



**Del Norte Advisory Board Meeting Minutes
June 12, 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 3:07pm by Michael Coats.

Voting Members Present: Michael Coats (DHHS Housing Services Manager), Dana Gill (United Methodist Church Pastor) via Zoom, 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)

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

Members of the Public Present: Vicky Klakken (Partnership Healthplan), Shiann Hogan (DHHS Behavioral Health Branch Deputy Director), Hien Sounthone (DHHS Housing Services Case Manager)

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

Jeri said that the ribbon cutting at The Legacy was awesome. Vicky Klakken from Partnership asked if we got everything we needed for The Legacy like the refrigerator and washer and dryer. Michael said that we received the refrigerator the day after the ribbon cutting and that the coin-operated washers and dryers have been ordered. She asked if there was anything else that we needed because she may be able to help. Michael and Shiann will meet to discuss what is needed and will get back to her.

3. Approval of Meeting Minutes

- I. **Board members will review and approve minutes from the February 13, 2025 NorCal CoC Advisory Board meeting (Attachment A).** Megan motioned to approve minutes from the February 13 meeting. Jeri seconded the motion. Roll Call Vote was taken. All approved. The motion passed.

4. Discussion

- I. **Review and discuss HHAP-5 Application (Attachment B).** Michael stated that the HHAP 5 application that was most recently sent to advisory board members is the most up-to-date version. He clarified that the application for HHAP 5 CoC funds is open to nonprofit organizations, city and county governments, tribal governments, housing authorities, and services providers. Michael said that the HHAP 5 NOFA Application Deadline for CoC funds is June 30 but that it can be extended if additional time is needed, for example, to July 15. Daphne commented that she would like the deadline extended to July 15 so that she can review the application and speak with Charlene Mazzei about it.
- II. **Review and discuss HHAP-6 NOFA (Attachment C).** Michael said that with HHAP 6 we want to focus on permanent housing solutions. Michael said that his plan includes funds for The Legacy and rapid rehousing and other programs that get people permanently housed. Megan Miller commented that this sounds perfect for the EHV transition because the clients are already housed. The EHV program is running out of funds due to increases in rents. Michael said that he brought up the situation with the EHV vouchers at the Executive Board meeting and said that they would put it on the next agenda.
- III. **Review and discuss HHAP 6 allocation (Attachment D).** Michael shared that Del Norte's allocation is \$791,916.56. He said that the funds were allocated based upon the 2023 Point-in-Time (PIT) Count.

5. Updates

- I. **HHAP (Michael Coats).** Michael said that we are still waiting for HHAP-4 funds. We have received our first disbursement of HHAP-5 which will help us cover some of the costs of The Legacy and give us additional funding for rapid housing or other programs that are running low on funding. He said that we got the NOFA for HHAP-6 and those funds will be used to connect people to permanent housing.
- II. **NorCal CA 516 CoC Executive Board Meeting (Michael Coats).** Michael said that the City of Redding no longer wants to be our lead agency and have released an RFP. December 2025 is the last month that they will be the lead agency of the CoC. Michael invited the advisory board members to attend the next Executive Board meeting. He said that he will share back any updates at our next meeting.
- III. **NorCal CA 516 CoC PIT Committee (Michael Coats).** Michael said that the PIT Committee is not meeting right now. He said that they will resume meetings in a few months when it is closer to the count.
- IV. **NorCal CoC HMIS/CEP Committee (Daphne Cortese-Lambert or Lisa Sellars).** Daphne said that they looked at all of the surveys that were sent out about the VI-SPDAT and decided not to make any changes based upon the surveys since the survey results did not indicate a problem with the questions. She said that they are looking at the appropriateness and accuracy of the questions for outreach. They are going to try to get people in outreach from each county in the CoC to evaluate the questions.
- V. **Mobile Shower Project/DNMP (Daphne Cortese-Lambert).** Daphne said they don't think the showers will be running much longer because it continually breaks down.

