

Lassen County Advisory Board Meeting

December 5, 2024

12:00 pm to 1:00 pm

1445 Paul Bunyan Road, Aspen Room
Susanville, CA 96130

- 1. Call to Order**
- 2. Establish Quorum**
- 3. Regular Meeting Agenda Approval**
- 4. Approval of Meeting Minutes**
 - a. Approve November 7, 2024 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**
- 7. New Business/Action Items**
 - a. Updates to the NorCal CoC Executive Board Governance Charter (Attachment 2)
 - b. Discussion on Care Court
 - c. Discussion on alternates for voting members
- 8. HMIS/CES Committee Updates**
- 9. PIT Committee Updates**
- 10. Executive Board Updates**

Advisory Board Members

Krystal Dalton, Chair

Lassen County Housing and
Grants

Rebecca Peconom, Vice-Chair

City of Susanville

Brett Lindsey

Lassen Family Services

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

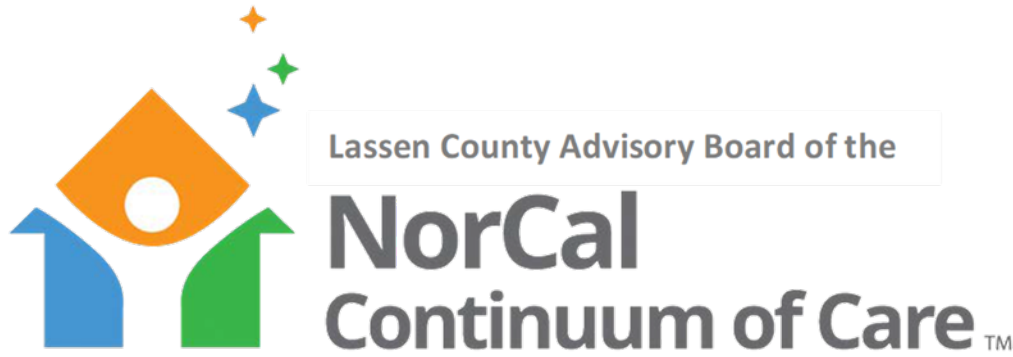
(Youth Action Board)

Vacant Voting Member

(Lived Experience)

Grace Poor, Secretary

(Non-Voting Member)



11. Youth Action Board Updates

12. General Updates

- a. Agency Updates

13. Discussion Items for Next Meeting

- a. ADU Housing

14. Adjournment

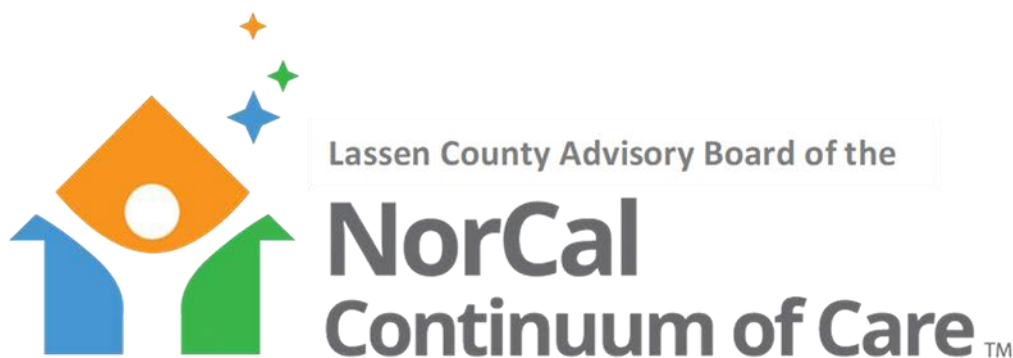
Next Meeting

Thursday, January 2, 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.



Lassen County Advisory Board Meeting

November 7, 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 11:59 PM by Krystal Dalton.

2. Establish Quorum

Quorum was established.

Voting Members Present: Krystal Dalton, Rebecca Peconom, Brett Lindsey, Carla McDonald, and Cody Evans.

Non-Voting Members Present: Brie Buckler, Madeline Koller, Tammy Swayze, Lisa O'Connell and Grace Poor.

3. Regular Meeting Agenda Approval

Rebecca Peconom made a motion to approve the meeting agenda. The motion was seconded by Carla McDonald. Roll call vote was taken: all approved, none opposed.

