



## Lake County Continuum of Care General Meeting Minutes

**Date:** March 7, 2024

**Time:** 3:00 P.M.

**Meeting Location:**

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

**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](http://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 –**

**2. Call to Order:**

2.1. Roll Call 3:03 pm

<b>Voting Executive Committee Member</b>	<b>In Person</b>	<b>On Zoom</b>	<b>Absent</b>	<b>Voting</b>
Chair – Bruno Sabatier	X			
Vice Chair – Doreen Gillmore	X			
Lived Experience Chair – Theresa Kemp			X	
HMIS/CES Chair – Heather Frawley		X		
Interfaith Chair – Debra Feidler	X			
Performance Review Chair – Holly Hana		X		
Point in Time Chair – Kara-Faye Ingram	X			
Strategic Planning Chair – Ana Santana			X	

Government Official Chair - Nicolas Walker	X			
Secretary - Melissa Kopf (non-voting)		X		
Administrative Entity - Scott Abbott			X	
Quorum Met				
<b>American Red Cross</b>				
Shannon Kimbell-Auth			X	
Gabriella Perez			X	
<b>Board of Supervisors</b>				
Supervisor Michael Green			X	
<b>Community at Large</b>				
Bonnie Blumenthal	X			
Barbara Christwitz		X		
Caitlen Murry			X	
Doreen Gilmore				
Janet Taylor			X	
<b>City of Lakeport</b>				
Kevin Ingram			X	
<b>Department of Social Services</b>				
Lisa Faraco				
Rachael Parsons				
<b>Employment Development Department</b>				
Chris Taliaferro	X			
<b>Lake County Behavioral Health Services</b>				
Elise Jones		X		
Scott Abbott				
<b>Nation Finest</b>				
Kate Mather		X		
<b>North Coast Opportunities</b>				
Justin Gaddy		X		
Diana Morey		X		
<b>Probation</b>				
Meredith Noyer			X	
Wendy Mondfrans			X	
<b>Project Restoration</b>				
Ronni Duncan			X	

<b>Scott's Valley Band of Pomo Indians</b>				
Tiffany Montiel			X	
<b>Sunrise Special Services Foundation</b>				
Nancy Hernandez				
Annie Barns		X		
<b>Woodland Community College</b>				
Mary Wilson		X		

2.2. Attendance Review: Barbara Christwitz and Tiffany Montel Present ON ZOOM. Barbara wants to continue not being a member. Tiffany Montel is absent. Tiffany is still attending the subcommittee meetings. Discussion to keep Tiffany

2.3. Additions or Changes to the Agenda – NCO Presentation date changed to April CoC General Meeting.

2.4. Approval of January 4, 2024, Minutes.

- Motion to approve January meeting minutes by Heather Frawley.
- Seconded by Chris Taliaferro.
- Voting – Unanimous.

2.5. Approval of February 1, 2024, Minutes.

- Motion to approve February meeting minutes by Heather Frawley.
- Seconded Chris Taliaferro.
- Voting - Unanimous.

2.6. Conflict of Interest addressed by CoC Chair Supervisor Bruno Sabatier.

### 3. Public Comments:

3.1. Open for Public Comments – 3 Minutes Each

- Carrie Manning- I received a call from Homes for the Homeless. They are located on Fulton Rd. in Santa Rosa. They have been a Nonprofit for the last 5 years. They have an opportunity to buy 1-bedroom container homes for \$33,000. They have services that improve the lives of the individuals living in the units.
- Lisa Judd is our Housing Manager for the County of Lake.  
[lisajudd@lakecountyca.gov](mailto:lisajudd@lakecountyca.gov).
- Kara-Faye- I had a meeting with Sutter. They have 2 properties that they want to lease in Kelseyville and Middletown.
- Kate Mather One of the grants we work with is suicide prevention for Lake County Vets. If you run across any vets that are suicidal, please send them to Kate.
- Veronica with Legal Services Emergencies right now. One is a cap on rent increases. If any clients receive a rent increase, please have them reach out to Legal services.

### 4. Action Items:

4.1. Voting Membership Changes (New Members/Officers) – None

Charlie Burket was recognized by Chair Supervisor Bruno Sabatier. – Representative for Veterans Services for EDD.

