

Agenda
T.E.A.C.H., Inc.
Board of Directors Meeting
TEACH Inc. Office
112 E. 2nd St.
Alturas, CA 96101

June 18, 2025

5:15 p.m.

1. CALL TO ORDER:

To Our Visitors:

Addressing Agenda Items:

Members of the public may place items on the agenda of any regular Board meeting. The items must be directly related to T.E.A.C.H., Inc.'s business. Requests for placement must be made in writing and delivered to the T.E.A.C.H., Inc. office no later than 12:00 noon on the ninth (9th) business day prior to the meeting. The placement of the item on the agenda will be determined by the Executive Director, who may consult with the Board Chairman on the matter. Items placed on the agenda by the public will be for information and discussion so that the Board may be advised of the views of the community. The Board Chairman reserves the right to place the item on the agenda (as an action item) on a subsequent meeting for action.

2. ROLL CALL:

Present: ___Cain ___Curtis ___Forrest ___Keostier ___ Shimamoto___ Yarberry

Staff: ___Madison___MacDonnell

Visitors: _____

3. POSTING OF AGENDA: Notice that the Agenda has been properly posted.

4. APPROVAL OF MINUTES:

The Board will review the minutes for the May 14th, 2025, meeting for approval.

Action Item.

5. REVIEW AND APPROVAL OF EXPENDITURES:

The Board will review for approval of the May 2025 expenditures. **Action Item.**

6. REVIEW OF YEAR-TO-DATE EXPENDITURES:

The Board will review year-to-date expenditures. **Information Item.**

7. PUBLIC INPUT:

PUBLIC COMMENTS:

Citizens may address the T.E.A.C.H., Inc. Board of Directors at this time on any items not on the agenda. Following recognition by the Chairman, each speaker may have the floor for two (2) minutes. Persons addressing the Board are requested to give their name, address, and the group organization they represent, if any, in order that an accurate record can be made in the minutes. If the Board desires action, the item can be put on the agenda of a future meeting *NOTE: Citizens should be aware that, in accordance with the Brown Act, the Board is not allowed to act on non-agenda items

8. STAFF REPORTS:

9. BOARD/COMMITTEE REPORTS:

10. OLD BUSINESS:

11. NEW BUSINESS:

- A. Lactation Accommodation Policy Action Item

12. CORRESPONDENCE:

- A. Workers' Comp Assessment Visit Information Item
B. Contract Award for Family Child Care Home Education Networks (CFCC) Funds for FY 2025-26 Information Item
C. NorCal CoC Administrative Entity and NorCal CoC Operation Overview Information Item

13. NEXT MEETING:

14. CLOSED SESSION:

Anticipated litigation. The board will receive advice under the Authority of Government Code 54956.9 subdivision b, 1, a. The current number of cases is unknown but is estimated not to exceed one.

15. ADJOURNMENT:

T.E.A.C.H., INC.
Board of Directors
Regular Meeting Minutes
May 14th, 2025
5:20 p.m.

1. CALL TO ORDER:

Chairperson Keostier called the meeting to order at 5:20 p.m.

2. ROLL CALL:

PRESENT: Members Koetsier, Forrest, Cain, Shimamoto, and Yarberry

ABSENT: Member Curtis

STAFF: Madison, MacDonnell

VISITORS:

3. POSTING OF AGENDA:

Member Koetsier noted that the agenda had been properly posted.

4. APPROVAL OF MINUTES:

The minutes from the April 9th, 2025, meeting were reviewed.

Member Cain made a motion to approve the minutes. Member Forrest seconded the motion. The motion carried with all ayes. Member Yarberry abstained.

5. REVIEW AND APPROVAL OF EXPENDITURES:

Expenditures for the month of April 2025 were discussed. **Member Yarberry made a motion to approve the expenditures for the month of April. Member Cain seconded the motion. Motion carried. All ayes.**

6. REVIEW YEAR-TO-DATE EXPENDITURES:

Year-to-date expenditures were reviewed.

7. PUBLIC INPUT: None

8. STAFF REPORTS:

Carol Madison made the following report:

-Our site review for the Child Care programs went well. We need to complete a Continuous Improvement Plan and submit it to the state by June 5th, 2025. We will also be completely rewriting our Parent and Provider Handbook. The State also reviewed the CFCC Family Day Care Home Network contract that is currently held by the County Office of Education and subcontracted to TEACH. The County is relinquishing that contract, and we will be applying for it. Rocio Campos and Katelyn Schoenauer will be attending contract training in June.

-Noelle and I met with the Board Chair, Executive Director, and staff of the Modoc Work Activity Center. They would like to turn their entire program and all of their assets over to TEACH. The alternative to our taking over the operations is the shutdown of the facility. That would be detrimental to the community and leave families without services. We would have to get licensed by Community Care Licensing as an Adult Day Care Center. I've reviewed their tax returns and financial statements. Their revenue is approximately \$360,000.00, and their assets are valued at \$480,000. They are financially viable. I also think that there's a lot of room for growth.

-VALOR US, the sexual assault service providers' association, sent out an email on April 23rd stating that multiple Office for Victims of Crime and Office of Justice Programs were cut by the federal government. They facilitated a webinar with an attorney to inform agencies of their rights if their grant was cut and provided information on what non-profits should do if the IRS tried to remove their 501(c)3 status by designating the non-profit as a "Terrorist Organization." A few days later, VALOR sent out another email informing the agency that it wasn't our funding that was being cut.

-Nikki Kates and I met with the Modoc County Department of Social Services to discuss the transfer of two more housing contracts to TEACH. The transfer will be effective July 1, 2025.

-Noelle and Tia Sekavec will be attending a week-long training in Austin, TX, on our Accounting System.

-I would like the board's opinion on offering paid time to employees to volunteer at the schools or other acceptable organizations.

-We were selected by Heather Hadwick as Non-Profit of the Year for her district. I will be attending a luncheon in Sacramento next week to accept the award.

-We would like to either have the next board meeting at the Wellness Center or tour the Wellness before or after the meeting.

9. BOARD REPORTS:

Member Yarberry made the following report:

- I will be leaving my position at MCOE and taking on more of a role at Advancing Modoc. I will be stepping down from the board by the end of the fiscal year. I am hoping to find a replacement who has knowledge of the education system. That is why I invited Sarah Stockwell to the meeting today, because I think she would be a great fit.

10. OLD BUSINESS: None.

11. NEW BUSINESS:

- a. **Holiday Schedule 2025/2026:** Member Cain made a motion to approve the Holiday Schedule 2025/2026, and Member Forrest seconded the motion. Motion carried, all ayes.

12. CORRESPONDENCE:

- a. **CFCC Contract Transfer from MCOE to TEACH Inc.:** The Board reviewed and discussed details regarding the CFCC contract transfer.
- b. **LIHEAP Energy Assistance 4.01.24-3.31.25 Report:** The Board reviewed and discussed the LIHEAP Energy Assistance Report.

c. Contract Monitoring Report: The Board reviewed and discussed details of the Contract Monitoring Report.

