Lassen County Advisory Board of the
NorCal
Continuum of Care ™

Lassen County Advisory Board Meeting
October 3, 2024
12:00 pm to 1:00 pm
1445 Paul Bunyan Road, Aspen Room
Susanville, CA 96130

Teleconference Locations:
Partnership HealthPlan of California
4665 Business Center Drive
Fairfield, CA 94534

1. **Call to Order**

2. **Quorum Established.**

3. **Regular Meeting Agenda Approval**

4. **Approval of Meeting Minutes**
   a. Approve September 12, 2024 Special Meeting Minutes
      (Attachment 1)

5. **Public Comments (limited to three minutes 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.

6. **Correspondence Received**
   a. Housing Policy Development (HPD) Homelessness Grants
      Office Hours (Attachment 2)

7. **New Business/Action Items**
   a. NorCal CoC Structure Discussion (Attachment 3)
   b. Advisory Board Membership
   c. Youth Action Board Discussion

Advisory Board Members

Krystal Dalton, Chair
Lassen County Housing and
Grants

Rebecca Peconom, Vice-Chair
City of Susanville

Carla McDonald
Salvation Army

Cheri Farrell
Crossroads Ministries

Cody Evans
Lassen Community College

Tina Kennemore
Lassen County Adult Services

Tiffany Armstrong
Lassen County Behavioral
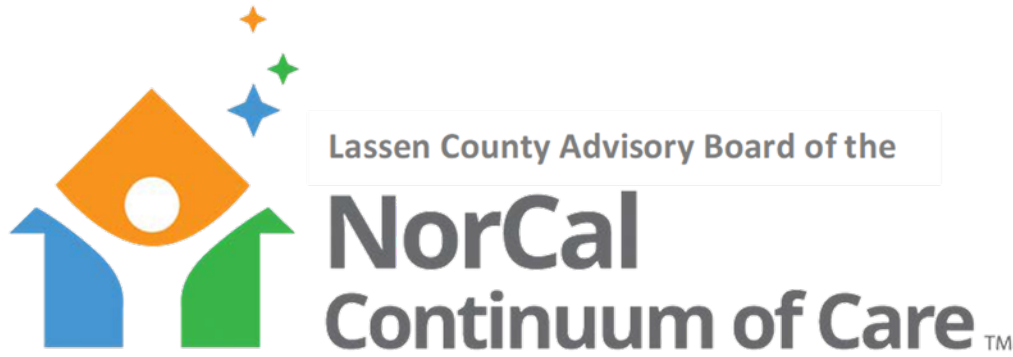Health

Vacant Voting Member
(Youth Action Board)

Vacant Voting Member
(Lived Experience)

Grace Poor, Secretary
(Non-Voting Member)

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8. **HMIS/CES Committee Updates**
   a. Lassen County's Coordinated Entry Meeting: End User Agreement (Attachment 4)

9. **PIT Committee Updates**

10. **Executive Board Updates**
    a. Executive Board All Member Meeting – October 17, 2024 at 1:00 PM
    b. Collaborative Applicant Focus Group
    c. Governance Charter Committee

11. **General Updates**
    a. Permanent Supportive Housing Update
    b. Agency Updates

12. **Discussion Items for Next Meeting**

13. **Adjournment**

Next Meeting
Thursday, November 7, 2024
12:00 pm to 1:00 pm

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. **The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.**

