



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

Del Norte Advisory Board Meeting Minutes
January 8, 2026
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), Pam Wilder (DNUSD Foster and Homeless Youth Services Director)

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

Members of the Public: Shiann Hogan (DHHS Behavioral Health Deputy Director), Meaghan McGlasson (DHHS Behavioral Health Program Manager and Bridge Housing Program), 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), Anna Costa (Partnership HealthPlan)

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

Daphne said, "Happy New Year! You guys are all rocking it."

3. Approval of Meeting Minutes

- I. **Board members will review and approve minutes from the December 11, 2025 NorCal CoC Advisory Board meeting (Attachment A).** Megan 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 said that he has been working with other agencies to complete the HIC Count. The Bridge Housing program is the only program that has beds year round. Other programs will be counted for the night of the 26th. Daphne asked if the

people in recuperative care count as beds and what category. Michael said to forward him the email and he will send it to Seth. Jeri said that she might have one family on the night of the PIT Count.

The PIT event is scheduled for January 27 from 9am to 3pm. There will be about 30 vendors including the shower program, the Yurok Tribe's laundry truck, and a couple of barbers including one from Partnership. Michael said that he has his volunteer list starting to fill up for people who will be working the tables, doing surveys, etc. He said he wants about twelve people to do surveys. There will not be a live band due to concerns about the noise. Maybe there can be some light music in the background. Michael said that there is one flyer out for vendors and one for community boards. He said that next week he should have the half sheet flyer out announcing the event.

Daphne said that she has someone who might like to donate a couple of bikes. It was suggested that maybe we do a raffle for the bikes. Mission Possible could handle the drawing. The window to do the count is from midnight on the 26th to one week later. Shiann suggested that we have the count completed by Friday the 30th at 5pm.

Michael said that he was waiting for a flyer from the Yurok Tribe because they want to host an event the following day in Klamath from 10am to 2pm at their new gym. It will be the first time that they host their own event.

Michael said that for the event they will have breakfast, lunch, backpacks, etc. A lot of donation items will be available at the event. The event will be at the fairgrounds. There will be water available to connect to the showers and laundry truck. The mobile medical bus will also be at the event.

Training for the Counting Us app should be coming out soon. It is on-demand training. Michael will send out the final draft of the survey. They are working to make the Counting Us app match the survey questions.

Daphne said that one of her staff told her that she heard the count for homeless people was about 1,900 for Del Norte County per Medi-Cal or Partnership. Shiann said that according to Partnership's data report there are 1,926 homeless individuals.

II. Transitional Rent.

Shiann Hogan reported that Transitional Rent started on the first of January. DHHS Behavioral Health has opted not to be a Transitional Rent provider at this time after reviewing the contract. Some of the factors involved in the decision include the administrative responsibilities, the delay in approval, and the rates. Shiann said that we have to exhaust the avenue of Transitional Rent before we use some of our other funding to house people but that we will be autodenied after we do the required referral because currently there is no Transitional Rent provider in Del Norte. Also, the Transitional Rent benefit only lasts for six months and you must submit a plan for permanent housing including how the client will be housed for months seven through twelve. After six months if the client remains unhoused you will have to transition them to

another source of funding. HUD assistance cannot be depended on as an available resource within that time frame.

Daphne asked some questions and provided a couple of scenarios to determine if Transitional Rent might be used to assist people in her transitional home. She said that they often have empty beds due to a lack of funding. Shiann said that she can see it working for some limited populations if you have a plan to transition them to another program. She said that she can send some information to Daphne and Charlene so that they can be better prepared if they meet with Partnership.