- 4.2. Nomination and approval of committee members to represent CoC at Lakeport Navigation Center Committee – The city of Lakeport is devising a feasibility study. We are invested in the CoC to participate. We are asking for the CoC to nominate a member to be a liaison to the City of Lakeport Feasibility Study.  
Motion to nominate Supervisor Michael Green by Nicolas Walker.  
Seconded by Bonnie Blumenthal.  
Voting – Unanimous.

## 5. Committee Updates:

### 5.1. HMIS/CES – Heather Frawley –

- We have over 800 people in the HUB.
- HUB training last week and it was well attended.
- We are working with CCS to create reporting for CBO working with CAL Aim.
- Coordinated Entry will be looking at the top 10 on the By-Names list to start in Case Conferencing. Case Conferencing will be through the Housing Navigation Working Group. We are mostly focusing on shared housing.
- AHCL will be contacting everyone to see if they want to receive services.
- HMIS is running properly now. We can run reports again.
- System Performance Measures is due on March 13<sup>th</sup>. We are working on cleaning up errors. LSA was submitted. HIC and PIT reports will be due in April. We should have the report next month.
- Changes in HMIS for Licensed Users. Melissa created workflows for the users to streamline the required forms that need to be entered.
- Training is coming soon.
- Discussion on getting credits for the timeframe Apricot was not working.

### 5.2. Interfaith – Debra Feidler

- We met on Feb 12<sup>th</sup>.
- Decided to send out a survey to the churches on what they are doing and what they are willing to do.
- I sent a text out to the churches to see if they were doing anything during the storm. I didn't receive any responses.
- Ximitin Haven is receiving services and donations from the churches.

### 5.3. Performance Review – Holly Hana

- We finished the monitoring work plan and grant appeal and submitted it to the Executive committee today.  
We meet on the third Thursday at 1 p.m. We need more participation.
- HHAP reviews are going to start soon. We will be giving everyone about 30 days to gather the information to submit to the Performance Review Committee.

### 5.4. Point in Time Count – Kara-Faye Ingram

- Brief overview of the Raw data.
- Sutter supports and encourages us to submit a grant for the PIT count. This will give us more funding for bags and food.
- Presentation on final numbers at the April CoC meeting.

### 5.5. Strategic Planning – Ana Santana –

- The Strategic Plan was approved last month. We are having more conversations.
- We are doing the Housing Navigation.
- We started working on the Gaps Analysis outline.
- Linda – A Strategic Plan is required by funding sources. Regional planning. Provide the Homeless Action Plan to the committee to review both that and the strategic plan.

## 5.6. Administrative Entity Reports – Scott Abbott/Elise Jones/Christine Andrus

- PLHA Loan. Amendment to the agreement that was approved by the BOS. That is the funding for the building of Colier Ave.
- A blessing of the site when it is ready to be occupied. I reached out to Supervisor Crandell to discuss this because it has been built on the Pomo Tribal Ancestral Home.
- Discussion on ribbon cutting.
- The naming of the site may be around the First Nations people. Add to future agenda.
- BOS approved the MOU. The relationship between the CoC and LCBHS is final. I haven't received the resolution. This should go onto the CoC website.
- Financial reconciliation has continued by removing the CoC funding from LCBHS funds.
- Working on a budget for the CoC and hope to have that soon.

## 6. Shelter Updates:

6.1. Hope Center – There were quite a few people who were housed. There are a few beds on the woman's side. Some participants who started school.

6.2. The NEST – We will be at capacity at the end of the month. 4 of the 6 are Native and in recovery.

6.3. Project Restoration -Not present

6.4. Ximitin Haven – We are doing well. The county is working with us to improve the site.

- We have 3 women's beds available. We will be switching the wings because we have more need for male beds. We are going to be working on a co-ed wing soon for couples and adult families. Due to facility issues with not having split restrooms and showers, we are still holding off with families with minors. We are strategizing on how to create a space for children to be able to access restrooms and showers safely without being separated from their wing.
- We have care managers at the shelter.