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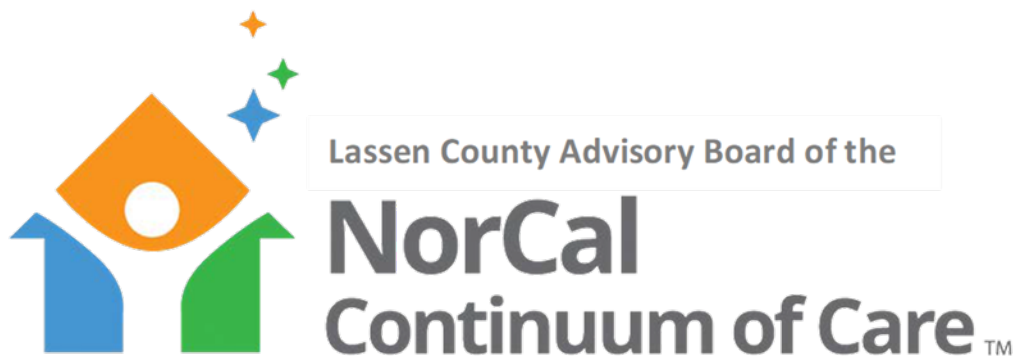
Lassen County Advisory Board Meeting
September 12, 2024 Minutes
12:00 pm to 1:00 pm
1445 Paul Bunyan Road, Aspen Room
Susanville, CA 96130

1. **Call to Order**
The meeting was called to order at 12:02 PM by Krystal Dalton.

2. **Quorum Established.**
Quorum was established

Voting Members Present: Krystal Dalton, Cheri Farrell, Rebecca Peconom, Tiffany Armstrong, and Brett Lindsey.

Non-Voting Members Present: Grace Poor and Rosario Medina.

3. **Regular Meeting Agenda Approval**
Carla McDonald made a motion to approve the meeting agenda. The motion was seconded by Tiffany Armstrong. Roll call vote was taken: all approved, none opposed.

4. **Approval of Meeting Minutes**
Krystal Dalton reported that the recent minutes were not complete and would be on a future agenda.

5. **Public Comments (limited to three minutes per comment)**
Krystal Dalton made a public comment regarding the low attendance of recent Advisory Board meetings and that this was impacting the Boards ability to establish quorum. Krystal suggested that at a future meeting the Board take action regarding members who were not attending regularly.

6. **Correspondence Received**
    a. Counting Us 2024 PIT Count

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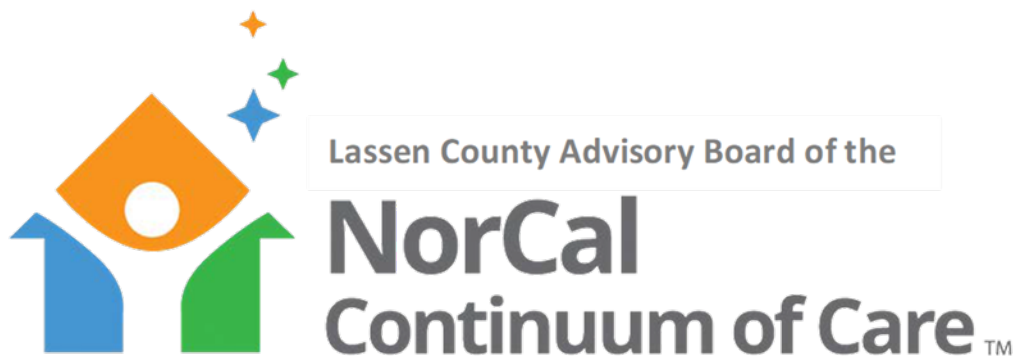
Krystal Dalton presented the HUD Point in Time Report (Lassen County specific data) and explained that the data was sheltered numbers only and that the data had not been finalized by HUD.

7. **New Business/Action Items**

   a. Vote/Nominate on Secretary Position

   Krystal Dalton presented that the secretary roll has been open for some time and that Grace Poor had agreed to fill that role if the Board approved. Carla McDonald made a motion to nominate and approve Grace Poor as secretary for the Board. The motion was seconded by Cheri Farrell. Roll call vote was taken: all approved, none opposed.

   b. Vote/Nominate on Voting Member Application

   Krystal Dalton presented that Brett Lindsey, Housing Manager for Lassen Family Services, had applied to be a voting member of the Board. Krystal made a motion to approve Brett's application. The motion was seconded by Tiffany Armstrong. Roll call vote was taken: all approved, none opposed.

