



Del Norte County Advisory Board of the
NorCal
Continuum of Care™

Del Norte Advisory Board Meeting
December 12, 2024
3pm – 4pm
455 K Street, Crescent City, CA 95531
Big Conference Room

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. Persons wishing to address the Board on agenda items or during Public Comment please sign up by emailing Lisa Sellars at lisa.sellars@co.del-norte.ca.us. You may also submit your public comment via email that will be read into the record.

- 1. Call to Order/Quorum Established/Introductions**
- 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.
- 3. Approval of Meeting Minutes**
Board members will review and approve minutes from the November 14, 2024 NorCal CoC Advisory Board meeting (Attachment A).
- 4. Action Items**
 - I. Review and approve the 2025 Advisory Board Meeting Calendar (Attachment B)**
 - II. Approve the amended language to the Policy and Procedures section of the NorCal CoC Governance Charter (Attachment C)**
- 5. Discussion**
 - I. Discuss application for HHAP Round 6**
 - II. Discuss PIT Count for 2025**

Advisory Board Members

Dorothy Waddelow
Chair

Michael Coats
Vice Chair

Lisa Sellars (Participant)
Secretary

Dana Gill

Daphne Cortese-Lambert

Jeri Robertson

Megan Miller

Pam Wilder

Sarah Johnson

6. Updates

- I. HHAP (Michael Coats)
- II. NorCal CA 516 CoC Executive Board Meeting (Michael Coats)
- III. NorCal CA 516 CoC PIT Committee (Michael Coats)
- IV. NorCal CoC 516 HMIS/CEP Committee (Daphne Cortese-Lambert or Lisa Sellars)
- V. Mobile Shower Project/DNMP (Daphne Cortese-Lambert)
- VI. DNMP Street Outreach (Daphne Cortese-Lambert)
- VII. Recuperative Care (Daphne Cortese-Lambert)
- VIII. CalAIM/DNMP Navigation Center (Daphne-Cortese-Lambert)
- IX. ERF (Michael Coats or Daphne-Cortese-Lambert)
- X. The Legacy (Michael Coats)
- XI. Non-Congregate Shelter (Michael Coats)
- XII. BHBH (Meaghan McGlasson)
- XIII. Housing Authority (Megan Miller)
- XIV. HHIP (Michael Coats, Lisa O'Connell, or Rachelle Callan)
- XV. Tolowa Dee-ni' Nation Mvn'-dvn/Housing Division (Jeri Robertson)
- XVI. Foster and Homeless Youth Program (Pam Wilder)
- XVII. United Methodist Church (Dana Gill)

8. Discussion Items for Next Meeting

- I. Bring forward updates
- II. Other discussion items

7. Adjournment

Next Meeting

January 9, 2025

3pm – 4pm

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 County of Del Norte Housing Services by emailing Lisa Sellars at lisa.sellars@co.del-norte.ca.us for disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meeting.



**Del Norte Advisory Board Meeting Minutes
November 14, 2024
3pm – 4pm
455 K Street, Crescent City, CA 95531
Big Conference Room**

1. Call to Order/Quorum Established/Introductions

Quorum was established. Meeting was called to order at 3:00pm by Dorothy Waddelow.

Voting Members Present: Dorothy Waddelow (DHHS Deputy Director of Social Services), Michael Coats (DHHS Housing Services Manager), Dana Gill (United Methodist Church Pastor), Daphne Cortese-Lambert (Del Norte Mission Possible Director), Megan Miller (City of Crescent City Housing Authority Director), Pam Wilder (DNUSD Foster and Homeless Youth Services Director), Sarah Johnson (PWLE)

Non-voting Members Present: Lisa Sellars (DHHS Housing Analyst)

Members of the Public Present: Namita Vij (Partnership Healthplan), Elisha Evans (DHHS Peer Support Specialist)

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

None.

3. Approval of Meeting Minutes

Board members will review and approve minutes from the September 12, 2024 NorCal CoC Advisory Board meeting (Attachment A). Daphne Cortese-Lambert motioned to approve minutes from the September 12 meeting. Dana Gill seconded the motion. Roll Call Vote was taken. All approved. The motion passed.

