



**November 20, 2025**  
**Executive Board Member Meeting Minutes**  
(December 18, 2025 date Approved)  
**1:00 pm to 3:00 pm**  
112 East 2<sup>nd</sup> Street, Housing Program Office  
Alturas, CA 96101

**November 20, 2025**

1:00 to 3:00 Executive Board Meeting

<https://us02web.zoom.us/j/87698317560?pwd=k457GFRJUDlniwnkyLWWmequ17BW6M.1>

Meeting ID: 876 9831 7560

Passcode: 541563

Teleconference Locations:

**Plumas County**

**PCIRC**

**591 Main Street**

**Quincy, CA 95971**

**Siskiyou County Behavioral Health 2060**

**Campus Dr.**

**Yreka, CA 96097**

**Del Norte County Health and Human**

**Services 455 K Street**

**Crescent City, CA 95531**

**Lassen County Health and Social**

**Services 1445 Paul Bunyan, Suite B**

**Susanville, CA 96130**

**Shasta County**

**The Salvation Army Redding Corps 2691**

**Larkspur Lane**

**Redding, CA 96002**

**Sierra County Behavioral Health**

**706 Mill Street**

**Loyalton, CA 9611**

**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

**Tom Sandage,**

County of Modoc

**Major Tammy Ray,**

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 [cmadison@teachinc.org](mailto:cmadison@teachinc.org) that will be read into the record.



**1. Call to Order/Quorum Established/Introductions** - Call to order at 1:03. Roll call, Quorum established. Members present: Maddelyn Bryan, Michael Coats, Grace Poor, Tom Sandage, Major Tammy Ray. Attendees: Carol Madison, Teddie Pierce, Kristen Schreder, Jamie Northrup, Deborah Bruschi, Sarah Evans, Crystal Spencer, Sarah Prieto, Sarah Collard, Shiann Hogan.

**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. - There was no public comment.

**3. Action Items**

**I. Action Item – Review and Approve October 16, 2025, Executive Board & All Member Meeting Minutes. (Attachment A)**

Motion to approve by Major Tammy Ray, Second by Maddelyn Bryan, All in Favor, none Opposed. Motion passed.

**II. Action Item - Approve NorCal CoC HMIS Agency Participation Agreement** Review and approve the proposed agreement between a homeless service provider (the Agency) and the designated NorCal CoC and Client Privacy Rights. *HMIS Committee Members approved the proposed revisions "with ability to make non-material edits." November 17, 2025. See revised Exhibit B.*

**Exhibit B –NorCal CoC HMIS Agency Participation Agreement Revised November 17, 2025 Exhibit C – Client Privacy Rights (no change)**

Motion to approve by Tom Sandage, Second by Grace Poor, All in Favor, none opposed. Motion passed.

**III. Action Item - Approve CES brief assessment and revised work flow**

Review and approve the proposed CES brief assessment and revised work flow. *Approved by members of HMIS Committee November 17, 2025.*

**Exhibit E CES brief assessment and revised work flow**

Teddie presented a new, streamlined coordinated entry assessment process, which would reduce data duplication and allow counties to take on more of the prioritization process. The group agreed to add a field for convicted arsonists to the assessment, with Teddie clarifying that clients would self-report this information. Michael shared concerns about using coordinated entry when starting new programs, suggesting a hybrid approach of selective intake followed by coordinated entry once programs are established. The group discussed the balance between system ranking and provider discretion in prioritizing clients for empty spots, with Teddie explaining that formal case conferencing groups are used to address such decisions. Maddelyn emphasized the need to clearly define local differences in policies and procedures to avoid conflicts with coordinated entry requirements. Teddie mentioned plans to bring in HUD TA personnel to discuss balance of state approaches and to update paper forms based on new data standards.

Motion to table for a future meeting by Grace Poor, Second by Michael Coats, All in Favor, none opposed. Motion tabled.

**4. Discussion**

**I. HMIS Policy Revisions Update**

**Information Item** for your review and approve the proposed HMIS Policy *including revisions made November 17, 2025, by the HMIS Committee.*



## **Exhibit D HMIS Updated Policy Revised November 17, 2025**

The meeting focused on reviewing and revising the HMIS policy, with Teddie presenting substantial updates that removed outdated references and clarified roles between TEACH and Pathways. The group decided to table further discussion on a specific action item until the next Executive Board meeting, while also agreeing to have members review the revised HMIS policy before the December 3rd HMIS Committee meeting, with the goal of presenting it to the Executive Board on December 18th.

