



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

**Del Norte Advisory Board Meeting Minutes**  
**March 12, 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 3:12pm 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), 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: 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), Sherry Hertz (Rural Human Services Executive Director)

**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 January 8, 2026 NorCal CoC Advisory Board meeting (Attachment A).** Michael motioned to approve the minutes. Pam seconded the motion. Roll Call Vote was taken. All approved the motion passed.

**4. Action Items**

- I. **Review membership application and approve Shiann Hogan, DHHS Behavioral Health Director, as a voting member of the Del Norte County Advisory Board of the NorCal CoC (Attachment B.).** Michael said that Shiann wants to join the Advisory Board to represent Behavioral Health programs. Megan Miller motioned to approve Shiann Hogan as a voting

member. Michael Coats seconded the motion. Lisa Sellars added clarification regarding the maximum number of board members. She said that per the March 24, 2022 meeting minutes there was an action item to increase the number of voting members to 10 but, after discussion, Roy Jackson motioned to increase the maximum number to 12. The motion passed so the current maximum number of voting members is 12. Daphne said that she was glad that this was brought up because she wants fair representation on the Board. She said that when you look at how many County people we have on the Board and how many other agencies it should be balanced. Daphne commented that bringing on other individuals would bring forth that balance. She stated that we have talked about adding someone from the Yurok Tribe. She shared that she is glad to see Sherry Hertz at the meeting representing RHS. Daphne said that she would also like to see Public Health on the Board. She thinks that 12 is a great number. She added that she would like to see another person with lived experience added to the Board. Roll call vote was taken. All approved. The motion passed.

- II. **Review and approve the draft Governance Charter (Attachment C).** The Board reviewed the draft Governance Charter and discussed changes such as improving language and organization to promote clarity and align with changes in administration, consolidating the advisory board information into one section, and adding a code of conduct section. Daphne said that she wanted to read it through to ensure that the Board is not approving recently proposed changes to HMIS that do not work for our County. After review of the draft, Daphne motioned to approve it. Michael seconded the motion. All approved. The motion passed with no suggested edits.

## 5. Discussion

- I. **Point-In-Time (PIT) Count and Housing Inventory Count (HIC).** Michael said that the unpublished count is 515. Approximately 120 unsheltered individuals attended the PIT event. There were about 35 vendors at the event. Everyone was happy with the venue. Around 18 haircuts were given. About 23 showers were provided and around three loads of laundry were done. Almost all donations were taken. Michael said that the coffee was amazing. The vendor kept the coffee hot and fully stocked throughout the event. He said there was an issue with the food because the food vendor provided sliders instead of larger sandwiches. He said that the soup was good but that next year they may use bagged soup rather than canned soup. Daphne said that next year Del Norte Mission Possible may be able to utilize the shelter's commercial kitchen to help with food. Meaghan McGlasson said that the Bridge Housing grant goes through June of 2027 so outreach funds will be available to help with the PIT. Michael said that the HIC numbers have not been finalized. The count is ongoing. He said that the plan for next year is to have all programs in HMIS so that the HIC count can be completed by pulling the information out of HMIS.

## 6. Updates

- I. **HHAP (Michael Coats).** Michael said that HHAP 3 funds were just received. He said that they are finalizing a contract with Del Norte Mission Possible for outreach so that they can disburse funds. HHAP 4 funds are expected in the

next few weeks. HHAP 5 and 6 funds should be coming in shortly after that. There is mention of a possible HHAP 7 but that may be the last of the HHAP funds.