13. NEXT MEETING: June 18th, 2025, at TEACH INC Wellness Center at 5:15 p.m.

14. CLOSED SESSION: went into closed session at 6:34 p.m.

15. ADJOURNMENT: The meeting was adjourned at 7:20 p.m.

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
Rape Crisis 2123	1001	5/1/2025	Cory Yancey	700.00		SA May'25 Rent
Rape Crisis 2123	1001	5/9/2025	Spectrum	141.98		SA Cable
Rape Crisis 2123	1001	5/16/2025	ACE / Four Seasons	87.82		SA Cleaning Supplies
Rape Crisis 2123	1001	5/16/2025	Ubeo Business Services	34.29		SA & DV Printer Maint. Contract
Rape Crisis 2123	1001	5/21/2025	All - American Publishing	200.00		SA T-Shirt Fall 2025
Rape Crisis 2123	1001	5/21/2025	All - American Publishing	600.00		SA T-Shirt Sleeve Fall 2025
Rape Crisis 2123	1001	5/23/2025	American Express	25.00		SA Facebook Ad
Rape Crisis 2123	1001	5/23/2025	American Express	24.80		SA META Ad
Rape Crisis 2123	1001	5/27/2025	ACE / Four Seasons	7.07		SA Batteries
Rape Crisis 2123	1001	5/27/2025	Frontier	19.71		SA & DV Telephone
Rape Crisis 2123	1001	5/27/2025	Tnet Broadband Internet LLC	33.00		Internet
Rape Crisis 2123	1001	5/30/2025	City Of Alturas	95.04		SA Water
Rape Crisis 2123	1001	5/30/2025	Modoc Media dba Modoc County Record	25.00		MCC Ad
Rape Crisis 2123	1001	5/30/2025	Pacific Power And Light	43.61		Electricity
Rape Crisis 2123	1001	5/30/2025	Spectrum	141.98		SA Cable
OES Domestic Violence	1200	5/1/2025	Charles D. Yancey	700.00		DV May'25 Rent
OES Domestic Violence	1200	5/1/2025	Teach Inc.	805.25		DV May'25 Rent
OES Domestic Violence	1200	5/2/2025	Holiday Market	83.90		DV Food
OES Domestic Violence	1200	5/5/2025	Grocery Outlet	1,000.00		DV Gift Cards
OES Domestic Violence	1200	5/7/2025	Hacienda Motel	145.00		DV Room Voucher
OES Domestic Violence	1200	5/7/2025	Holiday Market	81.62		DV Food
OES Domestic Violence	1200	5/12/2025	Frontier	165.00		Internet Access
OES Domestic Violence	1200	5/12/2025	Holiday Market	81.31		DV Food
OES Domestic Violence	1200	5/16/2025	Miscellaneous Customer Reciept		15.10	Cash Receipts
OES Domestic Violence	1200	5/16/2025	Ubeo Business Services	34.28		SA & DV Printer Maint. Contract
OES Domestic Violence	1200	5/19/2025	Frontier	220.28		DV Telephone
OES Domestic Violence	1200	5/19/2025	Staub & Sons Petroleum	169.62		Gas
OES Domestic Violence	1200	5/21/2025	ADT Security Systems, Inc.	147.21		DV Security Services
OES Domestic Violence	1200	5/23/2025	American Express	1,139.36		DV Conference Travel
OES Domestic Violence	1200	5/23/2025	American Express	200.00		DV NCADV Conference
OES Domestic Violence	1200	5/23/2025	American Express	24.99		Netflix Monthly Subscription
OES Domestic Violence	1200	5/27/2025	Frontier	19.70		SA & DV Telephone
OES Domestic Violence	1200	5/27/2025	Staub & Sons Petroleum	537.03		DV 100480 DYED KERO
OES Domestic Violence	1200	5/27/2025	Staub & Sons Petroleum	130.99		DV 101637 DYED KERO

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Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
OES Domestic Violence	1200	5/27/2025	Tnet Broadband Internet LLC	66.00		Internet
OES Domestic Violence	1200	5/30/2025	City Of Alturas	373.64		DV Water
OES Domestic Violence	1200	5/30/2025	Modoc Media dba Modoc County Record	214.00		DV Self Defense Class
OES Domestic Violence	1200	5/30/2025	Modoc Media dba Modoc County Record	25.00		MCC Ad
OES Domestic Violence	1200	5/30/2025	Modoc Mini Mart 2	60.00		DV Gas Transportation Voucher
OES Domestic Violence	1200	5/30/2025	Pacific Power And Light	39.61		Electricity
OES Domestic Violence	1200	5/30/2025	Spectrum	141.98		DV Cable
OES Domestic Violence	1200	5/30/2025	Staub & Sons Petroleum	144.42		Gas
Eddingfield Apartments	1905	5/23/2025	American Express	810.89		Eddingfield Apart. Materials & Supplies
Eddingfield Apartments	1905	5/23/2025	American Express	165.34		Eddingfield Apt. Materials & Supplies
Eddingfield Apartments	1905	5/27/2025	Tnet Broadband Internet LLC	153.00		Internet
Eddingfield Apartments	1905	5/30/2025	City Of Alturas	380.16		Eddingfield Apt. Water
Eddingfield Apartments	1905	5/30/2025	City Of Alturas	289.52		Eddingfields Apt. Water
Eddingfield Apartments	1905	5/30/2025	Pacific Power And Light	178.34		Electricity
Eddingfield Apartments	1905	5/30/2025	Terminix Processing Center	142.00		Eddingfield Apt. Pest Control
Parenting Education	2200	5/12/2025	Ubeo Business Services	70.44		Printer Maint. Contract
Parenting Education	2200	5/13/2025	Holiday Market	14.66		Parenting Food
Parenting Education	2200	5/23/2025	American Express	12.99		Parenting Microsoft Monthly Renewals
Parenting Education	2200	5/30/2025	Staub & Sons Petroleum	1.45		Gas
Life Skills/Parenting	2240	5/12/2025	Ubeo Business Services	17.89		Printer Maint. Contract
CASA	2400	5/19/2025	Staub & Sons Petroleum	101.31		Gas
Drug Court	2407	5/12/2025	Ubeo Business Services	14.28		Printer Maint. Contract
Drug Court	2407	5/19/2025	Clifford Fuentes	252.00		Drug Court/ All Rise Travel Request
Drug Court	2407	5/30/2025	Staub & Sons Petroleum	111.94		Gas
Foster Family Agency	2800	5/12/2025	Frontier	165.00		Internet Access
Foster Family Agency	2800	5/12/2025	Ubeo Business Services	24.63		Printer Maint. Contract
Foster Family Agency	2800	5/19/2025	Staub & Sons Petroleum	1.32		Gas
Foster Family Agency	2800	5/23/2025	American Express	200.00		FFA Essential Base Fee
Foster Family Agency	2800	5/27/2025	Romanoff, Jeanie	96.96		FFA Clothing Reimbursement May'25
Foster Family Agency	2800	5/30/2025	Staub & Sons Petroleum	67.86		Gas