## 7. Discussion:

7.1. Add Treasurer position to Executive Committee

- In our Strategic Plan we added that we need a treasurer to be the contact for the county.
- We are looking for someone with experience. This person would be working very few hours and working with LCBHS.
- The funds will be separated and will require monthly statements to the CoC with income, expenditures debts, and budgeting reconciliation. It's for checks and balances. Will work very few hours closely with LCBHS and report to the Executive Team.
- Discuss with BH so we don't have to use BH staff. Will bring a rough draft at the next meeting for an addendum.

7.2. Launching a Youth Action Board – LCBHS had been in discussions with RCS to establish the YAB. LCBHS wanted to bring this back.

- We are missing out on a grant funding opportunity, YHDP, because we don't have a YAB.
- RCS still needs more kids to have a full YAB. It would be great to have a location on the other side of the lake to have better accessibility.
- The discussion with Kim was to have a Youth liaison between the RCS YAB and the CoC YAB. Discussion on stipends to incentivize Youth to participate.

- Melissa to work with Kaya-Faye.

## 8. Presentation:

### 8.1. Lottowanna – Zach Swithenbank

- Lori Kent– Lottawanna Park is in Clearlake.
- We want to partner with LCBHS to provide housing to persons experiencing homelessness and to vets experiencing homelessness.
- We are looking at putting 20 to 30 duplexes or about 50 tiny homes. Plus, the 4 units that are already on the property.
- Requesting the CoC to help with any funding for this project. Potential for vocational training and transitional housing.
- Has there been a conversation with the City of Clearlake?
- The city is on board according to Zach.

### 8.2. NCO and New Diggs – Rescheduled to April

## 9. Adjournment: 4:30



## Lake County Continuum of Care Executive Committee Meeting

### Minutes

**Date:** March 7, 2024

**Time:** 3:30 p.m.

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.

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](http://www.lakecoc.org)

### 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

**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. Call to Order 4:31
  - 1.1 Roll Call

<b>Voting Executive Committee Member</b>	<b>In Person</b>	<b>On Zoom</b>	<b>Absent</b>	<b>Voting</b>
Chair – Bruno Sabatier	X			
Vice Chair – Doreen Gillmore	X			
Lived Experience Chair – Theresa Kemp		X		
HMIS/CES Chair – Heather Frawley		X		
Interfaith Chair – Debra Feidler	X			
Performance Review Chair – Holly Hana		X		
Point in Time Chair – Kara-Faye Ingram	X			
Strategic Planning Chair – Ana Santana	X			
Government Official Chair - Nicolas Walker	X			
Secretary - Melissa Kopf (non-voting)		X		
Administrative Entity - Scott Abbott			X	
Quorum Met Y				

We need to add a public location in Clearlake so our other board members can attend.

1.2 Additions or Changes to the Agenda None

Supervisor Bruno Sabatier - I would like to thank Chris Taliaferro for many years of service by making a proclamation, award, or plaque.

- Motion to approve for Heather Frawley and Holly Hana to vote due to medical needs by Ana Santana.
- Seconded by Kara-Faye Ingram.
- Vote - Vote – Supervisor Bruno Sabatier, Yes, Doreen Gillmore, Yes, Theresa Kemp, Yes, Heather Frawley, Yes. Debra Fiedler, Yes. Holly Hana, Yes. Kara-Faye Ingram, Yes. Ana Santana, Yes. Nicolas Walker, Yes.

1.3 Approval of January 4, 2024, Minutes

- Motion to approve January 4, 2024, meeting minutes by Ana Santana

- Seconded by Heather Frawley
- Vote – Supervisor Bruno Sabatier, Yes, Doreen Gillmore, Yes, Theresa Kemp, Yes, Heather Frawley, Yes. Debra Fiedler, Yes. Holly Hana, Yes. Kara-Faye Ingram, Yes. Ana Santana, Yes. Nicolas Walker, Yes.

#### 1.4 Approval of February 1, 2024, Minutes

- Motion to approve February 1, 2024, meeting minutes by Debra Feidler.
- Seconded by Heather Frawley
- Vote – Supervisor Bruno Sabatier, Yes, Doreen Gillmore, Yes, Theresa Kemp, Yes, Heather Frawley, Yes. Debra Fiedler, Yes. Holly Hana, Yes. Kara-Faye Ingram, Yes. Ana Santana, Yes. Nicolas Walker, Yes.
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#### 1.5 Conflict of Interest addressed by CoC Chair Supervisor Bruno Sabatier.

