



Shasta County Advisory Board of the

NorCal
Continuum of Care™

Shasta County Advisory Board Meeting

May 14, 2024, 3:00 PM-5:00 PM

Redding City Hall - Community Room

777 Cypress Avenue, Redding, CA 96001

1. **Call to Order/Reminder of Brown Act.**
2. **Introductions/Establish Quorum.**
3. **Approval of Meeting Minutes.**
 - Board Members will review and approve minutes from
 - A. April 9, 2024, meeting (Attachment 1).
 - B. May 6, 2024, special meeting (Attachment 2)
4. **Public Comments (limited to 3 minutes per speaker).**
 - Members of the public will have the opportunity to address the Advisory Board on any issue within the jurisdiction of the Advisory Board. Speakers will be limited to three minutes.
5. **Presentations**
 - A. **Emergency Logistics Services – Mobile shower and laundry facility**
 - B. **Shasta County Office of Education**
6. **New Business**

Discussion

 - A. NorCal CoC PIT Administrator draft roles & responsibilities Atch 3
 - B. Governance Charter update, HUD TA, Executive Board Membership
 - C. Shasta CoC Advisory membership goals
 - D. Funding Update
 - a. Status of Funding (Attachment 4)
 - b. HHAP 3 status and timeline
 - c. HHAP 4 & 5 Planning Continued from 4/9/24
 - d. Other available funding- Hollie Zander presentation
 - E. Discuss creation of Community Resource Guide- Lesha Schaefer
 - F. AT HOME - Shasta Advisory Collaboration
 - G. Project Homeless Connect
 - H. Day Resource Center Update
 - I. Mark Street Micro-Shelters
7. **Reports.**
 - A. Executive Board
 - B. County/City
 - C. HMIS/Coordinated Entry Administrator
 - D. PIT Committee
 - E. Member Announcement
8. **Partner Presentations for Next Meeting.**
9. **Discussion Items for Next Meeting.**
10. **Adjournment.**

VOTING MEMBERS

Abbott, Paul – Shasta Thrive
Alvey, Rachel - One Safe Place
Cage, Christine- No Boundaries
Danielson, Tim - United Way
Eddy, Brent - New Life Discovery Project
Joyce, Maggie - SCOE
Kennedy, Marci – NorCal LSS
Kerr Emily-HHSA
Longwell, Wendy – DAC
Middleton, Amber – SCHC
Preller, Megan – Ready for Life
Schaefer, Lesha – Pathways/Housing
Schreder, Kristen – Executive Board
Chair
Sears, Katie – Hill Country
Sevilla, Art – Empire Recovery
McDuffey, Laura – City of Redding
Spencer, Crystal – FaithWorks
Van Horne, Kirsha - Nation's Finest
Zander, Hollie - CRDC

Next Meetings:

Advisory Board Meeting: June 11, 2024, 3-5 pm at Redding City Hall Community Room

Executive Board Meeting: May 16, 2024, 1-3:00 pm City Hall Enterprise Room

AT HOME Meeting June 26, 2024, 9:00 am City Hall Community Room

Attachment 1: Meeting Minutes from April 9, 2024

Attachment 2: Meeting Minutes from May 6, 2024

**Attachment 3: NorCal CoC PIT Administrative Roles and
Responsibilities**

Attachment 4: Status of Funding



Shasta County Advisory Board of the

**NorCal
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**Shasta Advisory Board Meeting
April 9, 2024, 3:00pm-5:00pm
Redding City Hall – Community Room
777 Cypress Avenue, Redding, CA 96001**

MEETING MINUTES

Voting Members

Abbott, Paul-Shasta Thrive
Alvey, Rachel - One Safe Place
Christine Cage – No Boundaries
Danielson, Tim-United Way
Eddy, Brett-New Life Discovery Project
Preller, Austin-SCOE Alternate
Kennedy, Marci-NorCal LSS
Kerr, Emily-HHSA
McDuffey, Laura-City of Redding
Benson, Rema – SCHC Alternate
Preller, Megan - Ready for Life
Schaefer, Lesha - Pathways/Housing
Schreder, Kristen - Executive Board Chair
Sears, Katie - Hill Country
Spencer, Crystal-Faithworks
Azare, Cole - Nation's Finest Alternate
Zander, Hollie - CRDC

1. Call to Order

A meeting of the Shasta Advisory Board was called to order at 3:02 p.m. by Co-chair Kristen Schreder. A reminder of the Brown Act was completed.

