

Lassen County Advisory Board Special Meeting

July 10, 2025

1:00 PM – 3:00 PM

1445 Paul Bunyan Road, Aspen Room
Susanville, CA 96130

- 1. Call to Order**
- 2. Establish Quorum**
- 3. Approval of Meeting Minutes**
 - a. March 6, 2025 (Attachment 1)
 - b. May 8, 2025 (Attachment 2)
 - c. June 5, 2025 (Attachment 3)
- 4. Approval of Regular Meeting Agenda**
- 5. New Business/Action Items**
 - a. Homeless Housing, Assistance and Prevention Round 5 Certificate of Approval – Salvation Army (Attachment 4)
 - b. Homeless Housing, Assistance and Prevention Round 5 Certificate of Approval - Lassen County Housing and Grants (Attachment 5)
 - c. Homeless Housing, Assistance and Prevention Round 6 Budget (Attachment 6)
 - d. Appoint Executive Board Alternative
- 6. Discussion Items for Next Meeting**
- 7. Adjournment**

Next Meeting: Thursday, August 7, 2025, 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.**

Voting Members:

Rebecca Peconom, Chair

City of Susanville

Brett Lindsey, Vice-Chair

Lassen Family Services

Carla McDonald

Salvation Army

Cheri Farrell

Crossroads Ministries

Cody Evans

Lassen Community College

Nicole Lamica

Lassen County Housing and Grants

Tina Kennemore

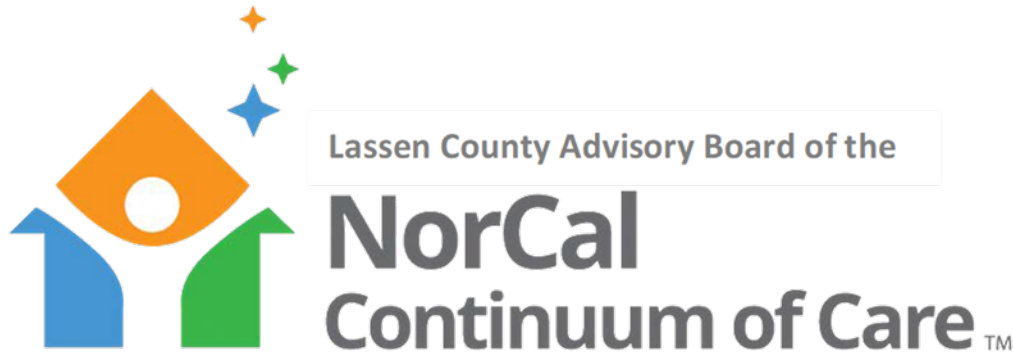
Lassen County Adult Services

Tiffany Armstrong

Lassen County Behavioral Health

Grace Poor, Secretary

(Non-Voting Member)



Draft Meeting Minutes
Lassen County Advisory Board Meeting
March 6, 2025
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 12:01 PM by Krystal Dalton.

2. Quorum Established.

Quorum was established.

Voting Members Present:

Krystal Dalton, Rebecca Peconom, Carla McDonald, Cody Evans, and Tiffany Armstrong

Non-Voting Members Present:

Madeline Koller, Brie Buckler, Amanda Johnson, Namita Vij, and Grace Poor

3. Regular Meeting Agenda Approval

Tiffany Armstrong 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

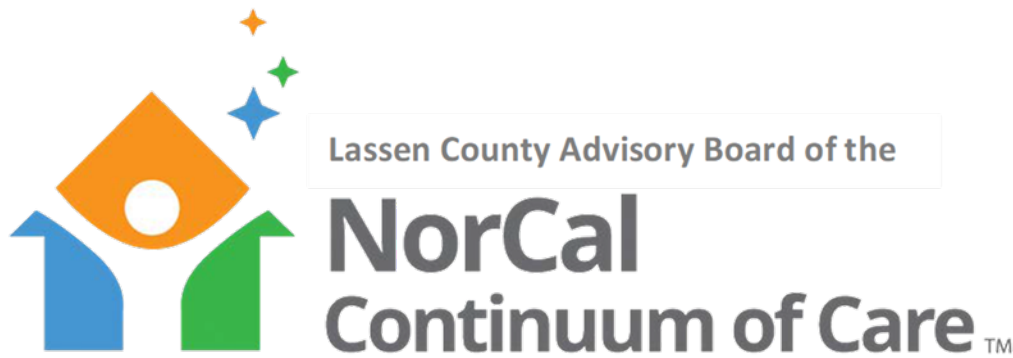
Krystal Dalton presented the minutes from the December 5, 2024 meeting. Cody Evans made a motion to approve the minutes. The motion was seconded by Tiffany Armstrong. Roll call vote was taken: all approved, none opposed.

