



Del Norte County Advisory Board of the

NorCal Continuum of Care™

Del Norte Advisory Board Meeting

January 11, 2024

3pm – 4pm

455 K Street, Crescent City, CA 95531

Big Conference Room

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. Persons wishing to address the Board on agenda items or during Public Comment please sign up by emailing Lisa Sellars at lisa.sellars@co.del-norte.ca.us. You may also submit your public comment via email that will be read into the record.

- 1. Call to Order/Quorum Established/Introductions**
- 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.
- 3. Approval of Meeting Minutes**
Board members will review and approve minutes from the December 14, 2023 NorCal CoC Advisory Board meeting (Attachment A)
- 4. Discussion**
 - I. Review and discuss budgets and funding sources (Attachment B).**
 - II. Discuss HHAP-5 application.**
- 5. Updates**
 - I. NorCal CA 516 CoC Executive Board Meeting (Michael Coats)**
 - II. NorCal CA 516 CoC PIT Committee (Michael Coats)**

Advisory Board Members

Dorothy Waddelow
Chair

Michael Coats
Vice Chair

Lisa Sellars (Participant)
Secretary

Dana Gill

Daphne Cortese-Lambert

Jeri Robertson

Megan Miller

Pam Wilder

Sarah Johnson

- III. NorCal CoC HMIS/CEP Committee (Daphne Cortese-Lambert or Lisa Sellars)
- IV. DNMP Shelter (Daphne Cortese-Lambert)
- V. Mobile Shower Project/DNMP (Daphne Cortese-Lambert)
- VI. DNMP Street Outreach (Daphne Cortese-Lambert)
- VII. ERSA (Daphne Cortese-Lambert)
- VIII. CalAIM/DNMP Navigation Center (Daphne-Cortese-Lambert)
- IX. ERF (Daphne-Cortese-Lambert)
- X. Legacy (Michael Coats)
- XI. Non-Congregate Shelter (Michael Coats)
- XII. Emergency Housing Vouchers (Megan Miller)
- XIII. HHIP (Michael Coats or Lisa O'Connell)
- XIV. Tolowa Dee-ni' Nation Mvn'-dvn/Housing Division (Jeri Robertson)
- XV. Foster and Homeless Youth Program (Pam Wilder)

8. Discussion Items for Next Meeting

- I. Bring forward updates
- II. Other discussion items

6. Adjournment

Next Meeting

February 8, 2024

3pm – 4pm

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 County of Del Norte Housing Services by emailing Lisa Sellars at lisa.sellars@co.del-norte.ca.us for disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meeting.



**Del Norte Advisory Board Meeting Minutes
December 14, 2023
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 3:01pm by Dorothy Waddelow.

Voting Members Present: Dorothy Waddelow (DHHS Public Assistance and Social Services Deputy Director), Michael Coats (DHHS Housing Services Manager), Dana Gill (United Methodist Church Pastor), 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), Sarah Johnson (PWLE)

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

Members of the Public Present: Lisa O'Connell and Rachelle Callan (Partnership Healthplan)

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 September 14, 2023 NorCal CoC Advisory Board meeting (Attachment A).** Dana Gill motioned to approve minutes from the September 14 meeting. Megan Miller seconded the motion. Roll Call Vote was taken. All approved. The motion passed.

4. Action Items

- I. **Review and approve the 2024 Advisory Board Meeting Calendar (Attachment B).** Megan Miller motioned to approve the 2024 Advisory Board Meeting Calendar. Daphne Cortese-Lambert seconded the motion. Roll Call Vote was taken. All approved. The motion passed.

- II. **Discuss and approve HHAP 4 Distribution (Attachment C).** Dana Gill motioned to approve the HHAP 4 distribution as presented on Attachment C. Pam Wilder seconded the motion. Roll Call Vote was taken. All approved. The motion passed.
- III. **Discuss and approve Updated Summary of Budgets and Funding Sources v.3 (Attachment D).** This item was tabled to be discussed more in depth at a later meeting. Dana Gill motioned to table this item. Daphne Cortese-Lambert seconded the motion. Roll Call Vote was taken. All approved. The motion passed.
- IV. **Vote to remove Jacobson Campbell as a participant.** Jacobson Campbell is no longer an employee of Del Norte County. He has accepted another job. Dana Gill motioned to remove Jacobson Campbell as a participant on the Del Norte Advisory Board to the NorCal CoC. Daphne Cortese-Lambert seconded the motion. Roll Call Vote was taken. All approved. The motion passed.

