



Lake County Continuum of Care General Meeting Minutes

Date: September 4, 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

Virtual Meeting Information:

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Meeting ID: 283 070 466 171

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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:

2.1 Roll Call: 3:

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 – Bruno Sabatier and Heather Frawley	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 – Rachael Parsons			X
Secretary - Melissa Kopf (non-voting)		X	
Administrative Entity - Scott Abbott	X		
Quorum Met			
American Red Cross			
Shannon Kimbell-Auth			X
Gabriella Perez			X
Board of Supervisors			
Supervisor – Brad Rasmussen			
AHCL Coordinated Entry			
Heather Frawley	X		
Christina Dalto		X	
Community at Large			
Barbara Christwitze			X
Carl Porter	X		
George McKissick			X
Janet Taylor	X		
Julia Carrera			X
Maria Petterle	X		X
Timothy Cantrell	X		X
Willow Nunez			X
City of Lakeport			
Dale Stoebe			X
Department of Social Services			

Rachael Parsons			X
Theresa Showen	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		
Mendocino Community Health			
Ben Anderson	X		
Nation Finest			
Kate Mather		X	
North Coast Opportunities			
Breanna Ramirez			X
Probation			
Eva Lara	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			X
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	
Xamitin Haven			
Zenia Chou		X	

2.2 Attendance Review: None

2.3 Additions or Changes to the Agenda: None

2.4 Approval of June 5, 2025, and August 7, 2025, Minutes:

- 2.4.1 Motion to approve August 7, 2025, meeting minutes by Ana Santana
- 2.4.2 Second by Heather Frawley
- 2.4.3 Voting - unanimous

2.5 Conflict of Interest Statement: Statement given by chair Bruno Sabatier.

3. Public Comments:

3.1 Open for Public Comments and Announcements – 3 Minutes Each:

- 3.1.1 Acknowledgment Timothy Cantrell – Leaving the area and moving into permanent housing. Timothy helped to get the LEAB off the ground and served as a house helper with the annual PIT count. Timothy is moving to Humboldt County and working in SLE.
- 3.1.2 Recovery Radio on Wednesdays at 2:00 pm. Amazing guests. KPFZ.org. We invite you to share your recovery story and describe your community involvement. This is for recovery from anything, not just substances. Our goal is to reduce stigma and raise awareness.

4. Action Items:

4.1 Voting Membership Changes (New Members/Officers)

- 4.1.1 Deb Shingu – SWIM - Tabled
- 4.1.2 Tiffany Hall – Community Member – Presentation given.
- 4.1.3 Department of Social Services Committee and Working Group Voting Member
 - 4.1.3.1 Caitlen Murray – Removed due to voting members already in place.
- 4.1.4 Sunrise Special Services Foundation Voting Membership Changes
 - 4.1.4.1 Robyn Rodriguez - Presentation given
 - 4.1.4.2 Anna Pak – Presentation given
- 4.1.5 Motion to approve membership changes by Dustin Lawson
- 4.1.6 Second by Ben Anderson
- 4.1.7 Voting – unanimous

4.1.5 Lived Experience Youth Chair Nomination – Dustin Lawson nominated Willow Nunez as the Lived Experience Youth Chair.

In October, we will be voting to approve this chair position.

Comments on Willow - She already contributes to the LEAB and will continue to contribute with technology accessibility.

4.2 Action Items from August 2025 Monthly Meeting:

- 4.2.1 Heather Frawley – HUB Data presentation. *See 5.1*
- 4.2.2 Melissa Kopf – 3 years of HMSI data. *See 6.6.1*

