - Discussion on Sunrise as an agency and HMIS entries
  - Discussion on a corrective action plan
  - Discussion on LFRC being recommended by the CoC to HUD vs Sunrise
  - Discussion on how the CoC can do better in the future by giving agencies the requirements for Performance Review for all agencies, moving forward
  - Motion that Staff come back with a corrective action plan based on the comments made today for review by the CoC and please check in with HUD to see the appropriateness of the avenue of submitting comments back to them so we can let them know what their thoughts are on our Performance Evaluation.
  - Seconded by Nicolas Walker.

- Kimbralee Guerra, Yes, Supervisor Sabatier, Yes, Heather Frawley, Yes, Debra Feidler, Yes, Holly Hena, Yes, Ana Santana, Yes, Nicolas Walker, Yes
  - Motin Passes
  - Added Action Item to review the financial situation for the Fire Watch at the Lakeport Shelter
    - Discussion on Shelter security funding from CoC.
    - Discussion on ending Blue Horizon's contract as soon as RCS takes over the shelter to use the funding from the Blue Horizon Contract to pay for the fire watch.
    - Discussion on needing to notify Blue Horizons of intent to end the contract early.
    - Total \$21,000 for 3 weeks.
    - Supervisor Green has offered to use his discretionary funds for the Fire Watch and reimburse Supervisor Green.
    - CoC needs a Special Meeting for the Allied Contract on Monday
    - 15 days for repairs.
  - Discussion on the funding comparisons between Blue and RCS and potentially ending the contract for Blue on Dec 15 to use the funding for a portion of the security.
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5. Adjournment 5:02 pm

*Annual Agenda Items Notes*

August Meeting – By-Laws Review Approve/Reject

Quarterly CoC Budget Review



## Lake County Continuum of Care Special Executive Committee Meeting Minutes

**November 6, 2023**

**3:00 p.m.**

**Meeting Location:**

**Learning Labs (next to Keesey Room) Lake County Office of Education 1152 S Main St, Lakeport, CA 95453**

Zoom Meeting Information:

<https://us06web.zoom.us/j/4190113465?pwd=cE5zMnBmSTZWS2htMk0xa01hR0psUT09>

Meeting ID: 419 011 3465 Passcode: LCCoC Phone: 669-900-6833

### Agenda

The meeting room is wheelchair accessible. A request for a disability-related modification or accommodation necessary to participate in the Board of Supervisors 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](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 3:03 PM**

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			X
Vice Chair – Supervisor Sabatier	X			X
Lived Experience Chair – Vacant			X	
HMIS/CES Chair – Heather Frawley	X			X
Interfaith Chair – Debra Feidler			X	
Performance Review Chair – Holly Hena	X			X
Point in Time Chair – Kara-Faye Ingram	X			
Strategic Planning Chair – Ana Santana			X	
Government Official Chair - Nicolas Walker	X			X
Secretary - Melissa Kopf	X			X
Administrative Entity - Scott Abbott	X			X
Quorum Met - Yes				

## 2.2 Agenda Approval – Approve

- Supervisor Bruno Sabatier motions to approve the Special Meeting Agenda
- Seconded by Nicolas Walker
- All in favor – Yes
- Unanimous – Motion Passes
- Revisiting the agenda approval due to misunderstanding.
- Motion by Scott Abbott to amend the agenda to include a transition discussion between RCS and Blue Horizons due to the need to discuss because the contract is going in front of the BOS by 11/14/2023 and the Allied contract for the Fire Watch.
- Seconded by Supervisor Bruno Sabatier
- Unanimous Motion Passes

## 2.3 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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## 2. Public Comments

- 3.1 Open for Public Comments – 3 Minutes Each  
None

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## 4 General Meeting

### 4.1 Action Items

#### 4.1.1 Review/Discussion of the contract with Allied Security to perform Fire Watch at the Emergency Shelter on 1111 Whalen Way, Lakeport

- Questions – Item C General Terms and Conditions the contract date was changed from 7 days to 10 days. The written date is still 7 days.
- That will be fixed and sent back to Allied for approval and signature.
- Clarification of actual contract cost:
  - The contract reads approximately 15,000 dollars vs the original discussion of \$21,000.
  - Daily average - \$720.00
  - Weekly average - \$5040.00
- Discussion on additional billing terms equaling the \$21,000
  - Discussion on keeping the funding allocated at \$21,000
- Add language to the contract between Allied and Lake County Behavioral Health Services as the Lead Agency for the CoC.
- Discussion on the check being sent to Allied within 10 days based on the County Auditor's Office.
  - Motion by Supervisor Bruno Sabatier to approve the contract with Allied Universal with amendments to General Terms and Conditions part C, changing that to 10 Days and changing the top paragraph of the agreement to mention County of Lake, Behavioral Health Services as the Lead Agency of the Lake County Continuum of Care, with a maximum not to exceed \$21,000, between 10 to 15 days for part C in General Terms and Conditions.
  - Seconded by Holly Hena
  - All in Favor – Yes
  - Opposed – Heather Frawley – Due to HHIP funding's use for this contract
  - Scott Abbott and Kimbralee Guerra state HHIP has funding for operations and administrative costs. This contract is for operational costs for shelters. Due to needing the Fire Watch to keep the shelter operational, we need this contract, or we can't operate the shelter.
  - Heather Frawley retracts her opposition.
  - Unanimous – Motion Passes
- Request for a copy of the revised contract with changes per the motion and signed off by all parties.

#### 4.1.2 Proposed use of HHIP grant funding to fund contract for \$21,000.

- Question on if the funding for the contract will be approved costs for HHIP.
- Discussion on the total amount we have in HHIP.
- Discussion on our financing for the CoC.
- Presentation on the HHIP total funding - \$1,197,433 for Interim Shelter.
- RCS Contract total is \$2,417,489.64

- Motion to use HHIP funding to contract with Allied Universal by Supervisor Bruno Sabatier
  - Seconded by Kara-Faye Ingram
  - All in favor – Yes
  - Opposed – none
  - Unanimous – Motion passes.
  - Discussion on if the county is going to pay for the improvements or will the CoC.
- 4.1.3 RCS and Blue Horizons Transition Discussion
- Kimbralee Guerra and Kara-Faye Ingram recuse themselves.
  - Discussion – RCS is ready to take over the shelter on 12/1/2023. Blue Horizon's (BH) contract ends on 12/23/2023 and wants to overlap services until 12/15/2023.
  - Concerns between RCS and BH running the shelter at the same time due to Policies and Procedures from both agencies. RCS can run the shelter 24 hours per day. BH can't.
  - Discussion on the requirements to terminate the BH contract early for RCS to take over the shelter on 12/1/2023.
  - Discussion on the RCS contract being presented to the BOS.
  - Data needs to be UpToDate in HMIS and expenditures.
    - Motion by Supervisor Bruno Sabatier to RCS starting as early as 12/1 in the facility and to bring something to the BOS and approve the earliest possible termination date with an overlap that is appropriate for the BH contract.
    - Seconded by Holly Hena
    - Supervisor Bruno Sabatier Yes, Heather Frawley Yes, Holly Hena Yes, Ana Santana Yes, Nicolas Wlaker Yes.
    - Motion Passes

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**5 Adjournment -**