5. Discussion

- I. **Discuss NorCal CoC Administrative Entity Memorandum of Understanding provided by City of Redding to act as Administrative Entity (Attachment E).** Michael Coats stated that a copy of the MOU has been forwarded to the County of Del Norte's Contracts team for review.
- II. **Discuss application for HHAP Round 5.** Michael Coats stated that the application process for HHAP-5 is underway. This process is new for Michael as he has recently come onboard as the Housing Services Manager for the County. The application requirements for HHAP-5 are also different from previous rounds. Michael stated that he has reached out to other Counties and hopes to meet with them after the first of the year to discuss HHAP-5.
- III. **Discuss PIT Count for 2024.** Michael stated that we will be having a sheltered only count this year. He said that he has not participated in one before and wanted some information about what that looks like. Daphne Cortese-Lambert said that Rebecca Green has the most history with the PIT Count. She said that we would be looking at all the transitional homes, The Legacy, Project Room Key, the Home Safe program, etc. Jeri Robertson said that the tribe has two transitional homes and also has people housed in motels through Tribal HHAP. Daphne said they may have people in the ERSA program this year, they have the women's home, and there is also Harrington House.

6. Updates

- I. **NorCal CA 516 CoC Executive Board Meeting (Michael Coats).** Michael said that they are preparing to release the funding for HHAP rounds 3 and 4. He said that contracts are being sent to Counties. United Way will be sending out contracts very soon for HMIS. Daphne Cortese-Lambert asked if the HMIS transition would be seamless or if there would be a period of time where we would not be able to access HMIS. She also asked about the process for the subrecipient agreement regarding the new HHAP funds. Michael explained that the County will apply for the HHAP funds then we would do a subrecipient agreement with Del Norte Mission Possible.

- II. **NorCal CA 516 CoC PIT Committee (Michael Coats).** Michael reported that he did not attend this meeting. He is still in waiting to be voted onto this committee.
- III. **NorCal CoC HMIS/CEP Committee (Daphne Cortese-Lambert or Lisa Sellars).** Lisa reported that there were discussions regarding the duties of the chair of this meeting and whether the chair will be responsible for meeting agendas and minutes or whether there should be a secretary or if this can be a shared/rotating responsibility of voting members. We postponed discussions regarding the Coordinated Entry evaluation process and updating of the HMIS Governance Charter to the next meeting so that we can be better prepared. The HMIS inbox will be moving to City of Redding. The exact address has not yet been decided. We also discussed using the standard assessment questions versus the special assessment questions during HMIS intakes. The standard assessment questions are updated automatically. We are not certain what the reasoning was for our previous selection of the special or customized assessment questions. Shannon Goodwin from Shasta County will no longer be facilitating these meetings. There will be a representative from United Way.
- IV. **DNMP Shelter (Daphne Cortese-Lambert).** Daphne reported that they are in escrow on the 101 property that is formerly known as Sally's by the Sea and also Sticky Grove. She said that has never been their number one choice to be there and that they are open to other sites. She said that they need to find one in their price range that is zoned appropriately. If everything does work out with the property on 101, escrow will close on January 10. Daphne said that they will be receiving technical assistance from Arcata House Partnership for the shelter but have also reached out to Rogue Retreat. She said that Rogue Retreat also does consulting. Daphne said that she started her own town hall meetings with the unhoused at outreach. She wants to keep them informed as well as get their ideas. She is looking at ways to get stipends for them to participate.
- V. **Mobile Shower Project/DNMP (Daphne Cortese-Lambert).** Daphne reported that the mobile shower units are not very durable. Numbers at the program have been slightly down due to the need for repairs.
- VI. **DNMP Street Outreach.** Daphne said that Street Outreach continues to grow. There were 186 people on Thursday.
- VII. **ERSA (Daphne Cortese-Lambert).** Daphne reported that they have been able to help several individuals, one of which is now connected to Behavioral Health for longer term assistance.
- VIII. **CalAIM/DNMP Navigation Center (Daphne-Cortese-Lambert).** Daphne reported that it is going phenomenally. They are continuing to get more clients that they are able to advocate for, including some that need to have serious medical issues addressed.
- IX. **ERF (Daphne-Cortese-Lambert).** Daphne reported that the Board of Supervisors approved the funds transfer on Tuesday.
- X. **Legacy (Michael Coats).** Michael said that the contract for the conversion is still being reviewed. He said that the case managers are doing a wonderful job building relationships with the clients. He said that his team is also meeting with law enforcement regarding when incidents should be reported. Michael said that the new RCHDC supervisor of the property manager has been meeting with the residents at The Legacy at their request to listen to their

concerns and discuss expectations regarding the lease agreements. Michael discussed the role of case managers as advocates for the clients.