   c. Vote on HMIS/CES and PIT Committee Applications

   Krystal Dalton presented that the following applications had been received:
      i. Nicole Lamica applied to be the member for the NorCal CoC PIT Committee;
      ii. Grace Poor applied to be the alternate for the NorCal CoC PIT Committee; and
      iii. Nicole Lamica applied to be the alternate for the HMIS/CES Committee.
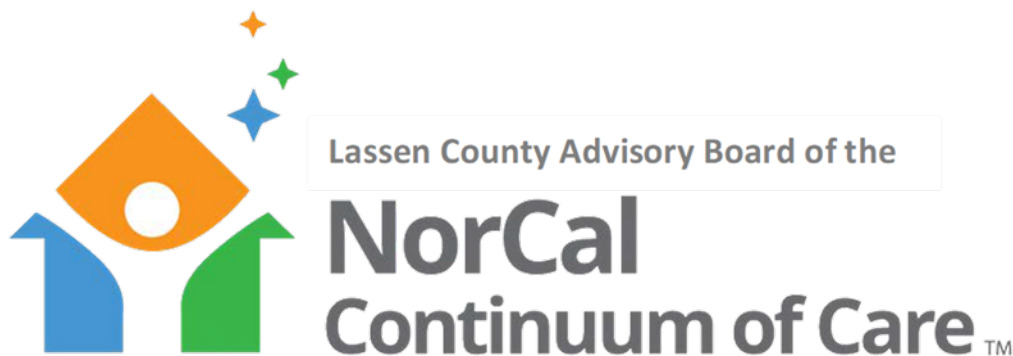
   Cheri Farrell made a motion to approve the applications. The motion was seconded by Tiffany Armstrong. Roll call vote was taken: all approved, none opposed.

   d. Vote/Nominate 2025 PIT Coordinator

   Krystal Dalton presented that the Board needed to nominate and vote in a 2025 PIT Coordinator and that Nicole Lamica had agreed to, with the Board's approval, be the 2025 PIT Coordinator. Carla McDonald made a motion to approve Nicole Lamica as the 2025 PIT Coordinator. The motion was seconded by Tiffany Armstrong. Roll call vote was taken: all approved, none opposed.

   e. Vote on Membership Application

   Krystal Dalton presented that Percy Tejada, ICWA Social Service Director for the Susanville Indian Rancheria, had applied to be a voting member and Rosario Medina, Social Services Coordinator for the Susanville Indian Rancheria, had applied to be a participant. Krystal stated that there was not another general voting spot available but

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that everyone is welcome to participate and give feedback. Rebecca Peconom stated that she didn't think that applications for individuals who have not attended a meeting should not be voted on. Tiffany Armstrong made a motion to approve the application for Rosario Medina. The motion was seconded by Cheri Farrell. Roll call vote was taken: all approved, none opposed.

f. Discuss Sub Committee Member Approval Process
   Krystal Dalton presented that the Executive Board was seeking feedback on the subcommittee member approval process. Grace Poor explained that the current process for approval was that first members had to be approved at the Advisory Board level, the Executive Board level and the Committee level. Grace explained that an alternate process would be for the Advisory Boards approvals go straight to the Committees; all Board members agreed that this process made more sense.

g. Vote on Governance Charter Committee Amendment Request and Discuss Governance Charter Committee Member Nomination
   i. Grace Poor presented that the Executive Board was working on changes to the Executive Board Charter and was asking for Advisory Board approval for a Governance Charter Committee to work on and make changes to the Governance Charter. Once the changes have been made, the updated Governance Charter will come back to the Advisory Boards for approval. Carla McDonald made a motion to approve a Governance Charter Committee to work on and make changes to the Governance Charter. The motion was seconded by Cheri Farrell. Roll call vote was taken: all approved, none opposed.
   ii. Grace Poor presented that the Executive Board was inviting members of the Advisory Board to participate on the Governance Charter Committee. Rebecca Peconom offered to participate.