2. Introductions/Establish Quorum

Quorum was established, and the meeting was called to order.

3. Approval Meeting Minutes

Lesha Schaefer made the motion to approve the meeting minutes of March 12, 2024. Tim Danielson seconded the motion. All in favor.

4. Public Comments

Christine Cage announced No Boundaries was having a fundraiser @ Red Robin on March 19, 2024, 20% proceeds benefit No Boundaries.

Lesha Schafer announced that she had a conversation with a donor/participate of Pathways that would like to see more information on the CoC with information the agencies and the services they provide, a visual aid would be informative. Susan Weiss responded and said that what she was working on and will pick it back up.

Jaelyn gave an update on the ACTION project- wanted to clarify it is not faith based, it is a non-profit and is eligible for funding. Also, Step up & Learn started and was well attended by all parts of the community. April will be the 1st month for the monthly newsletter. Newsletter will inform everyone on how to give donations, rules on volunteers and donations, updates on projects considered for a property donation and partnerships with Providence. Will work on phases, 266 people of the street and project over 300 people when we expand to the Village.

Katy Sears announced Hill Country's calendar for Community Events was now available.

Dr. Mercedes announced Renewed Life Medical Group was new in town, they have telehealth services, currently at 100 members in recovery, and they are looking for programs to partner with. They are located on Hartnell across from the old VA.

5. Presentation

Tim Danielson with United Way presented information about the Micro Shelter and HMIS. The presentation will be sent out to the group. He expressed how important data is and the accuracy of that data in HMIS. He went through how agencies can pull their own reports out of HMIS to review their inputted data. The report is called 0252 Data Completeness Report Card. United Way will start sending out the report card monthly, but agencies are encouraged to pull report card on their own to find discrepancies and keep up on their grade.

He announced that a HMIS survey will be going out for the HMIS lead of each agency to complete with input from their team, only one report from each agency needs to be completed. They need all the users to be registered into the system and MOUs need to be signed as soon as possible, please check spam/junk folder. Training needs to be completed and takes about 2 ½ hours. He stated they cannot onboard any new agencies until the legacy users are all registered and completed their onboard.

He stated that they are working on updating all Access points and working on 211 becoming an access point, if any agency wants to become one, please contact him.

6. New Business

Action: No Action Items

Discussion:

A. Funding Update

- a. HHAP 1 & 2 all agreements are done except 2 contracts due to insurance issues.
- b. HHAP 3 all agreements have been sent out to agencies for signature.

Question regarding when the money will be released after signature, response, agencies will need to submit a RFF, then it should take up to 30 days for the money to be sent out. Agencies can request up to 50% on initial request, then once 80% of that is expended, they can request the remaining 50%.

- c. HHAP 4 City is drafting a NOFA, they are using a new template and think it will be easier to follow and they will accept any feedback. The state only sent 50% of the funding, each agency will need to submit a budget for 100% of the funds requested, but they will only receive 50% upfront.
- d. HHAP 5 the application was submitted at the end of March. The NOFA will go out right away when the funds are received to be a quicker process.

Additionally, 10% of the youth set aside is for the total amount of funding for CoC and County portions. CoC and County's need to coordinate who will be spending funding on Youth projects. (18-24yrs)

B. Seven County PIT Administrator

The Executive Board approved a joint project, they need input from all advisory boards on what the

position should be. Roles & Responsibilities and estimated cost.

