



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

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

**To Join via Zoom:**

<https://dnco.zoom.us/j/87037899210?pwd=YysrY29Ub3NLQjB4azhua2x2d2QvZz09>

Meeting ID: 87037899210

Passcode: 42957

Phone: [\(US\) +1 719-359-4580](tel:+17193594580)

**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](mailto: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 February 8, 2024 NorCal CoC Advisory Board meeting (Attachment A)
- 4. Action**
  - I. Discuss and approve HHAP-5 Funding Plan (Attachment B).**
- 5. Discussion**
  - I. Discuss HHAP-5 application.**

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

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

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

## **7. Adjournment**

### **Next Meeting**

April 11, 2024

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](mailto: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 County Advisory Board of the  
**NorCal**  
**Continuum of Care**™

**Del Norte Advisory Board Meeting Minutes**  
**February 8, 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 3:04pm by Michael Coats.

Voting Members Present: Michael Coats (DHHS Housing Services Manager), Dana Gill (United Methodist Church Pastor), Daphne Cortese-Lambert (Del Norte Mission Possible Director), Jeri Robertson (Tolowa Dee-ni' Nation Housing Manager), 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: Lisa O'Connell and Vicky Klakken (Partnership Healthplan)

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

Daphne Cortese-Lambert commented, "You guys are awesome!"

**3. Approval of Meeting Minutes**

- I. **Board members will review and approve minutes from the December 14, 2023 NorCal CoC Advisory Board meeting (Attachment A).** Jeri Robertson motioned to approve minutes from the December 14 meeting. Daphne Cortese-Lambert seconded the motion. Roll Call Vote was taken. All approved. The motion passed.

**4. Discussion**

- I. **Review and discuss NorCal CoC budgets and funding sources (Attachment B).** Michael summarized the budget included as Attachment B. He stated that the attachment shows a two-year budget of what funds would be required for the City of Redding to run as a lead agency. He stated that for the first year there would be a shortfall of about \$11,000 and the second year there would be a shortfall of about \$287,000. Michael stated that the Counties are being asked to look at their HHAP-3, 4, & 5 funds to see if they can help

meet the budget shortfalls. Michael stated that a couple of the Counties offered to turn over their HHAP-3 funds to cover the shortfall. Michael said that he will have more discussions with the CoC to determine if the budgetary needs have been met as well as what is now being asked of the Counties so that he can bring that information back to the Advisory Board. Jeri Robertson also commented that this is the first time that there has been a budget documenting the costs and that a shortfall is not surprising.

**II. Discuss HHAP-5 application process and funding plan (Attachment C).**

Michael Coats stated that we are in the process of applying for HHAP-5 as a region. Housing Tools will be running the public meetings that are required as part of the application process. The second of those meetings occurred today and focused on equity. He said next steps include getting Board approval of the MOU and submitting our spend plan to the CoC. Michael briefly discussed the attached spend plan including needs and eligible uses. He stated that HHAP-5 is intended to support permanent housing solutions. Michael said that one of our priorities is having enough funding to complete the conversion of The Legacy within the next year. We also need funding for our housing programs, emergency shelter and rapid rehousing. He also said that we want to have funding available for stipends for people with lived experience of homelessness who participate on this advisory board or in other meetings. Michael also mentioned that we have a 10% youth set-aside. Daphne Cortese-Lambert inquired about whether prevention funds would cover case management for people who become housed but need additional case management support to be successful in their housing placement. Michael said that he would get back to her regarding that. Pam Wilder asked what the plan is for how we will be using the funds for the youth set-aside and also how other counties are using these funds. Michael said that we are currently using those funds for emergency shelter for youth 18-24 along with case management to support them in transitioning to permanent housing as units become available. Pam suggested that we brainstorm ways to support the 12 to 17 year old unhoused youth as well. Michael said that he is more than willing to get together to brainstorm and also find out what other Counties are doing. Daphne said that there will be a section of the emergency shelter that will be set aside for youth 18-24 as well as a section set aside for families. Michael added that we will be keeping our 7% admin for HHAP-5 rather than giving those funds to the Lead Agency for applying for us. Our last required public meeting for the HHAP application will occur on February 22 from 12pm-2pm.