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

No public comments were received.

6. Presentation: Section 8 (Plumas County Community Development Commission)

Heidi Belnap, representing the Plumas County Community Development Commission, explained that their agency administers the Section 8 Housing Choice Voucher program across



Plumas, Lassen, Sierra, and Tehama Counties. She provided an overview of the Section 8 program requirements, including eligibility criteria and application processes. Heidi also shared that the program is currently operating near full capacity, with most available vouchers actively in use, indicating a high demand for housing assistance in the region.

7. Correspondence Received

a. HHAP-6 Information (Attachment 2)

Grace Poor presented the Homeless Housing, Assistance, and Prevention Round 6 (HHAP-6) allocation details.

8. New Business/Action Items

a. Action: Governance Charter Changes (Attachment 3)

Grace Poor shared changes that had been proposed to the NorCal CoC Governance Charter. Cody Evans made a motion to approve the changes. The motion was seconded by Tiffany Armstrong. Roll call vote was taken: all approved, none opposed.

b. Discussion: CalAIM Grant Opportunity (Attachment 4)

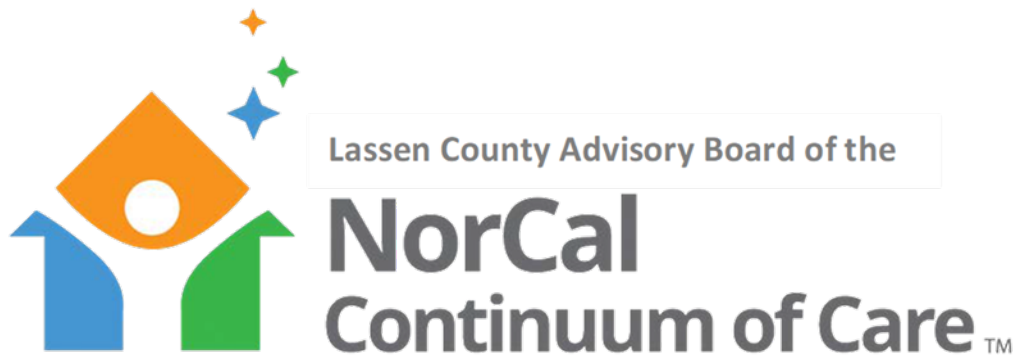
Grace Poor presented information regarding the CalAIM Grant – Capacity and Infrastructure, Transition, Expansion, and Development (CITED). She informed the Board that the County is actively pursuing this funding opportunity to support related initiatives.

c. Discussion: Lassen County Regional Plan Update

Madelline Koller reported that she had attended a meeting regarding the Lassen County Regional Plan Update. She expressed her hope that the Advisory Board would have greater involvement in the planning process moving forward. The Board agreed that it would be beneficial to include this topic on a future agenda and to invite the consultant leading the project to provide an update and engage with the Board.

9. Youth Action Board Updates

Krystal Dalton announced that an informational event is scheduled for March 19th. She shared that the event will feature rides, food, and prizes, creating a welcoming and engaging atmosphere. Krystal encouraged Advisory Board members to help promote the event and to invite youth to attend.



10. HMIS/CES Committee Updates

Carla McDonald reported that the committee is currently reviewing and revising the Coordinated Entry questions, with the goal of improving the assessment and intake process. Amanda Johnson added that United Way will be customizing assessment tools based on program type to better align with specific service needs and program types.

11. Point in Time (PIT) Count Committee Updates

Amanda Johnson reported that there have been delays in receiving data due to federal government processes; however, United Way anticipates having the final Point-in-Time (PIT) count data and related information available by June or July.

12. Executive Board Updates

Grace Poor shared the summary of actions taken by the Executive Board at the February 20th meeting, including that the City of Redding has requested that the NorCal CoC release a Request for Proposal for an new Administrative Entity.

