



Del Norte County Advisory Board of the  
**NorCal**  
**Continuum of Care**™

**Del Norte Advisory Board Meeting Minutes**  
**October 9, 2025**  
**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 3:11pm by Dorothy Waddelow.

Voting Members Present: Dorothy Waddelow (DHHS Deputy Director of Social Services), Michael Coats (DHHS Housing Services Manager), 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)

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

Members of the Public Present: Shiann Hogan (Deputy Director, DHHS Behavioral Health), Meaghan McGlasson (Program Manager, DHHS Behavioral Health and Bridge Housing Program), Hien Sounthone (DHHS Housing Services Case Manager), Teddie Pierce (Decipher HMIS), Luisa Nano and Chris Sage (Pathways MISI), Syllas Ryan (United Methodist Church Certified Lay Minister, The Legacy PSH resident)

**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 August 14, 2025 NorCal CoC Advisory Board meeting (Attachment A).** Jeri motioned to approve the minutes. Daphne seconded the motion. Roll Call Vote was taken. All approved the motion passed.

**4. Action Items**

- I. **Vote to extend the regular meeting time to 4:30pm.** Michael stated that we currently meet from 3-4pm but would like to extend the meeting time to 4:30pm because we find ourselves running over on time. Extending the meeting time would ensure that we have enough time to cover everything that we need to cover. Megan motioned to extend the meeting time to 4:30pm. Jeri

seconded the motion. Roll Call Vote was taken. All approved. The motion passed.

## 5. Discussion

- I. **HHAP 5 NOFA Applications for Del Norte County and Del Norte Mission Possible.** Michael said that it could be up to five more weeks before we see funding because currently our funding agreement is at the State for review.
- II. **Discuss T.E.A.C.H., the new Administrative Entity of the NorCal CoC.** Michael said that T.E.A.C.H. was selected by majority vote at the Executive Board meeting on June 26, 2025 to serve as the new Administrative Entity and collaborative applicant of the NorCal CoC, effective August 1, 2025, replacing the City of Redding. The City of Redding formally submitted a termination letter to end their role on September 18, 2025. Michael said that leadership and support that carried over from Redding includes Executive Director Carol Madison with 30 years of experience in the non-profit sector who has served since 1995 and sits on the NorCal CoC Executive Board and key subcommittees, Kristen Schreder the NorCal CoC Executive Board Chair since 2023 who oversaw our previous transition, and Teddie Pierce who has experience with homeless services and CoC operations since 1996.
- III. **Discuss discontinuance of United Way of Northern California as the HMIS/Coordinated Entry Lead past their contract end date of September 18.** United Way did not continue as HMIS/Coordinated Entry Lead past their contract end date of September 18. They did not reapply. The new HMIS administrator for all seven Counties is Pathways MISI. Teddie Pierce will be assisting with Coordinated Entry until we get a new agency on board to administer Coordinated Entry. Chris Sage from Pathways MISI said that they are currently assessing where the HMIS is now and what work they need to do to get it ready for the LSA and going forward to improve SPMs, data quality and federal reports. Teddie Pierce said that she will be working on work flows and policies for Coordinated Entry. She said that she is also working on creating a more effective by-name list for Coordinated Entry and is going to get the weekly Coordinated Entry meetings going again. Chris talked about the Pathways MISI Learning Portal and the training opportunities within the portal including Coordinated Entry, data quality, privacy and security, new user training, etc. In addition to online on-demand modules, live trainings are offered once per month.

## 6. Updates

- I. **HHAP (Michael Coats).** Michael said Kristen Schreder will be sending him some more questions in the next couple of days so that he can provide additional information for the HHAP 6 application. Each County has a little bit more information to provide. He said that everything is still on track. He said that we are just waiting for the State to review the HHAP 5 application so that we can receive funds.
- II. **NorCal CA 516 CoC Executive Board Meeting (Michael Coats).** Michael said that there are a lot of changes and reorganizing. He said that they are working to make things more uniform across the Counties. They are working on policies and procedures to make sure that we are doing things correctly.