- XI. Non-Congregate Shelter (Michael Coats).** Michael said that there are currently four rooms being used for non-congregate shelter. He said that one individual was recently exited to skilled nursing. They are not currently looking to fill that slot as they are still waiting for HHAP-3 and HHAP-4 funds. Michael said that we are currently serving two youths in non-congregate shelter.
- XII. Emergency Housing Vouchers (Megan Miller).** Megan reported that there have been no changes since she last reported. There are 13 vouchers utilized and 1 person out searching.
- XIII. HHIP (Michael Coats, Lisa O'Connell).** Lisa said that she is reviewing the narratives for all of the counties and getting the data together to submit the second submission next week. She said that it is due on the 29th of December. She said that DHCS has a meeting tomorrow with all of the managed care plans to give technical assistance and answer questions. They were also supposed to let us know if there is the ability to earn back some of the funds that counties did not receive from the first measure set. Lisa said that she hasn't heard anything yet. Lisa said that the money should be sent to the managed care plans by the end of March 2024. She said that it takes them a week to ten days to send the checks to the individual counties.
- XIV. Tolowa Dee-ni' Nation Mvn'-dvn/Housing Division (Jeri Robertson).** Jeri reported that the HHAP program is going well. As of last count at least 13 individuals have been permanently housed. Jeri also said that she requested to open up her funds to 18 to 24 year olds from any federally recognized tribes so that she can help this category of youth which may include pregnant tribe members.
- XV. Foster and Homeless Youth Program (Pam Wilder).** Pam reported that about 8% of the student population of Del Norte County is represented in the combined McKinney-Vento homeless youth program, tribal foster, foster, and probation programs. Pam said that they are getting Care Closets at each school site that will be available to any student regardless of program participation. She says that they currently have about ten of them set up mostly for the lower grades. She said that students can reach out to school staff if they have a need to be filled such as school supplies, hygiene items, cold weather gear, etc.

8. Discussion Items for Next Meeting

- I. Bring forward updates.** Updates will be brought forward.
- II. Other discussion items.** Review and approve Updated Summary of Budgets. Discuss HHAP-5 and add to updates.

7. Adjournment

Daphne Cortese-Lambert motioned to adjourn the meeting. Jeri Robertson seconded the motion. Roll Call Vote was taken. The motion passed and the meeting was adjourned.

Next Meeting
January 11, 2024
3pm – 4pm

Attachment B-3 11/16/23 EB Special Meeting Assign fund source document

2023-2025 NorCal CoC EB Budgets and Funding Sources for Collaborative Applicant, HMIS & Admin Entity