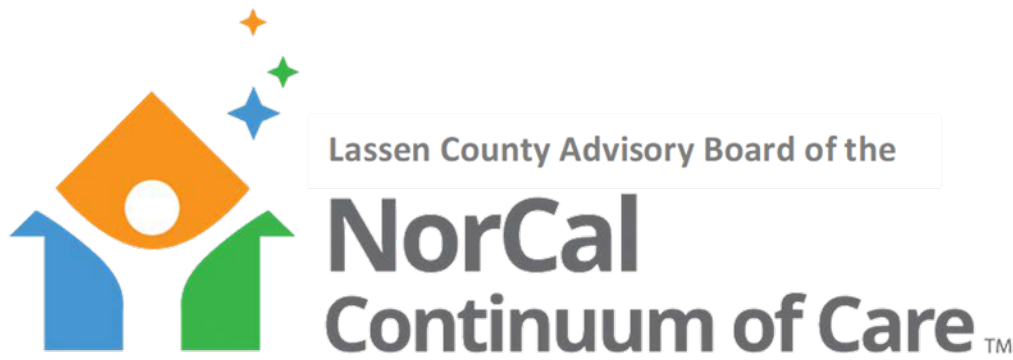
13. General Updates

- a. Grace Poor (Lassen County Housing and Grants) shared information about the County's *Medical Respite Program*, which provides short-term shelter and care coordination for individuals experiencing homelessness.
- b. Carla McDonald (The Salvation Army) reported that their team is currently busy planning for the annual Kids Camp as well as an upcoming *Golf Tournament Fundraiser*.
- c. Rebecca Peconom (Susanville Police Department) informed the group that the City of Susanville has developed a *Community Strategic Plan*, which is available online at plansusanville.com.
- d. Brie Buckler (Lassen County Office of Education) shared that she is working on establishing an Executive Advisory Council, with the next meeting scheduled for June 11 at 9:00 a.m. She also noted that local school districts are preparing for their Local Control and Accountability Plans (LCAP) and encouraged community input.
- e. Amanda Johnson (United Way) shared that a subcommittee of the Executive Board has been established to assess data quality. She also noted that there will be a monthly meeting for HMIS leads to support ongoing data improvement efforts.

14. Discussion Items for Next Meeting

- a. Lassen County Regional Area Plan

15. Adjournment



Krystal Dalton made a motion to adjourn the meeting. The motion was seconded by Tiffany Armstrong. Roll call vote was taken: all approved, none opposed. The meeting adjourned at 12:53 PM.

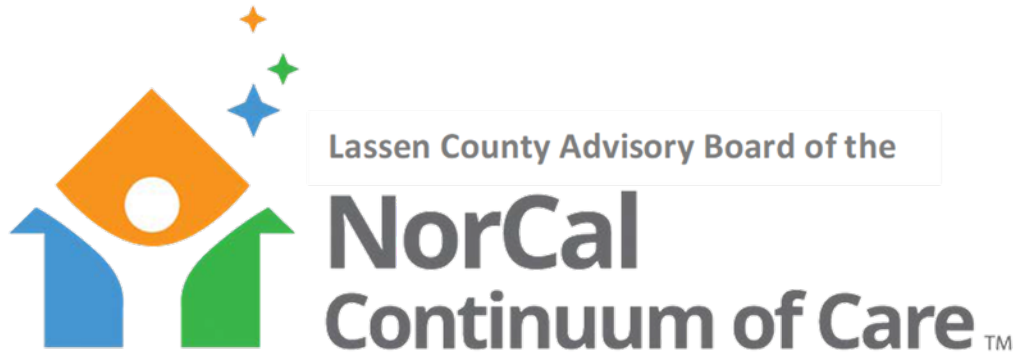
Next Meeting

Thursday, April 3, 2025

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.

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Draft Meeting Minutes
Lassen County Advisory Board Meeting
May 8, 2025
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 12:03 PM by Rebecca Peconom.

2. Quorum Established.

Quorum was established.

Voting Members Present:

Rebecca Peconom, Brett Lindsey, Carla McDonald, Cheri Farrell, and Tiffany Armstrong

Non-Voting Members Present:

Nicole Lamica, Amanda Johnson and Grace Poor

3. Regular Meeting Agenda Approval

Tiffany Armstrong made a motion to approve the meeting agenda. The motion was seconded by Brett Lindsey. Roll call vote was taken: all approved, none opposed.