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
Foster Family Agency	2800	5/30/2025	Victoria Still	100.00		FFA Clothing Reimbursement May'25
IHSS	3000	5/12/2025	Frontier	165.00		Internet Access
IHSS	3000	5/12/2025	Ubeo Business Services	108.13		Printer Maint. Contract
IHSS	3000	5/27/2025	Maria A. Cervantes, Petty Cash Custodian	77.85		IHSS Gift Cards
AB 86 Consortium	3100	5/1/2025	HUE & CRY, INC. / AND	45.00		GED & K16 Security System May'25
AB 86 Consortium	3100	5/1/2025	Robert or Dawn Baird	750.00		GED May'25 Rent
AB 86 Consortium	3100	5/2/2025	Junior Automotive	713.68		GED Chevy Equinox Service
AB 86 Consortium	3100	5/9/2025	Frontier	178.01		GED Telephone
AB 86 Consortium	3100	5/23/2025	American Express	28.92		GED Graduation Supplies
AB 86 Consortium	3100	5/23/2025	American Express	140.00		Starlink Internet
AB 86 Consortium	3100	5/27/2025	Tnet Broadband Internet LLC	68.00		Internet
AB 86 Consortium	3100	5/30/2025	City Of Alturas	88.52		GED Water
AB 86 Consortium	3100	5/30/2025	Pacific Power And Light	237.26		Electricity
AB 86 Consortium	3100	5/30/2025	Staub & Sons Petroleum	14.21		Gas
WIOA HSE Admin	3111	5/8/2025	Janice Prince-Betian	1,276.30		WIOA HSE Expense Reimbursement
WIOA HSE Admin	3111	5/23/2025	American Express	765.78		WIOA Travel Request Conference
Advancing Modoc Youth	3150	5/20/2025	Noemi Campos-Jones	10.32		AMY Table Screws/Expense Reimbursement
Advancing Modoc Youth	3150	5/27/2025	Ramming Tanja	151.20		K16 & AMY Expense Reimbursement
UWNC United Way of N...	3153	5/20/2025	Jonathan E Hover	75.00		UW-NSEF Creative Hour Instructor
K16 Collaboratives Grant	3300	5/1/2025	HUE & CRY, INC. / AND	45.00		GED & K16 Security System May'25
K16 Collaboratives Grant	3300	5/8/2025	Lomakatsi Restoration Project	1,000.00		K16 Training & Outreach
K16 Collaboratives Grant	3300	5/8/2025	Ramming Tanja	458.88		K16 Expense Reimbursement
K16 Collaboratives Grant	3300	5/8/2025	Tara Yarberry	853.20		K16 Expense Reimbursement
K16 Collaboratives Grant	3300	5/12/2025	Frontier	126.48		K16 Telephone
K16 Collaboratives Grant	3300	5/16/2025	Ubeo Business Services	185.01		K16 Printer Maint. Contract
K16 Collaboratives Grant	3300	5/20/2025	Gerrit L Kersbergen	750.00		K16 Peer Support WBL
K16 Collaboratives Grant	3300	5/20/2025	Joshua, Talbott	204.23		K16 Apr'25 WBL Hours-Education
K16 Collaboratives Grant	3300	5/20/2025	Morton Creative	1,125.00		K16 Graphic Design
K16 Collaboratives Grant	3300	5/20/2025	Morton Creative	2,148.00		K16 Services Card print
K16 Collaboratives Grant	3300	5/20/2025	YouScience	3,540.00		K16 Advisor Hight School-Small School
K16 Collaboratives Grant	3300	5/27/2025	Ramming Tanja	2,207.48		K16 & AMY Expense Reimbursement

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
CalKIDS 2023-A-01	3350	5/19/2025	530 Video Production	4,000.00		AMY/CalKids/Modoc CSA Videos
CalKIDS 2023-A-01	3350	5/19/2025	David Z Foundation	3,000.00		CalKids Modoc CSA Program Outreach
CalKIDS 2023-A-01	3350	5/19/2025	First 5 Modoc	0.00		CalKids Modoc CSA Program Outreach
CalKIDS 2023-A-01	3350	5/19/2025	RISE	10,000.00		CalKids Modoc CSA Program Outreach
CalKIDS 2023-A-01	3350	5/19/2025	Teach Inc.	20,000.00		CalKids Modoc CSA Program Outreach
CalKIDS 2023-A-01	3350	5/19/2025	Tiny, Mighty and Strong	10,000.00		CalKids Modoc CSA Program Outreach
CalKIDS 2023-A-01	3350	5/29/2025	Modoc County Children and Families Commission	10,000.00		Reissued Check #7801
CalKIDS 2023-A-01	3350	5/30/2025	All - American Publishing	1,275.00		CalKids Fall 2025 T-Shirt Advertisement
CalKIDS 2023-A-01	3350	5/30/2025	All - American Publishing	1,275.00		CalKids Fall 2025 T-Shirts Advertisement
AMY PPL 2023 Special ...	3400	5/20/2025	Ramming Tanja	359.70		PPL Expense Reimbursement
2025 MSCAA Food	4105	5/13/2025	Sherm's Thunderbird Market	1,019.12		Food Bank
25B-3023 Li-Heap	4320	5/8/2025	Michael Munoz	500.00		Liheap Firewood Voucher
25B-3023 Li-Heap	4320	5/12/2025	Kemper, Charles L.	500.00		Liheap Firewood Voucher
25B-3023 Li-Heap	4320	5/12/2025	Ubeo Business Services	316.72		Printer Maint. Contract
25B-3023 Li-Heap	4320	5/13/2025	Terry Hall Jr.	1,000.00		Liheap Firewood Voucher
2025 MSCAA Housing	4505	5/1/2025	TEACH Edding field apartment	500.00		Eddingfield Apt. #2 May'25 Rent
2025 MSCAA Housing	4505	5/1/2025	TEACH Edding field apartment	200.00		Eddingfield Apt. #3 May'25 Rent
2025 MSCAA Housing	4505	5/1/2025	TEACH Edding field apartment	200.00		Eddingfield Apt. #4 May'25 Rent
2025 MSCAA Housing	4505	5/1/2025	TEACH Edding field apartment	200.00		Eddingfield Apt. #5 May'25 Rent
2025 MSCAA Housing	4505	5/1/2025	TEACH Edding field apartment	200.00		Eddingfield Apt. #6 May'25 Rent
2025 MSCAA Housing	4505	5/1/2025	TEACH Edding field apartment	200.00		Eddingfield Apt. #7 May'25 Rent
CRRP-3036	5001	5/1/2025	Landis Nursery	1,100.00		R & R Appreciation Day Gift Certificates
CRRP-3036	5001	5/2/2025	Cellebrite, Inc.	15,068.63		R & R Digital Mobile Alarm
CRRP-3036	5001	5/7/2025	First 5 Modoc	0.00		R&R Agreement to Pay Installments
CRRP-3036	5001	5/8/2025	Ubeo Business Services	56.96		R&R Printer Maint. Contract
CRRP-3036	5001	5/12/2025	Frontier	165.00		Internet Access
CRRP-3036	5001	5/12/2025	Pepsi Cola Bottling	74.40		R & R Coffee & Products
CRRP-3036	5001	5/12/2025	Ubeo Business Services	502.37		Printer Maint. Contract
CRRP-3036	5001	5/23/2025	American Express	200.00		R & R Virtual Training
CRRP-3036	5001	5/27/2025	Pepsi Cola Bottling	99.92		R & R Coffee & Products

