



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

**Del Norte Advisory Board Meeting Minutes**  
**July 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), 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), Sara Johnson (PWLE)

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

Members of the Public Present: Rachelle Callan (Partnership Healthplan) and Meaghan McGlasson (DHHS Behavioral Health Program Manager)

**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 April 11, 2024 NorCal CoC Advisory Board meeting (Attachment A).** Jeri Robertson motioned to approve minutes from the April 11 meeting. Pam Wilder seconded the motion. Roll Call Vote was taken. All approved. The motion passed.

**4. Action Items**

- I. **Discussion and possible action regarding HMIS Committee member and alternate.** Michael proposed the idea that Lisa Sellars become the HMIS Committee member and Daphne Cortese-Lambert become the alternate, a reverse of their current roles. Daphne said that, now that the meeting time has changed and she is able to attend more regularly, she would like to stay as the Committee member. Lisa Sellars stated that the Executive Board at the last meeting asked that it be discussed at the Advisory Board level who should be on the HMIS Committee, what people in what roles. Should it be the HMIS

Lead for each County, program managers, end users, etc.? After a brief discussion, it was decided that no action will be taken and that Daphne and Lisa would continue in their current roles.

## 5. Discussion

- I. **Discuss Chair position.** Michael stated that this item is on the agenda because he thought that the current Chair was going to be unavailable for some time but he has received an update that she will be returning soon and there is no need to consider a change at this time.

## 6. Updates

- I. **HHAP (Michael Coats).** Michael said that we have received our HHAP-2 funds. He said that most of the funds up to HHAP-4 are allocated to The Legacy and DNMP Street Outreach. He said that we should see HHAP-5 funds in August. The NOFA for HHAP-6 should be coming out in January.
- II. **NorCal CA 516 CoC Executive Board Meeting (Michael Coats).** Michael did not have any updates. He was unable to attend this meeting.
- III. **NorCal CA 516 CoC PIT Committee (Michael Coats).** Michael did not have any updates. He did not attend the last meeting.
- IV. **NorCal CoC HMIS/CEP Committee (Daphne Cortese-Lambert or Lisa Sellars).** Daphne said that the last meeting was cancelled but there will be a meeting on Monday, July 15 at 1pm.
- V. **DNMP Shelter (Daphne Cortese-Lambert).** Daphne reported they are working on the site plan. The abatement of the old Mental Health building, the burn, will not happen until August.
- VI. **Mobile Shower Project/DNMP (Daphne Cortese-Lambert).** Daphne reported that in May there were 198 showers and 77 hygiene kits. In June there were 168 showers and 79 hygiene kits. Daphne reported that the Yurok Tribe has purchased a mobile shower with a laundry facility on the side.
- VII. **DNMP Street Outreach.** Daphne said that Street Outreach numbers are continually growing. She said they hit a record of 185 for one Thursday.
- VIII. **ERSA/Recuperative Care (Daphne Cortese-Lambert).** Daphne reported that in June they served 8 people for 120 nights.
- IX. **CalAIM/DNMP Navigation Center (Daphne-Cortese-Lambert).** Daphne reported that the Navigation Center is going strong. She said that it is working out wonderfully with the new case managers but that they need more office space.
- X. **ERF (Daphne Cortese-Lambert).** Daphne reported that they are working on the triple-wide and that will give them some office space at that location.
- XI. **The Legacy (Michael Coats).** Michael said that The Legacy is in Phase 1 of the remodel. They are getting ready to lay cement in the pool room. The pool has been filled. The renovation of The Legacy should be completed within 150 days, so by some time in November. They are looking at the tenant screening process, including utilizing Coordinated Entry, to get units filled at The Legacy once the conversion is complete.

- XII. Non-Congregate Shelter (Michael Coats).** Michael said that they have 2 households in motels. One individual will be moving into a transitional home on Monday.
- XIII. BHBH (Michael Coats).** Michael invited Meaghan McGlasson to provide an update for Bridge Housing. Meaghan said that they are working to do an RFP for 4 motel rooms for emergency shelter. This is the Housing First component of BHBH. She said that they have two transitional homes set up and ready to go. There are a couple of clients living in the homes but they have not yet been able to hire staff. Meaghan said that they also have rental assistance and landlord loss mitigation funds available.
- XIV. Emergency Housing Vouchers (Megan Miller).** Megan reported that she doesn't have any updates for the Emergency Housing Vouchers and recommends switching the update for the next meeting to "Housing Authority".
- XV. HHIP (Michael Coats, Lisa O'Connell).** Michael reported that the County received some HHIP money last month. This is the funding source that is currently being used for his salary and all of the active programs.
- XVI. Tolowa Dee-ni' Nation Mvn'-dvn/Housing Division (Jeri Robertson).** Jeri reported that she went to the National Housing Conference. She got the Tribal HHAP-3 application submitted and is waiting to hear if they are awarded anything on that. She said that she was able to purchase a 5-bedroom house on a one acre parcel. She wants to look at a couple of other programs with shared housing, including Bridge Housing, and see what those programs look like, how the houses are set up, and the what they have for policies and procedures.
- XVII. Foster and Homeless Youth Program (Pam Wilder).** Pam reported that for McKinney-Vento they served 310 students for the 2023-2024 school year, approximately 7% of the student population in Del Norte County. Of that, 77% are doubled-up. 30% of the caseload are considered to be unaccompanied. Pam said that they have been approved for the EHCY (Education for Homeless Children and Youth) grant that they applied for so they have a confirmed \$25,000 per year for three years. She said that she is still compiling data for the CARE closet.
- XVIII. Smith River United Methodist Church (Dana Gill).** Dana did not attend.

**8. Discussion Items for Next Meeting**

- I. Bring forward updates.** Updates will be brought forward. "Emergency Housing Vouchers" will be changed to "Housing Authority"
- II. Other discussion items.** No other discussion items were suggested.

**7. Adjournment**

Jeri Robertson motioned to adjourn the meeting. Pam Wilder seconded the motion. Roll Call Vote was taken. The motion passed and the meeting was adjourned at 4:16pm.

**Next Meeting**  
August 8, 2024  
3pm – 4pm