4. Approval of Meeting Minutes

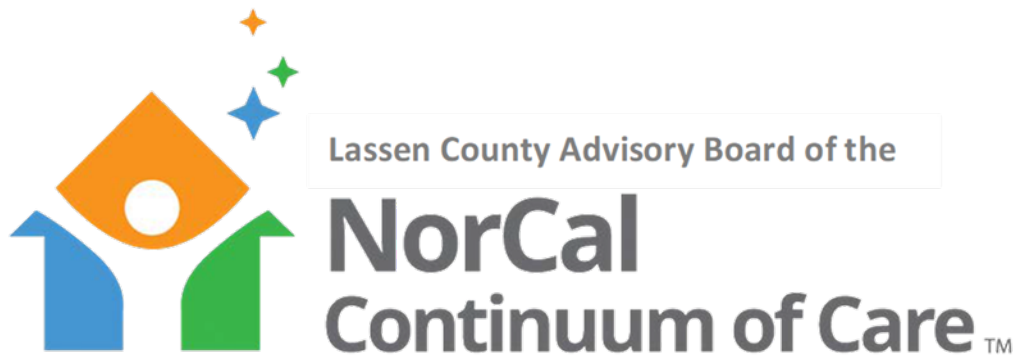
Meeting minutes were unavailable for review, and will be included with a future agenda.

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

No public comments were received.

6. Correspondence Received

No public correspondence was received.



7. New Business/Action Items

a. Notice of Resignation (Attachment 1)

Rebecca Peconom presented the Letter of Resignation as chair/voting member from Krystal Dalton. The Board discussed appreciation for Krystal's work on the board over the last several years. Carla McDonald made a motion to accept the resignation. The motion was seconded by Cheri Farrell. Roll call vote was taken: all approved, none opposed.

b. Voting Member Applications (Attachment 2)

Rebecca Peconom presented two pending applications for voting membership: Nicole Lamica from Lassen County Housing and Grants, and Percy Tejada from the Susanville Indian Rancheria. The Board discussed that Percy's application was dated July 2024 and noted a lack of recent attendance. Board members agreed that representation from both agencies is important and valuable to the Advisory Board's work. Cheri Farrell made a motion to approve Nicole Lamica's application and to follow up with Percy Tejada regarding current interest. The motion was seconded by Tiffany Armstrong. Roll call vote was taken: all approved, none opposed.

c. Open Officer Position (Chair)

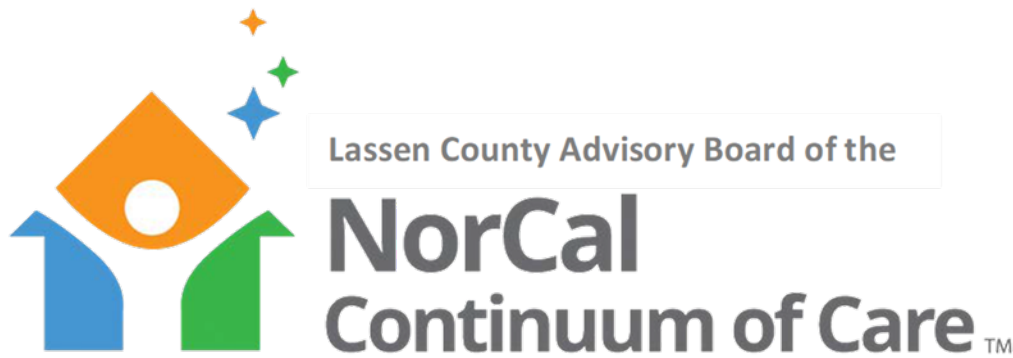
Rebecca Peconom initiated a discussion regarding the need to appoint a new Board Chair and Vice Chair. Nicole Lamica made a motion to appoint Rebecca Peconom as Chair. The motion was seconded by Carla McDonald. A roll call vote was conducted: Rebecca Peconom abstained from voting; all other members approved, with none opposed.

Following this, Carla McDonald made a motion to appoint Brett Lindsey as Vice Chair. The motion was seconded by Cheri Farrell. A roll call vote was conducted: Brett Lindsey abstained from voting; all other members approved, with none opposed.

d. Board Member Limit (Attachment 3)

Rebecca Peconom initiated a discussion regarding the need to appoint a new Board Chair and Vice Chair. Nicole Lamica made a motion to appoint Rebecca Peconom as Chair. The motion was seconded by Carla McDonald. A roll call vote was conducted: Rebecca Peconom abstained from voting; all other members approved, with none opposed.

Following this, Carla McDonald made a motion to appoint Brett Lindsey as Vice Chair. The motion was seconded by Cheri Farrell. A roll call vote was conducted: Brett Lindsey abstained from voting; all other members approved, with none opposed.



e. Board Recruitment

The Board discussed strategies to increase both voting members and general participation on the Advisory Board. Members identified potential areas for expanded representation, including individuals with lived experience, veterans, elected officials, hospital social workers, representatives from the Alliance for Workforce Development, and others with relevant lived voices. Cheri Farrell made a motion to add recruitment as an ongoing agenda item for future meetings. The motion was seconded by Nicole Lamica. A roll call vote was conducted: all members approved, with none opposed.

f. Meeting Location

Grace Poor noted that this item was added to the agenda as it had been discussed previously. Lassen Family Services was offered as an alternate meeting location. However, after discussion, the Board agreed to keep the meeting location the same for the time being.

8. Youth Action Board Updates

Youth Action Board members reported that the informational event held on March 19th was well attended, and 2–3 youth expressed interest in becoming involved. They shared that another informational event is planned for the fall. Additionally, the Youth Action Board plans to meet again in approximately three weeks.

9. HMIS/CES Committee Updates

There were no updates, as the committee did not meet during the previous month. The next meeting is May 19th.

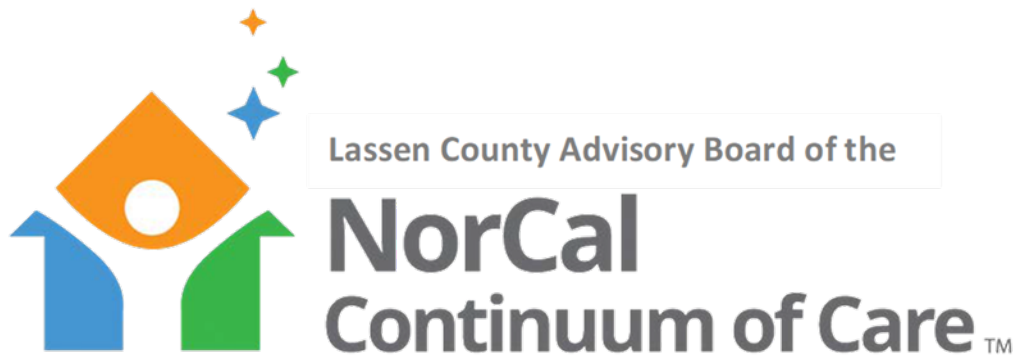
10. Point in Time (PIT) Count Committee Updates

Amanda Johnson reported that, due to additional delays at the federal level, the final data will not be available until July.

11. Executive Board Updates

Grace Poor shared that the Executive Board had discussed the Homeless Housing, Assistance, and Prevention Round 6 (HHAP-6) funding and the potential appointment of a consultant, Housing Tools, to assist with the process. She also noted that the Executive Board will need to identify a new Lead Entity. Additionally, data is currently being reviewed in collaboration with a consultant to support improvements in CoC services.

12. General Updates



- a. **Rebecca Peconom (Susanville Police Department)** shared that they have funding available to assist with security deposits, utility deposits, and application fees, but not for motel rooms.
- b. **Carla McDonald (Salvation Army)** reported that the organization has been busy preparing for their annual camp, which coincides with their golf tournament fundraiser. She also shared that the Salvation Army has taken over food distribution in Westwood and Herlong, ensuring no interruption in services, though this has impacted the amount of available food.
- c. **Tiffany Armstrong (Lassen County Behavioral Health)** announced that the Stand Down event for veterans is scheduled for next weekend.
- d. **Grace Poor (Lassen County Housing and Grants)** provided an update on the BHBH and Homekey housing developments, noting progress including the recent installation of the roof.
- e. **Nicole Lamica (Lassen County Housing and Grants)** shared information regarding Lassen County's medical respite and care coordination program.
- f. **Cheri Farrell (Crossroads Ministries)** stated that ongoing case management is provided to all individuals residing in their shelter.
- g. **Brett Lindsey (Lassen Family Services)** reported that the agency is exploring options to provide supervised visitation services and that they have exhausted emergency food funds but are currently applying for additional resources.

13. Discussion Items for Next Meeting

- a. Executive Board Alternative - Replacement

14. Adjournment

Carla McDonald made a motion to adjourn the meeting. The motion was seconded by Cheri Farrell. Roll call vote was taken: all approved, none opposed. The meeting adjourned at 12:56 PM.

