



Executive Board Special Meeting Agenda **AMENDED**
Meeting Minutes Approved August 21, 2025

August 13, 2025

11:00 am to 1:00 pm

**112 East 2nd Street, Housing Program Office
Alturas, CA 96101**

August 13, 2025 – Housing Program Office

Join Zoom Meeting

<https://us02web.zoom.us/j/6130715635?pwd=5fvG29xXaX6JaKHf4QLzicapWDSxvT.1&omn=83427983657>

Meeting ID: 613 071 5635

Passcode: 775453

**Sierra County Behavioral Health
706 Mill Street
Loyalton, CA 9611**

**Del Norte County Health and Human Services
455 K Street
Crescent City, CA 95531**

**Teach L.n.c.
112 E 2nd Street
Alturas, CA 96101**

**Lassen County Health and Social Services
1445 Paul Bunyan, Suite B
Susanville, CA 96130**

**Siskiyou County Behavioral Health
2060 Campus Dr.
Yreka, CA 96097**

**Plumas County
PCIRC
591 Main Street
Quincy, CA 95971**

**Shasta County
Redding City Hall
777 Cypress Ave.
Housing Conference Room
Redding, CA 96001**

Executive Board Members

Cathy Rahmeyer,
County of Plumas, Chair

Maddelyn Bryan,
County of Siskiyou,
Vice Chair

Michael Coats,
County of Del Norte

Grace Poor
County of Lassen

Carol Madison,
County of Modoc

Nicole Smith
County of Shasta

Sheryll Prinz-McMillan,
County of Sierra



To Address the Board: Members of the public may address the Board on any agenda item. Pursuant to the Brown Act (Govt. Code section 54950, et seq.) Board action or discussion cannot be taken on non-agenda matters but the board may briefly respond to statements or questions. You may submit your public comment via email to norcalcoc@cityoffredding.org that will be read into the record.

1. Call to Order/Quorum Established/Introductions,

Quorum established, Executive Board Members present: Cathy Rahmeyer, Maddelyn Bryan, Rebecca Peconom, Lassen alternate, Carol Madison, Michael Coats.

Members of the Public in Attendance: Kalie Brisbon, Art Sevilla, Nicole Lamica, Kary Carbone, Tim Danielson, Amanda Johnson, Carol Roberts, Teddie Pierce, Katie Swartz, Emily Kerr, Tom Sandage, Tiffany Martinez

2. Public Comments (limited to 3 mins. 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.

Kalie Brisbon, President & CEO, United Way of Northern California, read a statement regarding HMIS Administration and proposed agenda items (copy attached)

Art Sevilla, Executive Director, Empire Recovery, shared concern with process and is supportive of UWNC
Nicole Lamica, Lassen County, United Way has been great to work with.

3. Information and Action Items

I. Action Item - Approve Executive Board Memberships

- a.** Approve change in Modoc County Executive Board membership, Tom Standage is replacing Carol Madison and Tiffany Martinez to serve as Alternate.

Attachment A – Modoc County Advisory Board letter request

- b.** Approve change in Shasta County Executive Board Membership, Shasta CoC Advisory is scheduled to vote on August 12, 2025 to select the Executive Board member to replace Nicole Smith and elect an Alternate. Recommendations will be provided on August 12.

Proposed new Executive Board member Tom Sandage and Alternate Tiffany Martinez were introduced to represent Modoc, Proposed Executive Board member Tammy Ray who was elected by the Shasta CoC Advisory on August 12, 2025 was introduced. Letter confirming her appointment and Collier Azare as Alternate was presented at the meeting. (Copy of letter attached)

Rebecca Peconom motioned to approved the new members. Seconded by Michael Coats. Vote taken, all approved, non opposed, Carol Madison abstained.

II. Action Item - Approve of Memorandum of Understanding between the NorCal CoC and T.E.A.C.H. Inc. to provide Administrative Entity services August 1, 2025 to July 31, 2026.

Attachment B - Memorandum of Understanding

Kristen Schreder explained that this was essentially the same MOU that the NorCal CoC has with the City of Redding. Discussion occurred. Maddelyn Bryan requested that the MOU be revised to require the Administrative Entity to give a 6 month notice instead of 90 days. Maddelyn Bryan motioned for approval with the revision. Seconded by Michael Coats. Vote taken, all approved, non opposed.