- III. **NorCal CA 516 CoC PIT Committee (Michael Coats).** Michael said that he will attend the next PIT Committee meeting to get more information regarding the separation of the PIT Count and the HIC Count. He said that we should no longer have to worry about tracking down information for the bed counts from places like Harrington House. The HMIS administrator will do this. Our focus will be to make sure that our data is entered correctly into HMIS.
- IV. **NorCal CoC HMIS/CEP Committee (Daphne Cortese-Lambert or Lisa Sellars).** Daphne said that at the meeting she attended in August they met with ICH and reviewed a report on the lead agency United Way and whether they met certain goals and requirements. She said that they have been reviewing the outreach policies and agreed on one which is being sent out to everyone.
- V. **Mobile Shower Project/DNMP (Daphne Cortese-Lambert).** Daphne said that last month there were 129 showers and 35 hygiene kits given out. Daphne said that they are having a challenge finding staff.
- VI. **DNMP Street Outreach (Daphne Cortese-Lambert).** Daphne said that they served 364 people on Tuesday and 534 people on Thursday at street outreach. She said that they have served 744 individuals to date at outreaches. She said that they are still using a lot of volunteer hours for outreach.
- VII. **Recuperative Care (Daphne Cortese-Lambert).** Daphne said that last month 19 individuals participated in Recuperative Care for a total of 365 nights.
- VIII. **CalAIM/DNMP Navigation Center (Daphne-Cortese-Lambert).** Daphne said that the Navigation Center is open Monday and Wednesday from 10am to 2pm. There is at least one manager on site. She said that they have been able to get people into HMIS including encampment residents. She said that they serve about 30 people per day and enter about three to five people into HMIS each day. Daphne said that she believes they have around 178 people now entered into the ERF project.
- IX. **ERF (Michael Coats or Daphne Cortese-Lambert).** Daphne said that on the 10<sup>th</sup> of November they should be moving the beds into the shelter. She said that she is believing December 1<sup>st</sup> to be the day for the opening. She said that they are encountering problems with the micro shelter. Daphne said that she has identified staff to oversee both shelter sites. They are in the hiring process.
- X. **The Legacy (Michael Coats).** Michael said that Hien will be coming back full-time on Friday. They have interviewed other potential staff. He expects to have a full-time person coming on board in the next couple of weeks. Michael said that he has spoken to other agencies and branches and is inviting them to come to the Legacy to connect the residents to services. He said that Coastal Connections will be coming on the 14<sup>th</sup> to speak to the youth about the services that they would like to see happening on site. Michael said that he is also arranging to have Public Health go to the site twice per month. He is going to be talking to the managers at Public Assistance about coming over and doing outreach each month as well. He would also like to have parenting classes offered to residents and is working to have food boxes delivered. Michael said that he is hoping in the next couple of weeks that the offices are set up at the Legacy. He said that he is working to get Sylas more involved at

the advisory board because Syllas is a person that people at the Legacy go to for support and would be a good person to act as a voice for the residents there. Syllas is currently taking psychology and sociology courses at College of the Redwoods in order to answer the needs of the community. Hein added that staff from Mental Health will also be coming over to the Legacy to meet with residents.

- XI. Non-Congregate Shelter (Michael Coats).** No update. There are still no funds.
- XII. HDAP (Micheal Coats).** Michael said that they still have three individuals in HDAP and will be housing a couple of them at the Legacy.
- XIII. BHBH (Meaghan McGlasson).** Meaghan said that the two Bridge Housing transitional homes are now full. Bridge Housing currently has one full-time employee and fifteen active clients. There is a long waiting list. Meaghan said that they are looking at a third location for another transitional home. The lease is drafted and it should be going to the Board of Supervisors on the 28<sup>th</sup> of the month. They could potentially take possession of the house on November 1. They have interviewed other potential staff people. They hope to have the house open in January. The house would provide another four beds. They have also looked at a fourth site and have an RFP drafted for master leases at four motel rooms.
- XIV. Housing Authority (Megan Miller).** Megan said that the Harbor Point units on H Street will be ready for occupancy within the next couple of weeks. The Battery Point senior units are delayed until March of 2026. Family units are delayed until September of 2026.
- XV. HHIP/Partnership HealthPlan (Michael Coats, Vicky Klakken, Lisa O'Connell, or Rachelle Callan).** Michael said that there is no new funding as far as HHIP or anything like that. Daphne said that Partnership is contracting for transitional rent the first of January. They will pay transitional rent for six months.
- XVI. Tolowa Dee-ni' Nation Mvn'-dvn/Housing Division (Jeri Robertson).** Jeri said that the NOFA for Tribal HHAP just dropped so she will be working on that. She said that they no longer require the 10% youth set aside for tribes. She said that she also got an invitation for a grant through a foundation that you have to be invited to apply for. She said that she applied for that in September and should be hearing on that grant by the end of the month. It will be for another million dollars. She also said that the elder housing is almost finished. She said that they can take applications for Tolowa citizens and other federally recognized tribes as well with a strong preference for Tolowa citizens. She said that the four senior units should be completed by November and she is hoping to have them occupied by January.
- XVII. Foster and Homeless Youth Program (Pam Wilder).** Pam was not present to give an update.
- XVIII. United Methodist Church (Dana Gill).** Dana was not present to provide an update.
- XIX. Governance Charter Committee (Dana Gill).** No update.

## **7. Discussion Items for Next Meeting**

- I. **Bring forward updates.** Updates will be brought forward. Move BHBH up higher on the list because Meaghan often has to leave early.
- II. **Other discussion items.** Michael said that he wants to add Shiann Hogan and Syllas Ryan as voting members for the next meeting.

8. **Adjournment**

Daphne motioned to adjourn the meeting. Jeri seconded the motion. Roll Call Vote was taken. All approved. The motion passed and the meeting was adjourned at 4:48pm.

**Next Meeting**  
November 13, 2025  
3pm – 4:30pm