



# NorCal Continuum of Care™

**Executive Board Meeting**  
**Minutes (approved 4/18/2024)**  
**March 21, 2024**  
**1:00 pm to 3:00 pm**  
**777 Cypress Ave. Housing Conference Room**  
**Redding, CA 96001**

**3/21 - Housing Conference Room (City Hall-1<sup>st</sup> Floor)**

**Topic: NorCal CoC Executive Board Meeting**

**Time: March 21, 2024 1:00 pm Pacific Time (US and Canada)**

**Join Zoom Meeting**

**<https://us06web.zoom.us/j/88477172847?pwd=DgwSRpnH0EnBtATNCUDJaWc7UEjuLy.1>**

Meeting ID: 884 7717 2847

Passcode: 807652

1(669)444-9171

**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

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

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

Quorum met meeting called to order at 1:03

Executive Board Members present: Kristen Schreder, Sarah Collard, Grace Poor, Cathy Rahmeyer, Carol Madison, Michael Coats

Public Present: Shawwna Flanigan, Nicole Smith, Dwayne Green, Paul Tunison, Tena Eisenbeisz, Kalie Brisbon, Tim Danielson, Marci, Wendy

### **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 public comments

### **3. Presentation from Shasta County Health and Human Services – Partners II**

[Attachment A – Partners II Power Point](#)

Partners II Presentation from Paul Tunison from Shasta County Health and Human Services. Partners II will be going out soon for a Request for Proposal. Discussion continued around options to serve all seven Counties, and review barriers.

### **4. 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 B - draft 1/29/2024 Special Executive Board Meeting minutes](#)

[Attachment C - draft 1/31/2024 Special Executive Board Meeting minutes](#)

[Attachment D - draft 2/08/2024 Special Executive Board Meeting minutes](#)

[Attachment E - draft 2/15/2024 Regular Executive Board Meeting minutes](#)

Sarah Collard made a motion to approve 1/29/2024, 1/31/2024, 2/08/2024, and 2/15/2024 minutes, seconded by Michael Coats. Vote taken all approved, none opposed.

#### **II. [Review and Approve Updates to the Governance Charter](#)**



Review information provided and discuss. Edits include changing the term Lead Agency to Administrative Entity (AE) for City of Redding and System Administrator (SA) for United Way of Northern California. Other small technical proposed revisions are included in the track changes version attached.

[Attachment F – Governance Charter](#)

Shawwna Flanigan reviewed the changes made to the Governance Charter, changing all references to Shasta County as Lead Agency to City of Redding as Administrative Entity. Additional changes made to change all Shasta County as HMIS Lead references to United Way of Northern California as HMIS System Administrator. Shawwna also reviewed needed changes/updates to outdated information. The Executive Board made decisions to remove the section on page 14 on member representatives and page 16 on funding disbursement options.

Carol Madison made a motion to approve the changes made to the Governance Charter, seconded by Cathy Rahmeyer. Vote taken all approved, none opposed.

### III. **Review and Approve Letter of Support for FaithWorks**

Review information provided and discuss.

[Attachment G – FaithWorks Community Coalition HHI Project Letter of Support](#)

Carol Madison made a motion to approve the Letter of Support for FaithWorks, seconded by Cathy Rahmeyer. Vote taken all approved, none opposed.

## 5. **Discussion Items**

- I. Participation Agreements between City of Redding as the Administrative Entity and each of the seven Counties. An MOU between the NorCal CoC and each of the seven Advisory Boards. Updates made to the HMIS Policies and Procedures

Shawwna Flanigan shared that the Participation Agreements are currently being drafted and will be sent to the City Attorneys office for review next week. Shawwna also shared that the joint project costs will be included in each of the seven counties Agreements to choose to participate in.

- II. PIT/HIC debrief and seven County coordinator option

Chair Kristen Schreder shared that creating a better more streamlined process for the PIT/HIC counts in needed for each of the seven counties, and this could be done with a PIT/HIC coordinator. She requested that a questionnaire be sent to those who have worked the PIT/HIC counts to understand what is needed for better coordination, this will also help assess the costs for a coordinator. Both Lassen and Siskiyou Counties agreed that this sounds like a good idea.

## 6. **Reports**

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



Shawnna Flanigan shared that she needs each of the seven Advisory Boards to determine how they will prioritize their HHAP 4 funds in order to work on the HHAP 4 NOFA.

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

Tim Danielson shared that they are in report season and have been busy. He also shared that they need the End User Agreements turned into them and training completed. They also need the MOU's signed and turned back in as they have only received back about 50% of them. They are requesting help from the Advisory Boards with this effort. Tim said they are having success with the Coordinated Entry calls and stated that Nations Finest has been really assisting them with Coordinated Entry and getting veterans housed in real time. Tim also shared that they were happy to have Good News Rescue Mission and No Boundaries using HMIS.

## **7. NorCal CoC Members – County Updates**

Plumas County shared they have power now at their new navigation Center

Del Norte County shared they are getting going with a new project manager on their Permanent Housing project, and on their new shelter and tiny homes village

No other Counties with updates

## **8. Discussion Items for Next Meeting**

- I. Review Participation Requirements, Governance Charter “Application Standards and Thresholds”
- II. Discuss next steps for review of Governance Charter

Chair Kristen shared TA for the Governance Charter through HUD has been approved and starting soon.

Grace Poor suggested adding discussion around committees and committee structure for a future meeting.

## **9. Adjournment**

Cathy Rahmeyer made a motion to adjourn, seconded by Grace Poor. Vote taken, all approved, none opposed.

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**

**April 18, 2024 1pm – 3pm**

**Redding City Hall, Enterprise Conference Room**