



Lake County Continuum of Care General Meeting Minutes

Date: April 3, 2025

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

Zoom Meeting Information:

Join Zoom Meeting

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

Meeting ID: 419 011 3465

Passcode: LCCoC

Phone: 669-900-6833

Agenda Packet:

Please visit our website at www.lakecoc.org

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

In connection with any actual, possible, or perceived conflict of interest, an interested party must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the CoC Board.

1. Welcome – Bruno Sabatier – Chair

2. Call to Order: 3:03 PM.

2.1 Roll Call

Voting Executive Committee Member	In Person	On Zoom	Absent
Chair – Bruno Sabatier	X		
Vice Chair – Doreen Gillmore			X
Lived Experience Chair – Dustin Lawson	X		
HMIS/CES Chair – Heather Frawley	X		
Interfaith Chair – James Murdock	X		
Performance Review Chair – Caressa Smith	X		
Point in Time Chair – Shannon Kimbell-Auth	X		

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

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

2.1.2 Request for any members who were missed in the Roll Call.
Laila Ramero for Lake County Health Services.

2.1.3 Discussion on organizational members not being called during roles. The bylaws state that only one Organizational member can vote for an organization. All other organizational members have committee and working group voting rights.

Action Item – Add missing members to the roll call.

2.2 Attendance Review: Any Positive Change

2.2.1 Motion to Remove Any Positive Change from Membership Ana Santana

2.2.2 Second by Heather Frawley

2.2.3 Voting - Unanimous

2.3 Additions or Changes to the Agenda - None

2.4 Approval of March 6, 2025, Minutes - Change the word agenda to minutes.

2.4.1 Motioned to approve as amended by Heather Frawley

2.4.2 Second, Rachael Parsons

2.4.3 Voting - Unanimous

2.5 Conflict of Interest – Statement given by Chair Bruno Sabatier.

3. Public Comments:

3.1 Open for Public Comments – 3 Minutes Each

3.1.1 Rachael Parsons - The Department of Social Services took on the HSP program as of 3/15/2025. Since then, we have housed 11 households in interim housing and 2 in permanent housing.

3.1.1.1 The USDA's rule for housing due to a federally declared disaster has priority placement if a household has a FEMA number. If any evacuees come here from Southern California, I have a list of housing developments I can share.

3.1.2 Laila Romaro—The Health Equity Grant has been terminated and no longer pays for my position. I can no longer assist with health equity, which includes people experiencing poverty and homelessness.

3.1.3 Caitlen Murray- Request to add the Housing Navigation and RCS HOME presentations to the May agenda.

Action Item – Add Housing Navigators and RCS HOME to the May agenda.

3.1.4 Melissa Kopf—All CoC meetings are moving to Teams. Please be on the lookout for Melissa's Teams meeting invites. This is the last meeting I will have on Zoom. You will all start to receive cancellations for Zoom meetings from me.

3.1.5 Bruno Sabatier—The Public Housing Authority has undergone some changes. The Department of Social Services gave us some options on how to continue moving forward and better deal with project-based vouchers. We are looking to join a regional program of housing authorities, which may help us use all the vouchers. We have been allocated 250 vouchers but have only used 176 because of a lack of housing.

- 3.1.6 Dale Stoebe -Our Crisis Response official with Lake Family Resources (LFRC) has moved on to another position. We have a contract with LFRC. However, we don't think we will be able to have somebody from their organization put into that position and up to speed by the end of the fiscal year, which is October. We have yet to secure funding to continue the contract. Until we can secure a funding source, I don't anticipate the position flying.
- 3.1.7 The City of Clear Lake has approved another 80 units; Konocti Gardens may have another 80 units next year.
- 3.1.8 Call Action - We need Tiny Homes. We are looking for an Ad Hoc group of Tiny Homes. We can potentially use Encampments and Home key + which we may be able to use.