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
CRRP-3036	5001	5/29/2025	Modoc County Children and Families Commission	20,000.00		Reissued Check #7702
CRRP-3036	5001	5/30/2025	Modoc Media dba Modoc County Record	50.00		R & R Ad
CRRP-3036	5001	5/30/2025	Pacific Power And Light	553.58		Electricity
Child/Adult Care Food ...	5201	5/30/2025	Minute Menu Systems, LLC	45.90		Food Program Apr-May'25
TEACH LATCHKEY	5850	5/7/2025	Holiday Market	35.01		Latchkey Food
TEACH LATCHKEY	5850	5/7/2025	Ubeo Business Services	16.18		Latchkey Printer Maint. Contract
TEACH LATCHKEY	5850	5/8/2025	ACE / Four Seasons	34.31		Latchkey Supplies
TEACH LATCHKEY	5850	5/8/2025	Modoc J.U.S.D. / Business Office	500.00		Latchkey Jun'25 Rent
TEACH LATCHKEY	5850	5/16/2025	Darlene Estes	121.93		Latchkey Supplies/ Expense Reimbursement
TEACH LATCHKEY	5850	5/16/2025	Grocery Outlet	41.67		Latchkey Food
TEACH LATCHKEY	5850	5/16/2025	Holiday Market	48.96		Latchkey Food
TEACH LATCHKEY	5850	5/16/2025	Holiday Market	56.43		Latchkey Food & Supplies
TEACH LATCHKEY	5850	5/21/2025	Maria A. Cervantes, Petty Cash Custodian	35.18		Lachkey Postage
TEACH LATCHKEY	5850	5/27/2025	Holiday Market	31.12		Latchkey Food
TEACH LATCHKEY	5850	5/30/2025	Holiday Market	31.12		Latchkey Food
Budding Tree	5860	5/7/2025	Grocery Outlet	177.31		Budding Tree Food
Budding Tree	5860	5/9/2025	Frontier	122.19		Budding Tree Telephone
Budding Tree	5860	5/16/2025	ACE / Four Seasons	62.47		Budding Tree Supplies
Budding Tree	5860	5/16/2025	Grocery Outlet	150.97		Budding Tree Food
Budding Tree	5860	5/16/2025	Holiday Market	100.40		Budding Tree Food
Budding Tree	5860	5/19/2025	Staub & Sons Petroleum	252.12		Gas
Budding Tree	5860	5/27/2025	Holiday Market	92.99		Budding Tree Food
Budding Tree	5860	5/30/2025	Pacific Power And Light	111.96		Electricity
Budding Tree	5860	5/30/2025	Staub & Sons Petroleum	50.46		Gas
CCIP-4036 Child Care I...	5903	5/27/2025	Antonio's	87.53		CCIP Food
CCIP-4036 Child Care I...	5903	5/27/2025	Holiday Market	51.61		CCIP Food
MHSA 2	6502	5/12/2025	Frontier	94.71		Wellness Center Telephone
MHSA 2	6502	5/23/2025	American Express	114.88		Wellness Center Supplies
MHSA 2	6502	5/30/2025	Pacific Power And Light	126.88		Electricity
MHSA Advocate Program	6504	5/12/2025	Ubeo Business Services	13.41		Printer Maint. Contract
Teach Senior Services	8000	5/7/2025	Grocery Outlet	23.81		Senior Serv. Bingo Food
Teach Senior Services	8000	5/13/2025	Holiday Market	23.99		Senior Serv. Bingo Food
Teach Senior Services	8000	5/21/2025	Holiday Market	23.99		Senior Serv. Bingo Food
Teach Senior Services	8000	5/27/2025	Holiday Market	23.99		Senior Serv. Bingo Food
Teach Senior Services	8000	5/30/2025	Holiday Market	23.99		Senior Serv. Bingo Food

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
PSA 2 C-1 Congregate ...	8001	5/1/2025	Modoc Transportation Agency	450.00		Senior Serv. Bus Cards
PSA 2 C-1 Congregate ...	8001	5/2/2025	Oliver Packaging & Equipment Company	1,290.61		Senior Serv. Serving Tray
PSA 2 C-1 Congregate ...	8001	5/2/2025	Staub & Sons Petroleum	37.50		Senior Serv. Tank Rent
PSA 2 C-1 Congregate ...	8001	5/2/2025	WellSky Human & Social Services Corp.	446.77		Senior Serv. Hosting Subscription Fee
PSA 2 C-1 Congregate ...	8001	5/7/2025	K & K Distributing	51.08		Senior Serv. Food & Supplies
PSA 2 C-1 Congregate ...	8001	5/7/2025	Vestis	115.54		Senior Serv. Lndry
PSA 2 C-1 Congregate ...	8001	5/8/2025	Modoc J.U.S.D. / Business Office	14.00		Senior Serv. Electric Usage Jun'25
PSA 2 C-1 Congregate ...	8001	5/12/2025	Frontier	159.74		Senior Serv. Telephone
PSA 2 C-1 Congregate ...	8001	5/12/2025	Vestis	115.54		Senior Serv. Lndry
PSA 2 C-1 Congregate ...	8001	5/19/2025	Vestis	115.50		Senior Serv. Lndry
PSA 2 C-1 Congregate ...	8001	5/21/2025	ACE / Four Seasons	0.00		Senior Serv. Cleaning Supplies
PSA 2 C-1 Congregate ...	8001	5/21/2025	K & K Distributing	108.37		Senior Serv. Food & Supplies
PSA 2 C-1 Congregate ...	8001	5/23/2025	American Express	55.49		Senior serv. Ink Cartridge & Labels
PSA 2 C-1 Congregate ...	8001	5/23/2025	American Express	65.06		Senior Serv. Labels
PSA 2 C-1 Congregate ...	8001	5/30/2025	K & K Distributing	35.17		Senior Serv. Food & Supplies
PSA 2 C-1 Congregate ...	8001	5/30/2025	Vestis	115.50		Senior Serv. Lndry
PSA2 C-2 Homebound ...	8002	5/1/2025	Modoc Transportation Agency	450.00		Senior Serv. Bus Cards
PSA2 C-2 Homebound ...	8002	5/2/2025	Oliver Packaging & Equipment Company	1,290.60		Senior Serv. Serving Tray
PSA2 C-2 Homebound ...	8002	5/2/2025	Staub & Sons Petroleum	37.50		Senior Serv. Tank Rent
PSA2 C-2 Homebound ...	8002	5/2/2025	WellSky Human & Social Services Corp.	446.76		Senior Serv. Hosting Subscription Fee
PSA2 C-2 Homebound ...	8002	5/7/2025	K & K Distributing	51.08		Senior Serv. Food & Supplies
PSA2 C-2 Homebound ...	8002	5/7/2025	Vestis	115.54		Senior Serv. Lndry
PSA2 C-2 Homebound ...	8002	5/8/2025	Modoc J.U.S.D. / Business Office	14.00		Senior Serv. Electric Usage Jun'25
PSA2 C-2 Homebound ...	8002	5/12/2025	Frontier	159.74		Senior Serv. Telephone
PSA2 C-2 Homebound ...	8002	5/12/2025	Vestis	115.54		Senior Serv. Lndry
PSA2 C-2 Homebound ...	8002	5/19/2025	Vestis	115.49		Senior Serv. Lndry
PSA2 C-2 Homebound ...	8002	5/21/2025	ACE / Four Seasons	0.00		Senior Serv. Cleaning Supplies
PSA2 C-2 Homebound ...	8002	5/21/2025	K & K Distributing	108.36		Senior Serv. Food & Supplies

