



## Lake County Continuum of Care Special Meeting Agenda

**October 16, 2023**

The Lake County Continuum of Care Special Meeting meets as needed at 6302 Thirteenth Ave Lucerne CA, 95458. Time is stated above. 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.

**Location – LCBHS Lucerne 6302 Thirteenth Ave Lucerne CA, 95458 – Administrative Entity**

**Time – 3:30 pm**

Join Zoom Meeting

<https://us06web.zoom.us/j/84247462157?pwd=Zvp3ZGwDLTnGE4X5v4wK4kHDhyKbzn.1>

Meeting ID: 842 4746 2157

Passcode: 858947

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

1. Call to Order

1.1 Roll Call

<b>Voting Executive Committee Member</b>	<b>In Person</b>	<b>On Zoom</b>	<b>Absent</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	Y		

Motion to approve emergency excuses for not being in person for Kimbralee Guerra and Bruno Sabatier by Heather Frawley

Seconded by Nicholas Walker

Kimbralee Guerra Yes, Supervisor Sabatier Yes, Heather Frawley Yes, Debra Fiedler Yes, Holly Hena Yes, Kara Ingram Yes, Nicolas Walker Yes.

Motion passes.

1.2 Agenda Approval Motion to approve the Special Meeting Agenda by Supervisor Bruno Sabiter  
Seconded Kara Ingram.

Kimbralee Guerra Yes, Supervisor Sabatier Yes, Heather Frawley Yes, Debra Fiedler Yes, Holly Hena Yes, Kara Ingram Yes, Nicolas Walker Yes.

Motion Passes

1.3 Approval of October 10, 2023, Minutes

Motion to approve the October 10, 2023, Special Meeting Minutes by Bruno

Seconded by Heather Frawley

Kimbralee Guerra abstains, Supervisor Sabatier Yes, Heather Frawley Yes, Debra Fiedler Yes, Holly Hena Yes, Kara Ingram abstains, Nicolas Walker Yes.

Motion Passes

**Kimbralee Guerra - 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

2.1 Open for Public Comments – 3 Minutes Each

No comment

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## 3. Executive Reports:

3.1 Blue Horizons Foundation Contract

- RCS at the top needs to say Blue Horizons
- Question about budget changes in CEO pay, HMIS change, driver, and fringe benefits
- Answer from Contractor – Increases are due to taxes, changes in staff, and vehicle fuel vs mileage. The admin fee is for the business's insurance and other administrative costs.
- Dates on the contract need to reflect 60 days. Start date October 25, 2023, through December 24, 2023.
- Discussion on declaring an emergency for a shelter crisis. Because of the emergency, the Executive Committee bypassed the RFP process. LCBHS will draft a memo to the BOS stating the LCCoC Executive Committee's declaration.
- Discussion on meeting with the CAO to discuss the 3 questions for Tuesday's BOS meeting.
- Discussion on Blue Horizons employees applying for RCS and the process all applicants need to take.
- Discussion HMIS license and data will need to be transferred from Sunrise to Blue Horizons. A vote at the HMIS/CES Committee Meeting will need to take place to transfer the license.
- Motion to approve Blue Horizons contract with the dates from October 25, 2023, to December 24, 2023, by Supervisor Bruno Sabatier.

Seconded by Debra Fiedler.

Kimbralee Guerra Yes, Supervisor Sabatier Yes, Heather Frawley Yes, Debra Fiedler Yes, Holly Hena Yes, Kara Ingram Yes, Nicolas Walker Yes.

Motion Passes

3.2 RCS Contract –

- Kimbralee and Kara recuse themselves. Supervisor Bruno Sabatier leads item 3.2.
- Discussion on changes that were requested. Date in the Header. FY 23/24 FY 24/25 and 25/26
- Add December 15<sup>th</sup> or sooner Exhibit A on the RCS contract.
- Discussion on the 7-day transition. LCBHS will have continued conversations with RCS until they fully operate the shelter.
- Discussion on the transition plan and ask RCS to provide us with a transition plan.
- Discussion on an updated map of the entire facility.
- Discussion on facility maintenance, prioritizing the work and estimates.
- Motion to approve RCS contract as amended by Heather Frawley.  
Seconded by Debra Feidler.

Supervisor Sabatier Yes, Heather Frawley Yes, Debra Fiedler Yes, Holly Hena Yes, Nicolas Walker Yes.

Motion Passes

### 3.3 LCCoC and LCBHS MOU

- Kimbralee resumes leading the meeting.
- Fiscal explanation – no costs associated with MOU but then later specifies a staff member from the CoC to behavior health. Strike for the no cost from CoC should say the actual staff cost.
- Discussion on CoC financials, staffing costs, and Administrative and Indirect Costs on all grants.
- Add (annual budget review)
- Witness at the top
- Change agenda item on CoC monthly, meetings to state quarterly review.
- RFP template specifies indirect costs, not admin costs.
- Add - Associated costs “B” will offer in-kind support as needed, CoC does not have direct access to the County council. Only Staff.
- Discussion to pay for an attorney to sit in the CoC.
- Discussion around not being able to move forward with the execution of the MOU until the financials are presented – Separate account in the process of being created for CoC, Staffing costs, Administrative and Indirect Costs.
- Goal to have a review in December.

Motion by Supervisor Sabatier to respond to Blue Horizons contract to state invoicing is due on the 15<sup>th</sup> of each month.

Seconded by Heather Frawley.

Kimbralee Guerra Yes, Supervisor Sabatier Yes, Heather Frawley Yes, Debra Fiedler Yes, Holly Hena Yes, Kara Ingram Yes, Nicolas Walker Yes.

Motion Passes

Motion by Supervisor Sabatier to respond RCS contract to state invoicing is due on the 15<sup>th</sup> of each month.

Seconded by Heather Frawley.

Supervisor Sabatier Yes, Heather Frawley Yes, Debra Fiedler Yes, Holly Hena Yes, Nicolas Walker Yes.

Motion Passes

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## 4. Adjournment: