



**Executive Board Special Meeting  
Minutes (Approved 3/21/24)  
January 29, 2024  
2:00 to 4:00 pm  
777 Cypress Ave. Housing Conference Room  
Redding, CA 96001**

**1/29 - Housing Conference Room (City Hall-1<sup>st</sup> Floor)**

**Topic: NorCal CoC Executive Board Special Meeting**

**Time: Jan 29, 2024 02:00 PM Pacific Time (US and Canada)**

**Join Zoom Meeting**

**<https://us06web.zoom.us/j/89497559227?pwd=vYvUgRqE2vuIXlyEpuoXXuXYbzNPoK.1>**

**Meeting ID: 894 9755 9227**

**Passcode: 284048**

**One tap mobile**

**16694449171**

Teleconference locations:

**Sierra County Behavioral Health  
706 Mill Street  
Loyalton, CA 9611**

**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

**Barbara Longo**  
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@cityoffredding.org](mailto:norcalcoc@cityoffredding.org) that will be read into the record.

### **1. Call to Order/Quorum Established/Introductions**

Meeting called to order at 2:03pm.

Executive Board Members: Kristen Schreder, Grace Pool, Barbara Longo, Carol Madison, Michael Coats, Nicole Smith, Trish Barbieri, and Robert Szopa.

Public: Shawwna Flanigan, Kalie Brisborn Emily Kerr, Dwayne Green, Christy Coleman, Laura Burch, Amber Middleton, Sherry Morgado, Susan Weiss, 2 other members of the public.

### **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 12/21/23 Special Executive Board Meeting, 1/11/24 Special Executive Board Meeting, 1/18/24 Special Executive Board Meeting.

[Attachment A - draft 8/28/2023 Special Executive Board Meeting minutes](#)

[Attachment B - draft 12/21/2023 Regular Executive Board Meeting minutes](#)

[Attachment C - draft 01/11/2024 Special Executive Board Meeting minutes](#)

[Attachment D - draft 01/18/2024 Special Executive Board Meeting minutes](#)

Motion made to approve 8/28/2023, 12/21/2024, 1/11/2024, and 1/18/2024 minutes by Carol Madison, seconded by Michael Coats. Vote taken, all approve, none oppose.

#### **II. Approve Funding Plan Requirements for HHAP 5 Application Planning (Due March 27, 2024)**

Review and discuss with Housing Tools HHAP 5 Application Planning Options for Counties and choice to receive the County allocations directly from the State and act as their own Administrative Entity.

Review and discuss preparation of funding plan requirements.

[Attachment E - Housing Tools - HHAP-5 NOFA \(reference Section II. ELIGIBLE APPLICANTS\)](#)

[Attachment F – Housing Tools – HHAP-5 Application Template \(reference Part I: Regional Identification and Contracting Information\)](#)



Housing Tools made a presentation on how to apply for HHAP-5, reviewed eligible applicants, and the NOFA (Attachment E on the Agenda). They also shared the application template (Attachment F on the Agenda).

After the presentation Modoc County and Lassen County shared they would like to take their County Allocation separately, directly from the State. The discussion continued around the two types of allocations, CoC and County, and how the 7% administration would impact it. Grace Poor from Lassen asked if the CoC admin would need more than the over \$250,000 to administer the grant since some of their work would fall under system support? Chair Kristen Schreder replied no. Christy Coleman shared that without a seat on the Executive Board Shasta County would take their allocation separately. Del Norte, Modoc, and Sierra will be discussing this with their Advisory Boards and follow up.

Nothing to approve at this time. Discussion will continue at a later meeting.

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

No additional meetings to schedule at this time.

## 4. Discussion Items

### I. Discuss Shasta County request to have a seat on the NorCal CoC Executive Board.

Chair Kristen Schreder started discussion around Shasta County requesting a seat on the Executive Board. Chair Kristen reviewed HUD regulations around Executive Boards and Governing Boards. Carol Madison asked if Shasta County wanted an eighth seat on the board, and Laura Burch replied we want to be the seat on the Board (Shasta County seat), saying them not having a seat on the Executive Board may impact them getting their fair part since they are 40% of the PIT count. Lassen County asked if CoC allocation is impacted by Shasta County not being on the same plan (part of the HHAP 5 application plan). Laura Burch responded yes the Shasta County Board of Supervisors has to approve the plan and they may not if they don't have a seat at the table/Executive Board. Laura Burch stated this is a concern. Public member Amber Middleton stated a non-HHSA representative may be on the board, she also asked why now? Christy Coleman responded saying Shasta County was Lead Agency and had a Participation Agreement with each County stating who the County would appoint to be on the Executive Board. Chair Kristen reviewed the HUD process that Counties do not select who is on the Executive Board, that the Advisory Board nominates and then votes. Amber Middleton asked for this to be on the next Advisory Board agenda for discussion.

A follow up question was asked what happens if Shasta County doesn't sign the HHAP-5 Application MOU? Shawwna will follow up with the State.

## 5. Reports

### I. City of Redding - Administrative Entity Report

Shawwna Flanigan shared information about the three upcoming public meetings 1/31/24, 2/8/24, and 2/22/24. She shared that the obligate by dates on the HHAP-1 and 2 agreements will be extended, and also shared that Shasta County has transferred all the HHAP money to City of Redding Administrative Entity.



## II. United Way of Northern California – HMIS Report

Kalie Brisborn shared that they have a new team member Amanda. She also shared that Tim is working on data clean up and has already seen a 10% lift. He will continue to work on quality of data. They would also like to be invited to Advisory Board meetings to build relationships, listen and to be of help where they can. Kalie also asked for contracts/MOU and End User Agreements to be returned as soon as possible.

## III. HHAP funding transfer.

Shasta County Board of Supervisors approve HHAP1, HHAP2 and HHAP3 Amended Contracts January 23, 2024. Funding to be transferred to City of Redding by February 9, 2024.

Completed

## 6. NorCal CoC Member Updates.

Siskiyou shared that they are planning a resource fair with their Advisory Board members. Lassen shared they were awarded the HomeKey Grant.

## 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 Carol Madison, seconded by Trish Barbieri. 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.

## 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 Caldwell Park Conference Room**

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

**Next Executive Board Meetings**

**February 15, 2024 1pm – 3pm**

**Redding City Hall, Enterprise Park Conference Room**