



**Executive Board Special Meeting
Minutes (Approved 1/29/24)**

January 11, 2024

8:00 to 10:00 am

**777 Cypress Ave. Housing Conference Room
Redding, CA 96001**

1/11-Housing Conference Room (City Hall-1st Floor)

Topic: NorCal CoC Executive Board Special Meeting and HHAP 5 Planning

Time: Jan 11, 2024 08:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/84080001153?pwd=bNlnasCF8Jga6dGytBPUflfgqNLq3a.1>

Meeting ID: 840 8000 1153

Passcode: 882226

One tap mobile

+16694449171,,84080001153#,,,,*882226# US

+13462487799,,84080001153#,,,,*882226# US (Houston)

Teleconference locations:

Sierra County Behavioral Health

706 Mill Street

Loyalton, CA 96118

Del Norte County Health and Human Services

455 K Street

Crescent City, CA 95531

Teach I.N.C

112 E 2nd Street

Alturas, CA 96101

Lassen County Health and Social Services

1445 Paul Bunyan, Suite B

Susanville, CA 96130

Siskiyou County Behavioral Health

2060 Campus Dr.

Yreka, CA 96097

Plumas County

PCIRC

591 Main Street

Quincy, CA 95971

Executive Board Members

Kristen Schreder,

County of Shasta, Chair

Sarah Collard,

County of Siskiyou, Co-
Chair

Grace Poor,

County of Lassen

Cathy Rahmeyer,

County of Plumas

Carol Madison,

County of Modoc

Sheryll Prinz-McMillan,

County of Sierra

Michael Coats,

County of Del Norte



To Address the Board: Members of the public may address the Board on any agenda item. Pursuant to the Brown Act (Govt. Code section 54950, et seq.) Board action or discussion cannot be taken on non-agenda matters but the board may briefly respond to statements or questions. You may submit your public comment via email to norcalcoc@cityofredding.org that will be read into the record.

1. Call to Order/Quorum Established/Introductions

8:03am

Executive Board Members-Sarah Collard, Cathy Rahmeyer, Grace Poor, Michael Coats, Sheryll Prinz-McMillan and Carol Madison

Public- Emily Kerr, Christy Coleman, Sarah Brown, Annelise Pierce, Sarah Fielding, Sherry Morgado, Cassie Miracle, James Coles, Melissa Nave, Sareena Rai, and Kalie Brisborn.

2. Public Comments (limited to 3 mins. per comment)

Members of the public will have the opportunity to address the Board on any issue within the jurisdiction of the Board. Speakers will be limited to three minutes.

No comments.

3. Action Items

I. Approve Meeting Minutes

Board members will review and approve draft minutes from the September 25, 2023 Special Executive Board Meeting.

[Attachment A - draft September 25, 2023 Special Executive Board Meeting minutes](#)

Motion made to approve 9/25/23 minutes by Sara Collard, seconded by Cathy Rahmeyer. Vote taken, all approve, none oppose.

II. Approve Annual NorCal CoC Sheltered PIT Count Date and Documentation

See attached PIT Committee recommendations.

1. The PIT Census date: January 23, 2024
2. The Sheltered Survey: members voted to approve using the Sheltered Survey template as it will be generated automatically by the Counting Us app. This would involve meeting at least the basic HUD requirements but not adding optional questions for local purposes. Unfortunately, I don't have an attachment for this item.
3. PIT methodology: Approve updated methodology to the 2024 dates, remove the method for the unsheltered count, and remove county-specific addendums.
4. The HIC form: updated with 2024 dates, fillable form.

[Attachment B-1, PIT Methodology](#)

[Attachment B-2, 2024 Housing Inventory Count Form](#)

[Awaiting Proposed Sheltered Survey to be provided](#)



Motion made to approve PIT Count date and documentation by Cathy Rahmeyer, seconded by Sara Collard. Vote taken, all approve, none oppose.

III. **Approve use of HHAP 4 funds to pay vendors for CoC Operations beginning August 1 through December 31, 2023 and be reimbursed with HHAP 3 funds when they become available.**

Teddie Pierce (Prepare Collaborative Applic) \$18,975

2024 CountingUs Mobile App \$8,750

UWNC HMIS transition 8/1/23 to 12/31/23 \$25,677

Total amount to be reimbursed with HHAP 3 **\$53,402**

Approve HHAP 4 funds to pay for

Housing Tools - Prepare HHAP 5 Applic \$46,680

Attachment C-1 8/15/23 Redding City Council Approval of T. Pierce Proposal

Attachment C-2 SimtechSolutions CountingUs invoice

Attachment C-3 United Way of Northern California invoice for 2023

EB approved Housing Tools \$46,680 proposal 12/21/23, see agenda for proposal, contract in process

Motion to approve use of HHAP 4 funds made by Grace Poor, seconded by Cathy Rahmeyer. Vote taken, all approve, none oppose.

