



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

**Del Norte Advisory Board Meeting Minutes**  
**December 11, 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 3:04pm by Michael Coats.

Voting Members Present: Michael Coats (DHHS Housing Services Manager), 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), Pam Wilder (DNUSD Foster and Homeless Youth Services Director)

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

Members of the Public: 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), Sylas Ryan (Smith River United Methodist Church Certified Lay Minister), Vicky Klakken, Sunshine Jackson, and Anna Costa (Partnership HealthPlan)

**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 November 13, 2025 NorCal CoC Advisory Board meeting (Attachment A).** Megan motioned to approve the minutes. Jeri seconded the motion. Roll Call Vote was taken. All approved the motion passed.

**4. Action Items**

- I. **Review and approve the 2026 Advisory Board Meeting Calendar (Attachment A)** Jeri motioned to approved the calendar. Dana seconded the motion. Roll Call Vote was taken. All approved the motion passed.

## 5. Discussion

- I. **Point-In-Time (PIT) Count and Housing Inventory Count (HIC).**
  - a. The PIT event is happening on January 27 from 9am to 3pm at the Del Norte County Fairgrounds.
  - b. A lot of vendors have already signed up to be there. Michael said that he is waiting to hear back from Legal Services of Northern California. We will have a barber. The shower program will be there. The Yurok laundry truck will be there. Multiple veteran services will be present.
  - c. Michael asked Dana to share information regarding donations for the event. Dana said that they have not decided on a day and time but are leaning toward Wednesdays at 2pm for donation drop off at the Crescent City United Methodist Church. Dana said you can also call her or David Sedgwick.
  - d. Michael said that he has a flyer for the event that is pending approval. He will send that out once it is approved.
  - e. Michael said that we have backpacks left over from Partnership. We have ponchos, socks, and emergency blankets in our backpacks. He said that Del Norte Emergency Services will be participating this year. They are donating flashlights and beanies. Michael said that he has a list of items that he will be sending to Vicky that will fit nicely into the backpacks.
  - f. Michael said breakfast will be oatmeal, donuts, and fruit. We will have coffee, hot water for tea, and bottled water all day. Lunch will be soup and sandwiches.
  - g. This year we will organize the event at the entrance so that we can direct people to go to one section to get their services completed and receive a wristband. Then they will go into the rest of the event where the vendors are.
  - h. Michael said that the Bridge Housing program will be helping with the cost of the food, the venue, and the wristbands.
  - i. Michael said that he is mostly responsible for the event and that we are working with Del Norte Mission Possible who will be going out into the community and encampments to do surveys for the count.
  - j. Michael said that the Yurok Tribe wants to hold another event in Klamath, so that they can get a more accurate count of their individuals, either the following day or the day after that.
  - k. Michael said that they will need volunteers to do outreach, surveys, etc.
  - l. Vicky Klakken from Partnership said that she will reach out internally to see if anyone would like to volunteer. Michael asked if they would like a booth. She said that she did not know at this time but will check on it and get back to him by Monday. She said that they will probably be bringing swag but she is not sure how much.

## 6. Updates

- I. **HHAP (Michael Coats).** Michael said that we are waiting for our second halves of HHAP 3, 4, and 5. We are waiting on HHAP 6. Contracts are being sent for us to fill out for our new lead agency T.E.A.C.H..
- II. **NorCal CA 516 CoC Executive Board Meeting (Michael Coats).** The new lead agency T.E.A.C.H. is reviewing everything. They are looking at how the PIT Count goes. They are paying a lot of attention to HMIS. They are communicating with us more than other agencies. Michael said that he thinks they will bring a lot of structure to the CoC. Michael discussed the prioritization

of Tier 1 projects for CoC funding. He said that we chose HMIS and Coordinated Entry for Tier 1 to ensure that they are funded.