The Advisory Board input the following:

- Part-time person
- Responsible for the Counting Us App and training
- Coordinate with HUD TA
- Facilitator of the PIT/HIC/HMIS committee meetings
- Coordinate with all seven counties PIT administrators

United Way is working to get rid of the HIC forms and have it all go through HMIS.

C. At Home

Janice Powell, Shasta Lake City Mayor gave an update from the board, they are looking at progress, how money is being utilized successfully.

Advisory board would like more information from the At Home board on what information they want form the Shasta CoC advisory board.

D. Project Homeless Connect

They need more barbers, and they also announced the date and time.

E. Discussion to create a list of eligible use categories at a later date

Shawanna will work on a centralized document and share.

7. Reports

A. Executive Board

Announced the next Executive Board meeting will be on April 18, 2024, it is also the same date and location for the Full Member CoC meeting. The EB meeting will take about 20 to 30 minutes for action items. The Full Member CoC meeting will have 2 topics, Teddy Pierce will report on and expand options for collaborative application. Also, a presentation from HUD TA that will be working with us on the Governance Charter.

B. City and County

No updates

C. HMIS

Tim wanted to say a Thank you to all the agencies that have been participating in CES. Any agencies that would like to join, please reach out to United Way.

D. PIT Committee

No updates

E. Member Announcements

Susan Weiss wanted to thank Kristen for all her hard work

Hollie Zander announced that CRDC is still looking for a non-profit to lease their old office on Parkview

Shawanna CoC facilitator announced that the Partners II due date for responses to RFP have been extended to May 1, 2024

8. Partner Presentations for next meeting

Austin announced that Maggie will do a presentation for SCOE

Rema stated that Amber wanted to have presentations to be a learning experience for everyone

9. Discussion Items for next meeting

Survey Monkey

Any progress reports for the Navigation Center

Needs for Micro Shelter

10. Adjournment

Meeting adjourned at 4:45pm



**Shasta County Advisory Board Special Meeting
May 6, 2024, 1:00pm-2:00pm
Shasta County Office of Education – Aspen Room
1644 Magnolia Avenue, Redding, CA 96001**

MEETING MINUTES

Voting Members

Abbott, Paul-Shasta Thrive
Alvey, Rachel - One Safe Place
Danielson, Tim-United Way
Joyce, Maggie-SCOE
Kennedy, Marci-NorCal LSS
Kerr, Emily-HHSA
Longwell, Wendy – DAC
McDuffey, Laura-City of Redding
Middleton, Amber – SCHC
Preller, Megan - Ready for Life
Schaefer, Leshia - Pathways/Housing
Schreder, Kristen - Executive Board Chair
Sevilla, Art-Empire Recovery
Spencer, Crystal-Faithworks
Azare, Cole - Nation's Finest Alternate
Zander, Hollie - CRDC

1. Call to Order

A special meeting of the Shasta Advisory Board was called to order at 1:05 p.m. by Chair Maggie Joyce. A reminder of the Brown Act was completed.

2. Introductions/Establish Quorum

Quorum was established, and the meeting was called to order.

3. Public Comments

Kevin Crye asked why the Advisory board was convening a special meeting, is it because he asked for an update from HHSA director Laura Burch. He wanted to know if it was to address any of the statements he made. He stated that he wants a county staff member to be on the Executive Board and he would be continuing to bring this to future meetings.

4. New Business

Discussion

A. Draft letter on behalf of the Shasta Advisory for the Board of Supervisors Meeting on Tuesday, May 7, 2024

Chair Maggie wanted to set the structure for the meeting discussion prior to the start. This letter is to give

an update from the CoC to add to the presentation and show goals and collaboration.

Public Comment for Item #4

Kevin Crye stated that he agrees that collaboration is important. He will continue to speak out front about the County not having a staff member on the Executive Board. He asked as we draft the letter are we wanting to be collaborative or are we just wanting to be political. He can get political, but his priority is helping people on the street.

The seat for Executive Board member started the discussion.