h. Nominate HMIS Committee Alternate Request by Executive Board
   Krystal Dalton presented that the Executive Board asked Advisory Boards to nominate members for the HMIS Committee. Krystal explained that Grace Poor was the current member and that Nicole Lamica had just been approved as the alternate. Carla McDonald stated she would be interested in participating. Grace Poor stated that she would welcome Carla's participation as the committee member. Rebecca Peconom made a motion to have Carla McDonald replace Grace Poor as the member on the HMIS
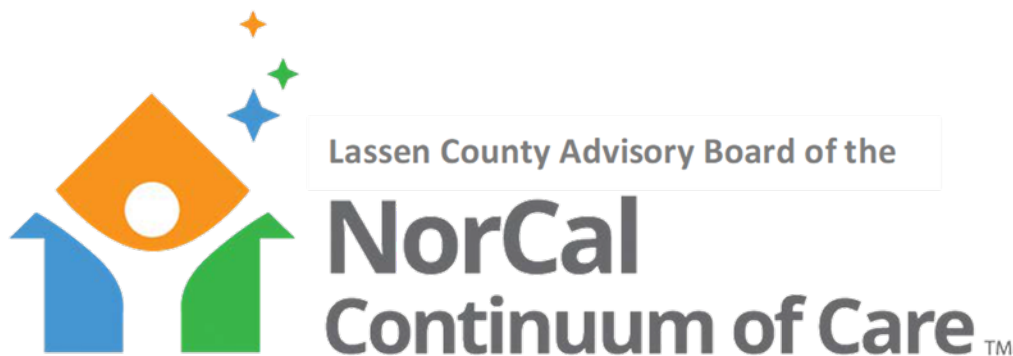
Committee. The motion was seconded by Tiffany Armstrong. The motion was seconded by Cheri Farrell. Roll call vote was taken: all approved, none opposed.

8. HMIS/CES Committee Updates

Grace Poor presented that the Committee had not met this last month but at previous meetings had discussed its role, structure and goals of reviewing processes and updating forms. Grace Poor shared that she felt that United Way was doing a good job of managing HMIS. The Board discussed the Coordinated Entry process and all members expressed interest in participating in Coordinated Entry. Grace Poor agreed to reach out to United Way facilitate connection and participation.

9. PIT Committee Updates

Krystal Dalton presented that the Executive Board had approved a PIT Coordinator for the CoC that would support all Counties. Krystal explained that the County, led by Nicole Lamica, had started the planning process and that this year the process for the Street Count had changed. The Street Count will be run by the current street outreach team. Krystal shared that the Shelter and HIC counts would run similarly to previous years but that there may be new forms and training would be provided to all participants.

10. Executive Board Updates

Grace Poor presented that there had been a discussion at the last Executive Board meeting about the pros and cons of a seven county Continuum of Care. Grace shared that a survey would be coming out to Advisory Board members to get feedback on this.

11. General Updates

Due to the meeting running late, general updates were not shared.

12. Discussion Items for Next Meeting

Due to the meeting running long, agenda items for the next meeting were not discussed.

13. Adjournment

Cheri Farrell made a motion to adjourn the meeting. The motion was seconded by Rebecca Peconom. The meeting adjourned at 1:19 PM.

Next Meeting
October 3, 2024
12:00 pm to 1:00 pm

From:	HPDHomelessnessGrants@HCD
Subject:	9/24 HPD Homelessness Grants Office Hours
Date:	Friday, September 20, 2024 1:09:34 PM
Attachments:	image002.png
	image003.png
	image004.png

Good afternoon,

Please join us for the Department of Housing and Community Development's (HCD) Housing Policy Development Division (HPD) Homelessness Grants Team upcoming bimonthly Office Hours call scheduled for **Tuesday, September 24th** from 10:00-11:00am.