4. Discussion

- I. Full CoC Meeting attendance.** Members were reminded that all Advisory Board members are invited to and expected to attend the full CoC member meetings twice per year. This item was on last month's agenda as a reminder ahead of the full member meeting the following week, but that Advisory Board meeting was cancelled. Michael said that he will make an effort to make sure everyone is aware of the date and times in advance of future meetings. He will forward the invites.

- II. Review and discuss questions regarding the NorCal CoC Structure (Attachment B)** Michael read through Attachment B, “NorCal CoC Structure Discussion,” and guided discussion on each of the questions. He stated that the biggest issue that we have had has been getting funding timely but said that he believes that that is improving now that the City of Redding is the Administrative Entity. Dana Gill said that she liked the current structure because the administration was not on us. She also reiterated that many of the past issues were due to what was happening with Shasta County. Michael appreciates the support and guidance of the current Administrative Entity. Michael stated that he liked using the PIT count to allocate funding. Daphne stated that she was concerned about getting an accurate count and wants to look at ways to improve accuracy and reach more people. A few members expressed strong opinions that a smaller region would not improve funding for our community. No members expressed that they were in favor of restructuring. Michael suggested that the 7 counties collaboratively pay for a full-time position to assist with the administrative work. Megan commented that the answers to the questions should come from the current Administrative Entity since they are the ones having difficulty. Dorothy saw it as they were requesting input as to how things could be done differently. We previously considered joining with Humboldt County but it is believed that we didn’t do this because Humboldt County would receive most of the funding.

5. Updates

- I. HHAP (Michael Coats).** Michael said that we should be receiving HHAP-3 and 4 funding soon. The HHAP-5 funding should follow in about six weeks. In January the NOFA will be coming out for HHAP-6. Michael said that we will be coordinating with Pam to see how we can use the funds to support youth.
- II. NorCal CA 516 CoC Executive Board Meeting (Michael Coats).** Michael said that the Executive Board requested that we bring the questions to our advisory boards regarding the CoC structure and wanted us to discuss attendance at the full membership meeting.
- III. NorCal CA 516 CoC PIT Committee (Michael Coats).** Michael said that more trainings will be coming out soon for the Counting Us app. He said that they will be going over documentation and will be sending out new questionnaires and surveys.
- IV. NorCal CoC HMIS/CEP Committee (Daphne Cortese-Lambert or Lisa Sellars).** Lisa said that they nominated new officers and reviewed and approved the draft of the VI-SPDAT survey.
- V. Mobile Shower Project/DNMP (Daphne Cortese-Lambert).** Daphne said that they had their first picketer in October and other problems. There was a knife pulled at the Park City Superette because someone inappropriately touched a minor. Daphne said that they decided that no youth would be allowed at the shower program. They will be referred to other programs that serve youth. They will also have everyone who receives services sign a waiver. There is a new Peer Support Specialist that is working at the showers. At the program on Tuesday a woman was standing on the sidewalk and yelling at the staff. The police were called. She was told she could picket. She was the person who had pulled a knife.
- VI. DNMP Street Outreach.** Daphne said that in October they served 661 people, 275 individuals, and 67 new. She said that she thinks that the mobile

medical unit is a big part of it. Case managers help connect clients to the mobile medical unit. Aegis also comes out about once per month.