Amber stated that any discussion about the Governance Charter should be held to discuss at the next meeting. Kristen referred to Attachment 6 of the agenda for the February 2024 meeting for Advisory board on what the Governance Charter states for the selection of the EB member. The board brought it back for discussion at that time and Shasta County representative stated they supported Kristen staying on as EB member and no further discussion was needed. Kristen was voted in February 2023, the advisory board agreed. The advisory board stated that Kristen has done a great job at representing the advisory board.

The advisory board asked Laura Burch was her presentation was going to cover, her response:

- Status of Transition
- Funding for Region
- County allocation for different HHAP rounds
- Residual cost left over

The board brought up the cost related to City of Redding being the administrative entity. It was decided. If that needed to be discussed further, we would bring it back to another meeting.

The Advisory board discussed bullet points for the letter.

- Start with strategic plan
- Ways they collaborate – PIT, Project Homeless Connect, Youth, several organizations cross collaborate
- All HHAP round collaborations
- Update on how HHAP round 1 & 2 were spent
- Rating and Ranking process
- At Home is a standing agenda item for the advisory board to discuss
- Coordinating entry process and collaboration
- Structure changes at Lead agency that the advisory board has gone through
- The role of the EB member is to be at advisory board meetings to relate information and take the recommendations of the board to the EB
- Voting member vs participant, community members, 1 vote per agency
- Speak about different agencies that the board is comprised of
- Directions on where to find information about CoC online

It was brought to the attention of the board that we could only read the letter during public comment at BOS and asked if they could pass the letter, the answer was yes.

Action

A. Approve the letter to read at the Board of Supervisors Meeting on Tuesday, May 7, 2024

Maggie wanted to summarize the bullet points and consolidate for purpose of letter:

- Collaboration statements from earlier can be summarized all together
- Funding process from lead agency to advisory board and how the decisions are made

- List where funding is allocated
- Lead Agency support and transitions
- Coordinating entry
- Executive Board Member Role
- Voting Member vs participant
- Where to find CoC information online

The item on the board is R3 and will be before regular public comment, need volunteers to help read letter. Cole Azare and Crystal Spencer volunteered to read with Maggie Joyce. Maggie will make copies for Supervisors and send them out to CoC.

The board asked that the next time the Supervisors want an update on the CoC that they are happy to respond.

Wendy Longwell made the motion to approve the letter with the bullet points above. Megan Preller seconded the motion. All approved except Emily Kerr abstained.

5. Adjournment

Meeting adjourned at 1:49pm

Attachment 3, 5/14/24 Shasta Advisory Meeting Agenda Item 6.A DRAFT NorCal CoC PIT Administration Roles & Responsibilities, Proposed Annual Budget beginning 8/1/24		No. of Hours Each occurrence	No. occurrences per year	Total number of hours per year	Estimated cost per hour
Responsibilities are year round, less hours for some periods of time after the PIT & HIC are provided to HUD, begin ramp up by August.					
PIT Administration					
1	Facilitate the administration of an annual Sheltered and Unsheltered Point-In-Time Count (PIT) and Housing Inventory Count (HIC) of homeless persons with the PIT Committee and Advisory Boards. Works with each county's PIT/HIC coordinator. Assists with securing donations for participants.	20	6	120	
2	Learns, implements and complies with HUD requirements	2	6	12	
3	Coordinates with all Advisory Boards and PIT Committee to draft and finalizes the PIT survey	3	3	9	
4	Update as needed, complies with and implements the PIT methodology	3	1	3	
5	Work with UWNC HMIS Administrator to finalize PIT and HIC data/reports	6	1	6	
6	Prepares Annual NorCal CoC PIT Report	12	1	12	
7	Serves as the System Administrator of the CountingUs mobile PIT App, trouble shooting issues	8	6	48	
8	Coordinates with City of Redding, Admin Entity to purchase CountingUs mobile App annually	2	2	4	
9	Coordinates and provides training of use of CountingUs	6	6	36	
10	Develop strategies to increase coverage areas for unsheltered count	3	1	3	
Other responsibilities, including PIT Committee					
11	Chair and facilitate NorCal CoC PIT Committee meetings with published agendas. Provide access to participate remotely in PIT Committee hosted meetings (10 hours per mtg prep, attendance, minutes & posting)	10	8	80	
12	Liaison between PIT Committee, all CoC Advisory Boards and Executive Board	1	8	8	
13	Provides reports and periodically attends and reports to each County CoC Advisory Board meetings	2	14	28	
14	Help build community awareness inclusive of the needs of all homeless populations marketing?	2	4	8	
15	Participate in annual gap analysis (Last completed May 2023)	4	1	4	
SUBTOTAL		84		381	\$ -
Other Admin costs					\$ -
Total costs					\$