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
PSA2 C-2 Homebound ...	8002	5/23/2025	American Express	55.49		Senior serv. Ink Cartridge & Labels
PSA2 C-2 Homebound ...	8002	5/23/2025	American Express	65.06		Senior Serv. Labels
PSA2 C-2 Homebound ...	8002	5/30/2025	K & K Distributing	35.17		Senior Serv. Food & Supplies
PSA2 C-2 Homebound ...	8002	5/30/2025	Vestis	115.49		Senior Serv. Lndry
PSA2 Cedarville Expans...	8015	5/2/2025	Grocery Outlet	5.96		Senior Serv. Food
PSA2 Cedarville Expans...	8015	5/7/2025	Grocery Outlet	128.90		Senior Serv. Food
PSA2 Cedarville Expans...	8015	5/7/2025	K & K Distributing	57.16		Senior Serv. Food
PSA2 Cedarville Expans...	8015	5/7/2025	K & K Distributing	345.50		Senior Serv. Food & Supplies
PSA2 Cedarville Expans...	8015	5/8/2025	K & K Distributing	789.41		Senior Serv. Food
PSA2 Cedarville Expans...	8015	5/13/2025	Grocery Outlet	61.24		Senior Serv. Foos
PSA2 Cedarville Expans...	8015	5/13/2025	K & K Distributing	519.07		Senior Serv. Food
PSA2 Cedarville Expans...	8015	5/19/2025	Staub & Sons Petroleum	161.37		Gas
PSA2 Cedarville Expans...	8015	5/21/2025	Grocery Outlet	155.25		Senior Serv. Food
PSA2 Cedarville Expans...	8015	5/21/2025	Holiday Market	13.93		Sebior Serv. Food
PSA2 Cedarville Expans...	8015	5/21/2025	Holiday Market	30.16		Senior Serv. Food
PSA2 Cedarville Expans...	8015	5/21/2025	K & K Distributing	745.38		Senior Serv. Food
PSA2 Cedarville Expans...	8015	5/21/2025	K & K Distributing	536.62		Senior Serv. Food & Supplies
PSA2 Cedarville Expans...	8015	5/27/2025	K & K Distributing	727.88		Senior Serv. Food
PSA2 Cedarville Expans...	8015	5/30/2025	Grocery Outlet	94.95		Senior serv. Food
PSA2 Cedarville Expans...	8015	5/30/2025	Holiday Market	43.22		Senior Serv. Food
PSA2 Cedarville Expans...	8015	5/30/2025	K & K Distributing	283.22		Senior Serv. Food & Supplies
PSA2 Cedarville Expans...	8015	5/30/2025	K & K Distributing	852.01		Senior Serv. Food W/Credit
PSA2 Cedarville Expans...	8015	5/30/2025	Staub & Sons Petroleum	55.68		Gas
Housing and Disability ...	9000	5/2/2025	Nifty RV and Mobil Home Park	1,174.00		HDAP May'25 Rent
Housing and Disability ...	9000	5/12/2025	Frontier	55.00		Internet Access
Housing and Disability ...	9000	5/19/2025	Staub & Sons Petroleum	0.33		Gas
24-120 Bridge Housing...	9001	5/1/2025	Alan Botello	350.00		BHBH May'25 Rent
24-120 Bridge Housing...	9001	5/9/2025	Modoc Inn	3,366.00		BHBH Room Voucher
24-120 Bridge Housing...	9001	5/12/2025	Frontier	55.00		Internet Access
24-120 Bridge Housing...	9001	5/12/2025	Staub & Sons Petroleum	50.09		BHBH 100480 Propane
24-120 Bridge Housing...	9001	5/12/2025	Ubeo Business Services	202.94		Printer Maint. Contract
24-120 Bridge Housing...	9001	5/19/2025	Staub & Sons Petroleum	2.97		Gas
24-120 Bridge Housing...	9001	5/21/2025	Alturas Meadows Apartments	87.00		BHBH Security Deposit
24-120 Bridge Housing...	9001	5/23/2025	American Express	64.50		BHBH Client Social Security Card
24-120 Bridge Housing...	9001	5/23/2025	American Express	210.85		BHBH Client Supplies