Amended to Add approval of T.E.A.C.H. Inc to serve as the NorCal CoC Collaborative Applicant

III. Action Item – Approve the selection of T.E.A.C.H. Inc. to serve as the Collaborative Applicant to be effective for the 2025 HUD NOFO and apply for eligible HUD Planning Grant funding.

The NorCal CoC followed the Governance Code Section pertaining to the selection of the new Administrative Entity T.E.A.C.H. Inc. The CoC used an RFP to procure a new Administrative Entity and designated the Administrative Entity resulting from the procurement process. The selection process culminated in rating and ranking of the applications and the Administrative Entity was selected by majority vote on June 26, 2025. The Scope of Work for the Administrative Entity included the responsibility to complete NorCal CoC-wide funding applications.

It is recommended that the NorCal CoC Executive Board vote to select the new Administrative Entity T.E.A.C.H. Inc. to serve as the new NorCal CoC Collaborative Applicant effective August 1, 2025 replacing the City of Redding as the Collaborative Applicant. The City of Redding submitted its letter terminating their work as Administrative Entity and Collaborative Applicant effective September 18, 2025. The new Collaborative Applicant will submit the 2025 NOFO and request the transfer of eligible FY 2023 HUD Planning Funding and the eligible FY 2024 HUD Planning funding.

Maddelyn Bryan motioned for approval. Seconded by Tom Sandage. Vote taken, all approved, non opposed.

IV. Information Items and Action Items –

Homeless Management Information System (HMIS) Assessment - HMIS System Administrator (SA) Evaluation and Selection Process per the NorCal CoC Governance Charter

Summary of Agenda Items

- a. Information Item - Governance Charter HMIS System Administrator Evaluation and Selection Process description
- b. Information Item- Background - HMIS System Administrator Evaluation and Selection Process
- c. Information Item - Review and Accept HMIS Assessment
- d. Action Item- Recommend approval to solicit an HMIS System Administrator (SA) Lead – Simple majority vote
- e. Action Item – Recommend to discontinue the United Way of Northern California (UWNC) HMIS/CE contract past the contract end date of September 18, 2025.
- f. Action Item – Recommend approval of Request For Proposals (RFP) to solicit HMIS System Administrator and Executive Board chooses to complete the selection process as the designated Workgroup
- g. Action Item – Recommend approval of Request For Proposals (RFP) to solicit Coordinated Entry System - System Administrator and Executive Board chooses to complete the selection process as the designated Workgroup
- h. Information Item: Proposal for Interim HMIS System Administrator to begin September 19, 2025, if needed.
- i. Information Item: Proposal for Interim Coordinated Entry System Administrator to begin September 19, 2025, if needed.
- i. **Information Item - Governance Charter HMIS SA Evaluation and Selection Process description**



Page nine of the current Governance Charter indicates that the CoC Executive Board will enter into a Memorandum of Understanding (MOU), with the HMIS System Administrator (SA) however, the City of Redding entered into an MOU with the NorCal CoC Executive Board to serve as the

Administrative Entity and the City of Redding entered into a contract with United Way of Northern California to serve as the HMIS SA and to provide payment for services for contract period ending September 18, 2025.

NorCal CoC Governance Charter section included on page 10 copied below:

“Designation and Solicitation Process

Every five years beginning in 2023, the CoC Executive Board will review the performance of the current HMIS SA and determine if it will publicly solicit a HMIS SA or continue to designate the current HMIS SA. That decision can be made and documented within a CoC Executive Board meeting; Simple majority vote.

If the Executive Board determines that it needs to procure a new HMIS SA, it does the following:

- 1. Form a workgroup to manage the procurement process*
- 2. Use an RFP to procure a new HMIS SA*
- 3. Designate the HMIS SA resulting from the procurement process”*

Link to NorCal CoC Governance Charter –

<https://www.cityofredding.gov/NorCalCOC/Governance%20Charter%20%20EB%20Approved.docx>

Kristen Schreder shared the background and described the responsibility is for the Executive Board to assess the HMIS Administrator.

ii. Information Item - Background - HMIS SA Evaluation and Selection Process

i. 2023 Selection of HMIS System Administrator In 2023:

The Executive Board did not issue an RFP for the HMIS SA and chose not to form a workgroup for the purposes of selecting an HMIS SA and instead considered the EB as the workgroup and selected UWNC to begin service August 1, 2023 to be operational January 1, 2024.

ii. HMIS Assessment – April 2025 EB Approved Action Item

April 17, 2025 Executive Board Agenda Action Item to approve the proposed ICA HMIS Assessment.