4. Action Items:

- 4.1 Voting Membership Changes (New Members/Officers)
 - 4.1.1 Brian Abrao – Community Member - Not present
 - 4.1.2 Zenia Chou – Xamitin Haven – Presentation given.
 - 4.1.2.1 Motion to approve by Heather Frawley
 - 4.1.2.2 Second, Brad Rasmussen
 - 4.1.2.3 Voting, Unanimous
 - 4.1.3 Dale Stoebe – Lakeport Police Department - Presentation given.
 - 4.1.3.1 Motion to approve by Brad Rasmussen
 - 4.1.3.2 Second, Ana Santana
 - 4.1.3.3 Voting, Unanimous
 - 4.1.4 Governing By-Laws Addendum—CoC Members will have 30 days to review this addendum, and an action item to approve it will be on May's meeting agenda.
 - 4.1.4.1 Addendum was shown over Zoom
 - 4.1.4.2 How does the CoC plan to incorporate more tribal members?
 - 4.1.4.3 Discussion of how the Tribal Nations have been added to the executive committee. All community members can become members.
 - 4.1.4.4 Discussion on the Tribal participation and numbers in the PIT count and how the CoC needs to improve.

5. Presentations:

- 5.1 Supporting Bright Futures – Angelique Cole – Not present.

6. Committee Updates:

- 6.1 HMIS/CES – Heather Frawley
 - 6.1.1 HUB Reporting Data – Presentation given. Presentation in the agenda packet.
 - 6.1.1.1 Discussion on the data and where it comes from.
 - 6.1.2 Housing Navigators Working Group – Heather Regen
- 6.2 Interfaith – J Murdock Tabled for the sake of time.
- 6.3 Performance Review – Caressa Smith
 - 6.3.1 Final 2 Performance Reviews have requested the last two agencies submit their documents by 4/16.
 - 6.3.2 We discussed setting aside 2 months of the year to discuss Performance Review needs and changes.

- 6.3.3 Grant Selection Working Group – Doreen Gilmore – Absent
 - 6.3.3.1 Youth Outreach Funding Discussion in Executive Committee Meeting
 - 6.3.3.1.1 See Executive Committee agenda item 4.8.1.5

6.4 Point in Time Count – Shannon Kimbell-Auth

- 6.4.1 Sending meeting invites out
- 6.4.2 Missing docs for Sutter on what went well and their experience.
- 6.4.3 Question about sending thank you letters to all agencies that participated in the PIT.
- 6.4.4 I was asked to provide what supplies we wanted to write a grant for. I submitted the information, and I received information from grants.

6.5 Strategic Planning – Ana Santana

- 6.5.1 We discussed adding an objective to the SP on Street Outreach.
- 6.5.2 Discussed the Town Hall with Bruno and James Murdock.
- 6.5.3 Request for some dates to use Sober Rese?
- 6.5.4 Community and Zoning Planning Working Group – Angelique Cole – Not Present.

6.6 Administrative Entity Reports – Scott Abbott/Elise Jones/Christine Andrus/Melissa Kopf

- 6.6.1 Introducing Rachel Nell.
- 6.6.2 Reporting: We have Pallesen's Place all leased up. RCHDC, AHCL and LCBHS Staff.
- 6.6.3 Recognize Xamitin Haven and Circle of Native Minds for helping to connect people to the leasing process.
- 6.6.4 HMIS – Melissa Kopf
 - 6.6.4.1 System Performance Measures has opened. The report is due on April 11, 2025. Option to Resubmit 2023's System Performance Report.
 - 6.6.4.1.1 Benefits of resubmitting—After merging projects in HMIS, we will have more accurate data. The 2023 Report was submitted before errors were fixed.
 - 6.6.4.1.2 Motion to approve by Heather Frawley
 - 6.6.4.1.3 Second by Ana Santana
 - 6.6.4.1.4 Voting – Unanimous
- 6.6.5 Discussion on Encampment Resolution working group.

7. Shelter Updates:

- 7.1 Hope Center—We are at capacity. In March, we housed four people. Two people who moved in with each other meet the definition of chronic homelessness.
- 7.2 The NEST – We have three rooms available. 1 for a pregnant mother and child
- 7.3 One for three people and one for four people max. Ages are 18-25, children up to 5, and a mental health assessment
- 7.4 Project Restoration PR is full. We should have some available
- 7.5 Scotts Valley SLE in Clearlake: 1 for men, up to 10 for women, depending on the number of children.
- 7.6 Supporting Bright Futures - The ladies' house is complete, and the men's house has two open beds.
- 7.7 Xamitin Haven - Full

8. Adjournment: 4:32 PM



Lake County Continuum of Care Executive Committee Meeting

April 3, 2025

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.