NorCal CoC and Shasta CoC Status of Funding			Attachment Shasta CoC Advisory Meeting 5/14/24			5/9/24
Funding	Contact-Adm entity	Eligible Entity	Period of elig use	Amount	Eligible uses	Status
HHAP 1 & 2	City of Redding	Shasta CoC	Exp deadlines HHAP 1 6/30/25 HHAP 2 6/30/26	expended/ allocated	multi uses	All HHAP-1 and HHAP-2 contracts have been sent out to venders for signatures, all but one are fully executed.
HHAP 3	City of Redding	Shasta CoC	Exp deadline 6/30/26	\$970,377.34	multi uses	CoR submitted HHAP-3 budget modification to CalICH with the HHAP quartly reports. All HHAP-3 agreements have been drafted and have been sent to each subrecipient for review and signatures. 3 are fully executed to date.
HHAP 4	City of Redding	Shasta CoC	Exp deadline 6/30/27	\$908,603	Shasta Advisory Approved funding priorities 30% \$302,928 RR 30% \$302,928 Interm hsg 30% \$302,928 system support	CoR received initial 50% funding 12/21/23. Executive Board approved HHAP 4 allocations on 3/7/2024 to be able to release NOFA May 2024.
HHAP 5	City of Redding	Shasta CoC	Applic due 3/27/24 Exp deadline 6/30/28	\$1,354,716 Est	multi uses	Application including the MOU and RCHAP with partial sigantures was submitted to Cal ICH on 3/26/2024. All but Del Norte County have signed. Del Norte has it going before their BOS 5/17/24.
2023 ESG	City of Redding	NorCal CoC	12 months once contract is signed est 6/24 to 6/25	\$157,151	\$142,034 RR \$15,117 HMIS	No change as of 5/7/24. Project is still under review. Awaiting state to issue an agreement. A NOFA would be released once we have an executed agreement from the State.
1st allocation HHIP	City of Redding	Shasta County geographically	Exp deadline 12/31/25	\$2,300,000	multi uses	City has not received any information about future funding. HHIP is being expended. CoR has two contracts still in process. One delayed due to insurance issues; the other is moving through the approval and signature process. Redding City Council approved 2 projects 11/7/23 to receive funding, UWNC \$250,000 HMIS, City of Redding \$375,000 CIRT & ES. Redding City Council approved 6 other proj 12/5/23 orginally recommended, UWNC & St. James Lutheran \$485,000 microshelter project, SCHC \$551,500 expand street medicine prog add Housing Navigator, supportive & medical services, vet care, Hill Country, \$56,500, street medicine, SCOE, \$75,000 emerg shelter/case management homeless families and youth, \$70,000, Ready for Life youth transitional housing, case management, expand youth center, GNRM, \$75,000 remodel sober living home, No Boundaries, \$250,000 emergency shelter and staffing expenditures, GNRM \$112,000 implement interim Day Resource Center.
FY 2023 HUD Housing Partners II	City of Redding	NorCal CoC	10/1/24 to 9/30/25	\$382,742.50 rev 1/29/24	Amounts \$247,944 rental assist \$37,178 SS \$21,072 adm \$76,548.50 match (HHAP3)	RFP was sent out in April and closed May 1st. There was one applicant which is currently under review.
K.Schreder						