“Action Item I: Approve a proposal from the Institute for Community Alliances (ICA) for HMIS Technical Assistance and System Administrator Training to also include an HMIS Assessment as required by the Governance Charter Per the Governance Charter Review of HMIS System Administrator Performance every five years beginning in 2024, the Executive Board will designate a group to conduct a review of the performance of the current HMIS System Administrator (SA) and make recommendations regarding the HMIS SA designation. Since the current HMIS SA began their work in January 1, 2024 a review was not conducted in 2024 and needs to be completed in 2025. Because the Executive Board did not conduct a HMIS SA performance review in 2023 or 2024, the next review will be due in 2028 to stay within the original timeline. Included Attachment A – ICA HMIS Technical Assistance and HMIS Administrator Training proposal”



iii. Action Item - Review and Accept Institute for Community Alliances (ICA) HMIS Assessment, Completed August 1, 2025

Attachment C - “HMIS Assessment May – July 2025” and Workplan

HMIS Assessment Report Recommendations from page four of the report are copied below.

COC LEADERSHIP

1. Establish charters for the Regional Advisory Boards and HMIS/Coordinated Entry Committee, including roles and responsibilities and decision making structures for the HMIS Lead within each committee.
2. Support and monitor HMIS Lead project planning to ensure transparency and accountability.

HMIS LEAD

3. As federal funding and data driven decision making and funding become urgent requirements, it is critical to align HMIS Lead Agency staffing to ensure adequate coverage of all duties.
4. Finalize and deliver updated, local HMIS training materials to end users.
5. Prioritize HMIS database clean up and maintenance of client and provider records to ensure accuracy and reliability of HMIS. Agency engagement is essential to achieve this goal!
6. Configure HMIS assessments to align with project specific workflows and required data elements.
7. Implement data quality improvement processes, including benchmarking current data quality and setting target goals to improve data quality.”

The HMIS Assessment provides important recommendations on the critical need to improve training, data quality and database clean up to insure State and Federal reporting accurately reflects the NorCal CoC data and improves our ability to obtain \$2.3 million HHAP 4 funding and future State and Federal funding.

Kristen Schreder shared information about the procedure for reviewing the HMIS Assessment completed by ICA and the two meetings with UWNC and a third meeting with Teddie Pierce, Carol Madison and Kristen Schreder and need for follow-up by UWNC.

Cathy Rahmeyer described RFP as a best practice.

Tammy Ray expresses concern with the timing of the RFP.

Tim Danielson, UWNC, responded to the lack of response to this report.

Maddelyn Bryan shared that she read the report and there are issues that need to be addresses that we have been discussing in our CoC. She asked for input from UWNC. Tim Danielson responded that UWNC is glad to get this structure.

Amanda Johnson shared they enjoyed working with Abby, ICA, and those changes are in line with work she recommended.

Michael Coats motioned to approve the acceptance of the report. Tom Sandage seconded. Vote taken. All approved, none opposed.

iv. Action Item - Recommend approval to solicit a HMIS System Administrator – Simple majority vote



Per the Governance Charter “the CoC Executive Board will review the performance of the current HMIS SA and determine if it will publicly solicit a HMIS SA or continue to designate the current HMIS SA. That decision can be made and documented within a CoC Executive Board meeting; Simple majority vote.”

To date the NorCal CoC has not previously procured HMIS System Administrator using an RFP. Issuing an RFP for services is usually required. It is a good business practice and follows the Governance Charter for the NorCal CoC to solicit for HMIS System Administrator using an RFP process to provide the opportunity for the NorCal CoC to procure the expertise needed at this critical time.

Kristen Schreder shared information about the process for issuing an RFP and timeline.

Discussion occurred regarding changing the timeline to move the due date earlier from September 15 to September 10.

Ton Sandage motioned to approve the item with the change in timeline. Cathy Rahmeyer seconded. Vote taken. All approved, none opposed.

v. Action Item – Recommend to discontinue the United Way of Northern California (UWNC) HMIS/CE contract past the contract end date of September 18, 2025.