All Lake County Continuum of Care Executive Committee Voting Members are required to attend in person per the Brown Act.

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

Zoom Meeting Information:

Join Zoom Meeting

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

Meeting ID: 419 011 3465

Passcode: LCCoC

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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. Call to Order 4:33 pm.

1.1 Roll Call

Voting Executive Committee Member	In Person	On Zoom	Absent
Chair – Bruno Sabatier	X		

Vice Chair – Doreen Gillmore			X
Lived Experience Chair – Dustin Lawson	X - HC		
HMIS/CES Chair – Heather Frawley	X		
Interfaith Chair – James Murdock	X		
Performance Review Chair – Caressa Smith	X - HC		
Point in Time Chair – Shannon Kimbell-Auth	X		
Strategic Planning Chair – Ana Santana	X		
Government Official Chair – Brad Rasmussen	X		
Public Housing Authority Chair – Rachel Parsons	X		
Secretary - Melissa Kopf (non-voting)		X	
Administrative Entity - Scott Abbott	X		
Quorum Met Yes			

1.2 Additions or Changes to the Agenda – Change the word Agenda to Minutes.

8.1 Approval of March 6, 2025, Minutes

8.2 Motion to approve as amended by Heather Frawley

8.3 Second by Brad Rasmussen

8.4 Voting: Bruno Sabatier. Yes. Dustin Lawson. Yes. Heather Frawley. Yes. James Murdock. Yes. Caressa Smith. Yes. Shannon Kimbell-Auth. Yes. Ana Santana. Abstained. Brad Rasmussen. Yes. Rachael Parsons. Yes.

8.5 Motion Passes.

1.3 Conflict of Interest – Statement from Chair Bruno Sabatier about recusing yourself if there is a conflict of interest.

2. Public Comments

2.1 Open for Public Comments – 3 Minutes Each

2.1.1 Heather Frawley – Question about the Executive Committee meeting time.

2.1.2 Bruno Sabatier – The meeting starts early, so the executive committee doesn't have to wait if the General meeting ends early.

3. Monthly Financial Review:

3.1 No significant changes this month.

4. Executive Reports/Action Items

4.1 Letters to Landlords – Housing Navigator Working Group – Caitlen Murry

4.1.1 We have been working on letters to present to landlords and ways to partner with landlords, letting landlords know the tenets come with support.

4.1.2 This would go to landlords who don't advertise their units. Working Group members would look for the hidden units that are not being advertised.

- 4.1.3 Discussion: We did a Landlord Lived Experienced meeting. Landlords want support, like help with cleaning the property if their tenant destroys it. If their tenant doesn't pay rent, your agency will come to move the tenant out. The suggestion of adding that to the letters will strengthen them.
- 4.1.4 Discussion: Taking any language out of the letter that any agency or the CoC could get sued over.
- 4.1.5 Comment on ESG federal standards and using the funds based on these standards. With a case manager, there is a contact person if the landlord needs it.
- 4.1.6 This is the outreach we need.
- 4.1.7 Motion to approve the flyer as written by Heather Frawley.
- 4.1.8 Second, by Caressa Smith
- 4.2 Voting: Bruno Sabatier. Yes. Dustin Lawson. Yes. Heather Frawley. Yes. James Murdock. Yes. Caressa Smith. Yes. Shannon Kimbell-Auth. Yes. Ana Santana. Yes. Brad Rasmussen. Yes. Rachael Parsons. Yes.
- 4.3 Strategic Plan Addendum Approval – Bruno Sabatier.
 - 4.3.1 Outreach services objective one under Strategic Goal 3, read by Bruno Sabatier.
 - 4.3.2 Discussion of the addition to the strategic plan and its benefits. Having this in the Strategic Plan allows the CoC to help support the current Street Outreach programs and create our own if needed.
 - 4.3.3 Amend the plan by removing the word probation and adding outreach.
- 4.4 Motioned to approve as amended by Brad Rasmussen.
- 4.5 Second, by Heather Frawley.
- 4.6 Voting: Bruno Sabatier. Yes. Dustin Lawson. Yes. Heather Frawley. Yes. James Murdock. Yes. Caressa Smith. Yes. Shannon Kimbell-Auth. Yes. Ana Santana. Yes. Brad Rasmussen. Yes. Rachael Parsons. Yes.
- 4.7 Resubmit the 2023 System Performance Measures report – Melissa Kopf
 - 4.7.1 See General Meeting Minutes.
- 4.8 PHA Section 8 Funding Amount – Rachael Parsons
 - 4.8.1 Feel free to strike it. By partnering with the Rural Housing Authority and finding out that the CoC can't pledge funds for housing vouchers, it's an in-house obstacle.
- 4.9 Grant Working Group Recommendations –
 - 4.9.1 Breakdown of PIT count budget items.
 - 4.9.1.1 The question is to divide \$40,000 by 3 for the 3 years and 35 for the budget.
 - 4.9.1.2 Discussion on the annual budget needs.
 - 4.9.1.3 Decision to set aside \$43,333.33 annually for the PIT Count for the next 3 years.
 - 4.9.1.4 Motion to Approve Brad Rasmussen
 - 4.9.1.5 Second by Ana Santana
 - 4.9.1.6 Voting: Bruno Sabatier. Yes. Dustin Lawson. Yes. Heather Frawley. Yes. James Murdock. Yes. Caressa Smith. Yes. Shannon Kimbell-Auth. Yes. Ana Santana. Yes. Brad Rasmussen. Yes. Rachael Parsons. Yes.
 - 4.9.1.7 Youth Incentive \$15,000.00
 - 4.9.1.7.1 Discussion on what we can offer to Youth. Shop with a Cop for back-to-school during early August or late July.