Attachment B

| Yr 1 8/1/23 to 12/31/24 | Yr 1 Fund Source | | | | | | |
|--|---------------------|---------------------------------|-------------------|-------------|--------------|----------------------------|--------------------------------|
| | HHIP | \$146,173 | | | | | |
| | HUD HMIS/CE | \$88,919 | | | | | |
| | HUD - Planning | \$61,061 | | | | | |
| \$570,000 total HHAP3 JT Proj | Total HUD | \$149,980 | | | | | |
| \$140,500 exp | HHAP3 Addit | \$115,694.33 | \$115,694.33 | | | | |
| \$429,500 bal avail fr JT Proj | HHAP 3 Jt Prj | \$429,500 | \$429,500 | | | | |
| | total avail | \$841,347 | \$545,194 | total HHAP3 | | | |
| Approved Budgets | Yr 1 Budgets | HHIP Shasta \$ UWNC for HMIS | yrly HMIS lic fee | bal avail | HUD HMIS/CE | HMIS 8/1/23 to 12/31/24 | bal to be funded w/HHAP3 |
| HMIS yrly lic at \$51,210 | \$51,210 | \$146,173 | \$51,210 | \$94,963 | \$88,919 | \$121,201 | |
| HMIS transition 8/1 to 12/31/23 | \$121,201 | | | | \$94,963 | \$166,638 | |
| Annual HMIS budget | \$166,638 | | | | \$183,882 | \$287,839 | \$103,957 |
| | \$339,049 | | | | | | |
| | | | | | | CoR | |
| CoR Collab Applic Yr 1 Budget | \$37,080 | | | | | \$37,080 | |
| CoR Adm Entity Yr 1 budget | \$354,811 | | | | HUD Planning | \$354,811 | |
| | \$391,891 | | | | \$61,061 | \$391,891 | \$330,830 |
| 2024 CountingUs Mobile App | \$8,750 | | | | | | \$8,750 |
| <u>FY '23 HUD Applications</u> | | | | | | | |
| 2023 HMIS Applic Match | \$7,500 | | | | | | |
| 2023 CE Applic Match | \$15,453 | | | | | | |
| 2023 Plng Applic Match | \$16,497 | | | | | | |
| 2023 HP II Match | \$74,181 | | | | | | |
| | \$113,631 | | | | | | \$113,631 |
| | | | | | | total bal proj funding | \$557,168 |
| Total approved Yr 1 Budgets | \$853,321 | | | | | total avail HHAP3 funds | \$545,194 |
| | | | | | | Yr 1 Shortfall | -\$11,974 |
| <u>Additional Available Proj Funding</u> | | | | | | | |
| HUD '22 HP II 10/1/23-9/30/24 | | | \$290,872 | | | | |
| Yr 2 1/1/25 to 12/31/25 | Yr 2 Fund Source | | | | | | |
| | HHIP | \$103,827 | | | | | |
| | HUD HMIS/CE | \$114,021 | | | | | |
| | HUD - Planning | \$82,486 | | | | | |
| | Total HUD | \$196,507 | | | | | |
| | Total Avail | \$300,334 | | | | | |
| Approved Budgets | | HHIP Shasta \$ UWNC for HMIS | yrly HMIS lic fee | bal avail | HUD HMIS/CE | HMIS 1/1/25 to 12/31/25 | bal funded ? or HHAP4 |
| HHIP Shasta \$ UWNC for HMIS | | \$103,827 | \$51,210 | \$52,617 | \$114,021 | | |
| HMIS yrly lic at \$51,210 | \$51,210 | | | | \$52,617 | | |
| Annual HMIS budget | \$166,638 | | | | \$166,638 | \$166,638 | \$0 |
| HMIS Yr 2 budget | \$217,848 | | | | | | |
| | | | | | | CoR | |
| CoR Collab Applic Yr 2 Budget | \$37,080 | | | | | \$37,080 | |
| CoR Adm Entity Yr 2 budget | \$194,574 | | | | HUD Planning | \$194,574 | |
| | \$231,654 | | | | \$82,486 | \$231,654 | \$149,168 |
| Est 2025 CountingUs Mobile App | \$8,750 | | | | | | \$8,750 |
| <u>FY '24 HUD Applications</u> | | | | | | | |
| 2024 HMIS Applic Match | \$7,500 | | | | | | |
| 2024 CE Applic Match | \$15,453 | | | | | | |
| 2024 Plng Applic Match | \$16,497 | | | | | | |
| 2024 HP II Match | \$74,181 | | | | | | |
| | \$113,631 | | | | | | \$113,631 |
| | | | | | | Yr 2 Shortfall | \$271,549 |
| Total approved Yr 2 Budgets | \$571,883 | | | | | Yr 1 Shortfall | \$11,974 |
| | | | | | | Total Shortfall | \$283,523 |
| <u>Additional Available Proj Funding</u> | | | | | | | |
| HUD '23 HP II 10/1/24-9/30/25 | | | \$290,872 | | | | |