- VII. Recuperative Care (Daphne Cortese-Lambert).** Daphne said that in October they served 18 clients with 370 nights of recuperative care. The motel bills are very high.
- VIII. CalAIM/DNMP Navigation Center (Daphne-Cortese-Lambert).** Daphne said that that they now have 15 employees and nowhere to put them so the Navigation Center is a good place for them to go where they can assist people.
- IX. ERF (Michael Coats or Daphne-Cortese-Lambert).** Michael said that the asbestos remediation of the old Mental Health building was completed on October 11. Efforts are being made to coordinate the burn of the building. The design team has completed the shelter layout and is finalizing the exterior building plans with the project manager and engineers. Purchase agreements for the modular kitchen and bathroom units and the contract for the renovations of the modular office building have been finalized and are on the Board of Supervisors meeting agenda for approval. A local contractor will be doing the repairs on the roof of the modular office building. Architects are finalizing plans for the Community Building so we can move forward with the purchase of the structure soon.
- X. The Legacy (Michael Coats).** Michael said that we are still transitioning but got individuals moved to their new units and are finalizing the leases. We are working on contracts with HUD. Construction is moving along.
- XI. Non-Congregate Shelter (Michael Coats).** Michael stated that this is not happening now due to lack of funding.
- XII. BHBH (Meaghan McGlasson).** Michael stated that at the shared living home we have one couple, two ladies, and a single gentleman. That house is at capacity. For the other house we just moved the family into permanent housing. Meaghan stated that she has another family lined up for it already.
- XIII. Emergency Housing Vouchers (Megan Miller).** Megan said that the Battery Point senior apartments have been delayed and with that the waiting list is also delayed. The Harbor Point units are on track to be ready for leasing at the end of 2025.
- XIV. HHIP (Michael Coats, Lisa O'Connell, or Rachelle Callan).** Michael said that HHIP is the only funding that we currently have to help us continue our work.
- XV. Tolowa Dee-ni' Nation Mvn'-dvn/Housing Division (Jeri Robertson).** Jeri was not present to give an update.
- XVI. Foster and Homeless Youth Program (Pam Wilder).** Pam reported that 4.6 percent of the student population in Del Norte County is eligible for McKinney-Vento homeless supports. She also said that November is National Homeless Youth Awareness Month. She handed out green ribbons and asked us to wear green on Fridays to support homeless youth.
- XVII. United Methodist Church (Dana Gill).** Dana said that there are no updates due to lack of funding.

8. Discussion Items for Next Meeting

- I. **Bring forward updates.** Updates will be brought forward.
- II. **Other discussion items.** No other discussion items were mentioned.

6. Adjournment

Dana Gill motioned to adjourn the meeting. Daphne Cortese-Lambert seconded the motion. Roll call vote was taken. The motion passed and the meeting was adjourned at 4:04pm.

Next Meeting
December 12, 2024
3pm – 4pm

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Del Norte County Advisory Board of the
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2025 Advisory Board Meeting Calendar

January						
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HOLIDAY:

DN AB Scheduled Meeting (3 - 4pm):

Policy and Procedures (P&Ps)

To ensure that the Governance Charter remains relevant and reflective of the needs of the community, the Governance Charter shall undergo regular reviews and updates as outlined below:

Feedback Collection

Feedback from all stakeholders, including board members, committee members, staff, and the broader community, shall be encouraged on an ongoing basis.

Feedback can be submitted through the following channels:

Formal Meetings: Stakeholders may provide feedback during designated feedback sessions at Advisory Board Meetings.

Written Submissions: Stakeholders may submit feedback in writing via email to norcalcoc@cityofredding.org, or other designated methods.

Surveys: Periodic surveys may be conducted to gather input on the effectiveness of the Charter and its implementation.

Biannual Charter Updates

The Governance Charter shall be reviewed and updated biannually, with revisions taking effect on January 1st and June 1st of each year.

All feedback received prior to these dates will be reviewed, and proposed amendments will be drafted and presented for approval during the update process.

Review Process:

Governance Charter Workgroup: A designated Workgroup, consisting of members from key committees and stakeholders, shall be responsible for reviewing all feedback and proposed changes.

Drafting Amendments: The Workgroup shall draft any necessary amendments to the Governance Charter based on the feedback received. Proposed amendments must be circulated to the Advisory Board for review and comment a minimum of three weeks prior to final approval.

Approval: The updated Governance Charter, including any amendments, shall be approved by the Advisory Boards through a majority vote. Once approved through the Advisory Boards, the final approval will be requested by the Executive Board.

Communication of Updates: Once the Charter has been updated, all stakeholders will be informed of the changes through official communications, including email announcements, website updates, and presentations at board or committee meetings.

Emergency Amendments

In exceptional cases where urgent changes are needed outside of the biannual review cycle, the Workgroup may propose emergency amendments. These amendments will follow an expedited review and approval process as determined by the Advisory Boards.

The Expedited Review Process: Proposed amendments will be circulated to each Advisory Board 72 hours prior to final approval. Once approved through the Advisory Boards, the final approval will be requested by the Executive Board.

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