



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

Del Norte Advisory Board Meeting Minutes
November 13, 2025
3pm – 4:30pm
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 3:03pm by Michael Coats.

Voting Members Present: 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), Dana Gill (True North Organizing Network Housing Organizer and Crescent City United Methodist Church Pastor)

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

Members of the Public: Ashley Carey (DHHS Behavioral Health Bridge Housing Program Supervising Behavioral Health Specialist), Hien Sounthone (DHHS Housing Services Case Manager), Lisa Daniels (DHHS Housing Services Client Services Specialist), Syllas Ryan (Smith River United Methodist Church Certified Lay Minister and The Legacy PSH resident), Kelly McGittigan (Yurok Tribe Bridge Housing Supervising Housing Case Worker)

2. Public Comments (limited to 3 mins. per comment)

Daphne commented, "You guys are all awesome!"

3. Approval of Meeting Minutes

- I. **Board members will review and approve minutes from the October 9, 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. Discussion

- I. **Point-In-Time (PIT) Count and Housing Inventory Count (HIC).** Michael stated that we will be doing a full count this year. The goal is to have all

counties in the CoC do things uniformly to help ensure that we get an accurate count. The night to be counted is January 26 so the event will be on January 27. Michael stated that he reserved the Veteran's Hall for the event for that day. The Recreation Hall was not chosen due to issues with water, parking, etc. The first planning meeting will be on November 17 from 3-4pm via Zoom. He will give updates as to what has been accomplished so far and who has been contacted. We still have backpacks from Partnership from a couple of years ago to pass out as incentives for completing the surveys. We can add more items to those. Daphne expressed that she would like clarification on the start and end dates of the count because that was an issue for the previous count. Michael stated that he will ask this at the next meeting. Daphne also requested that the paper survey questions be the same as the app because they did not align last year. Michael said that he is the lead for the count. He also stated that it is important that all of our projects in HMIS are set up correctly for the HIC Count. Pathways MISI will be contacting agencies regarding the HIC Count for any questions. Training will occur shortly after the survey questions are finalized. Michael said that Shasta County reported that they felt like they got a more accurate count using volunteers from local agencies rather than volunteers with lived experience. Michael stated that he reported that we utilize people experiencing homelessness to help us get into encampments. Daphne said that we are more successful when we use people who have relationships with the people in the encampments. All volunteers should be trained this year on how to complete surveys and enter the information into the Counting Us app. Michael said that he is planning on going with the same food for breakfast and lunch as last year. It seemed to work well. He is working on a flyer, one to attract vendors, and one advertising the event. Michael requested assistance with collecting donations for the event. Dana Gill said that she would speak with the board at her Church regarding collecting donations for the event. Syllas shared that she can donate 75 new, individually wrapped toothbrushes. Dana said that the Church may also have pre-made hygiene kits.

- II. **Board Membership.** Michael said that we have a couple of people who are interested in becoming Board members but they need to get their applications in. Daphne asked what the maximum number of members is that we can have on the Board. It is currently ten (10) members and we are at eight (8). If we add more than a couple of members we will have to vote to either remove members or expand the Board. Daphne said that she would like to connect with Sarah about her board membership once we have the stipend funds to offer her as a Person With Lived Experience (PWLE). Daphne suggested that we have Kelly McGittigan or her supervisor become a member so that we have the Yurok Tribe represented on the Board.

5. Updates

- I. **HHAP (Michael Coats).** Michael said that it looks like HHAP funds are about 3 weeks out still. There were some delays. Michael said that HHAP-6 is going well and that he has heard whispers of an HHAP-7 but it has not been confirmed. We are still waiting for HHAP-5 and the second half of HHAP-4.
- II. **NorCal CA 516 CoC Executive Board Meeting (Michael Coats).** The Executive Board is reviewing our processes and seeing how things are

working and what changes need to be made. The Governance Charter is being reviewed. Their goal is to have more uniformity in processes across the different counties.