**5. Updates**

- I. NorCal CA 516 CoC Executive Board Meeting (Michael Coats).** Michael said that we will be receiving the remainder of HHAP-2 funds which is approximately \$56,000. Michael said that tomorrow is the due date for Shasta County to have the HHAP-3 funds transferred to the City of Redding. He said that the transfer has occurred and that contracts are under way so that counties can get their disbursements. Michael said that the CoC has received the funds for HHAP-4 and will be releasing a NOFA soon so that counties can apply for those funds. Michael said that Partners II and ESG are two other potential sources of funding that we may be able to use.
- II. NorCal CA 516 CoC PIT Committee (Michael Coats).** Michael reported that they are still in the process of approving him as a member of this committee.

He said that we completed our sheltered count for this year. He said that our numbers may be lower because we do not have the Daily Bread emergency shelter. Michael said that numbers from the 2023 P.I.T. count will be used to determine funding amounts. Next year we will do a full count of sheltered and unsheltered homeless individuals.

- III. **NorCal CoC HMIS/CEP Committee (Daphne Cortese-Lambert or Lisa Sellars).** No update from Daphne or Lisa. Michael said that for the next couple of years the licenses will be free.
- IV. **DNMP Shelter (Daphne Cortese-Lambert).** Daphne left the meeting just prior to the updates but Dana Gill reported that they will be presenting at the next Board of Supervisors meeting.
- V. **Mobile Shower Project/DNMP (Daphne Cortese-Lambert).** Daphne was not present to give an update.
- VI. **DNMP Street Outreach (Daphne Cortese-Lambert).** No update.
- VII. **ERSA (Daphne Cortese-Lambert).** No update.
- VIII. **CalAIM/DNMP Navigation Center (Daphne-Cortese-Lambert).** Sarah Johnson reported that the Navigation Center is doing amazing. She said that she sees people going in and out of there all day. Michael said that DNMP has hired two new case managers.
- IX. **ERF (Michael Coats and Daphne-Cortese-Lambert).** Michael reported that all the vehicles except one have been removed from the property that we will be using. Michael said that the current plan is to place the shelter on this property. After demolition of the old Mental Health building we will place the micro shelters in that location. We hope to have the shelter up in the next 4 to 6 months.
- X. **Legacy (Michael Coats).** Michael said that we have a project manager on board for the conversion of The Legacy. Michael said that there are contracts under review for two general contractors. If one of them accepts the bid, work will begin right away. The goal is to have the conversion completed this year. Megan Miller asked if the project manager was a County employee or a consultant. She stated that they are going back into budget season and that this will be the third year that she has allocated funds for this project that have not been spent. She would like to avoid this happening again if possible. Megan said that she would like to meet with the project manager to determine a realistic timeline and whether she should allocate these funds again.
- XI. **Non-Congregate Shelter (Michael Coats).** Michael said that we have 5 individuals in 4 motel rooms and will not be adding more until we have more funding.
- XII. **Emergency Housing Vouchers (Megan Miller).** Megan reported that only 12 vouchers are utilized because one of the participants passed away. She said that one person is out searching but has not been able to find a place.
- XIII. **HHIP (Michael Coats, Lisa O'Connell).** Lisa said that we still haven't heard anything from the state. She said that it looks like we are on track for the end of March for funding. Lisa wanted to ask if any of the CBO's in the room are applying for PATH CITED funding or ECM and CalAIM. She said the application is due on the 15<sup>th</sup>. It is focused on rural communities. Lisa will send Michael the information and he will send it to everyone who is interested.

Vicky Klakken said that Daphne has received Round 2 PATH CITED funding and this is the reason she has been able to expand her services at Mission Possible.

**XIV. Tolowa Dee-ni' Nation Mvn'-dvn/Housing Division (Jeri Robertson).** Jeri reported that the HHAP program is doing really well. It has been very busy. She said that she could probably use one more staff person. She said that all the elder units are occupied.