Based on the recommendation in agenda item III.d. above, the approval by the Executive Board to solicit a HMIS System Administrator per the Governance Charter, it is recommended that the Executive Board discontinue the UWNC HMIS/CE contract past the contract end date of September 18, 2025.

Attachment D - UWNC NorCal CoC HMIS/CE Administration Proposed 2025-2026 Budgets

Discussion occurred regarding the timeline for the RFP.

Tom Sandage motioned to approve the item. Michael Coats seconded. Vote taken. All approved, none opposed.

vi. Action Item – approve Request for Proposals (RFP) to solicit HMIS System Administration and Executive Board chooses to complete the selection process as the designated Workgroup.

Attachment E - Request for Proposals to Provide HMIS System Administrator

Approval of the RFP for HMIS System Administrator on August 13, 2025 will allow for the release of the RFP on August 15, 2025 which will be posted for 30 days. The deadline to receive responses would be September 15, 2025 by 10:00am. This allows enough time to present responses to the September 18, 2025 regular Executive Board meeting for review and approval.

The approval to solicit for HMIS System Administrator includes the opportunity for UWNC to submit a proposal as well as other HMIS System Administrator service providers.

Kristen Schreder shared that the RFP should be revised to indicate that the term of the contract would be one year and other changes the board approved regarding the timeline would be made.



Maddelyn Bryan motioned approval. Tammy Ray seconded. Vote taken. All approved, none opposed.

- vii. **Action Item – approve Request for Proposals (RFP) to solicit Coordinated Entry System - System Administrator and Executive Board chooses to complete the selection process as the designated Workgroup.**

Attachment F - Request for Proposals to Provide Coordinated Entry System - System Administrator

Currently the UWNC serves the NorCal CoC as Administrator for both HMIS and Coordinated Entry System in one contract. It is recommended that the Executive Board approve a separate RFP for Coordinated Entry System – System Administrator.

Approval of the RFP for Coordinated Entry System Administrator on August 13, 2025 will allow for the release of the RFP on August 15, 2025 which will be posted for 30 days. The deadline to receive responses would be September 15, 2025 by 10:00am. This allows enough time to present responses to the September 18, 2025 regular Executive Board meeting for review and approval.

The approval to solicit for Coordinated Entry System - System Administrator includes the opportunity for UWNC to submit a proposal as well as other Coordinated Entry System - System Administrator service providers.

Discussion occurred and Cathy Rahmeyer motioned to include same changes suggested for HMIS RFP. Tom Sandage seconded. Vote taken. All approved, none opposed.

- viii. **Information Item: Proposal for Interim HMIS System Administrator to begin September 19, 2025, if needed.**

If the timelines and process for procuring HMIS System Administrator is delayed ICA has offered their services to commence September 19, 2025 on an emergency interim basis.

Kristen Schreder she asked and ICA indicated they would operate the HMIS on an emergency basis if there was an unanticipated delay.

- ix. **Information Item: Proposal for Interim Coordinated Entry System - System Administrator to begin September 19, 2025, if needed**

If the timelines and process for procuring Coordinated Entry System - System Administrator is delayed Teddie Pierce has offered her services to commence September 19, 2025 on an emergency interim basis.

V. Reports

- a. UWNC Tim Danielson indicated that their regular report will be presented at the regular executive meeting.
- b. PIT Administrator Cathy Rahmeyer indicated they are waiting for a new contract with T.E.A.C.H.
- c. Governance Charter Work Group – Additional HUD Technical Assistance approved with TAC, meetings will be scheduled soon, proposed review of Street Outreach Policy Development Governance Committee will be scheduled once we are reconnected to Technical Assistance.
- d. Data/Performance Work Group- on hold for now, meetings to be scheduled in the next month or so.



e. NorCal CoC Members – County Updates

Teddie Pierce indicated that there will be a new HUD NOFO. She is working to develop a Street Outreach policy

VI. Adjournment Meeting adjourned 1:08

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. You may contact the City of Redding Housing Division at (530)225-4048 for disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meeting.

Next Executive Board Meeting

August 21, 2025 1pm – 3pm, Proposed Approval of HHAP 5 Applications for funding