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## 2. Public Comments

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

Holly requested to have more attendance at the Performance Review Committee. Willing to change the day and time of the committee to have the executive committee's attendance. Melissa to send out the Performance Review and Grant Working Group meeting invites.

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## 3. Monthly Financial Review – No Report

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## 4. Executive Reports/Action Items

### 4.1 ESG-CV Contract Amendment Number 2 with Adventist Health – Request for Heather Frawley and Theresa Kemp to recuse themselves from the discussion and vote as Adventist Health Employees. Review and Consider

- Discussion on the amendment for adding funding to the existing contract. \$100,000 was allocated to the City of Clearlake for the Ceche Fire. The City of Clearlake requested the funding go to Hope Center.
- Ana Santana recuses herself as a member of the Adventist Health Board.
- Motion to approve the Adventist Health Amendment Number 2 by Kara-Faye Ingram
- Seconded by Debra Feidler.
- Vote Supervisor Bruno Sabatier, Yes, Doreen Gillmore, Yes, Debra Fiedler, Yes. Holly Hana, Yes. Kara-Faye Ingram, Yes. Nicolas Walker, Yes.

### 4.2 Consider Process for Letters of Recommendations By-Laws Amendment

- The request is to amend the By-Laws for all minor business requests.
- We have received 2 letters of support for grants. We need a process to amend our bylaws to send letters of support and data requests.
- We have 3 categories of business. We approve policies and procedures, and fiscal duties with grants for minor actions. We must write this in the By-Laws.
- With the process now and the Brown Act, we need to request a meeting in person to discuss and vote on each of these minor business items.



- Recommended amending the By-Laws to authorize the CoC Chair and Vic Chair with the agreement of both the Chair and Vice Chair to handle minor business items such as letters of recommendation and requests for data on behalf of the CoC, for CoC members. For non-CoC members, we would need the Executive Committee to meet to discuss. The action would then be shared at the next scheduled CoC meeting.
- Discussion on sending out an email to the Executive Committee for the committee to vote. Sending out emails is not allowed per the Brown Act because they can't be made public.
- Heather Frawley requests to have her comment on the record. The Brown Act sucks.

#### 4.3 Vote on Monitoring Work Plan and Best Practices

- Motion to approve Monitoring Work Plan and Best Practices by Doreen Gillmore.
- Seconded by Kara-Faye Ingram.
- Vote – Supervisor Bruno Sabatier, Yes, Doreen Gillmore, Yes, Theresa Kemp, Yes, Heather Frawley, Yes. Debra Fiedler, Yes. Holly Hana, Yes. Kara-Faye Ingram, Yes. Ana Santana, Yes. Nicolas Walker, Yes.

#### 4.4 Grant Working Teams Appeal Process.

- Motion to approve the Grant Working Team Appeals Process by Ana Santana.
- Seconded by Kara-Faye Ingram.
- Vote – Supervisor Bruno Sabatier, Yes, Doreen Gillmore, Yes, Theresa Kemp, Yes, Heather Frawley, Yes. Debra Fiedler, Yes. Holly Hana, Yes. Kara-Faye Ingram, Yes. Ana Santana, Yes. Nicolas Walker, Yes.

#### 4.5 HHIP Medical Outreach and HHIP Prevention Tabled

#### 4.6 HHAP 5 Budget as Part of Application – HHAP 5 draft budgets based on HHAP 4.

- Discussion on HHAP round 5. Linda Hedstrom is looking for direction on behalf of Scott Abbott. Draft budgets for HHAP 4.
- Discussion on the percentages of the allocated amounts per eligible funding. Discussion on how the CoC wants the HHAP 5 budget allocations to be distributed. Discussion on 1% supporting HMIS. Discussion to keep RRH the same. Motion to approve the 1% change in the budget by Nicolas Walker. Seconded by Kara-Faye Ingram.
- Vote - Supervisor Bruno Sabatier, Yes, Doreen Gillmore, Yes, Theresa Kemp, Yes, Heather Frawley, Yes. Debra Fiedler, Yes. Holly Hana, Yes. Kara-Faye Ingram, Yes. Ana Santana, Yes. Nicolas Walker, Yes.

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## 5. Adjournment