4. Approval of Meeting Minutes

Krystal Dalton presented the minutes from the October 3, 2024 meeting. Carla McDonald made a motion to approve the minutes. The motion was seconded by Brett Lindsey. Roll call vote was taken: all approved, none opposed.

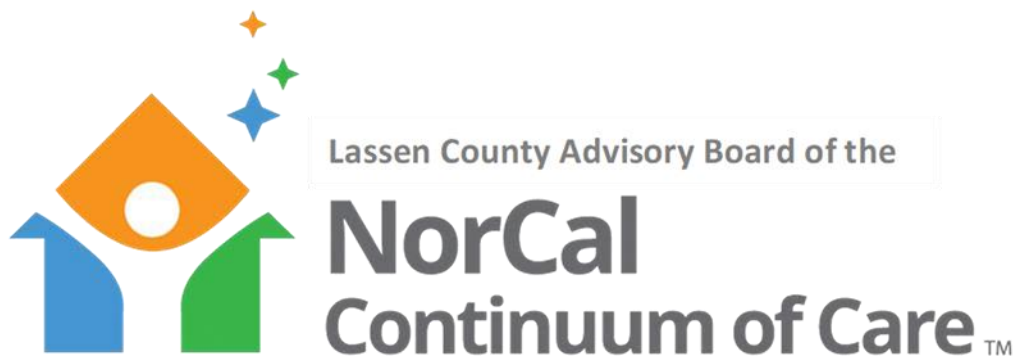
5. Public Comments (limited to three minutes per comment)

There were no public comments.

6. Correspondence Received

a. Account of Lived Experience: Housing Instability (Attachment 2)

Krystal Dalton briefly reviewed this document, and thanked Madeline Koller for sharing her experience.



7. New Business/Action Items

a. Alternate Voting Members

This action item was tabled until the next meeting to allow further time to review the Governance Charter and Brown Act requirements regarding alternate voting members. Krystal Dalton, Rebecca Peconom, and Grace Poor agreed to do further research.

b. Youth Action Board Update

Krystal Dalton presented that the first planning meeting for the Youth Action Board was November 7, 2024 at 3:30 PM.

c. New Member Application (Attachment 3)

Krystal Dalton presented Tammy Swayze's participation application. Carla McDonald made a motion to approve. The motion was seconded by Cody Evans. Roll call vote was taken; all approved, none opposed.

8. HMIS/CES Committee Updates

Grace Poor shared that the HMIS/CES Committee was working on a survey regarding the use of the Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) that the NorCal CoC uses for prioritizing individuals and families for housing services.

9. PIT Committee Updates

Krystal Dalton presented that Point in Time Count planning was underway and that this year the street count portion of the count was going to be conducted by a smaller group, the current street outreach team. Krystal also shared that the NorCal CoC had a contracted position this year to help coordinate the count.

10. Executive Board Updates

Grace Poor and Rebecca Peconom shared that the Executive Board had been focusing on submitting the Collaborative Application and updating the Governance Charter.

11. General Updates

a. Permanent Supportive Housing Update

Grace Poor shared that the Homekey housing development was delayed due complications related to the developer being able to secure performance and payment bonds.



b. Agency Updates

- i. Brett Lindsey shared that Lassen Family Services was one of several recipients of food from a food drive conducted by Diamond View Middle School. Brett stated between that event and their Cram the Cruiser event, the Lassen Family Services food pantry is stocked.
- ii. Rebecca Peconom shared that the City of Susanville Police Department is having a Homelessness Solutions Community Presentation on January 9, 2025, 5:30 PM – 6:30 PM.
- iii. Madeline Koller talked about her experience attempting to access benefit and stated that agencies should focus on increasing ease of access and limiting risk to those attempting to secure benefits/services.
- iv. Brie Buckler from the Lassen County Office of Education shared that she is conducting regular meetings with school liaisons and that it is National Youth Homeless Awareness Week.
- v. Tammy Swayze shared that she is a new position, the Correction Release Coordinator. Tammy stated that California is requiring that all inmates that are within 90 days pre-release and do not have health insurance are connected to Medi-Cal and any connected services, including housing.
- vi. Carla McDonald shared that the Salvation Army also benefited from the food drive conducted by Diamond View Middle School and that the Salvation Army has been busy with their Christmas toy drive.
- vii. Lisa O'Connell from Partnership HealthPlan of California, shared that there are possible changes to enhanced care and community supports and that they are waiting on final guidance.