5. Presentations:

5.1 Pathways HUB Data – Heather Frawley

- 5.1.1 Presentation: Shared data sources are from HUB and HMIS.
- 5.1.2 Discussion on the
- 5.1.3 CES process in the HUB and how HMIS is incorporated by Melissa, setting up the HMIS project for agencies that are participating in HMIS.
- 5.1.4 The data is broken down by city and agency with the number of people enrolled in the HUB, which includes the total number of clients in each program and the number of clients they have in CES.
- 5.1.5 Discussion on HIPPA and HMIS/HUB. Question on whether HMIS is HIPAA compliant. Statement by Melissa Kopf that HMIS follows HIPPA standards and ROIs.
- 5.1.6 Discussion on MOUs between the HUB and participating in the HUB. The MOU is with the Adventist Health legal department.
- 5.1.7 Discussion on agencies with a lack of data in the HUB, how the CoC is connected to the organizations, and there are performance reviews that are being conducted.
- 5.1.8 Discussion on programs that will start entering data into HUB soon.
- 5.1.9 Discussion on training and licenses for agencies that need to improve data quality and enter clients into HMIS. License breakdown – 25 standard and 50 guest licenses. HUB is working with Peer Support Centers and their training.
- 5.1.10 Discussion on the monthly data reports from Melissa to agencies. The request is to have the programs audit their data so there are fewer surprises when reviews and reporting happen.
- 5.1.11 Request to present SMP and 3 years of data NEXT month.

5.2 Homelessness in Lake County – A community conversation event – Strategic Planning Committee.

- 5.2.1 There will be a resource table for agency resources.
- 5.2.2 We need volunteers and shirt sizes.

- 5.2.3 Discussion on what else is needed for the event, emails to be sent with requests for t-shirt sizes to Melissa by Tuesday at the latest. Discussion on how surveys will be available at the Town Hall, Compassion in the Cold, and the PIT count to establish our CoC's needs assessment. Discussion on transportation from shelters to the Soper Reese for the Town Hall.
- 5.2.4 Request to post flyers at local agencies and promote the Town Hall. James Murdock created a Press Release that has been submitted to the press.
- 5.2.5 We will have presentations from partner agencies and Lived Experience partners. We will be presenting on what CoC funding has supported and the data on the funded programs. Wednesday, September 24, 2025, at Soper Reese Theater from 5:30 pm to 7:30 pm.

5.3 Compassion in the Cold – Caressa Smith

- 5.3.1 Every year, CoC and providers are encouraged to put together an event in December to bring awareness to homelessness and the preventable lives that have been lost due to homelessness.
- 5.3.2 The group has been discussing moving the event to the CoC and has multiple locations, like the PIT.
- 5.3.3 The talks in the group have been aligned with the town hall and segway to the PIT.
- 5.3.4 Request for participation. Request to bring the event to the CoC. It is suggested to have a conversation with the Compassion in the Cold "Leadership" and discuss this, moving to the CoC.
- 5.3.5 Request to have the number of lives lost brought to the Town Hall. Comment on how the numbers are from AHCL and who they are connected to. This doesn't capture the numbers from the county.
- 5.3.6 December 18th at the Hope Center at 4 pm.
- 5.3.7 Serving Chili and hot beverages. We are distributing blankets and jackets at the event.
- 5.3.8 Statement that this is not an AHCL or Hope Center event, it is a community event, and we want to be inclusive.

6. Committee Updates:

6.1 HMIS/CES – Heather Frawley – See Presentation

6.2 Interfaith – J Murdock

- 6.2.1 We are figuring out best practices. Safe Parking is something the churches are discussing. We will be meeting next week.
- 6.2.2 There is a new laundry mat in Lower Lake, and they are interested in the project of the laundry cards.
- 6.2.3 Discussion on the committee meeting and quorum.
- 6.2.4 Discussion on LCBHS and mental health crisis: What do we need to do? Kendra was helpful and discussed what could be done. "Mental Health First Aid Training" can be done for any agency.

6.3 Performance Review –

- 6.3.1 Bruno Sabatier didn't meet this month. We will be meeting again soon. Performance Reviews will be in November.

6.4 Point in Time Count – Shannon Kimbell-Auth – PIT needs to start planning after the Town Hall, it's right around the corner.

6.5 Strategic Planning – Ana Santana

6.5.1 See Town Hall presentation.

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

6.6.1 Equity Working Group – It's under Strategic Planning. According to our Strategic Plan, our By-Laws, and having work group members on every committee.

Discussion on the equity working group overlap of the LEAB.

