



Thursday, July 6, 2023

Lake County Continuum of Care – GENERAL BOARD MEETING Agenda

Meeting Location

Lake County Office of Education 1152 S Main St, Lakeport, CA 95453 -

Woodland Community College - 15880 Dam Rd Ext, Clearlake, CA 95422 – Host: Mary Wilson, Housing Navigator Committee Chair

~~Hope Center - 3400 Emerson St, Clearlake, CA 95422 – Garessa Hearp – Live Experience Chair~~

Meeting Time

3:00 PM 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

1. Welcome by Interim Chair Kimbralee Guerra

1.1 Kim read Vision Statement

2. CALL TO ORDER

2.1 Roll Call by Secretary Melissa Kopf:

Voting Members	Present in Person	Present on Zoom	Not Present	Voting
Adventist Health - 1 Vote				
Heather Frawley	X			
American Red Cross - 1 Vote				
Shannon Kimbell-Auth		X		
Gabriella Perez		X		
Board of Supervisors - 1 Vote				
Supervisor Sabatier Sabatier	X			
Supervisor Green	X			
Community at Large - 12 Votes				
Bonnie Blumenthal	X			
Barbara Christwitze			X	
Caitlen Murry			X	
Darlene Holzapple			X	
Debra Feidler			X	
Delores Farrell		X		
Doreen Gilmore	X			
Janet Taylor			X	
Lily Woll Absent all of 2023			X	
Lorree Crandell			X	
Sheryl Almon			X	
City of Lakeport 1 Vote				
Nicholas Walker				
Kevin Ingram	X		X	
Department of Social Services - 1 Vote				
Lisa Faraco	X			
Employment Development Department - 1 Vote				
Chris Taliaferro	X			
Hope Center - 1 Vote				
Caressa Smith		X		
Lake County Behavioral Health Services - 1 Vote				

Stephen Carter Scott Abbott	X		X	
Lake County Office of Education - 1 Vote				
Ana Santana Holly Masterson	X X			
Nation Finest - 1 Vote				
Kate Mather	X			
North Coast Opportunities - 1 Vote				
Kalia Barth			X	
Project Restoration - 1 Vote				
Ronni Duncan	X			
Redwood Community Services - 1 Vote				
Kimbralee Guerra Kara-Faye Ingram	X		X	
Scott's Valley Band of Pomo Indians - 1 Vote				
Tiffany Valez Absent all of 2023 Kerri Allen Absent all of 2023	X		X	
Sunrise Special Services Foundation - 1 Vote				
Annie Barns	X			
Veteran's Affairs - 1 Vote				
Sandra Stolfi			X	
Woodland Community College - 1 Vote				
Mary Wilson	X			
28 Votes Total	14 Votes Needed for Quorum			

- 2.2 Attendance Review
- 2.3 Agenda Approval Passed
- 2.4 Approval of Minutes of the regular meeting held on June 1st, 2023 Passed
- 2.5 Reading of Conflict of Interest

3. PUBLIC COMMENTS

3.1 Open for Public Comment 3 minutes –

Kim Guerra - August meeting will be next door at the Learning Lab, 12-to-15-person capacity. Supervisor Green suggested BOS chambers for more room. ? - Restoration House has one female bed right now, now a recuperative care home for people who are experiencing homelessness that require medical care. Approval from Partnership now required. Hope Center is full.

Supervisor Sabatier asked why there was no voting today. Kim responded that Hope Center was unable to post the meeting location, agenda was not posted up front.

Supervisor Green - expressed the requirement that a physical agenda must be posted two days prior to any meeting for Brown Act compliance. Holly will ensure that all agendas are posted up front in advance of meetings.

Caressa – apologies for short notice of not being able to host meeting, too many positive COVID cases after the holiday break for public meetings currently.

Derek – wanted to let everyone know, people who have vulnerable populations, the BUILD program has six paid positions that are open and collecting applications. One week to go before selections are made.

Justin – offered an alternative location of Olympic NCO location for future in person meetings.

Scott – mentioned AI notetaking software in use for meeting notes.

? - Question about attendance, how to keep track of nonmember guests. Guests on zoom and enter their information into the chat box.

? – invited the new executive director of Sunrise but he needs the code to enter on Zoom.

Supervisor Green – noted that meetings are open to the public and membership is not required to attend or participate.

Supervisor Sabatier – noted that the Brown Act does not require an agenda to be posted in a specific location, it simply needs to be available to the public in the required time frame. People are waiting for us to act and move but we continuously seem to be hamstringing ourselves, would like to move forward.

Supervisor Green – respectfully disagrees with Supervisor Sabatier. Shares frustration but differs as to where we need to move ahead to make sure it does not happen again.

Kim - would love to be able to join a conversation with the County Counsel or have a follow up with Supervisor Sabatier and/or Supervisor Green after the consultation.

Supervisor Sabatier – question: have bi-laws ever been changed/finalized from six months ago. Current bylaws do not state that the COC follows the Brown Act. Other COC's do not, and it was never finalized in the bylaws that we follow the Brown Act. COC's are not state regulated, they are federal and not required to follow the Brown Act but can choose to. It is not in writing and has not been voted on. Since it is not in the bylaws currently, we can move forward in the clear.