- VI. DNMP Street Outreach (Daphne Cortese-Lambert).** Daphne said that on Tuesdays in May they served 257 individuals, 12 of which were new, with 39 volunteer hours. On Thursdays they served 628, 267 individuals, 41 of which were new, with 148 volunteer hours. She said that outreach is going really well. It works phenomenally with mobile medical because they are able to connect people immediately to the doctors. Their case managers are working with ECM and Community Supports to be able to follow up on what the patients need. Daphne said that they are working on getting three additional HMIS licenses so that they can report a lot more every time they see someone at outreach.
- VII. Recuperative Care (Daphne Cortese-Lambert).** Daphne said in May they helped 20 clients with 510 nights that they provided. She said they are able to connect people to permanent housing and provide them with intense case management while they are in recuperative care.
- VIII. CalAIM/DNMP Navigation Center (Daphne-Cortese-Lambert).** Daphne said that there are about 130 clients with Enhanced Care Management that they meet with at the Navigation Center. She said that they are working on improvements to move everything from the H Street house to Park City and build that up as a Navigation Center so that they can use the smaller office to get everyone prepped and ready to take them over to the shelter.
- IX. ERF (Dorothy Waddelow, Shiann Hogan, Ranell Brown, or Daphne Cortese-Lambert).** Daphne said that they are believing that the building is coming June 28. Shiann said that they are putting in new flooring in the admin building. She said that she spoke with someone from the Sheriff's Department about getting the remainder of items out of there. Daphne said that it will be a game changer for Mission Possible for staff to be able to work out of those offices.
- X. The Legacy (Michael Coats).** Michael said that they just had the grand opening for The Legacy. They had about 40 to 50 people attend. One of the units was available for people to walk through. The community room was also open. Michael said that in the next couple of weeks he should have a staff member stationed over at The Legacy and residents will be able to access the community center. Michael introduced the new case worker Hien Sounthone which brings the staff total to three. Michael said that 27 units are occupied at this time.
- XI. Non-Congregate Shelter (Michael Coats).** Michael said that due to funding we don't have anyone in this program at this time.
- XII. BHBH (Meaghan McGlasson).** Shiann shared that houses are currently full. She said one thing that is nice about BHBH, especially since The Legacy has launched, is that we have been able to take people in emergency shelter through Behavioral Health in hotel rooms and transition them to the BHBH House, and then transition some of them to The Legacy. Shiann said that BHBH now has one full time staff person, Ashley Carey, and they are working to recruit a full time Client Services Specialist and a part-time peer support person. She said that they are also evaluating adding a third house.
- XIII. Housing Authority (Megan Miller).** Megan said that the Harbor Point waiting list will open on July 9 at 7:30am at the Crescent City Housing Authority. That is the first date that the applications will be accepted. There are 26 senior

apartments. It is 50% AML at these units. The Battery Point waiting list for the 40 senior units will open one week later on July 16.

XIV. HHIP (Michael Coats or Lisa O'Connell or Rachelle Callan). Vicky said that she had another meeting at 4pm and had to go but to please email her regarding needed items as discussed earlier.

XV. Tolowa Dee-ni' Nation Mvn'-dvn/Housing Division (Jeri Robertson). Jeri said that the four elder houses under construction are going up fast and expected to be occupied by January. They are working on one family home that is replacing a home that they are tearing down. They are also reapplying for Tribal HHAP.

XVI. Foster and Homeless Youth Program (Pam Wilder). Pam said that they tentatively have a 93.5% graduation rate for the seniors in the McKinney-Vento program. They are ending the program for the school year with 237 students which is 5.6% of the student population. Pam said that 138 students will no longer be eligible for the coming school year, 75 of which found permanent housing. Pam also wanted to share about the Care Closet program which is for any student in the school district. They are not sure how many students accessed the Care Closets but over 4,200 items were accessed.

XVII. Smith River United Methodist Church (Dana Gill). Dana did not have an update for the Church.

XVIII. Governance Charter Committee (Dana Gill). No updates for the Governance Charter Committee.

6. Discussion Items for Next Meeting

- I. Bring forward updates.** Updates will be brought forward.
- II. Other discussion items.** No other discussion items were mentioned.

7. Adjournment

Jeri motioned to adjourn the meeting. Daphne seconded the motion. Roll Call Vote was taken. The motion passed and the meeting was adjourned at 4:06pm.

Next Meeting

July 10, 2025

3pm – 4pm