6.6.2 Discussion on LCBHS is overseeing Cultural Competence.

6.6.3 LEAB meets on the 2nd Monday of each month.

6.6.4 HMIS Data – 3 Year Overview will be provided next month with System Performance Measures presentation – Melissa Kopf

7. Working Group Updates:

7.1 Grant Selection Working Group – Doreen Gillmore

7.1.1 We just finished scoring 2 proposals Safe Parking and Prevention and Diversion

7.1.2 We will be discussing it with the Executive Committee.

7.1.3 We will be looking over the budget to see where we can provide more funding.

7.2 Housing Navigators Working Group – Caitlen Murray

7.2.1 I facilitated yesterday and had DSS, Legal Aid of Northern California, and Supporting Bright Futures presentations.

7.2.2 We are working toward supporting the strategic plan.

7.2.3 Case Conference happens every other meeting.

7.3 Lived Experience Working Group – Dustin Lawson

7.3.1 We have been working on speeches for the town hall.

7.3.2 We are going over the Families with Youth Assessment on Monday to provide feedback on this vulnerability assessment.

7.4 Zoning Regulations Working Group – Angelique Cole

7.4.1 This working group has not started yet.

7.4.2 Email Melissa and CC Bruno to get it started this month.

7.5 Encampment Resolution Working Group – Bruno Sabatier

7.5.1 ERF is moving forward with Safe Parking.

7.5.2 Tiny Homes was the original idea, but we can't with the allocated money we have. We are still looking into Tiny Homes with LCCF.

8. Shelter Updates:

8.1 Hope Center – At capacity. Housed 5 people in August

8.2 The NEST - Absent

8.3 Project Restoration – One male and one female bed open. Housed 3 people in August. All people are over the age of 70.

8.4 Scotts Valley – Board meeting next month. We are still working on getting the permit for the project.

8.5 Supporting Bright Futures – Plenty of beds open. Opening 2 more homes next week.

8.6 Xamitin Haven – At capacity.

9. Bruno - Want to have a conversation about seniors and veterans. Statement regarding our CoC reaching functional zero with veterans, despite still having veterans within HMIS.

10. Adjournment: 4:40



Lake County Continuum of Care Executive Committee Meeting

September 4, 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.

Per the Brown Act, all Lake County Continuum of Care Executive Committee Voting Members are required to attend in person.

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

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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
HMIS/CES Chair – Heather Frawley	X		
Interfaith Chair – James Murdock	X		
Performance Review Chair – Bruno Sabatier and Heather Frawley	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 – Rachael Parsons			X
Secretary - Melissa Kopf (non-voting)		X	
Administrative Entity - Scott Abbott	X		
Quorum Met - Yes			

1.2 Additions or Changes to the Agenda

- 1.2.1.1 4.5 – Same as 4.4 recommendation to remove 4.5.
- 1.2.1.2 4.4 has an updated proposal that was received today. Recommend keeping item number 4.4 with the updated proposal.
- 1.2.1.3 Bruno Sabatier - No real changes except we are removing 4.5 from the agenda.

1.3 Approval of June 5, 2025, and August 7, 2025, Minutes:

- 1.3.1 Motion to approve June 5, 2025, and August 7, 2025, meeting minutes by Heather Frawley.
- 1.3.2 Second by Ana Santana
- 1.3.3 All in favor aye. Any opposition. None.
- 1.3.4 Voting – unanimous.
- 1.3.5 Motion carries.

1.4 Question about not performing a roll call. A statement given by Bruno Sabatier that we don't need a roll call because everyone is in the room.

1.5 Conflict of Interest Statement: Statement provided by Chair Supervisor Sabatier – NCO, and the ERF proposal will be discussed. Anyone with a conflict of interest will need to recuse themselves.

2. Public Comments

2.1 Open for Public Comments – 3 Minutes Each

2.1.1 None

3. Monthly Financial Review

3.1 Discussion on Street Outreach funding, what is allocated, and how much we must spend.

3.2 Discussion on a “Dignity Bus” for Safe Parking. Discussion on getting feedback from the Lived Experience Advisory Board.

3.3 Discussion on HHAP funding, when the rounds expire, what's allocated, and what we must spend. Discussion on HHAP 5 and allocating funding to the South Shore for emergency sheltering.

3.4 Discussion on the funding for PIT that has been set aside.

4. Executive Reports/Action Items

4.1 Action Items Update:

4.1.1 None

4.2 NCO Contract Approval

4.2.1 The contract is in the agenda packet. This contract is a two (2) year contract. Confirmation of the contract on the requirement of every 30 days for a data review. Request from Heather Frawley to add a requirement to pull for the CES By-Names List.