- II. NorCal CA 516 CoC Executive Board Meeting (Michael Coats).** Michael said that the Executive Board continues to evaluate policies and procedures to ensure that Counties across the CoC are operating uniformly. They are updating the Governance Charter, looking at data quality in HMIS, and pursuing funding. They continue to restructure.
- III. NorCal CA 516 CoC PIT Committee (Michael Coats).** Michael said that the HIC has not been finalized. Del Norte's PIT Count is 515.
- IV. NorCal CoC HMIS/CEP Committee (Daphne Cortese-Lambert or Lisa Sellars).** Daphne said that the meeting was canceled.
- V. BHBH (Meaghan McGlasson).** Meaghan said that future rounds of Bridge Housing funds have been cut but that they are preparing for the program to roll under BHSA housing when Bridge Housing funds expire in June of 2027. She said that BHBH opened its third transitional home in January. The home is being rented from the Nazarene Church. It has four beds. BHBH is also on track to open its fourth location with nine beds. This location has a five-bedroom house and four studio apartments. This house is also being rented. Meaghan's last update was that they have a Request for Proposals (RFP) out for master leases on four motel rooms.
- VI. Mobile Shower Project/DNMP (Daphne Cortese-Lambert).** Daphne did not have the numbers for the mobile shower project. She said that they are looking at finding funding to replace the shower because it is old. They are considering getting ones that have handicap bathrooms. Daphne reported that the mobile shower project will be moving from the Open Door clinic to Cornerstone Church parking lot.
- VII. DNMP Street Outreach (Daphne Cortese-Lambert).** Daphne reported that last month street outreach served 145 individuals on Tuesday and 260 on Thursday for a total of 405 individuals. She said that they provided 376 bus tokens and served 947 sandwiches. She said that they are serving food five days per week now but the 947 sandwiches are just during outreach. Daphne reported that during one of the outreaches a couple of weeks prior a person ran over and said that someone was dead across the street from Open Door where everyone camps. She said that her team administered multiple Narcan doses, provided CPR, and revived the person before nurses arrived on scene.
- VIII. Recuperative Care (Daphne Cortese-Lambert).** They served 25 people last month for 448 nights of recuperative care stays. Daphne said that her team does daily room checks and helps the individuals set and achieve goals.
- IX. CalAIM/DNMP Navigation Center (Daphne-Cortese-Lambert).** Daphne said that the Navigation Center is open Monday, Wednesday, and Friday. It served 92 individuals last month, only one of which was not already in HMIS. They provide food, clothing, and case management.
- X. ERF (Michael Coats or Daphne Cortese-Lambert).** Daphne said that the shelter is nearly ready except for the concrete floors which should be finished in a couple of weeks. During that time they will be working on getting the

electrical done for the washers and dryers. Beds should be arriving any day. The community room is being rewired for the refrigerators and freezers. The staff is getting prepared. They were able to go to Rogue Retreat and shadow staff there.

- XI. The Legacy (Michael Coats).** Michael reported that the windows of the community room at The Legacy have been tinted. The Wi-Fi is up. Internet equipment and computers are being installed. He said that they are really close to having it open from 8am to 5pm Monday through Friday. He said that they have been helping facilitate communication between the residents and property management and it is going well.
- XII. HDAP (Michael Coats).** Michael said that they recently transitioned one HDAP participant into permanent supportive housing. They are adding a couple of new participants which will bring the total number of participants to six. He said that the partnership is going well with Patricia Black and her team. He said that they are meeting every two weeks to discuss where participants are in the benefits application process.
- XIII. Housing Authority (Megan Miller).** Megan addressed rumors regarding the new housing complexes. She said that the rumors are false regarding the new apartments being filled with people from out of town. She clarified that every tenant at Harbor Point was a Del Norte County resident and every senior unit at Battery Point will be filled with a Del Norte County resident. She said that the waiting list has not opened for the family units at Battery Point but that Del Norte County residents will be prioritized for these units as well as for the regular voucher program.
- XIV. Tolowa Dee-ni' Nation Mvn'-dvn/Housing Division (Jeri Robertson).** Jeri was not present to give an update.
- XV. Foster and Homeless Youth Program (Pam Wilder).** Pam said that they are currently supporting 199 students, 4.7% of the student population, as McKinney-Vento eligible. Of those almost 25% identify as Native American, 28% have an IEP, and 4% have a 504 plan. Pam said that 102 students, or 2.4% of the student population, are connected with the foster youth side of the program. She also shared that the County office of Education has been officially certified to be able to bill for Enhanced Care Management (ECM), so they can potentially start getting reimbursed for the work that they are already doing.
- XVI. United Methodist Church (Dana Gill).** Dana was not present to give an update.
- XVII. Governance Charter Committee (Dana Gill).** No update.
- XVIII. Partnership HealthPlan (Vicky Klakken).** No update.

## 7. Discussion Items for Next Meeting

- I. **Bring forward updates.** Updates will be brought forward.
- II. **Other discussion items.** Approve any new member applications.

## 8. Adjournment

Michael motioned to adjourn the meeting. Daphne seconded the motion. Roll Call Vote was taken. All approved. The motion passed and the meeting was adjourned at 4:37pm.

**Next Meeting**

April 9, 2026  
3pm – 4:30pm