Pastor Shannon – agrees with Supervisor Sabatier, COC not required to follow the Brown Act. We were not established by the county or city; we are our own entity and our initial bylaws do not state our intent to follow the Brown Act.

Supervisor Green – absent opinion of County Counsel, if COC is asserting their independence where is the attorney. This committee is heavily supported by the community, conducts public business with public funds.

Scott – will be discussing bylaws. Talked about the idea of where the Executive Committee would follow Brown Act, the General Meeting votes on membership and possibly policy. Executive Committee strictly following Brown Act, General Meeting and committee work would follow the spirit of the Brown Act with transparency, agendas, public input, but not beholden to the strict requirements of hybrid meetings/quorum the Brown Act currently requires.

Supervisor Green – still objects, suggests moving forward on a provisional basis.

Supervisor Sabatier - agrees.

4. ADMINISTRATION REPORTS

4.1 By-Laws Review AdHoc Committee Presentation – Melissa Kopf

Confirmed that everyone had been able to go over the bylaws document. Some changes that were made where there was verbiage changed, i.e., instead of using the term “homeless person” it now says, “person experiencing homelessness”.

Scott – changes come from the committee as well as previous requests for changes to the bylaws. This new document is a compilation of past wish lists.

Melissa – anything in black is from signed bylaws, red is from discussions or changes that have been made since the bylaws were passed in 2021. Major highlights involve things like organizational representatives. It was brought up and discussed how we limit ourselves by only allowing 2 voting members per agency. For committees, voting by proxy can be allowed. Past committees that did not have quorums could not move forward with any business due to a lack of voting members in attendance. Questions/comments?

Ronnie would like to have someone be her proxy, do they need to fill out their own application or can Ronnie add this person to her application as the second voting member?

Melissa – will make changes to the application to make this easier, but for the time being a new application will be needed. If someone is not able to make it but sends their proxy in their place and that person is on the application, then they can vote on their behalf. Community at large members are asked to dedicate four hours of time to committee work each year. Residents are not able to vote but are welcome and invaluable in providing feedback.

Shannon – How are we tracking the four hours of committee participation?

Melissa – ideally committee chairs would be having agendas and taking minutes and passing along to Melissa to put on COC site. Also, they could participate in the PIT count to meet their requirement for hours.

Melissa (continuing By-Laws changes) – a lot of change on Executive Committee as far as voting and how many members. We ended up diving into this deeply with the bylaws review. Due to being a small CoC, proposing to shorten the list of committees that we have to just the required by HUD; PIT committee, Performance Review, Strategic Planning, and HMIS/Coordinated Entry committee. Discussed having other committees merged into those required committees. The Executive committee would consist of the chair, vice chair, up to three people experiencing homelessness or previously experiencing homelessness, a government official and a chair from each standing committee. The Administrative Entity/Secretary would still participate but not vote. Equity would merge with strategic planning and the Equity Committee would then become the Equity Working Group.

Supervisor Sabatier – can we change the title to ensure we continue to focus on Equity. Wants to stay focused on that and the word being present helps.

Melissa – Noted farther down in document where the committees are broken down that the name will be changed to Strategic Planning and Equity Advisory Committee

Melissa – By taking out the Equity Committee representation for the committee chair positions, which created 16 chair positions, we instead decided to go with three individuals experiencing homelessness or who have previously experienced homelessness with the idea that we would be also reaching out to make sure those individuals who have lived expertise would be a diverse group within those equity demographics, so we can make sure we still have that representation at the executive committee level.

Melissa – for the Housing Navigator Committee, we discussed merging that with HMIS & Coordinated Entry because with the housing navigators being very much already involved with coordinated entry, so it made sense to take them and have them as a part of a working group within the Coordinated Entry Committee. This would end up shortening our Executive Committee to up to eleven chairs versus the sixteen that existed previously.

Scott – would like to point out again that the Equity Group and Housing Navigation would not cease to be groups themselves, they will still be operating as groups. They would just be within those other committees instead of being their own committees going forward.

Supervisor Green – the document needs to cite the federal regulations and where they come from rather than just having random numbers in the document that are not specifically named. Also, is more inclusive language (including at risk of homelessness) needed?

Scott – we will have to look that up.

Melissa – posing a question to the group at large: In the interest of time and this being a 29-page document, do we want to keep going through this or do we want to move on with the rest of the agenda?

Kim – Let’s look at action items, is there another bylaws working group meeting scheduled?

Scott – No.

Supervisor Sabatier – offering suggestions for Melissa going over major changes and individuals can submit via email any other changes requested.

Kim – also, as Supervisor Green’s suggestion, is there anything about posting agendas and things of that nature, if not we probably need to add that.

It was requested that the document be sent out to the members for review and feedback, then voting can take place at the next meeting.

Supervisor Sabatier – can Melissa send the agenda and packet with the email reminder for the meeting to help everyone be better prepared for our meetings in the future.