5. Updates

- I. **HHAP (Michael Coats).** Michael said that they are applying for HHAP 6. They previously received HHAP rounds 1 and 2 and have submitted the contracts to receive HHAP-3. Michael said that they haven't heard anything on Round 4. He said that the second half of Round 4 funds were withheld because the CoC had not met some of the system performance measures. He said that the CoC was on a corrective action plan and has now met the measures. He said that we are waiting for the contracts to come to receive the funds from T.E.A.C.H. Michael said that there will be a meeting on January 21 between HCD and the City of Redding to clarify the HHAP-5 contract language needed to direct the City of Redding to transfer the HHAP-5 funds to the new Administrative Entity T.E.A.C.H.
- II. **NorCal CA 516 CoC Executive Board Meeting (Michael Coats).** Michael said that the Executive Board discussed HMIS data clean up, the Notice of Funding Opportunity (NOFO) that was withdrawn in December, the governance charter, and getting reading for the Point-In-Time (PIT) Count. The NOFO is still on hold. Michael and Jeri expressed appreciation for the new Administrative Entity T.E.A.C.H. and how they are really on top of getting things restructured and organized.
- III. **NorCal CA 516 CoC PIT Committee (Michael Coats).** Michael said that the PIT Committee went over the HIC and PIT Count and the surveys. He said that they voted on the final draft of the survey so that it could be sent to the Executive Board for approval. Training will be coming out this week on how to do the surveys. It is preferred that the mobile app Counting Us be used for the surveys when possible so that they can pinpoint locations of people. He said that they are making sure that the mobile app matches the paper surveys.
- IV. **NorCal CoC HMIS/CEP Committee (Daphne Cortese-Lambert or Lisa Sellars).** Daphne expressed that she would have liked to have seen Lisa Sellars, the alternate, at the last meeting to provide insight. Daphne said that the Committee is currently reviewing policies and procedures for Coordinated Entry. Daphne said that she thinks it would be great if Lisa could review those and provide her perspective. Michael added that there is a Coordinated Entry Process Training for January 16 that he will send to Lisa. Shiann would like Meaghan to attend as well. Michael said that this training is for HMIS licensed users. Daphne said that there was a discussion about uploading ID, birth certificates, and other documentation into Coordinated Entry so that those documents are shared more broadly and available when needed to apply for housing. Daphne said that they also looked at reviewing the priority list

referrals. New forms for Coordinated Entry will be released next week. They should be shorter and easier to complete. Daphne said that the VI-SPDAT was no longer visible for her in HMIS and she was told that since it is optional you must now request it from Pathways. Daphne said that they are also working on a way to track requests for prevention funds to show that that is a need in our county. It is much less expensive to keep a person housed than to allow them to enter into homelessness and then secure different permanent housing. Daphne said that they also discussed handling referrals including the reason for denial. She said that she thinks we need training to use Coordinated Entry to the fullest. They discussed having signed security and privacy forms for the participants in the Coordinated Entry meetings who are not licensed HMIS users.

- V. **BHBH (Meaghan McGlasson).** Shiann reported for Meaghan that Bridge Housing will be opening up their new house on the 26th. More details will come. They will continue to accept referrals. There is a waitlist. Shiann said that they also have a lease for a place that has a 5-bedroom home and five studio apartments.
- VI. **Mobile Shower Project/DNMP (Daphne Cortese-Lambert).** Daphne said that she does not have the numbers for the shower program but that it is going well.
- VII. **DNMP Street Outreach (Daphne Cortese-Lambert).** In December there were 115 people served on Tuesday and 299 on Thursday. Daphne said that they served 399 meals on Tuesday and 530 meals on Thursday. Total number of people served was 870 for December, 414 unduplicated. Daphne said that they are also giving out a lot of bus tokens. She said that they have 46 new people.
- VIII. **Recuperative Care (Daphne Cortese-Lambert).** They served 29 people in December for 499 nights.
- IX. **CalAIM/DNMP Navigation Center (Daphne-Cortese-Lambert).** Daphne said that they served 127 individuals on Monday and 100 on Wednesday. They entered nine households into HMIS. She said that they are giving a lot of meals out. She said that they have a chef on board that is going to help them with cooking.
- X. **ERF (Michael Coats or Daphne Cortese-Lambert).** Daphne said that they still do not have a date for opening. She is hoping for February. There is also no date for when the kitchen will arrive. Daphne said that she will be able to use the kitchen at the Probation Department to store food but the kitchen there will be utilized for training. She is looking into using the Service Center kitchen to cook meals if the kitchen does not arrive before the shelter opens. Daphne said that staffing and training for the shelter is going fabulously.
- XI. **The Legacy (Michael Coats).** The Legacy is at full capacity. One individual graduated into permanent housing today. This will open up a unit for a youth. Michael said that he has a youth that will go into that room. Staff are working with residents to develop and work on goals. The offices are not yet open but there is now sufficient power to the building. Michael reported that they just discovered that the sky lights leak. Spectrum is currently working to deliver