Next Meeting

Thursday, June 5, 2025

12:00 pm to 1:00 pm

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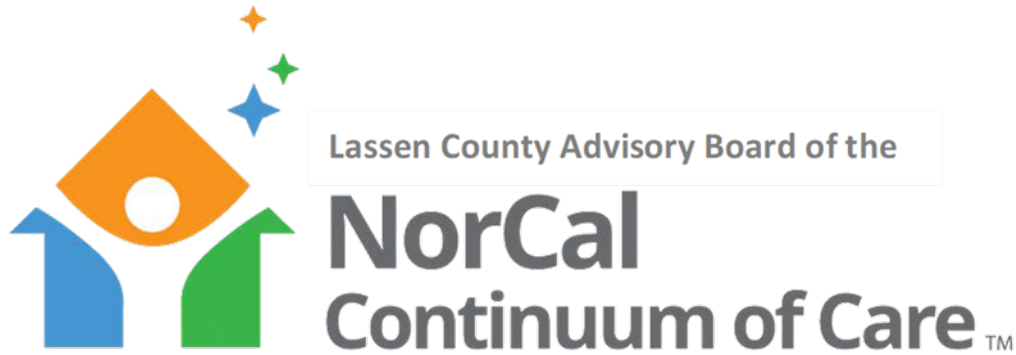
The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services, may be



Lassen County Advisory Board of the

NorCal
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made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.



DRAFT MEETING MINUTES

Lassen County Advisory Board Special Meeting

June 5, 2025

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 by Rebecca Peconom at 12:02 PM.

2. Quorum Established

Quorum was established.

Voting Members Present:

Rebecca Peconom, Carla McDonald, Cheri Farrell, Nicole Lamica, and Tiffany Armstrong

None Voting Members Present:

Tammy Swayze, Madeline Koller, Amanda Johnson and Grace Poor

3. Regular Meeting Agenda Approval

Tiffany Armstrong made a motion to approve the meeting agenda. The motion was seconded by Nicole Lamica. Roll call vote was taken: all approved, none opposed.

4. Approval of Meeting Minutes

Meeting minutes were unavailable for review, and will be included with a future agenda.

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

No public comments were received.

6. Correspondence Received

a. HHAP-5 NOFA (Attachment 1)

Grace Poor presented the HHAP-5 NOFA released by the NorCal CoC. The Board discussed potential applicants for the funding.

- Carla McDonald of The Salvation Army shared that they would be applying for \$100,000 of the allocation.

Voting Members:

Rebecca Peconom, Chair

City of Susanville

Brett Lindsey, Vice-Chair

Lassen Family Services

Carla McDonald

Salvation Army

Cheri Farrell

Crossroads Ministries

Cody Evans

Lassen Community College

Nicole Lamica

Lassen County Housing and Grants

Tina Kennemore

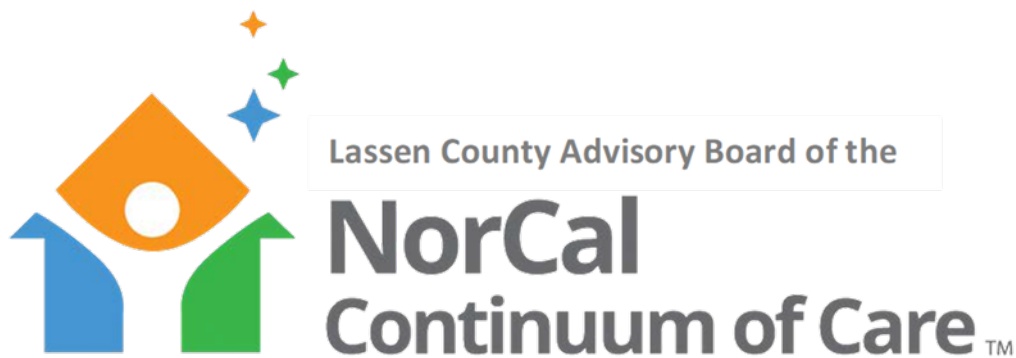
Lassen County Adult Services

Tiffany Armstrong

Lassen County Behavioral Health

Grace Poor, Secretary

(Non-Voting Member)



- Rebecca Peconom of the Susanville Police Department indicated they might also apply.
- Grace Poor noted that the County may apply for any unclaimed funds.
- Madeline Koller shared ideas around establishing a tiny home co-op as a collaborative housing solution.

b. HHAP-6 NOFA (Attachment 2)

Grace Poor presented the HHAP-6 NOFA from the California Department of Housing and Community Development (HCD).

- The NorCal CoC has again contracted with Housing Tools to assist with the application process, as they did during the previous round.
- This year's funding and application include increased requirements, necessitating more detailed planning and coordination.
- Grace noted that there will be several public meetings related to HHAP-6, and she will send out details on those meetings to board members.