Melissa – Yes, I can do that.

Delores – one other thing, we need an appendix to track the changes. We had one at a time, we had the dates and article numbers and nature of changes that were voted on, that document needs to be part of the bylaws as an appendix or reference.

4.2 Shelter Proposal Update – Scott Abbott

Scott – In the RFP for the emergency shelter we had some applicants that applied, our grant selection committee scored the applicants and did interviews, unfortunately none of the scores averaged out to meet the minimum 80% requirement for eligibility. One of the problems identified was that many of the questions that were in the scoring instrument were not addressed. Therefore, we sent out the questions, reviews of what was not addressed and sent those to the applicants to give them a chance to provide a detailed answer to those questions. The scoring committee will now re-score it. Unfortunately, we are now delayed about a week, applicants have been informed of this. I would like to have an Executive Committee meeting to approve the recommendations that will be given regarding who will be selected. I would like to do that on Monday afternoon at 4pm.

Ronnie – what is the process if no one meets the required score?

Scott – then we will have to start the RFP process over.

? – the rubric that is used to score may or may not reflect the RFP and what is important in the RFP. Suggest the rubric be tailor made to the RFP to ensure that the most important pieces are addressed by applicants.

Supervisor Sabatier – have questions on have we used this rubric before, is this a new process, how did others pass that smell test but not this smell test. I appreciate that we are holding a standard and giving them a chance to meet that standard. Hopefully that will end soon because I think July 24th is the deadline.

Delores – I want to address what Supervisor Sabatier just said. The first part is no, it is not new. Someone else can come up with when we started using it but it has been the same process for at least two years. Yes, other people have been ranked in the same way, we have been holding them, grading them, and scoring them against this same criterion for a while now. This did not just come up; it has been in use for several years now.

Shannon – who will be needed on Monday.

Scott – Executive Committee is needed to be there, although the meeting is always open to everyone.

Delores – I don't think that this situation has come up before, now I am wondering about the process and procedure for when that happens. I am assuming Scott made that up on the fly, don't we need this in writing that if we have no applicants that pass the 80% threshold then we will do X. It needs to be written, otherwise we are at the mercy of making it up on the fly.

Sunrise – introducing Dr. Alva, who is now our executive director and will be heading up changes of the shelter.

Dr Alva – introduces himself, gives career background.

5. Data Update

5.1 HMIS/CES Monthly Data –

Heather - In the interest of time, we can table that until next month. Data was included in the packet, if anyone has questions, I can clarify.

6. ACTION ITEMS

6.1 Membership Changes – New members – Justin Gaddy a primary voting member and Diana Morey as alternative voting member for NCO. - Passed

Supervisor Sabatier – moves to approve Justin Gaddy as the primary for NCO, tentatively, and Diana Morey as the alternate for NCO.

6.2 Membership Changes – Removal of absent members (Janet Taylor, Lily Wohl) –

Kim – Melissa sent emails to individuals who have not attended for at least three months.

Melissa – listed members who did not respond to the email and those who elected to resign their memberships or those who wanted to keep but were unable to attend.

Supervisor Sabatier – we need to wait to remove people until new bylaws have been voted in

Melissa – bylaws do state that the committee can move to have a vote to remove members due to absenteeism.

Kim – will wait until the next meeting to have the names of individuals being voted out on the agenda.

6.3 Vacant Chair Positions – Vice Chair

Supervisor Sabatier – I volunteer until further notice

7. COMMITTEE CHAIR COMMUNICATIONS

7.1 Committee Chair's Remarks or Updates – tabled until next meeting, in the interest of time.

- Strategic Planning – Ana Santana
 - HMIS/CES – Heather Frawley
 - Point in Time – Kara-Faye Ingram - 2023 Point in Time Count Data – Melissa Kopf
 - Equity –
 - Performance Review – Holly Masterson
 - Housing Navigators – Mary Wilson
-

8. PRESENTATION

8.1 SWIM – Dianne Thompson CEO – Solano Women in Medicine (SWIM). Started in Napa and Solano counties. Started SWIM as I was ending my time there. Originally from Georgia, enjoy rural environments and outdoor recreation which is why we came to Lake County. SWIM has a Cal AIM initiative contract to deliver community support. We have done a lot of homeless referrals, personal care, respite care, mainly in the homeless area. We are in the process of getting clinicians credentialed under the ECM program. Implementing all seven of our programs, all are geared to interact with each other.

Dianne presented information on the HomeWarmness (sp?) Program. Specifically transitional housing and work apprenticeship program to teach people a trade while they earn money and living in a transitional housing situation through the program. Proposed to Scott that tax defaulted properties that County is currently putting up for auction, the program would like to purchase those properties for the taxes owed, then properties could then be used in the program and repaired by the people in the apprenticeship program.

Dianne was disconnected from Zoom unexpectedly.

Shannon – Invite her to send information and present at the next meeting?

Scott – yes, we can do that.

Dianne returned during adjournment. Sent handouts that describe program to Scott, he can distribute those to explain program in depth.

9. ADJOURNMENT

9.1 Adjourn