| Attchmt C-1 11/16/23 NorCal CoC EB Special Meeting 2022 HHAP 3 Distribution | | | | | | | | | | |
|--|---------------------------------|--------------|---------------------------------|---------------------------------|--|----------------------|--------------|---|---------------------------|----------------------|
| 2022 HHAP 3 NorCal CoC, County & \$570,000 Joint Project Distribution | | | | | | | | | | |
| | A | B | C | D | E | F | G | H | I | J |
| | Total CoC \$ | | | | | Total Co allocations | 7 % Admin | | Total CoC & County HHAP 3 | Balance CoC + County |
| | \$2,019,036.87 | \$141,332.58 | \$570,000 | 51.72% | | \$1,884,434.42 | \$131,910.41 | 48.28% | \$3,903,471.29 | |
| | Based on 2019 PIT percentage | | Joint Project Cost | Pct CoC share Joint Proj | | | | Pct Co share Joint Proj | | |
| | Total CoC Funding at % 2019 PIT | | Total CoC & Co share Joint Proj | CoC Cost Share of Joint Project | CoC Remaining Funds | County Allocations | 7 % Admin | County Cost share Joint Proj | Bal County Funds | |
| Del Norte | 184 | 13.64% | \$275,391.24 | \$19,277.39 | \$215,900.16 | \$257,031.82 | \$17,992.23 | \$37,532.78 | \$201,506.81 | \$417,406.97 |
| Lassen | 46 | 3.41% | \$68,847.81 | \$4,819.35 | \$53,975.04 | \$64,257.96 | \$4,498.06 | \$9,383.20 | \$50,376.71 | \$104,351.75 |
| Modoc | 5 | 0.37% | \$7,483.46 | \$523.84 | \$5,866.85 | \$6,984.56 | \$488.92 | \$1,019.91 | \$5,475.73 | \$11,342.58 |
| Plumas | 46 | 3.41% | \$68,847.81 | \$4,819.35 | \$53,975.04 | \$64,257.96 | \$4,498.06 | \$9,383.20 | \$50,376.71 | \$104,351.75 |
| Shasta | 827 | 61.30% | \$1,237,763.89 | \$86,643.47 | \$970,377.34 | \$1,155,246.30 | \$80,867.24 | \$168,693.54 | \$905,685.52 | \$1,876,062.86 |
| Sierra | 12 | 0.89% | \$17,960.30 | \$1,257.22 | \$14,080.45 | \$16,762.95 | \$1,173.41 | \$2,447.79 | \$13,141.75 | \$27,222.20 |
| Siskiyou | 229 | 16.98% | \$342,742.36 | \$23,991.97 | \$268,701.83 | \$319,892.87 | \$22,392.50 | \$46,712.00 | \$250,788.37 | \$519,490.20 |
| | 1349 | 100.00% | \$2,019,036.87 | \$141,332.58 | \$1,582,876.70 | \$1,884,434.42 | \$131,910.41 | \$275,172.41 | \$1,477,351.60 | \$3,060,228.30 |
| | | | | | | | | | | |
| CoC Youth Set Aside | | | | | County Youth Set Aside | \$188,443.44 | | | | \$3,903,471.29 |
| Total Youth Set Aside | | | | | | | | | | |
| Total 7% Admin CoC & County | | | adm per yr | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Per Shasta HHSA - HHAP 3 Additional fund NOFA | | | | | | | | | | |
| Modoc & Plumas CoC funding \$117,584.61 voted 7/31 to be reallocated HMIS (\$58,792.31) & CA (\$58,792.30) | | | | | | | | | | |
| Amount of reallocation should have been | | | | | | | | | | |
| Modoc & Plumas CoC funding | CoC \$ | 7% Admin | CoC share Jt Proj | Co \$ | 7% Adm | Co Share Jt Proj | | | | |
| | \$76,331.27 | \$5,343.19 | \$11,146.19 | \$71,242.52 | \$4,986.98 | \$10,403.11 | \$115,694.33 | | | |
| | | | | | | | | | | |
| HHAP 3 \$570,000 Joint Project Budget & Expenditures | | | | | | | | | | |
| HHAP 3 CoC Allocations | | | | | | | | | | |
| | | | | | | | | County | Original | Revised |
| Shasta Co orig allocation | \$1,155,246.30 | | 4 Yr budget | Expenditures | | | | Del Norte | \$219,427.68 | \$215,900.16 |
| adj 7% adm | -\$80,867.24 | | | \$570,000 | budget | | | Lassen | \$54,856.92 | \$53,975.04 |
| adj Co share Joint Proj | -\$168,694 | | \$50,000 | -\$40,500 | exp Housing Tools Hap | | | Modoc | \$5,962.71 | \$5,866.85 |
| bal Shasta Co Portion | \$905,685.52 | | \$40,000 | \$0 | | | | Plumas | \$54,856.92 | \$53,975.04 |
| | | | \$30,000 | \$0 | | | | Shasta | \$986,232.00 | \$970,377.34 |
| credit 1 yr admin | \$68,310.75 | | \$400,000 | -\$100,000 | exp Jt Proj Additional Staffing 1 Yr | | | Sierra | \$14,310.50 | \$14,080.45 |
| credit HHAP 3 staffing budget | \$100,000 | | \$50,000 | \$0 | | | | Siskiyou | \$273,092.05 | \$268,701.83 |
| credit Housing Tools pymt | \$40,500 | | | -\$320,000 | reallocated 9/11/23 for system support | | | | \$1,608,738.78 | \$1,582,876.71 |
| | \$208,810.7 | | \$570,000 | \$109,500 | bal available to reallocate for system support | | | | | |
| | | | | | | | | | \$25,862.07 | difference |
| Amount owed to Shasta Co | \$1,114,496.27 | | | | | | | Original based on \$520,000 Jt Proj distribution | | |
| overpayment | \$40,750.03 | | | | | | | Revised based on \$570,000 correct Jt Proj distribution | | |