Office Hours are scheduled on the second and fourth Tuesday of the month.

Recurring Zoom Link for 4th Tuesday of the month Office Hours Call
Please click this URL to join. https://hcd-ca-gov.zoom.us/j/87574209178
Or join by phone: US: +1 253 215 8782 or +1 346 248 7799 or +1 720 707 2699 or +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656
Webinar ID: 875 7420 9178

Who Should Attend Office Hours?
The HPD Homelessness Grants Team holds Office Hours to provide grants related updates relevant to HPD Homelessness Grant recipients and sub-recipients, while providing a forum for real-time Q&A and discussion. Topics at office hours may include updates related to fiscal reporting, performance data, applications, statutory requirements, notice of funding available, best practices, as well as appearances from guest speakers from partnering agencies and technical assistance providers.

HPD Programs:
- Homeless Housing, Assistance, and Prevention (HHAP) Programs
- Tribal Homeless Housing, Assistance and Prevention (Tribal HHAP) Programs
- Encampment Resolution Funding (ERF)
- Family Homelessness Challenge (FHC) Grants

Updating Our Contacts List:
If you no longer would like to receive information related to Office Hours, please email us at HPDHomelessnessGrants@hcd.ca.gov to be removed from the mailing list. If you are a grant recipient and would like to update the Homelessness Grants Team with new contact information for your jurisdiction, please complete the grantee contact update form linked here: HPD Homelessness Grants Contact Update Form

HPD Homelessness Grants
Housing Policy Development
Mailing Address: Housing & Community Development
651 Bannon Street, Suite 400 | Sacramento, CA 95811
HPDHomelessnessGrants@hcd.ca.gov

NorCal CoC Structure Discussion

The CoC Program is designed to promote community-wide planning and strategic use of resources to address homelessness. The CoC program goals are to:

- Improve coordination and integration with mainstream resources and other programs targeted to people experiencing homelessness;

- Improve data collection and performance measurement;

- Allow each community to tailor its programs to the strengths and challenges in assisting homeless individuals and families within that community.

With the current and future funding opportunities for CoC's, it is time to take a look at the structure of the NorCal CoC. With new funding requirements, reporting structures, and compliance, it is increasingly difficult to support a large, diverse seven-county CoC to truly meet the needs of each individual community.

A few of the challenges are:

- Administration
    - Communication
    - Funding
    - Challenging PIT/HIT coordination
    - Advisory Boards/Counties not providing requested information in a timely fashion
- Funding
    - Monitoring of Grant expectations
    - Reporting expectations
    - Long applications
        - 7 County BOS approvals
    - New requirements for disbursement
        - SPM requirements for distribution
- Collaboration
    - The spirit of the CoC is to collaborate on a regional basis. However, each Advisory Board truly only plans and collaborates on a local Advisory Board level.
        - Not all Advisory Boards are meeting regularly

Please review the following questions and discuss with each Advisory Board to gain an understanding of how each Advisory Board is feeling about the current structure. Please provide feedback to NorCal Executive Board no later than 11/30/2024 to norcalcoc@cityofredding.org.

1. The NorCal CoC is a large seven-county geographic region. Do you feel the unique needs of your community are being met with the current structure? Please be specific on what your unique needs are for your region.
   a. If so, how?
   b. If not, how could it improve?

2. The NorCal CoC currently allocates CoC funding based on the PIT/HIC counts. How do you feel about this allocation structure and how it impact's your Community?
   a. Is the funding distributed fairly between County and non-profits in your community?

3. Do you feel that a smaller region or single county CoC would improve available funding for your community?
   a. There are additional grant opportunities that sometimes do not get applied for as they don't make sense for a large seven-county CoC. One being the Encampment Grant.