7. New Business/Action Items

a. Board Member Limit (Attachment 3)

The board discussed the possibility of increasing its membership to include a broader range of voices, including tribal representation and individuals with lived experience. However, concerns were raised that expanding the board could make it more difficult to maintain a quorum. The board agreed to table the discussion on board size for six months. Tiffany Armstrong made a motion to table the board limit discussion for six months. The motion was seconded by Nicole Lamica. Roll call vote was taken: all approved, none opposed.

b. Board Recruitment

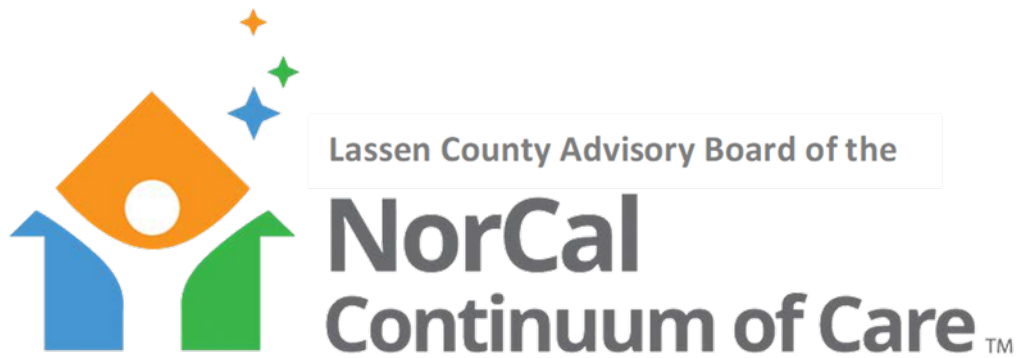
The board discussed launching a focused recruitment effort to fill current vacancies and ensure diverse representation. A recruitment subcommittee was discussed to lead this effort. Subcommittee members include: Rebecca Peconom, Tammy Swayze, Carla McDonald, and Nicole Lamica. Nicole Lamica made a motion to establish a recruitment subcommittee. The motion was seconded by Tiffany Armstrong. Roll call vote was taken: all approved, none opposed.

c. NorCal CoC Administrative Entity RFP (Attachment 4)

Discussion Only: Rebecca Peconom reviewed the Request for Proposals (RFP) for the NorCal CoC Administrative Entity. No action was taken. The board discussed the pros and cons of operating as a seven-county CoC, including coordination challenges, representation concerns, and opportunities for regional collaboration.

8. Youth Action Board Updates

The next Youth Action Board (YAB) meeting is scheduled for June 11 at 4:30 PM. The YAB team has successfully recruited three youth, who are now actively participating in meetings and initiatives.



9. HMIS/CES Committee Updates

The committee reviewed and discussed Street Outreach Policies and Procedures. It was noted that the CoC is currently not meeting the HHAP-4 performance measures. However, it remains unclear whether this is due to a lack of services or if the data currently collected does not accurately reflect existing work.

10. PIT Committee Updates

Amanda Johnson reported that additional information is still needed on the Housing Inventory Count (HIC) forms from Lassen Family Services (LFS) and Crossroads Ministries. Nicole Lamica agreed to follow up and coordinate the collection of the missing information from those agencies.

11. Executive Board Updates

Grace Poor reported that the Executive Board's May meeting focused: HHAP-5, HHAP-6, and the The NorCal CoC Administrative Entity RFP

12. General Updates

Nicole Lamica shared that Lassen County Housing and Grants has hired two new Housing and Grants Specialists and one new Peer Support Specialist. The department is continuing the implementation of its new Medical Respite Program.

Grace Poor shared information about available funding through DHCS for planning Flexible Housing Pools. She noted that Lassen County Housing and Grants is considering applying for this funding opportunity.

13. Discussion Items for Next Meeting

The board discussed canceling the next meeting originally scheduled for July 3 due to the Fourth of July holiday. It was proposed to reschedule the meeting to July 10.

14. Adjournment

The meeting was adjourned at 12:59 PM.

Next Meeting: Thursday, July10, 2025, 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.**



Certificate of County Advisory Board Approval for Applicant

By signing below, the County Advisory Board certifies that _____ is an active participant at their County Advisory Board and has been recommended to apply for Homeless Housing, Assistance and Prevention Grant Program Round 5 (HHAP 5) funds to operate within the County of _____. The County Advisory Board further certifies, the applicant has presented an HHAP 5 eligible project to the County Advisory Board through a collaborative process.

