



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

Del Norte Advisory Board Meeting Minutes
August 14, 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 3:06pm 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), Pam Wilder (DNUSD Foster and Homeless Youth Services Director)

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

Members of the Public Present: Sherry Hertz (Harrington House Director), Meaghan McGlasson (Program Manager, DHHS Behavioral Health and Bridge Housing Program), Hien Sounthone (DHHS Housing Services Case Manager), Debbie Bruschi (DHHS Fiscal Manager)

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 June 12, 2025 NorCal CoC Advisory Board meeting (Attachment A).** Megan motioned to approve minutes from the June 12 meeting. Pam seconded the motion. Roll Call Vote was taken. All approved. The motion passed.

4. Action

- I. **Review, discuss, and approve County of Del Norte's HHAP-5 NOFA Application (Attachment B).** Michael asked if everyone got a chance to review the application or had any questions. He said that this is a huge application for us because we have been functioning with almost no funds. These funds will feed into our programs, help us get our office set up, and

fund our administration pieces. This will help us get ahead. Megan asked for clarification regarding funds for The Legacy Permanent Supportive Housing (PSH) project. Michael explained that part of the funds will be used to support individuals at The Legacy, to get them connected to services and to help keep them permanently housed. It will support case management and administration. Other categories of the funding will pay for cleaning, repairs, improvements to the property such as a play area for children and a place to park e-bikes and scooters. Michael said that operating expenses for property management should be coming from the rent payments for the units. Michael explained that the County and Del Norte Mission Possible agreed to each apply for half of the HHAP-5 CoC funds. The County application, therefore, is for half of the available HHAP-5 CoC funds. After discussion of both the County's and Del Norte Mission Possible's application, Jeri made a motion to approve the County's HHAP-5 NOFA application. Daphne seconded the motion. Roll Call Vote was taken. All approved. The motion passed.

- II. **Review, discuss, and approve Del Norte Mission Possible's HHAP-5 NOFA Application (Attachment C).** Megan Miller asked for clarification regarding funding for ERF to support street outreach and case management. She indicated that the amounts requested by Del Norte Mission Possible seemed insufficient. Daphne stated that they had asked for more in their original application but that after speaking with the County they decided to only ask for half the funds and that they will work together to make it happen. Michael mentioned that HHAP-6 funds will be coming and that we can address shortages at that time. Megan motioned to approve Del Norte Mission Possible's HHAP-5 NOFA application. Michael seconded the motion. Roll Call Vote was taken. All approved. The motion passed.

5. Discussion

- I. **New Administrative Entity.** Michael said that we have a new administrative entity, T.E.A.C.H, out of Modoc County. He said that three people from the Redding CoC executive team are a part of T.E.A.C.H so we are not losing a lot of knowledge. There should be a smooth transition.

6. Updates

- I. **HHAP (Michael Coats).** Michael said that they are applying for their CoC portion of HHAP-5. Their HHAP-6 contract went before the Board and got approved on Tuesday. He said that we did have some measures that we weren't meeting so our HHAP-4 second round is being withheld until our CoC as a whole demonstrates that we are working to improve these measures. Michael said that information was not entered into HMIS correctly for all 7 counties so the numbers were not reflecting the work that is being done. The HMIS administrator United Way is doing a lot of work to improve training, making sure that projects are entered correctly, etc.
- II. **NorCal CA 516 CoC Executive Board Meeting (Michael Coats).** Michael said that the Executive Board just voted to approve T.E.A.C.H. as the new administrative entity for the CoC. They are also looking at replacing United Way as the HMIS Lead. They held a special meeting to discuss the HMIS contract. Jeri said that rather than extending the HMIS contract with United Way, they will be putting out an RFP. Michael said that some of the Counties

had complaints regarding United Way not responding timely, putting projects into HMIS correctly, etc. Michael said that there may be someone else in mind to be the HMIS Lead Agency. United Way will likely respond to the RFP. They have also agreed to stay on in the interim if there is a transition. Meaghan asked if there might be a change in the HMIS software, WellSky. Michael said that WellSky will remain in place.