4. What challenges and benefits do you see to restructuring the NorCal CoC?
   a. Administrative
   b. Funding
   c. Additional grant opportunities
   d. HMIS System Administration
   e. Other

5. If the NorCal CoC did not exist, how would you set up the CoC or CoC's for this geographic area and why?

HMIS END USER AGREEMENT

HMIS USER INFORMATION
Name: _____
Agency Name: _____
Job Title: _____
Phone: _____ Email: _____

The NorCal CoC recognizes the importance of client needs in the design and management of HMIS. These needs include maintaining client confidentiality and treating the personal data of clients with respect and care.

As the guardians entrusted with this personal data, Participating Agency End Users have a moral and a legal obligation to ensure that the data they enter into HMIS is being collected, accessed and used appropriately. Proper user training; adherence to the NorCal HMIS Policies and Procedures Manual; and a clear understanding of the privacy, security, and confidentiality policies are vital to achieving these goals.

Your User ID and password give you access to HMIS. Initial each item below to indicate your understanding and acceptance of the proper use of your User ID and password and your intention to comply with all elements of the Homeless Management Information System Data and Technical Standards Notice published by the U.S. Department of Housing and Urban Development. Unauthorized use or disclosure of HMIS information is a serious matter and any End User found to be in breach of this agreement will be subject to the following penalties or sanctions, including: the loss or limitation of use of Service Point; adverse employment actions including dismissal; and civil and/or criminal prosecution.

Please initial that you understand and agree to comply with all the statements listed below.

_____My ServicePoint User ID and password are for my use only and must not be shared with anyone. (Licensed User Only)

_____I will take all reasonable means to keep my User ID and password physically secure. (Licensed User Only)

_____If I am logged into ServicePoint and must leave the work area where the computer is located, I must log-off of Service Point before leaving. (Licensed User Only)

_____Any computer that has Service Point "open and running" shall never be left unattended. Any computer that is used to access Service Point must be equipped with locking (password protected) screen savers.

_____If I notice or suspect a security breach, I must notify the HMIS System Administrator, United Way of Northern California

_____I understand that the only individuals who can view HMIS information are authorized users and the clients to whom the information pertains.

_____I understand that in the event a client doesn't want to share their information with other agencies, it's my responsibility to make the client's program enrollment, services, file, etc., private in HMIS and to ensure if the information is provided during CEP case conferencing; it is done so in a non-identifying manner.

_____ I understand that I will maintain HMIS data in such a way as to protect against revealing the identity of clients to unauthorized agencies, individuals, or entities (see the Client informed Consent and Release of Information Authorization and the Notice of Privacy Practices in HMIS Policies and Procedures) both within HMIS and during CPE case conferencing.

_____I understand that I may only view, obtain, disclose, or use the database information that is necessary in performing my job.

_____I understand that these rules apply to all users of HMIS, whatever their work role or position.

_____I understand that hard copies of HMIS information must be kept in a secure file.

_____I understand that once hard copies of HMIS information are no longer needed, they must be properly destroyed to maintain confidentiality.

I affirm the following:
1. I have received the following HMIS trainings:
   a) ServicePoint use (Licensed User Only)
   b) Privacy
   c) Data collection
   d) Security policy
2. I have read and will abide by all policies and procedures in the HMIS Policies and Procedures Manual and have adequate training and knowledge to enter data and/or run reports in ServicePoint.
3. I will maintain the confidentiality of client data in ServicePoint as outlined above and in the HMIS Policies and Procedures Manual.
4. I will only search, view, enter or share data in HMIS when a Client Consent Form is on file.

_____   _____
End User Signature   Date

To be filled out by Agency Directory/Supervisor
Designated Agency HMIS Program Lead   ☐ Yes   No
User will be generating reports   ☐ Yes   ☐ No

Non-Licensed Users
Volunteer   ☐ Yes   ☐ No
Data Collection Only   ☐ Yes   ☐ No

 Please indicate the programs the end user has been authorized to access.

1. _____   2. _____
3. _____   4. _____
5. _____   6. _____

_____   _____
Agency Director/ Supervisor   Date