



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

**Del Norte Advisory Board Meeting Minutes**  
**April 11, 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 3:02pm 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 (Partnership Healthplan)

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

Pam Wilder announced that April is Child Abuse Prevention Month and to wear blue. She has pins for everyone.

**3. Approval of Meeting Minutes**

- I. **Board members will review and approve minutes from the March 14, 2024 NorCal CoC Advisory Board meeting (Attachment A).** Dana Gill moved to approve minutes from the March 14 meeting. Daphne Cortese-Lambert seconded the motion. Roll Call Vote was taken. All approved. The motion passed.

**4. Discussion**

- I. **Discuss prioritization of HHAP-4 funds** Michael Coats stated that the Executive Board wants us to discuss whether or not we want to make any changes to our funding plan for HHAP-4. He stated that the majority of funds will be going to the Legacy conversion and \$90,000 will be going to Del Norte Mission Possible. Daphne Cortese-Lambert asked if we had any money going to prevention. Michael said that we have HHAP-5 funds going to prevention.

- II. **Discuss recommending changes to the NorCal CoC Governance Charter (Attachment B)** Lisa Sellars said that the Executive Board is drafting participation agreements before releasing HHAP-4. Part of the participation agreements state that you agree to the Governance Charter. They are looking at it to update some things such as terminology and organization. For example they want to change the term Lead Agency to Administrative Entity for the City of Redding and also change United Way's role to System Administrator for HMIS and Coordinated Entry. They also want to clean up any vague language and add headings for sections so that you can more easily reference items. She stated that the Executive Board wants input from the Board and asked if anyone has any suggestions for changes to the Governance Charter. No recommendations were made. Lisa said that the Executive Board is also waiting for HUD Technical Assistance to help with updating the Governance Charter.
- III. **All-member Executive Board meeting on April 18<sup>th</sup>** The all-member Executive Board meeting is on April 18<sup>th</sup> following the regular Executive Board meeting. All members of the Advisory Board are expected to attend this meeting.

## 5. Updates

- I. **HHAP (Michael Coats)** Michael said that we just received HHAP-2. For HHAP-3 we are getting the agreement sent to us to go before the Board of Supervisors. Once we get Board approval, they will send us the funds. He said for HHAP-4 we are looking at the contracts. Michael said that the HHAP-5 MOU and spend plan goes before the Board on the 9<sup>th</sup>.
- II. **NorCal CA 516 CoC Executive Board Meeting (Michael Coats).** Michael said discussions centered around HHAP-5 and revisions to the Governance Charter.
- III. **NorCal CA 516 CoC PIT Committee (Michael Coats).** Michael said that the PIT Committee is being restructured.
- IV. **NorCal CoC HMIS/CEP Committee (Daphne Cortese-Lambert or Lisa Sellars).** Daphne said that the HMIS/CEP Committee is meeting again and that she has the next meeting on her calendar.
- V. **DNMP Shelter (Daphne Cortese-Lambert).** Daphne said that they are waiting for the project manager to meet with them. She said that they gave him a design that they would like. It is very similar to the Kelly Shelter at Rogue Retreat. Daphne said that they are looking at the County owning everything rather than DNMP owning the shelter on County land. She said that they are looking at just renting from the County. She said that they are working on policies and procedures with the founders of Rogue Retreat. She said that she is also working on getting technical assistance from Arcata House.
- VI. **Mobile Shower Project/DNMP (Daphne Cortese-Lambert).** Daphne said that one side of the mobile shower was out of commission for a while. Daphne said that she does not have the numbers for how many showers there were but that the numbers were down. She said as for outreach during mobile showers, they served 180 people in March.

- VII. **DNMP Street Outreach (Daphne Cortese-Lambert).** Daphne said that during March 458 people were served. She said that 36 of those were new individuals. Daphne said that they have 5 case managers now and are able to do a lot more.
- VIII. **ERSA (Daphne Cortese-Lambert).** Daphne said that in March they provided 194 days stay for people. She said that they had 9 clients and two of them got housed.
- IX. **CalAIM/DNMP Navigation Center (Daphne-Cortese-Lambert).** Daphne reported that the Navigation Center is now open five days per week, from 9 to 5 except for Tuesdays because staff are out at the showers. Daphne said that the Navigation Center will also serve as a food pantry where people can get three items throughout the week.
- X. **ERF (Dorothy Waddelow, Shiann Hogan, Ranell Brown, or Daphne Cortese-Lambert).** Michael Coats read updates from Ranell Brown regarding ERF. Per the updates from Ranell, the project manager is working with a surveyor and architect to inform the development of a site plan. He has reached out to some of the vendors for the project such as Sprung and Pallet Shelter regarding requirements and timelines to complete this aspect of the project. County counsel is working with the City of Crescent City on an MOU with Crescent City Fire to complete the burn demolition of the old Mental Health building on the site. DHHS and DNMP met with Arcata House on 4/10/24 to finalize the details of the agreement with Arcata House for technical assistance and training. The agreement will be taken to the Board of Supervisors for approval on 4/20. DNMP and DHHS met with the project manager on 4/17/24 to discuss details of the project development. Supervisor Wilson requested that we schedule a Homeless Ad Hoc Committee meeting to discuss ERF project updates and other homelessness related issues. The next meeting is scheduled for May 1<sup>st</sup> at 2pm. The project manager will be attending this meeting to provide updates.
- XI. **Legacy (Michael Coats).** Michael said that we chose S+B James as our general contractor. Notice of Award is being sent to them today. The contract and plan is being prepared for the Board of Supervisors meeting on the 23<sup>rd</sup>. Once approved the work can begin. Michael said that we have been looking at the relocation plan for the residents at the Legacy.
- XII. **Non-Congregate Shelter (Michael Coats).** Michael said that we currently have one individual in a motel. We are looking at other funding opportunities to support this program. Michael said that we are looking into Partners II as one option.
- XIII. **Emergency Housing Vouchers (Megan Miller).** Megan left just prior to this update but Michael Coats stated that they were able to connect one person to the remaining voucher.
- XIV. **HHIP (Michael Coats, Lisa O'Connell).** Lisa O'Connell was not present. Rachelle Callan did not have an update for HHIP. Michael said that we should be getting our second draw down, potentially at the end of April.
- XV. **Tolowa Dee-ni' Nation Mvn'-dvn/Housing Division (Jeri Robertson).** Jeri reported that Council approved her plan to purchase a five-bedroom house to use for interim shelter. She is working with the owner of a property and hopes to go into escrow soon. Jeri said the state approved the plan to move the funding. She said that they are getting ready to apply for Tribal HHAP.

**XVI. Foster and Homeless Youth Program (Pam Wilder).** Pam said that about 9% of the student population is connected to one of their programs. She said that they now have a Care Closet at each of the school sites. She also said that a donor heard about the program and donated \$10,000 to make sure that the program continues for the next couple of years. Pam said that her program may be able to support the Youth Opportunity Center's care closet by making it an extension of their own Care Closet since it serves the same students.

**XVII. Smith River United Methodist Church (Dana Gill).** Dana said that they have been meeting to try to build housing. The proposal that she has now is to build seven ADU's on the property in Crescent City and four ADU's on the property in Smith River. The projected cost for each ADU is \$1,200 per month.

**8. Discussion Items for Next Meeting**

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

**6. Adjournment**

Daphne Cortese-Lambert motioned to adjourn the meeting. Jeri Robertson seconded the motion. Roll Call Vote was taken. The motion passed and the meeting was adjourned at 4:03pm.

**Next Meeting**

May 9, 2024  
3pm – 4pm