IV. **Review and Approve HHAP4 Distribution potential Joint Project, amount and eligible uses**

(Note: On October 19, 2023, the EB approved the distribution of the HHAP 4 CoC allocation using the 2022 HUD approved PIT count percentage, 2022 PIT was used by the State to determine HHAP 4 allocations)

Attached draft distribution is similar to 2022 approved HHAP 3. Consider creation of \$500,000 Joint Project for System Support, funded by portion from each CoC and each County.

Attachment D-1 - Draft Proposed HHAP 4 Distribution

Attachment D-2 - August 1, 2023 to December 31, 2025 NorCal CoC Budget V.5 Approved 12/21/23

Discussion around operating costs, individual County allocations, and CoC allocation options. Pros and Cons discussed for each including Counties receiving their full allocation and CoC receiving theirs to cover admin costs and HMIS.

Will be bringing this back to Advisory Boards for further discussion, and bring back to a future Executive Board meeting.

V. **Approve** Scheduling of additional Special Executive Board Meeting(s) as needed.

No additional meetings approved.

4. **Discussion Items**

I. **HHAP 5 Application Planning Kick-Off (Due March 27, 2024)**

Review and discuss with Housing Tools HHAP 5 Application Planning Memo.

Attachment E - Housing Tools - HHAP-5 Application Planning Memo and Timeline of Major HHAP-5 Steps



Presentation provided on HHAP 5 Application process.

Application due 3/27/2024

Must apply as a regional plan/coordination

Shared upcoming meetings within individual Counties, how to engage community members, and stakeholders.

Joint CoC meeting planned for 1/18/2024 at 2pm-4pm

Three public meetings scheduled for 1/31/24 at 6pm, 2/8/24 at 10am, and 2/22/24 at 12pm

Counties can decide if they want to contract directly with the State or through the CoC.

MOU between the CoC and individual Counties must be reviewed and approved by Board of Supervisors before 3/22/24

5. Reports

I. City of Redding - Administrative Entity Report

Shawwna Flanigan introduced as the new Associate Project Coordinator for the CoC with the City of Redding/Administrative Entity

II. United Way of Northern California – HMIS Report

UWNC is live in the WellSky system.

In training mode to understand reporting.

Working with HUD TA for additional trainings

Sent out End User Agreement and needs them back

Will have them resent

UWNC also needs an MOU with each entity

- III. **“Comprehensive list of grants will be provided by Lead Agency as soon as possible.”** *(originally included with the 7/20/23 Executive Board Agenda)* Requested information to include original allocation of grant funds, distribution and expenditures and balance of funds. HHAP1 and HHAP2 expenditures were provided, but final HHAP3 expenditures designated as admin or Joint Project expenditures have not been provided as of 1/9/24 and since this request was posted 7/20/23.

IV. HHAP funding transfer.

Shasta County HHSA provided to BCSH updated HHAP1 and HHAP2 expenditure reports. City of Redding signed amended contracts for HHAP1 and HHAP2 awaiting Shasta County Board of Supervisors to approve HHAP1 and HHAP2 Amended Contracts in early January 2024. Was not presented to the January 9, 2024 Shasta BoS meeting.

BCSH requested that Shasta County HHSA submit additional general ledgers and reports of expenditures. As of 1/9/24 BCSH has not prepared amendments for the HHAP3 contracts.

Email sent from Cal ICH 1/10/24 to Shasta County, City of Redding, and NorCal CoC stating that Shasta County needs to sign the amended HHAP 3 agreements no later than 1/31/24 and then Shasta County has 30 days to transfer the money to the City of Redding.



6. NorCal CoC Member Updates.

Lassen County-working on Bridge Housing projects, 10 units.

Plumas County-working on development of a new Navigation Center.

Del Norte County-working with Personnel changes, emergency shelter programs, rapid rehousing programs, permanent supportive housing contracts.

Siskiyou County- working on permanent supportive housing project, almost finished. Also working on a congregate shelter.

Shasta County-has an RFP out for a 12 unit mixed use project, for supportive housing.

7. Discussion Items for Next Meeting

- I. Review Participation Requirements, Governance Charter “Application Standards and Thresholds”
- II. Discuss next steps for review of Governance Charter
- III. Review and discuss HUD Housing Partners II funding and proposed NOFA
- IV. Review and approve NorCal Continuum of Care City of Redding Administrative Entity Memorandum of Understanding.

8. Adjournment

Motion to adjourn the meeting made by Grace Poor, seconded by Michael Coats. Vote taken, all approve, none oppose.

If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. You may contact the City of Redding Housing Division at (530)225-4048 for disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meeting.

Next Executive Board Meetings

January 18, 2024 1pm – 2pm, HHAP 5 Planning Meeting 2-4pm

Redding City Hall, TBD

Enterprise Park Conf Rm.

HHAP 5 Public Meetings

Meeting #1 Redding City Hall Community Room

Wed. 1/31 Evening, 6-8 pm

Meeting #2 Redding City Hall Community Room

Thurs. 2/8 10:00 am- 12:00pm

Meeting #3 Redding City Hall Community Room

Thurs. 2/22 time 12:00-2:00 pm