4.2.2 Request to add under Exhibit A: Description of Services - “Contractor will focus on HMIS By-Names List for individuals and families experiencing homelessness or those at risk of homelessness.”

4.2.3 Discussion on NCO and the funding through the state for ESG and this RRH funding.

4.2.4 Discussion on the changes in NCOs staffing.

4.2.5 Discussion on the requirements for data reviewing for all grant funding from the CoC due to the previous CoC performance Review and the expectations for reporting.

4.2.6 Motion to approve as amended, by Heather Frawley.

4.2.7 Second by Ana Santana

4.2.8 Voting – unanimous

4.2.9 Motion carries.

4.3 Grant Selection Working Group Recommendation

4.3.1 Encampment Resolution – Safe Parking

4.3.1.1 Discussion of the proposal.

4.3.1.2 Statement that the CoC would help with finding the location for safe parking.

4.3.1.3 Discussion on Collaborating with Churches for CC to Utilize Multiple Areas and Possible Locations. Statement on how the CoC will assist them in locating the Safe Parking sites.

4.3.1.4 Discussion on the finances and the proposal timeline. Discussion on the challenges related to the amount of funding and the project's needs.

- 4.3.1.5 Can we have someone else take the case management?
- 4.3.1.6 Discussion on the contract and emphasizing that we are not paying for what CalAIM is paying for to ensure there is no double-dipping.
- 4.3.1.7 Discussion on changes to CalAIM in January.
- 4.3.1.8 Motion to approve by Heather Frawley to approve the Encampment Funding Resolution Safe Parking Program proposal and move forward with contracting.
- 4.3.1.9 Second by Ana Santana
- 4.3.1.10 Voting – unanimous
- 4.3.1.11 Motion carries

4.3.2 Prevention and Diversion

- 4.3.2.1 Presented by Scott Abbott.
- 4.3.2.2 Presentation of Prevention and Diversion scores from the Grant Selection Working Group of Sunrise Special Services Foundation and Catholic Charities, to which the applicants.
- 4.3.2.3 Discussion on what prevention services include for rent and mortgage payments.
- 4.3.2.4 Discussion on Catholic Charities' support in Lake County.
- 4.3.2.5 Motion to approve the proposal and move to contract with Catholic Charities by Heather Frawley
- 4.3.2.6 Second by Ana Santana
- 4.3.2.7 Voting – Unanimous
- 4.3.2.8 Motion carries

4.4 ERF and Street Outreach

- 4.4.2 Discussion on the budget and the line items in the budget. Discussion on two 900-hour employees to support the Street Outreach program. Discussion on the Van and outfit it specifically for outreach with supplies for people encountered.
- 4.4.3 Discussion on what CoC wants in the contract – pre-mapping for PIT count, and have knowledge of where encampments are when there is a fire.
- 4.4.4 Discussion on having an outreach meeting with all the outreach in Lake County. We ensure that we complement each other's work and avoid duplicating efforts.
- 4.4.5 Bring the proposal to the ERF group and have LEAB look over the proposal.
- 4.4.6 Discussion on the approval process and bypassing the RFP process.
- 4.4.7 Motion that the Street Outreach proposal needs to be reviewed by the Encampment Resolution Funding and Lived Experience Advisory Board before approving the proposal by Doreen Gillmore
- 4.4.8 Second Ana Santana
- 4.4.9 Voting – Unanimous
- 4.4.10 Motion carries.

~~4.5 LCBHS Proposal for Peer Support Centers~~

Amendment #1 to the LCCF–LCCoC MOU (effective 08/07/2025)

Subject: Indemnification, Administrative/Indirect Cost Ownership, Procurement, and Governance Clarifications

A. Recitals (add to preamble)

This Amendment clarifies roles and safeguards related to LCCF’s authority to “apply, manage, and distribute grant funds” in support of the LCCoC Strategic Plan; the current “No Financial Obligations” clause; and the County/LCBHS role as lead administrative entity and signatory.