**XV. Foster and Homeless Youth Program (Pam Wilder).** Pam reported that their programs have grown from one staff person to several in the past six years. They recently added an additional staff person, the Family Engagement Liaison for Special Programs. The Engagement Liaison will work to decrease chronic absenteeism by reengaging students in school and addressing barriers to attendance. Pam said that in July they were at 131 students. As of this week there are 265 students that are eligible for McKinney-Vento supports. A lot of them are doubled-up or in transitional or unstable housing with a lot of unaccompanied youth. Pam said that they are applying for their homeless program funding from CDE (Department of Education). It's a three year grant of \$25,000 per year. Pam said that DHHS Director Ranell Brown provided one of the three required letters of recommendation to apply for the funding.

**8. Discussion Items for Next Meeting**

- I. Bring forward updates.** Updates will be brought forward.
- II. Other discussion items.** Dana Gill said that she would like to add an update for the next meeting. She said that she has been trying to get housing built on the church property for a long time. She said that she has gotten all of the approvals except from her bishop to build on the lot to provide up to 70 beds.

**6. Adjournment**

Dana Gill motioned to adjourn the meeting. Jeri Robertson seconded the motion. Roll Call Vote was taken. The motion passed and the meeting was adjourned at 3:53pm.

**Next Meeting**

March 14, 2024  
3pm – 4pm

HHAP-5 Funding Plan  
County Name: Del Norte

Budget #1: County Share of CoC Allocation

Funds Available:	Total based on 2023 PIT % 997,965.26	Allowable Admin (7% portion of total) 69,857.57
------------------	---	--

Eligible Use Category	Dollars Budgeted	If applicable, dollars budgeted for youth set-aside	Activities these funds will support	How are these activities aligned with the State's priorities?
Rapid Rehousing	\$ 89,836.18	\$24,949.25	rent subsidies, deposits, landlord incentives	Connects people to permanent housing options
Prevention and Shelter Diversion	\$ 10,000.00		back rent, utility assistance	Assists people to remain in permanent, stable housing
Delivery of Permanent Housing and Innovative Housing Solutions				
Operating Subsidies -Permanent Housing				
Operating Subsidies - Interim Housing	\$ 350,000.00		property management for Homekey project	Costs that support delivery of permanent housing
Improvements to Existing Interim Housing				
Interim Housing	\$ 296,497.62	\$74,847.75	non-congregate emergency shelter	Pathway to permanent housing
Street Outreach	\$ -			
Services Coordination	\$ -			
Systems Support	\$ 71,996.89		CoC joint projects	Support infrastructure and regional coordination
Administrative Costs*	\$ 69,857.57			
Additional 1% for HMIS	\$ 9,980.00			
Youth set aside	\$ 99,797.00			
Total	\$ 997,965.26			

\*Share of allowable admin to be determined, show the full 7% budget

Budget #2: County Allocation

Funds Available:	Total allocation 957,459.26	Allowable Admin (7% portion of total) 67,022.13
------------------	--------------------------------	--

Eligible Use Category	Dollars Budgeted	If applicable, dollars budgeted for youth set-aside	Activities these funds will support	How are these activities aligned with the State's priorities?
Rapid Rehousing	\$ 130,937.15	\$95,746.00	rent subsidies, deposits, landlord incentives	Connects people to permanent housing options
Prevention and Shelter Diversion				
Delivery of Permanent Housing and Innovative Housing Solutions	\$ 235,116.13		conversion of Homekey Project to PSH	Funds a permanent housing intervention directly
Operating Subsidies -Permanent Housing	\$ 350,000.00		property management for Homekey project	Costs that support delivery of permanent housing
Operating Subsidies - Interim Housing				
Improvements to Existing Interim Housing				
Interim Housing				
Street Outreach				
Services Coordination				
Systems Support	\$ 69,062.85		CoC joint projects	Support infrastructure and regional coordination
Administrative Costs*	\$ 67,022.13			
Additional 1% for HMIS	\$ 9,575.00			
Youth set aside	\$ 95,746.00			
Total	\$ 957,459.26			

\*can budget up to 7% of allocation for admin

Question: Does either budget propose to support any new interim housing solutions outside of the youth set-aside?	No
---	----

Question: Does either budget propose to support new interim housing solutions for youth in excess of 10% of total HHAP-5 dollars budgeted?	No
--	----