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
24-120 Bridge Housing...	9001	5/30/2025	Staub & Sons Petroleum	1.45		Gas
Housing And Homeless...	9400	5/2/2025	Nifty RV and Mobil Home Park	930.00		HHIP May'25 Rent
Cal Works Housing Sup...	9405	5/1/2025	Peggy Clevinger	1,000.00		HSP Apr-May'25 Rent
Cal Works Housing Sup...	9405	5/2/2025	Nifty RV and Mobil Home Park	905.50		HSP May'25 Rent
Cal Works Housing Sup...	9405	5/12/2025	Frontier	55.00		Internet Access
Cal Works Housing Sup...	9405	5/23/2025	American Express	368.24		HSP Lawn Mower & Weed Eater
Cal Works Housing Sup...	9405	5/23/2025	American Express	30.74		HSP Quick Fill Funnel
Cal Works Housing Sup...	9405	5/23/2025	American Express	1,694.00		HSP Room Voucher
Cal Works Housing Sup...	9405	5/30/2025	Staub & Sons Petroleum	24.07		Gas
CAL-AIM	9500	5/9/2025	Modoc Inn	2,640.00		CAL-AIM Room Voucher
CAL-AIM	9500	5/27/2025	Change Healthcare	70.40		CAL-AIM RPA Monthly Fee
Non-Resource Related	9999	5/1/2025	Buie, Sean	2,603.78		Services Contract May'25
Non-Resource Related	9999	5/7/2025	Grocery Outlet	21.59		5 de Mayo Food
Non-Resource Related	9999	5/7/2025	Holiday Market	74.69		5 de Mayo Food
Non-Resource Related	9999	5/7/2025	Maria A. Cervantes, Petty Cash Custodian	13.95		5 de Mayo Candy
Non-Resource Related	9999	5/9/2025	Aegix Global, LLC	6,000.00		Download App & Annual Subscription Jul'24
Non-Resource Related	9999	5/12/2025	Buie, Sean	245.60		Canon Monochrome Printer
Non-Resource Related	9999	5/12/2025	Frontier	165.00		Internet Access
Non-Resource Related	9999	5/12/2025	Maria A. Cervantes, Petty Cash Custodian	10.10		Postage
Non-Resource Related	9999	5/12/2025	Ubeo Business Services	520.12		Printer Maint. Contract
Non-Resource Related	9999	5/12/2025	Waste Management Of Nevada	467.68		Garbage
Non-Resource Related	9999	5/13/2025	Abila	562.50		MIP Consulting Services
Non-Resource Related	9999	5/13/2025	Frontier	287.87		Telephone
Non-Resource Related	9999	5/16/2025	Holiday Market	5.69		Board Meeting Food
Non-Resource Related	9999	5/19/2025	Staub & Sons Petroleum	5.29		Gas
Non-Resource Related	9999	5/21/2025	ADT Security Systems, Inc.	48.75		Security Services
Non-Resource Related	9999	5/23/2025	American Express	1,592.40		Abila
Non-Resource Related	9999	5/23/2025	American Express	19.99		Acrobat Subscription
Non-Resource Related	9999	5/23/2025	American Express	149.08		Amazon Prime Subscription
Non-Resource Related	9999	5/23/2025	American Express	99.81		Board Meeting Food
Non-Resource Related	9999	5/23/2025	American Express	158.65		End FY Party Carnival Supplies

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
Non-Resource Related	9999	5/23/2025	American Express	13.59		Fiscal Labels
Non-Resource Related	9999	5/23/2025	American Express	235.00		Rent Unit #66 &144
Non-Resource Related	9999	5/23/2025	American Express	140.00		Starlink Internet
Non-Resource Related	9999	5/23/2025	American Express	7,452.82		Travel Request/MIP Accounting Training
Non-Resource Related	9999	5/23/2025	American Express	319.80		Zoom Workplace Pro Annual
Non-Resource Related	9999	5/27/2025	Carol Madison	687.60		Expense Reimbursement
Non-Resource Related	9999	5/27/2025	Holiday Market	22.78		Birthday Cake
Non-Resource Related	9999	5/27/2025	Maria A. Cervantes, Petty Cash Custodian	4.29		Birthday Plate
Non-Resource Related	9999	5/27/2025	Tessa Anklin	43.75		End of Fiscal Year Carnival Party/Reimbursement
Non-Resource Related	9999	5/30/2025	530 Video Production	450.00		Webisode Management for May'25
Non-Resource Related	9999	5/30/2025	City Of Alturas	91.19		Water
Non-Resource Related	9999	5/30/2025	Modoc Media dba Modoc County Record	51.00		HELP WANTED Donation Center Coordination Ad
Non-Resource Related	9999	5/30/2025	Pacific Power And Light	553.59		Electricity
Non-Resource Related	9999	5/30/2025	Staub & Sons Petroleum	4.39		Gas
Report Total				183,600.82	15.10	

Training, Employment and Community Help Inc.
Statement of Revenues and Expenditures
From 7/1/2024 Through 6/30/2025

	Current Period Actual
Revenue	
Federal Revenue	146,606.70
State Revenue	3,338,487.19
Other Revenue	71,164.72
Family Fee	2,027.18
Other local income	1,720,975.12
Tuition	36,003.94
Apartment Rents	43,728.50
Total Revenue	<u>5,358,993.35</u>
Expenses	
Salaries	2,425,561.03
Benefits	571,647.55
Supplies	
Books & Reference Materials	9,213.51
Materials & Supplies	308,014.35
Food Supplies	130,810.63
Total Supplies	<u>448,038.49</u>
Operating	
Conference & Travel	85,444.94
Mileage, Fuel, Bus Passes	8,452.39
Dues & Memberships	111,210.04
License and taxes	12,399.54
Bank Service Fees	1,701.71
Insurance	64,151.54
Operating & Housekeeping	3,327.94
Electricity	36,574.62
Water & Sewer	15,813.35
Garbage	9,844.71
Liquid, Propane, Gas, Fuel Oil	21,543.03
Energy Asst./WPO	172,053.00
Other	3,059.00
Room Vouchers	65,515.19
Rentals, Leases Repair	170,232.80
Repairs/Maintenance	100,982.23
Maintenance Agreements	58,391.83
Advertising	52,878.77
Legal Services	3,781.39
Audit Services	31,700.00
Consultants, Trainers	3,895.00
Information Tech	77,962.04
Other operating	235,712.69
Communications	64,089.02
Postage	4,606.28
Total Operating	<u>1,415,323.05</u>
Equipment	40,555.05
Contract 1099 Services	1,263,693.87
Total Expenses	<u>6,164,819.04</u>
Revenue Over (Under) Expenses	<u><u>(805,825.69)</u></u>

If an employee who is the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert his or her supervisor as soon as possible before leaving work. In agreement with California Labor Code Section 230.7, no discriminatory action will be taken against an employee who takes time off for this purpose.

Recreational Activities and Programs

T.E.A.C.H. or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

Inclement Weather/Natural Disasters

In the event of severe weather or a natural disaster that prevents employees from safely traveling to and from work, the following leave policies will apply:

- **Inclement weather:** Conditions that excuse absence from work include: road closure, announced avalanche danger, whiteout, heavy rain, and severe flooding. If weather conditions prevent you from safely traveling to work, you must notify your supervisor by phone, if telephone service is functional, or by any other available means. Employees may be paid, at the discretion of the Executive Director, for up to 2 days per year when severe weather conditions prevent them from reaching their worksite. Absences in excess of 2 days will be unpaid or will be deducted from accumulated vacation time.
- **Natural disasters:** In the event of a natural disaster such as earthquake, fire, or explosion, offices will be closed if the building is damaged or roads leading to the offices are damaged. For instructions on reporting to another location, contact the T.E.A.C.H., main office immediately, if possible.

Lactation Accommodation Policy

Training, Employment & Community Help Inc. recognizes lactating employees' rights to request lactation accommodation, and accommodates lactating employees by providing a reasonable amount of break time and a suitable lactation location to any employee who desires to express breast milk for their infant child, subject to any exemption allowed under applicable law.