1) Scope & Limits of Authority

1.1 On-Behalf Authority (Grant Administration). LCCF’s authority to apply, manage, and distribute funds is limited to actions expressly authorized by the LCCoC Board consistent with the LCCoC Strategic Plan. LCCF shall not represent any project as a CoC initiative unless approved by the LCCoC Board in open session.

1.2 In-House vs. External Applications. LCCF will only pursue applications that the LCCoC/County determine are not feasible for in-house submission, as documented by the LCCoC Board or its designee (e.g., HHAP/HUD/HCD/HHIP/large private philanthropy).

1.3 Government Co-Sponsor Grants. For programs that require a governmental co-applicant (e.g., Homekey), the LCCoC shall designate the co-applicant by Board action prior to submission, and the co-applicant’s fiscal, legal, and program obligations shall be set in a separate, executed agreement.

2) Administrative/Indirect Costs – Ownership & Allocation

2.1 Definitions. “Administrative Costs/Indirect Costs” (Admin/IDC) include fiscal agent expenses, grants management, reporting, audit preparation, and compliance support budgeted in an award.

2.2 Budgeting & Ownership. Admin/IDC line items included in grant budgets are CoC resources, not property of any party. Ownership and control vest in the LCCoC, with fiscal oversight by LCBHS as lead administrative entity/signatory.

2.3 Allocation Plan. Prior to accepting an award, the parties shall adopt a written Admin/IDC Allocation Plan approved by the LCCoC Board.

2.4 Payment Conditions. No Admin/IDC reimbursements shall be made to any party absent: (a) the approved Allocation Plan; (b) documentation consistent with funder rules; and (c) LCBHS fiscal review/approval.

2.5 Changes. Any change to Admin/IDC allocations requires LCCoC Board approval and, if required by the funder, a formal budget modification.

3) Conflict of Interest & Recusal

3.1 Member Status. Because LCCF is a CoC member and a potential administrative partner, LCCF shall recuse from discussion/vote on matters creating a reasonable appearance of advantage.

3.2 Subaward Competitions. Where funds are to be re-granted, LCCF shall facilitate open, competitive processes approved by the LCCoC Board. LCCF may not submit as a competitor in competitions it administers.

4) Indemnification & Risk Transfer

4.1 Indemnification (LCCF → County/LCCoC). LCCF shall indemnify, defend, and hold harmless the County of Lake, LCBHS, the LCCoC, and their officers, employees, and agents from claims, liabilities, audit disallowances, or misuse of funds arising from LCCF's performance.

4.2 Insurance. LCCF shall maintain Commercial General Liability, Errors & Omissions, Directors & Officers, and Cyber/Data Liability coverage, naming County of Lake and LCCoC as additional insureds.

4.3 Survival. Indemnification and audit duties survive termination or expiration of the MOU.

5) Audit, Records, and Access

5.1 Records. LCCF shall maintain complete financial and program records for at least five (5) years after grant closeout.

5.2 Access. County/LCBHS, LCCoC, the funder, and auditors shall have timely access to records.

6) Data Privacy & Compliance

Where grants implicate protected information, LCCF shall execute any required Business Associate Agreement and comply with HIPAA/42 CFR Part 2 and relevant privacy rules.

7) Procurement & Subrecipient Management

7.1 Procurement. When LCCF procures goods/services with grant funds, it shall follow the funder's procurement standards (e.g., 2 CFR 200 for federal).

7.2 Subrecipient vs. Contractor. LCCF shall apply a subrecipient/contractor determination consistent with funder rules.

8) Communications & Representation

LCCF may not represent that a concept is an LCCoC initiative unless the LCCoC Board takes action in open session.

9) “No Financial Obligations” Clarification

Amend to read: “No Financial Obligations: This MOU does not create any financial obligations between the parties except as established by an LCCoC-approved award/budget and any accompanying Admin/IDC Allocation Plan.”

10) Term, Review, and Termination

Annual July review remains in effect. Add Termination for Convenience (30 days) and Termination for Cause (10 days to cure; immediate for egregious noncompliance).

Upon termination, LCCF shall transfer all records, balances, and in-process applications to the LCCoC/County.

11) Signatures & Effective Date

This Amendment is effective upon execution by LCCF, LCCoC, and County of Lake Behavioral Health (Lead Agency).