- III. **NorCal CA 516 CoC PIT Committee (Michael Coats).** Michael said that he didn't have any updates at this time.
- IV. **NorCal CoC HMIS/CEP Committee (Daphne Cortese-Lambert or Lisa Sellars).** Daphne said that the Committee focused on looking at the policies and procedures for outreach. She said that they came to the conclusion that each outreach agency should review the policies and procedures and provide feedback to Amanda at United Way. They are still waiting for feedback.
- V. **Mobile Shower Project/DNMP (Daphne Cortese-Lambert).** Daphne said 220 showers and 91 hygiene kits were provided in July. Daphne said that the shower numbers are low because the generator broke down again.
- VI. **DNMP Street Outreach (Daphne Cortese-Lambert).** Daphne said that on Tuesday they served 381 people in July and on Thursday they served 651. This is points of contact for the month. If counting unduplicated individuals, they served 187 on Tuesday and 279 on Thursday. Daphne also said that as they are doing outreach they are also tying that into CalAIM.
- VII. **Recuperative Care (Daphne Cortese-Lambert).** Daphne said that they helped 17 individuals with recuperative care for 385 nights during July. She said that motels have raised their rates so much that the money for recuperative care through Partnership does not cover it. She said that they have limited their services to people coming directly out of the hospital.
- VIII. **CalAIM/DNMP Navigation Center (Daphne-Cortese-Lambert).** Daphne said that for CalAIM they are case managing 109 individuals with medical needs. Daphne said that they have started opening the Navigation Center up on Monday, Wednesday, and Friday. She said that they have clothing there from 10am to 2pm. They have snacks. She said that it is slower paced so they are able to sign people up for HMIS and speak to them about the shelter and other housing opportunities. Daphne said that people that are more reclusive are able to come without having to deal with the crowds that are there on Tuesdays and Thursdays.
- IX. **ERF (Michael Coats or Daphne Cortese-Lambert).** Daphne said that the shelter is looking amazing. She said that in a couple of months the shelter should be open. The admin building should be ready in a couple of weeks. The micro shelter village will open after the shelter.
- X. **The Legacy (Michael Coats).** Michael said that about 26 of the units at The Legacy are occupied. Staff are beginning case management services for new tenants. He said that they now have washers and dryers at The Legacy. Case managers have been going over the laundry rules with tenants. The community center is open. There will be two offices, one for staff only and the other for staff to meet with residents. The second office will also be available for other agencies to use to meet with clients, etc. There will be secure Wi-Fi for staff and free public Wi-Fi for others to use. The kitchen is ready for use.

Life skill classes will begin next month. A couple of vacant units will be cleaned. Then we will be able to get tenants into those units.

- XI. Non-Congregate Shelter (Michael Coats).** No updates.
- XII. BHBH (Meaghan McGlasson).** Meaghan said that over the past couple of months in Bridge Housing they have had the eight beds in the transitional homes full. She said that they have had some graduates lately. Some have graduated into permanent housing. A couple of people will be exited into homelessness tomorrow due to not being able to follow program rules. One person will be exited into incarceration to take care of legal issues from his past. Meaghan said that they should be able to fill the beds quickly. She said that they have good, solid staff now. They expect to be master leasing four motel rooms in the next couple of months.
- XIII. Housing Authority (Megan Miller).** Megan said that when they advertised the opening of the waiting list for Harbor Point and Battery Point they pushed for the day the waiting list opened since it is first-come, first-served. She said that she thinks people understood it as the waiting list was only open for that day. She said that after the first day they didn't get many applications. Please let seniors you are working with know that the waiting lists are still open.
- XIV. HHIP/Partnership HealthPlan (Michael Coats, Vicky Klakken, Lisa O'Connell, or Rachelle Callan).** Michael said that they are looking into becoming Transitional Rent providers. Transitional Rent is a program through Partnership HealthPlan which can provide up to 6 months of rent assistance for people coming out of institutions. The launch for Transitional Rent is Jan. 1.
- XV. Tolowa Dee-ni' Nation Mvn'-dvn/Housing Division (Jeri Robertson).** Jeri said that they have four new elder houses being built, one bedroom units with garages. She is hoping to have those occupied by the beginning of the year. Next year they will be breaking ground on five family units that will be three and four-bedroom units. Jeri said that she is getting ready to apply for HHAP tribal funds. She said that the transitional house is still not complete.
- XVI. Foster and Homeless Youth Program (Pam Wilder).** Pam said that they ended the school year supporting 266 students. They are starting the new school year with only 97 students on their list. Some students and families have moved away. Many found permanent housing. Thirty-five seniors graduated. There was also some data clean up. Pam said that of the 97 students about 37% of them have IEPs. Twenty-five percent identify as Native American. The program is down two staff, a technician and an administrative assistant. Pam reviewed the McKinney-Vento definition of homelessness, noting that it is broader and includes situations such as doubling-up and unaccompanied youth. Pam expressed some concerns about funding. She said that Title I funds that were on hold by the Federal government were released. She said that they are in year two of a small, three-year McKinney-Vento grant. She said that they are in the process of getting their contract finalized for Enhanced Care Management. They are hoping to get reimbursement through Partnership. She said that they have a back-to-school event Tuesday the 19th from 3 to 6pm at the Epicenter at 1200 Marshall Street, open to all families. Daphne suggested that Pam look at PATH-CITED funding. Dorothy requested that Pam send a flyer to the Public Assistance office.

XVII. United Methodist Church (Dana Gill). Dana was not present to provide an update.

XVIII. Governance Charter Committee (Dana Gill). No update.

XIX. HDAP (Michael Coats). Michael said that we currently have four individuals in HDAP. Two of them are at The Legacy, one of which is now receiving his benefits. Hien is working with him to budget his money. One of two HDAP participants in a motel has been awarded his benefits and they are working with him to find permanent housing.

7. Discussion Items for Next Meeting

- I. Bring forward updates.** Updates will be brought forward.
- II. Other discussion items.** Extend the regular meeting time to 4:30pm.

8. Adjournment

Daphne motioned to adjourn the meeting. Jeri seconded the motion. Roll Call Vote was taken. The motion passed and the meeting was adjourned at 4:34pm.

Next Meeting
September 11, 2025
3pm – 4pm