Dated: _____

Printed Name of County Advisory Board Chair

Signature of County Advisory Board Chair



Certificate of County Advisory Board Approval for Applicant

By signing below, the County Advisory Board certifies that _____ is an active participant at their County Advisory Board and has been recommended to apply for Homeless Housing, Assistance and Prevention Grant Program Round 5 (HHAP 5) funds to operate within the County of _____. The County Advisory Board further certifies, the applicant has presented an HHAP 5 eligible project to the County Advisory Board through a collaborative process.

Dated: _____

Printed Name of County Advisory Board Chair

Signature of County Advisory Board Chair

Your response is due on Friday, July 11, 5 p.m.

Please complete blue highlighted sections, note there are two questions and two budgets to complete

For questions or concerns:

Sherry Morgado at smorgado@housing-tools.com - 530-570-6704

HHAP-6 Funding Plan

County Name: Lassen

Special Priority Categories – Required Responses

Question: Does either budget propose to support any new interim housing solutions outside of the youth set-aside?

Question: Does either budget propose to support new interim housing solutions for youth in excess of 10% of total HHAP-5 do

Budget #1: Your County's Share of CoC Allocation \$155,727.25

Eligible HHAP 6 Use Category	HHAP 6 request, please complete		HHAP 5 request, for reference		Activities each line item will support (less than 30 words)
	Dollars Budgeted	Of column B, dollars for youth set-aside	HHAP 5 activity	Dollars Budgeted	
Rapid Rehousing/Rental Subsidies	\$ 75,000.00	\$ 10,000.00	Delivery of Permanent Hou	\$ 30,000.00	Provides short-term rent, deposit, and utility assistance paired with housing navigation and case management to help individuals and families quickly exit homelessness and stabilize in permanent housing.
Operating Subsidies – Permanent Housing					
Permanent Housing Services and Services Coordination	\$ 8,000.00		Prevention and Shelter Div	\$ 20,000.00	Funds case management and housing stabilization services for individuals and families in permanent housing. Includes housing navigation, tenancy support, and service coordination to promote long-term stability, delivered using a trauma-informed, low-barrier, Housing First approach.
Capital for Permanent Housing					Provides short-term assistance with past-due rent, deposits, and utilities for individuals at imminent risk of homelessness, combined with housing navigation and case management to prevent entry into the homelessness system and support housing stability.
Prevention and Diversion	\$ 60,269.07	\$ 10,000.00			
Navigation Centers					
Motel/Hotel Vouchers					
Operating Expenses – Interim Housing					
Interim Housing Services and Services Coordination					
Capital for New Interim Housing (will only be allowed if part of Youth Set-Aside)					
Improvements to Existing Interim Housing					
Services and Services Coordination for People Experiencing Unsheltered Homelessness			Services Coordination	\$ 45,000.00	
Administrative Costs (no more than 7 percent of allocation) - This cell is locked	\$ 10,900.91		Administrative Costs*	\$ 13,488.35	
HMIS (up to 1 percent of allocation) - This cell is locked	\$ 1,557.27		Additional 1% for HMIS	\$ 1,926.91	
			Retired categories		
			Street Outreach	\$ 5,000.00	
			Systems Support	\$ 77,275.44	
			HHAP 5 total:	\$ 192,690.70	\$ -
HHAP 6 Total	\$ 155,727.25	\$ 20,000.00			
Target total for this budget	\$ 155,727.25	\$ 15,572.73			
Remaining dollars to allocate	\$ -	13%	Youth Set Aside %		
	This cell = 0 when done		Must be >= 10%		

Your HHAP-5 request included the categories at the right
Systems Support is no longer eligible in HHAP-6

Budget #2: Your County's Direct Allocation \$152,906.08

Eligible HHAP 6 Use Category	HHAP 6 request, please complete		HHAP 5 request, for reference		Activities each line item will support (less than 30 words)
	Dollars Budgeted	Of column B, dollars for youth set-aside	HHAP 5 activity	Dollars Budgeted	
Rapid Rehousing/Rental Subsidies	\$ 50,673.59		Delivery of Permanent Hou	\$ 95,000.00	Provides short-term assistance with past-due rent, deposits, and utilities for individuals at imminent risk of homelessness, combined with housing navigation and case management to prevent entry into the homelessness system and support housing stability.
Operating Subsidies – Permanent Housing	\$ 45,000.00	\$ 20,000.00			Funds placement into a supportive services reserve to ensure ongoing, predominantly onsite case management for future Permanent Supportive Housing projects where more than 50% of units are dedicated to unaccompanied youth. Builds on an established reserve structure using HHAP-5 and other approved funding sources.