If possible, the break time should run concurrently with your normally scheduled break time. Any break time to express breast milk that does not run concurrently with your normally scheduled break time is unpaid.

The lactation location will be private (shielded from view and free from intrusion from co-workers and the public) and located close to your work area. The location will be safe, clean and free of toxic or hazardous materials; have a surface to place a breast pump and other personal items; have a place to sit; and have access to electricity or alternative devices (such as extension cords or charging stations) allowing you to operate an electric or battery-powered breast pump. Training, Employment & Community Help Inc. will also provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to your workspace. If a refrigerator cannot be provided, Training, Employment & Community Help Inc. will provide another cooling device suitable for storing milk, such as an employer-provided cooler. The lactation location will not be a bathroom or restroom. The room or location may include an employee's private office if it otherwise meets the requirements of the lactation space. Multi-purpose rooms may be used as lactation space if they satisfy the requirements for space; however, use of the room for lactation takes priority over other uses for the time it is in use for lactation purposes.

Employees who desire lactation accommodations should contact your immediate supervisor to request accommodations. An employee's request may be provided orally, by email, or in writing, and need not be submitted on a specific form. We will engage in an interactive process with you to determine when and where lactation breaks will occur. If we cannot provide break time or a location that complies with this policy, we will provide a written response to your request.

Training, Employment & Community Help Inc. will not tolerate discrimination or retaliation against employees who exercise their rights to lactation accommodation, including those who request time to express milk at work and/or who lodge a complaint related to the right to lactation accommodation. If you believe you have been denied reasonable break time or adequate space to express milk, or have been otherwise been denied your rights related to lactation accommodation, you have the right to file a complaint with the Labor Commissioner.

June 01, 2025

Policy: 9026821-2024

Carol Madison
Teach
112 E 2nd St
Alturas, CA 96101



RE: Follow Up Risk Assessment Visit

Dear Carol,

Thank you for meeting with me on October 28, 2024. We met at 112 E 2nd St, Alturas, CA 96101. We reviewed your current business operations and followed up on your ongoing safety efforts. We also discussed recommendations made on October 28, 2024.

TEACH provides many services throughout the community and provides resources in Modoc County. Services include running the senior center, latchkey childcare, some homeless housing, training and education, and employment assistance. You employ approximately 60 employees throughout the 7 locations. We walked the office and discussed ergonomics with the employees.

Claims Trends and Exposures

Since our last meeting, you have experienced **zero** claims.

Exposures include:

- Eye strain and musculoskeletal disorders

Safety Programs

The following safety programs were discussed:

Injury Illness Prevention Plan (HIPP) Workplace Violence Prevention Plan (WVPP)

Please remember to document all your workplace safety efforts. This documentation will help you should Cal/OSHA visit your worksite or place of business.

Observations/Comments

Throughout the office there are many different desks, offices, and workstations. Each person has their own workstation which makes it easiest for setting their station to fit them. Chairs were mostly set to where employees feet were able to touch the ground flat footed and still have a neutral/comfortable position up to the desk. Employees also had stools under their desk to assist in their posture and change the way they are sitting throughout the day. These are all great ways to help prevent ergonomic injuries. Employees can also stretch to help prevent injuries. Feel free to print [Stretches for Office Workers](#) and post in a common area to remind employees they can actively help prevent injuries. Having workstations properly adjusted can help prevent eye strains and musculoskeletal disorders.

Mailing Address: P.O. Box 8192, Pleasanton, CA 94588

The contents of this document including evaluations and recommendations are based upon current occupational safety and health standards and requirements, current reference sources, and accepted industrial safety and health principles and practices. They reflect the operating and working conditions noted on the day of the survey and relate only to those conditions specifically discussed here. State Fund does not make any warranty, expressed or implied, that your workplace is safe or healthful or that it complies with all laws, regulations, codes or standards.



Recommendations

As your carrier, we may advise you of hazards and potential exposure in your workplace operations. No recommendations resulted from this visit.

Recommendations Completed

The elevated storage area exposed employees to possible falls from heights due to there not being a railing. This area was emptied out and employees are not permitted access to the elevated storage area any longer. Thank you for taking this hazard seriously and helping to prevent injuries.

Conclusion

Please contact me anytime you need assistance with your safety efforts.

I also recommend the free safety resource on www.SafeAtWorkCA.com. You will find safety meeting topics, live and on-demand webinars, free training, and more. Your safety efforts are important, and I am here to help you.

Resources

We discussed choosing highly adjustable chairs when replacing your current stock. Some resources you may find helpful include:

- Selecting a Chair for Your Office ([pdf](#))
- Chairs: How to Choose ([article](#))
- Chair Casters, Wheels, and Glides ([article](#))

Survey

You may receive a short survey following this visit. Your response will help us enhance customer service. We would appreciate your feedback.

Sincerely,

Tonya Caughron
Senior Loss Prevention Consultant
State Compensation Insurance Fund
(707) 685-4257
tcaughron@scif.com

cc: Lana McLaughlin, Modoc Ins Svcs, lmclaughlin@modocins.com



JENNIFER TROIA
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



GAVIN NEWSOM
GOVERNOR

June 10, 2025

Carol Madison, Executive Director
Training, Employment, and Community Help, (TEACH) Inc.
112 E. Second St.
Alturas, CA 96101

SUBJECT: CONTRACT AWARD FOR FAMILY CHILD CARE HOME EDUCATION
NETWORKS (CFCC) FUNDS FOR FY 2025-26

Dear Carol Madison:

The California Department of Social Services (CDSS) Child Care and Development Division (CCDD) recently announced a funding opportunity of approximately \$290,917 in **Family Child Care Home Education Networks (CFCC) contract funds** for Fiscal Year 2025-26. CCDD contractors headquartered in Modoc County were invited to participate in a Letter of Intent process to redistribute these funds. The deadline for submission of the Letter of Intent was May 16, 2025. TEACH Inc. submitted a timely and acceptable Letter of Intent for this funding opportunity.

The Department has reviewed and approved the TEACH Inc. Letter of Intent. I am pleased to inform you that your agency has been selected to receive approximately \$290,917 starting in Fiscal Year (FY) 25-26. This new funding will be reflected in your FY 25-25 contract, which will be sent to your agency soon. If you have any questions or need further assistance related to this matter, please feel free to contact Consultant Jennifer Patrick by phone at (916) 584-6942 or by e-mail at Jennifer.Patrick@dss.ca.gov.

Sincerely,

K Chang

KAREN CHANG, Chief
Program Quality and Improvement Bureau
Child Care and Development Division

cc: LISA VELARDE, Chief
Program Quality and Improvement Bureau
Child Care and Development Division

JENNIFER PATRICK, Consultant,
Program Quality and Improvement Bureau
Child Care and Development Division

NorCal CoC Administrative Entity and NorCal CoC Operations Overview

Overview

NorCal CoC Executive Board, decision-making body, contracts for operations through MOU with Administrative Entity. Administrative Entity enters into contracts on behalf of the NorCal CoC for service administration and grant distribution.