cable to each individual unit. Michael said that he hopes that offices will be open from 8am to 5pm within the next month.

- XII. HDAP (Michael Coats).** Michael said that he just did a Director Certification to get more funding for HDAP, \$283,000. He said that he will be adding a couple of people to the program to bring the total to five individuals being served. He said that he will reach out to Pat Black to identify people who may be appropriate for the program, people who are unhoused and disabled and going through the process of applying for their Social Security benefits.
- XIII. Housing Authority (Megan Miller).** Regarding the Battery Point Apartments senior units which are supposed to be ready in June, there are six or eight two-bedroom units out of the 40. It is harder to fill two-bedroom senior apartments than expected. If you have any clients that would meet the criteria and are interested send them over to sign up. Married couples or partners only qualify for a one-bedroom unit because it is understood that they will share a room. Household compositions that would meet the criteria, such as two friends or a grandparent and grandchild, might not have a long waitlist at all. Only one of the people has to be 62+. Megan said that if they open in June they will start sending the applicants to the management for selection in March. The first building for the family units is expected to be ready this summer. The waiting list will open two to three months before then. Harbor Point is full.
- XIV. Tolowa Dee-ni' Nation Mvn'-dvn/Housing Division (Jeri Robertson).** Jeri said that the elder (55+) housing is nearly built. She notified two people that a unit will be available for them but has not given them a move-in date yet. Jeri said that she will have some vacancies in the elder housing soon. They give quite a preference to Tolowa citizens but recently housed a non-Tolowa citizen, a member of a different federally-recognized tribe.
- XV. Foster and Homeless Youth Program (Pam Wilder).** Pam said that there are currently 174 McKinney-Vento eligible students, about 4.2% of the student population. In December they had their winter extravaganza event. Forty-eight people came through with games and food. They are trying to get families comfortable walking through the doors. They provided winter break meals in December. Her team together with people from Nutrition Services and the community put together 600 meal packs for students, anyone under 18 could get the meal pack. Each meal pack contained eight breakfasts and 8 lunches for a total of 9,600 meals. At the Epicenter site, 22 children from the program picked up meals for a total of 352 meals provided. Each of the households also received two ready-to-make meals and recipe cards. They are piloting their backpack meal project. They hope to be able to do this in January and again in February during the last week or weekend of the month. Pam said that the County Office of Education for Del Norte is in the certification process so that her team can be reimbursed for Enhanced Care Management (ECM) for case management.
- XVI. United Methodist Church (Dana Gill).** Dana was not present but Michael stated that 11am to 2pm on Wednesdays is the drop off time for donations for the PIT. He clarified that the location is the United Methodist Church in Crescent City.

XVII. Governance Charter Committee (Dana Gill). Michael said that he attended this committee today. He said that they discussed establishing policies and procedures for the Advisory Boards so that they are operating consistently.

XVIII. Partnership HealthPlan (Vicky Klakken). No updates.

6. Discussion Items for Next Meeting

- I. **Bring forward updates.** Updates will be brought forward.
- II. **Other discussion items.** Shiann Hogan submitted her application to become a voting member of the Board and requested that it be on the next agenda.

7. Adjournment

Jeri motioned to adjourn the meeting. Pam seconded the motion. Roll Call Vote was taken. All approved. The motion passed and the meeting was adjourned at 4:32pm.

Next Meeting
February 12, 2026
3pm – 4:30pm