## **II. Information Item –HMIS License Counts by Agency**

Review the proposed HMIS License Counts by Agency *Considered Information Item by members of HMIS Committee November 17, 2025.*

### **Exhibit F HMIS License Counts by Agency**

The meeting focused on HMIS license management and funding. Teddie presented a summary of current license assignments, noting that 108 out of 116 available licenses are currently in use, and discussed the need for a licensing policy to govern who receives licenses and under what conditions. Kristen provided context on funding, explaining that while current HHIP funding covers licenses through December 2026, future funding is uncertain, prompting the need to develop a budget and policy for continued HMIS operations. Michael inquired about expanding license access to various county programs, and Teddie clarified that agencies with dedicated programs, like domestic violence shelters, cannot enter data into HMIS, while other programs may require licenses based on their needs and funding availability. The group discussed HMIS licensing and data cleanup efforts. Maddelyn raised questions about license costs and accessibility, which Kristen noted should be addressed during the budget discussion.

## **III. HMIS Data Status**

- a.** HMIS Project Renaming for consistency and better reporting
- b.** HMIS Vendor Cleaning
- c.** LSA data cleaning update
- d.** Pathways User Training Schedule

Teddie provided an update on ongoing HMIS data cleaning, including plans to rename projects for better reporting and address issues with the Longitudinal Systems Analysis report due to HUD. The team also discussed upcoming Pathways user training and the need to clean old data from the system, with plans to conduct a 7-year clean after the LSA report is finalized. The meeting focused on HMIS data cleanup efforts, with Teddie reporting progress and noting that once errors are cleared, the system will be ready for LSA upload. Maddelyn and Teddie discussed the possibility of mandatory refresher training in December, pending error levels after December 1st.

## **IV. 2025 Federal CoC Notice of Funding Opportunity.**

Recommend scheduling a special meeting early next week to approve the 2025 NorCal RFP for the 2025 HUD NOFO. For more information, see HUD's Notice of Funding Opportunity (NOFO)

<https://www.grants.gov/search-results-detail/360861>

Will be addressed at the Special Executive Board Meeting at 2:30 on November 20, 2025.



**V. HHAP 7** - See attached information about proposed conditions and priorities related to prohousing designation.

**Attachment G HHAP 7**

Kristen presented information about HHAP-7 funding, highlighting that while \$500 million was approved, the program components were not yet finalized, and there was potential advocacy needed regarding pro-housing designation requirements.

**5. Reports**

**I. 2026 HIC/PIT Planning and Administration - T.E.A.C.H., Inc.**

Kristen provided updates on PIT and HIC planning, noting that SimTech Solutions is assisting with technical support and coordination. She outlined plans for county representatives to serve as point of contact for PIT counts and discussed the need for feedback on survey questions by December 4th. Kristen also mentioned that Shasta CoC's feedback has been incorporated and that future PIT reports will include more detailed county-specific data breakdowns. Pathways will be reaching out to agencies to collect HIC information, while the sheltered count will utilize a mobile app integrated with HMIS. The meeting focused on reviewing shelter projects and the upcoming point-in-time count. Maddelyn requested a review opportunity in the system before the count, which Kristen agreed to implement.

**II. T.E.A.C.H., Inc. – Information**

Proposed Three-Month Plan December 2025 to February 2026, to include

- 1) State of CA and HUD System Performance Measures: Continue monitoring State and Federal requirements
  - 2) Policy Revision/Development – HMIS Policies Updated, Proposed Governance Charter Revisions to be presented to EB by March 2026
  - 3) 2026-27 Budget Development – Proposed 2026-2027 budget to be presented to EB at December EB meeting
- The group discussed a proposed three-month plan from December through February, including monitoring state and federal requirements, revising the governance charter, and developing a budget. Kristen mentioned that they are fully funded through September 2026 for HMIS administration and will present a budget update in December.

**III. Governance Charter Work Group** – Continue to review proposed revisions. Next Meeting December 11, 2025 12:00 to 1:30 Amendments to the Governance Charter are anticipated to be ready for Governance Charter Work Group approval by January 2026.

**IV. Data/Performance Work Group** –continue plans to analyze and explain complex performance measures from the state of California in December.

The meeting focused on updates and discussions regarding data performance, housing measures, and upcoming projects. Kristen and Teddie discussed the state's calculation error in housing move-in dates and its impact on data reporting, emphasizing the need for patience as the state works to resolve the issue. Kristen expressed disappointment that NorCal only met one of the required SPMs for HHAP4, while meeting three for HHAP5, and mentioned that several COCs are facing similar challenges.

**6. NorCal CoC Members and County Updates** - No updates.

**7. Items for next meeting.** - Conversation on advocacy stance on pro-housing designation.



**8. Adjournment - 2:32**

The conversation ended with a motion to adjourn, with all members agreeing.

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 T.E.A.C.H., Inc. at (530)233-3111 for disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meeting.

**Next Scheduled Executive Board Member Meeting**

**December 18, 2025 1pm – 3pm**