Between 2021 and April 2025 the NorCal CoC has applied for and received over \$15,700,000 in state HHAP funding to distribute to the seven counties and seven CoC Advisory Boards in the NorCal CoC.

NorCal CoC EB has contracted with Housing Tools to assist with preparing the HHAP 6 application for a total \$5,806,452 in HHAP 6 funding.

Additionally the NorCal CoC has applied for \$440,000 in annual FY 2024 HUD funding for HMIS, Coordinated Entry, Planning and Housing Partners II grants. Historically HUD funding has been approximately \$450,000 per year. Per HUD regulations CoC's are required to provide Homeless Management Information System (HMIS) and Coordinated Entry System (CE). (CE is a centralized or coordinated process developed to coordinate program participant intake, assessment, and referrals.)

The previous two year budget was fully funded, including a contingency, with primarily state HHAP flexible grant funding and some HUD funding. The seven counties and seven CoC entities contributed eligible system support HHAP 3, 4, and 5 grant funds toward NorCal CoC administration expenses on a percentage basis. The CoR and UWNC were the only entities to accept the administration roles and the NorCal CoC EB committed to prevent any encroachment on the CoR general fund and UWNC general operation funding. To date no other entity has indicated an interest in serving as the Administrative Entity. The funding of a future proposed budget and any unanticipated expenses would be distributed among the NorCal CoC members.

1. NorCal CoC Operations/Obligations

a. Current Administrative Entity Operations City of Redding 9/19/23 to 9/18/25 annual cost \$274,692

See attached document

- i. City of Redding prepared, Continuum of Care, Actual and Estimated Annual Cost (CoR projected annual cost \$351,334 not including ½ FTE CoR would add if they continued as AE)

b. Proposed Administrative Entity Operations and Staffing

See attached Document

- ii. Proposed Admin Operations estimated hours & estimated costs 5/30/25 (\$250,000 includes AE Director, proposed Management Analyst, does not include Teddie Pierce and does not include overhead and administration) See budget comparison document Item 2 below for estimated cost of AE Admin costs including Teddie Pierce, but does not include non-profit admin or overhead.

c. HMIS System Administration

Current Operations - United Way of Northern California 8/1/23 to 9/18/25 (actual 2024 payment was \$444,008) See attached Document

- iii. UWNC, NorCal CoC HMIS/CE original proposed Administration budget for period 8/1/23 to 12/31/25, actual contract period is 8/1/23 to 9/18/25 (awaiting proposed 2025-26 annual cost of HMIS Admin)

d. Additional contracts for services paid with HHAP Joint Project or HHAP Admin funding

- I. EB approved Housing Tools consultant services to assist with filing the HHAP 6 Application \$57,840.
- II. NorCal CoC PIT Administration contract with Plumas Crisis Intervention & Resource Center non-profit (PCIRC) year two of a proposed two-year contract amount \$50,000 per year.
- III. Proposed Simtech Solutions – CountingUs Mobile App to be used for annual 2026 PIT and HIC count and report \$13,750
- IV. Proposed estimated \$68,440 to contract with Teddie Pierce for HUD & State application assistance, policy development for improved project management, project evaluation programs, coordinated entry process improvement, and review support with outcomes tracking. Previous contracts included HUD application assistance and development of data plan at about \$40,000 per year. (Proposed contract for services would be included with proposed Administrative Entity Operation staffing budget)

2. **Budget** – attachment iv, proposed draft Non-Profit AE Budget comparison with proposed CoR AE annual cost. City of Redding is currently updating the amounts of available HHAP and HUD grant amounts to fund 2025-26 NorCal CoC Administration. This information will be available next week.

3. **Primary tasks for NorCal CoC Administrative Entity performed by Non-Profit Administration**
Operation of NorCal CoC includes:
Admin Entity
 - A. Enter into MOU with NorCal CoC to serve as AE (reference current MOU)
 - B. Provide administrative services to set up or continue existing contracts for AE operations. It is very likely that future contracts will be modeled after the current City of Redding initiated contracts for services and for distribution of grant funding.
 - i. Assume contracts for services for operations, ie Housing Tools (work on HHAP 6 application primarily completed by 8/28/25 when application is due, contracted work may occur after HHAP 6 application is filed)
 - ii. Assume contract with PCIRC for second year PIT Admin \$50,000 (est August 2025 through July 2026).
 - iii. Enter into contract with Simtech Solutions for PIT mobile App and Annual PIT Report \$13,750 (est Oct 2025, current contract is between UWNC and Simtech Solutions as CoR required extensive changes to Simtech Solutions contract)
 - iv. Enter new contract for Independent Contractor to provide AE Executive
 - v. Enter new contract with Teddie Pierce for services for policy development, HUD and State application assistance
 - vi. Hire or enter into contract for Management Analyst for grant AE contract admin
 - vii. Assume existing HHAP 3 and 4 grant contracts, possibly some HHAP 5 contracts (see list of HHAP contracts)
 - viii. Assume existing contracts to receive HUD funds and contracts to provide the HUD match or enter into new contracts depending on period of performance, HUD Planning grant and match funds for HMIS, CE and Housing Partners II. (List of HUD grant awards to be sent under separate cover.)
 - C. Determine costs and roles and responsibilities for Non-Profit Admin Operations
 - D. Determine costs to create website to post NorCal CoC info, including agendas and minutes, PIT & HIC, grant NOFAs and annual notifications. Estimated to take 63 hours annually to provide website updates and maintenance.
 - E. **HMIS/CE**
Assume or enter into contract on behalf of NorCal CoC with HMIS/CE Administration beginning 9/19/25.
Could include preparation of RFP for HMIS/CE Administration for period beginning 9/19/25 or 12/31/25.

4. **Proposed Short-term goals (1-3 mo)**
Create budget and align funding sources
Evaluate options to revise structure of NorCal CoC
Improve system of care, delivery of services to those in need
Establish goals and ability to measure success

5. **Proposed HMIS Improvement**
Improve data quality and availability to demonstrate accountability, share results and successes
Explore new funding model for HMIS.
Explore opportunity to request contribution to the cost of HMIS from other state grant programs that require HMIS, who are currently using HMIS with no contribution to the cost of HMIS system administration.
Assist CoC agencies and county governments with developing agency and county HMIS administration budgets
Assist CoC agencies and county governments with improving data collection

6. **Challenges**
Align new budget amounts for all admin with reduced flexible grant opportunities
Process for transition with contracts for Admin Entity and HMIS funding (better than 2023 transition)
Transition of contracts with sub-recipients (good contract examples exist)

7. **Opportunities**
Improved efficiencies and reduction in costs to provide CoC administration