



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

**Del Norte Advisory Board Meeting Minutes**  
**March 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 3:03pm 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)

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

Members of the Public Present: Rachelle Callan and Vicky Klakken (Partnership Healthplan)

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

None.

**3. Approval of Meeting Minutes**

- I. **Board members will review and approve minutes from the February 8, 2024 NorCal CoC Advisory Board meeting (Attachment A).** Dana Gill motioned to approve minutes from the February 8 meeting. Daphne Cortese-Lambert seconded the motion. Roll Call Vote was taken. All approved. The motion passed.

**4. Action Items**

- I. **Discuss and approve the HHAP-5 Funding Plan (Attachment B).** Michael Coats presented the HHAP-5 funding plan. Daphne commented that once the shelter is up we should not need to put as many people in motels. Michael stated that there may still be a need for motel rooms for medically vulnerable individuals. He also said that if we get to the point where the funds are not needed for motels, we can adjust the budget to fit what the needs are at that time. Michael said that we can bring it back to the advisory board. Clarification

was made that the systems support funds will be used to fund joint projects with the CoC. Daphne expressed concerns for homeless youth and wanted clarification on how the youth set-aside funds were going to be used. She said that she wants to make sure that enough money is set aside to address youth issues. Daphne also asked what the process would be to reallocate funds if these funds did not arrive until after the ERF was expended and Del Norte Mission Possible was in need of funds for Street Outreach. Michael said that we can bring it back to the advisory board. If the decision is made to modify the budget we will report the change and the reason for the change when we complete our quarterly and annual reports. We will also enter into a subrecipient agreement if applicable. Jeri Robertson motioned to approve the plan. Dana Gill seconded the motion. Roll Call Vote was taken. All approved. The motion passed.

## 5. Discussion

- I. **Discuss HHAP-5 application.** Michael said that the three public watch parties have been completed. He said that the input from those meetings was used to develop the Homelessness Action Plan for our application. He said that the next step is to send the MOU to the County's contracts team for them to review it and then get it on the next Board of Supervisors meeting agenda for approval. Michael said that we are applying for the County funds to come directly to us from the State rather than through the CoC. This will allow us to keep the 7% admin funds rather than give it to the CoC.

## 6. Updates

- I. **NorCal CA 516 CoC Executive Board Meeting (Michael Coats).** Michael said we just got information regarding signing an agreement for the second round of HHAP-2 funds, in the amount of \$56,711. He said that there was also a change to our total HHAP-3 award, that it was being reduced by \$6,819.87 to \$417,406. He said that we decided to take the funds out of the interim sheltering budget.
- II. **NorCal CA 516 CoC PIT Committee (Michael Coats).** Michael said that he hasn't gotten any numbers back from our shelter count. He said the last he's heard is that they are restructuring the committees.
- III. **NorCal CoC HMIS/CEP Committee (Daphne Cortese-Lambert or Lisa Sellars).** Lisa reported that there has not been a meeting in a few months. The next meeting has not yet been scheduled but should be scheduled soon.
- IV. **DNMP Shelter (Daphne Cortese-Lambert).** Daphne reported that on February 13 they were granted permission by the Board of Supervisors to build the shelter over on the property where they were originally going to put the micro village. She said they are working on shelter design and policies and procedures with the founders of Rogue Retreat. They are also looking at Shasta's policies and procedures. Shasta has an 8-unit micro village.
- V. **Mobile Shower Project/DNMP (Daphne Cortese-Lambert).** Daphne reported that the numbers at the Shower Project are going down a bit. The shower units are breaking down and it is challenging to find someone who works on them.

- VI. DNMP Street Outreach.** Daphne said that Street Outreach is going spectacularly. There were 175 people on Tuesday and 608 people on Thursday. She said that 21,380 lbs. of garbage was collected. A lot of people are stepping forward to volunteer. New case managers have been hired on and that is helping with Street Outreach as well.
- VII. ERSA (Daphne Cortese-Lambert).** Daphne reported that they currently have 9 individuals in motels. She said that a funder helps them bridge the gap because a lot of the time when people get discharged from the hospital they have Medi-Cal but do not yet have Partnership.
- VIII. CalAIM/DNMP Navigation Center (Daphne-Cortese-Lambert).** Daphne reported that the Navigation Center is now open consistently from 8am to 4pm, five days per week. She says that they have over 100 people signed up.
- IX. ERF (Daphne-Cortese-Lambert).** Daphne reported that the Mental Health building on Williams Drive should be demolished by the beginning of Spring. She said that it is going to be a burn by the fire department. She said that last week the subrecipient agreement between Del Norte Mission Possible and the County was signed. Daphne said that Street Outreach is so important. She said that she has key individuals in the camps getting people primed and ready to go.
- X. Legacy (Michael Coats).** Michael said that the bids for the Legacy conversion were submitted and he is waiting to hear back. We are currently at half capacity with 15 units being utilized. Michael stated that we recently moved one family from our non-congregate shelter program into The Legacy. Megan Miller from Crescent City Housing Authority commented that this person will not qualify for in-place preference because he was not in the unit prior to the proposal selection date for the PBV and will need to be the first person with an application in once the waiting list opens to avoid displacement. The waiting list has to be opened for everyone at the same time.
- XI. Non-Congregate Shelter (Michael Coats).** Michael said that we currently only have one individual in a motel and he is 3<sup>rd</sup> on the list for an apartment at Redwood Cove.
- XII. Emergency Housing Vouchers (Megan Miller).** Megan reported that there is one opening which she expects to be receiving a referral for next week. That will be the last voucher that we will be able to utilize. It has been a very successful program.
- XIII. HHIP (Michael Coats, Lisa O'Connell).** Rachelle Callan asked Michael if he received the email from Lisa regarding the amount, \$386,252.87. Michael confirmed that he did. Rachelle said that they have not yet received the funds. Lisa will let us now when the funds are received and when to expect the check.
- XIV. Tolowa Dee-ni' Nation Mvn'-dvn/Housing Division (Jeri Robertson).** Jeri reported that she will be applying for Tribal HHAP-3. She also said that she is hoping to purchase a 5-bedroom house to use for interim sheltering. They are also submitting an application to the Indian Housing Block Grant Competitive Grant Program.
- XV. Foster and Homeless Youth Program (Pam Wilder).** Pam reported that as of 3/5 there were 263 students that are McKinney-Vento eligible, approximately 6.1% of the student population. Of those, 28.5% are Native

American. They are currently meeting with administrators and others at the high school to get the Care Closet up and running there then all school sites will have a Care Closet.

- XVI. Smith River United Methodist Church (Dana Gill).** Dana said that both Crescent City and Smith River Methodist Churches are moving forward with building housing on their properties. She said they are working with a consultant and a developer to figure out what will best work for their space. She said that the housing will need to bring in money so that it is sustainable.

**8. Discussion Items for Next Meeting**

- I. Bring forward updates.** Updates will be brought forward.
- II. Other discussion items.**

**7. Adjournment**

Dana Gill motioned to adjourn the meeting. Pam Wilder seconded the motion. Roll Call Vote was taken. The motion passed and the meeting was adjourned at 4:17pm.

**Next Meeting**

April 11, 2024

3pm – 4pm