- 4.9.1.7.2 Discussion: Using stipends for youth Participation in the CES Youth prioritization assessment.
 - 4.9.1.7.3 Discussion: Blend both 4.9.1.7.1 and 4.9.1.7.2 as the Grant Selection Working Group recommendation.
 - 4.9.1.7.4 Group consensus on item 4.9.1.7.3.
 - 4.9.1.8 Prevention and Diversion Funds Update.
 - 4.9.1.8.1 Discussion at the last Executive Committee meeting. We wanted to provide information to our Public Defenders and mediators so that as they deal with clients already on their caseloads, they can provide information and resources to prevent evictions.
-

5. Adjournment 5:15 PM

4.8.1.5



Lake County Continuum of Care

Performance Review Grant Working Group Recommendation for Approval to the Executive Committee May 1, 2025

The Executive Committee has already approved \$400,000 to go towards a Prevention and Diversion Program Request for Proposals. The Grant Committee is making the following framework recommendations for the Request for Proposals to be approved, so we can move forward with this RFP.

The Grant Working Group recommends that the Prevention and Diversion RFP of \$400,000 (\$100,000 coming from HHAP year 3 and \$300,000 coming from HHIP) be **one RFP** with the following:

- 1.) The funding be divided equally between Prevention and Diversion Activities.
- 2.) That the Applicant include one of the following Diversion Options:
 - a.) Any and all defendants, that our Public Defenders are already representing, that is also dealing with an eviction, can be provided information of what services and programs are available to help with the eviction process. This can include California Rural Legal Assistance, programs already available through Behavioral Health and Social Services and we can also add any of the prevention programs that we create as well. (see option d.) This would at least give them information to make the right decision so as to reduce the potential for being evicted.
 - b.) Most of the unlawful detainers (evictions) result in mediation. We can provide similar information as Option 1 to all mediators so that we can ensure that all programs are known to the individual(s) going through an eviction process.
 - c.) Our Public Defender's office has been doing a lot of outreach and is feeling very successful in the results of their outreach. We can similarly utilize our dollars to run commercials on the radio, PEG-TV, fliers in many different offices (i.e. peer support centers), and our Public Defender's office could add our information to their website as well.
 - d.) The Applicant creates a program that works directly with the Public Defender Court Mediators, building a referral system, networking and using allocated funds available to aide families. This process will create a stronger mediation diversion program, to keep families in their homes.
- 3.) HUD recommended prevention expenditures be included in the RFP.
 - Rental arrears
 - Rental application fees
 - Security deposits
 - Advanced payment of last month's rent
 - Utility deposits and payments

Moving costs
Housing search and placement
Housing stability case management
Mediation and legal services
Credit repair

Submitted 4/16/2025 dg