12. Discussion Items for Next Meeting

- a. Care Court
- b. Youth Action Board



13. Adjournment

Rebecca Peconom made a motion to adjourn the meeting. The motion was seconded by Krystal Dalton. The meeting adjourned at 1:03 PM.

Next Meeting

Thursday, December 5, 2024

12:00 pm to 1:00 pm

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Policy and Procedures (P&Ps) including Governance Charter

The proposed changes will replace the Policy and Procedure section on page 20 (attached to this document) of the current Governance Charter.

To ensure that the Governance Charter remains relevant and reflective of the needs of the community, the Governance Charter shall undergo regular reviews and updates as outlined below:

Feedback Collection

Feedback from all stakeholders, including board members, committee members, staff, and the broader community, shall be encouraged on an ongoing basis.

Feedback can be submitted through the following channels:

Formal Meetings: Stakeholders may provide feedback during designated feedback sessions at Advisory Board Meetings.

Written Submissions: Stakeholders may submit feedback in writing via email to norcalcoc@cityofredding.org, or other designated methods.

Surveys: Periodic surveys may be conducted to gather input on the effectiveness of the Charter and its implementation.

Biannual Charter Updates

The Governance Charter shall be reviewed and updated biannually, with revisions taking effect on January 1st and June 1st of each year.

All feedback received prior to these dates will be reviewed, and proposed amendments will be drafted and presented for approval during the update process.

Review Process:

Governance Charter Workgroup: A designated Workgroup, consisting of members from key committees and stakeholders, shall be responsible for reviewing all feedback and proposed changes.

Drafting Amendments: The Workgroup shall draft any necessary amendments to the Governance Charter based on the feedback received. Proposed amendments must be circulated to the Advisory Board for review and comment a minimum of three weeks prior to final approval.

Approval: The updated Governance Charter, including any amendments, shall be approved by the Advisory Boards through a majority vote. Once approved through the Advisory Boards, the final approval will be requested by the Executive Board.

Communication of Updates: Once the Charter has been updated, all stakeholders will be informed of the changes through official communications, including email announcements, website updates, and presentations at board or committee meetings.

Emergency Amendments

In exceptional cases where urgent changes are needed outside of the biannual review cycle, the Workgroup may propose emergency amendments. These amendments will follow an expedited review and approval process as determined by the Advisory Boards.

The Expedited Review Process: Proposed amendments will be circulated to each Advisory Board 72 hours prior to final approval. Once approved through the Advisory Boards, the final approval will be requested by the Executive Board.

B. Participation Requirements

1. Mandatory for agencies receiving CoC funding;
2. Highly encouraged for all other agencies not receiving CoC funding but may apply for funding in the future; and
3. Required per the contractual agreement between the County / service provider and the Lead Agency.

Policy and Procedure (P&Ps)

In consultation with the CoC Lead Agency and the HMIS Lead Agency, the Executive and Advisory Boards will develop, follow, and update annually a governance charter that includes all procedures and policies needed to comply with 24 CFR 578.5(b) and with HMIS requirements as prescribed by HUD.

On an annual basis, the P&Ps will be reviewed and updated as necessary by the Continuum. Once approved, the P&Ps will be made available on the CoC website.

Website

[Housing & Community Action Programs | Shasta County California](#)

The CoC website will serve as the information hub for the Continuum. The website will be maintained and updated by the Lead Agency. All Advisory Boards are encouraged to view the website on a consistent basis to access up to date information on the continuum. Additionally, Advisory Boards must make available all meeting agendas, minutes and supporting documents to be uploaded to the website.

The Executive Board may convene, at any time, a workgroup to address website needs.

Strategic Plan

The strategic plan has been developed to respond to the need to solve the issue of homelessness for the NorCal Continuum of Care. The Plan is intended to guide non-profit agencies, local governments, and other interested parties in taking concerted action to work toward ending homelessness. Most importantly, the Plan serves as a starting point for stakeholders to work together on the steps that will lead to transformative change in solving homelessness.

The priorities set forth in the Plan offers a framework to achieve the Continuum's vision of solving homelessness. In particular, the Continuum envisions a homeless response system that:

1. Build the Emergency Shelter and Housing System
2. Develop Leadership and Coordination of Effort to reduce homelessness
3. Implement Data Tracking and Prioritization of Housing Services