- III. **NorCal CA 516 CoC PIT Committee (Michael Coats).** Michael said that he is still waiting for trainings to become available for the PIT surveys. The surveys have not yet been finalized. The goal this year is to make sure that the paper survey questions match the ones in the app. Last year when we input the information from the paper surveys into the app we noticed that there was information that we missed because the paper surveys did not have the same questions as the app.
- IV. **NorCal CoC HMIS/CEP Committee (Daphne Cortese-Lambert or Lisa Sellars).** Daphne was not present to give an update.
- V. **BHBH (Meaghan McGlasson).** Meaghan said that the eight beds in the Bridge Houses have been full for a while. She said that they have a waiting list and have people housed in motel rooms as well. She said that they are waiting to hear back from the county leadership team about Request For Proposals (RFPs) to do master leases for motel rooms. She said that they could potentially have up to four motel rooms that they lease for a year at a time. Meagan said that at the last Board of Supervisors meeting they got approval to sign on a third home and they will have four more beds available in the new home next month. Megan said that she is drafting a lease for a fourth home that will offer nine or ten additional beds, four or five of which will be studio apartments.
- VI. **Mobile Shower Project/DNMP (Daphne Cortese-Lambert).** Daphne was not present to give an update.
- VII. **DNMP Street Outreach (Daphne Cortese-Lambert).** No update.
- VIII. **Recuperative Care (Daphne Cortese-Lambert).** No update.
- IX. **CalAIM/DNMP Navigation Center (Daphne-Cortese-Lambert).** No update.
- X. **ERF (Michael Coats or Daphne Cortese-Lambert).** Michael said that the shelter is close to being done. It may be mid-January or February before it is complete. He said that he will wait for Daphne to give further updates.
- XI. **The Legacy (Michael Coats).** Michael said after today they expect to have all units full. Michael said that he and his staff are working out which classes will be held at The Legacy. He said that they will have their first peer support group on Friday. He said that he will be holding a group meeting for some of the youth over there some time after the first of the year. Electricians will be on site next week to work on the Community Center. Hien and Lisa will be housed over there as soon as everything is completed.
- XII. **Non-Congregate Shelter (Michael Coats).** No update. Not currently funded.
- XIII. **HDAP (Michael Coats).** Michael said that he will be emailing a letter of acceptance for HDAP funding. He said that about \$380,000 should be coming in. He said that they will be keeping about five people in the program annually. He will be working with Pat Black and her team to help participants apply for disability.
- XIV. **Housing Authority (Megan Miller).** Megan said that Harbor Point apartments and The Legacy are now full. The families in the Emergency

Housing Voucher (EHV) program (which ran out of funds because high rents exhausted the funds within five years) were able to be brought over to the regular voucher program as of 11/1/25. The Housing Authority changed the administrative plan and wait list structure to give any EHV family that would be facing homelessness preference.

- XV. Tolowa Dee-ni' Nation Mvn'-dvn/Housing Division (Jeri Robertson).** Jerri said that in September she was notified that she had been nominated for a leadership award by the National Alliance to End Homelessness. She said that this triggered an invitation by the Day 1 Families Fund to apply for a \$1.25 million award. In October she was notified that they were being awarded the funds. It is intended to be used over a five-year period. She said that she has two reporting questions to complete every year for five years. This funding will allow the tribe to serve tribal citizens in the five-county service area (across states) and anywhere in the United States. Jerri said that they should have the funds in about a week. The funds were awarded to the Housing Division for the work they are doing. Jerri said that now she is working to complete the Tribal HHAP grant application which is due June 15. Jerri said that July of 2024 they bought a five-bedroom house that their intent was to do interim sheltering with but there were renovations that needed to be done. She said that her tribal construction crew has been busy. She said that she just did a walk through with the construction manager and they are going to get it all done. It is now one of their priority projects. She expects to have it available in the next couple of months for use as an interim shelter. People placed there will be able to stay for up to six months which can be extended on a case-by-case basis.
- XVI. Foster and Homeless Youth Program (Pam Wilder).** Pam said that about 4% of the student population is eligible for the McKinney-Vento homeless services within our district. Almost 23% of those identify as Native American. Foster, tribal foster, and probation students are at about 2.2% of the student population. Pam said that they partnered with the district nutrition program to put together breakfasts and lunches for the Thanksgiving break. Pam said that they were able to reserve meals for their specific families who were able to come to their building to pick them up. She said that they served 54 students at their site. She said that they also kicked off their weekend meal backpack project and served 15 families. They are hoping to be able to do the same thing for winter break.
- XVII. United Methodist Church (Dana Gill).** No update.
- XVIII. Governance Charter Committee (Dana Gill).** Dana said that she has not been able to go to the meetings so she has nothing to report.
- XIX. HHIP/Partnership HealthPlan (Vicky Klakken).** Vicky said that she had said previously that she was going to bring a subject matter expert in to talk more about Transitional Rent. She said that she did and that someone reached out to Ranell and that that meeting is being scheduled. Vicky also introduced Sunshine Jackson who is a new project coordinator for Partnership HealthPlan. Anna Costa from Partnership introduced herself.

## 7. Discussion Items for Next Meeting

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

**8. Adjournment**

Jeri motioned to adjourn the meeting. Dana seconded the motion. Roll Call Vote was taken. All approved. The motion passed and the meeting was adjourned at 3:58pm.

**Next Meeting**  
January 8, 2026  
3pm – 4:30pm