- III. **NorCal CA 516 CoC PIT Committee (Michael Coats).** Michael already shared about the PIT. The next meeting is on the 18th.
- IV. **NorCal CoC HMIS/CEP Committee (Daphne Cortese-Lambert or Lisa Sellars).** Daphne said that the next meeting is on Monday. She said that they are currently working to make the forms user friendly.
- V. **BHBH (Meaghan McGlasson).** Ashley Carey reported Bridge Housing is currently full, except that one person just moved out. There is a waiting list to pull from to fill the vacancy. She said that they have a shopping list because they will be taking possession of a new house on December 1. Around April or May there will be an additional house added to the program, a 5-bedroom house with 3 or 4 studios. It will be getting remodeled. They have also done an RFP for a master lease for motel rooms. Ashley added that they will be hiring a Client Services Specialist soon who will be a licensed HMIS user.
- VI. **Mobile Shower Project/DNMP (Daphne Cortese-Lambert).** Daphne said that last month the shower project provided 241 showers and 40 hygiene kits. Daphne shared the challenges around providing showers for people with head lice or scabies. They are not allowed to use the mobile showers and are not placed in a motel. She does have a portable shower that they may try.
- VII. **DNMP Street Outreach (Daphne Cortese-Lambert).** Street Outreach served 736 people last month, 36 of which were new people. They are seeing less new people. There were 78 volunteer hours. Year-to-date they've served 802 individuals just on Thursday's outreach.
- VIII. **Recuperative Care (Daphne Cortese-Lambert).** Last month there were 23 participants that were provided 462 nights of recuperative care. They are hoping to be able to move people through that into housing. They did move a couple of them into permanent housing last month. For people who are not on Partnership they do have another source of funding that they have been able to use.
- IX. **CalAIM/DNMP Navigation Center (Daphne-Cortese-Lambert).** Daphne said that they are going to expand what they do at the Navigation Center. They will be offering small bags of food in addition to the sandwiches and snacks that they already receive. The price of groceries is very high and people are struggling. They are also trying to let people inside when it is raining or cold outside.
- X. **ERF (Michael Coats or Daphne Cortese-Lambert).** Things are a little behind schedule but it is looking better all the time. The bathroom shower units for the micro village were delivered last week. The community building, which was purchased used, should be coming in soon. Daphne said that they hired the shelter supervisors and are training them. They are looking at partnering with Rogue Retreat for additional training. She said that they are very grateful to the County for allowing them to use the admin building.
- XI. **The Legacy (Michael Coats).** Michael thanked his staff Hein and Elisha for their work with the residents at The Legacy. He said that he has seen some

changes with the residents. He added that as a community they are not shy about letting their wants and needs be known. We are still waiting to have power to the Community Room at The Legacy. It currently has insufficient power. Once this is resolved the offices will be opened up over there. Michael said that they have begun outreach to bring services on site. Food distribution programs will be coming on site to provide food to the residents. Michael said that he is also working to get Public Assistance to come on site to help residents complete paperwork for those programs.

- XII. Non-Congregate Shelter (Michael Coats).** No updates. We currently do not have funding for this program.
- XIII. HDAP (Micheal Coats).** We are currently serving two people in motels. One of the individuals received his award and is ready for permanent housing. The other person will be reapplying for benefits. One person from The Legacy has submitted her application.
- XIV. Housing Authority (Megan Miller).** Megan said that Harbor Point has opened. Seventeen (17) of the units are now full and there are nine (9) remaining. People are referred for the remaining units and are in the screening process. The Battery Point senior units are delayed into summer of next year. The family units may also be ready by summer.
- XV. HHIP/Partnership HealthPlan (Michael Coats, Vicky Klakken, Lisa O'Connell, or Rachelle Callan).** No updates from Michael. Daphne added that they have 117 ECM clients and 38 in Community Supports through that program.
- XVI. Tolowa Dee-ni' Nation Mvn'-dvn/Housing Division (Jeri Robertson).** Jeri reported that she is currently working on the Tribal HHAP grant that is due January 15. She said that they are accepting applications for four (4) senior units that are on track to be completed by the end of the year. She said that she also has a 2-bedroom family unit that they are working on. The house that she purchased has not moved forward a whole lot because the construction crew is working on other projects. Jeri reported that she just completed an eviction yesterday.
- XVII. Foster and Homeless Youth Program (Pam Wilder).** Pam was not present to give an update.
- XVIII. United Methodist Church (Dana Gill).** Dana said that due to all the apartments coming online maybe they do not need to build housing. She said that they considered a community land trust where people can build their own tiny home and build equity then maybe move on. She said that they are working with Rogue Retreat to create an inclusive model. They are reassessing the need. Daphne said that safe parking is still a need. Dana said that they are considering applying for HHAP for fencing for safe parking or storage of trailers.
- XIX. Governance Charter Committee (Dana Gill).** No update.

6. Discussion Items for Next Meeting

- I. Bring forward updates.** Updates will be brought forward.
- II. Other discussion items.**

7. Adjournment

Dana 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 4:29pm.

Next Meeting
December 11, 2025
3pm – 4:30pm