



**TEHAMA COUNTY  
CONTINUUM of CARE**

Tehama County Continuum of Care  
**Executive Council Meeting**  
**MINUTES**

**January 23, 2019** at 9:00 AM  
 Red Bank Room, Tehama County Administration

**IN ATTENDANCE:**

Michele Brousseau, Tehama County Health Services Agency,  
 Mental Health Division  
 Steve Chamblin, Tehama County Board of Supervisors  
 Andrea C. Curry, Empower Tehama, CoC & HMIS Coordinator  
 Gail Locke, Continuum of Care Chairperson  
 Valerie Lucero, Tehama County Health Services Agency  
 David Madrigal, Tehama County Community Action Agency  
 Clay Parker, Red Bluff City Council  
 E.C. Ross, P.A.T.H.

Excused:  
 Jeremiah Fears, Corning Police Department  
 Amanda Jenkins, Red Bluff City Council  
 Tara Loucks-Shepherd, Tehama County Department of  
 Social Services

Notes by: Andrea C. Curry

Topic	Discussion	Action
Discussion of minutes & agenda from previous Executive Council Meeting	The minutes & agenda from the Executive Council meeting held on November 28, 2018 were made available prior to this meeting for review. No revisions requested, approved as emailed.	

Topic	Discussion	Action
Stakeholder's Meeting/10-Year Plan Update	<p><i>One-Stop Navigation Center:</i> Val reported that the Board of Supervisors voted in favor of the county submitting an application for Community Development Block Grant funds to support renovation of the Vista Way facility to be used as a One Stop/Navigation Center on December 11. A request for planning/technical assistance funds for the water system in Ponderosa Sky Ranch will also be included in the county's CDBG application. Concerns were raised during Public Comment section of the December 11 meeting, mostly regarding the potential impact that the Navigation Center could have on nearby businesses. Andrea has drafted a Security Policy and a Good Neighbor Policy are being drafted to address these concerns and ensure that the facility is operated in such a way that it limits impact on the neighborhood. The Vista Way Navigation Center Executive Committee has reviewed the first drafts and provided feedback; updated drafts will be reviewed at that committee's next meeting scheduled for February 13. Work on the application is currently underway with the help of consultant Lorie Adams from Adams Ashby, and work on architectural plans is also underway. The application was scheduled to come before the Board of Supervisors again for approval prior to submission on January 29, but that has been rescheduled February 5. TCHSA is gathering letters of support and resolutions to include with the application, and a RESOLUTION OF THE TEHAMA COUNTY CONTINUUM OF CARE SUPPORTING THE COUNTY OF TEHAMA CDBG APPLICATION FOR THE DEVELOPMENT OF THE VISTA WAY NAVIGATION CENTER has been brought before this board for consideration. <b>MOTION:</b> Clay Parker made a motion to approve the proposed resolution. Michele Brousseau seconded the motion. The motion passed.</p> <p>Stakeholders' Group met on December 19. Discussion focused mainly on the progress being made regarding the Vista Way project and the upcoming Point in Time Count.</p>	

Topic	Discussion	Action
HMIS	Andrea reported that PATH has begun entering data from their Street Outreach and Homelessness Prevention programs into the HMIS. Both of these programs are serving individuals and families experiencing homelessness through PATH's new office/outreach center on Rio St. The location is open to walk-ins on Mondays and Wednesdays from 10AM to 2PM and includes a Food Pantry, Clothing Closet and Coordinated Entry Referrals.	

Topic	Discussion	Action
Coordinated Entry	Andrea reported that plans are moving forward for the CoC's partnership with 2-1-1 and use of Community Technology Alliance's HOME App for Coordinated Entry. United Way, the vendor for 211 NorCal just hired a new 211 manager, progress should pick up soon. Andrea has a call with CTA this afternoon to discuss plans for that implementation.	

Topic	Discussion	Action
Executive Council Membership	<p>A draft of the proposed amendments to the Governance Charter discussed at November's meeting regarding the use of alternates by organizations represented on the Executive Council was distributed electronically prior to this meeting for review. <b>MOTION:</b> Valerie Lucero made a motion that the amendments be approved. Steve Chamblin seconded the motion. The motion passed.</p> <p>As discussed at November's meeting, Gail reached out to Jim Southwick, Assistant Superintendent at Tehama County Department of Education (TCDE) to see if he would be interested in serving on the Executive Council. Jim has submitted an Executive Council Member Application, a copy of which was provided to members prior to this meeting. <b>MOTION:</b> Steve Chamblin made a motion that the Jim Southwick be appointed to the Executive Council. David Madrigal seconded the motion. The motion passed.</p> <p>Andrea reported that Lisa Kassik wishes to resign her position on the Executive Committee due to health reasons. The request was submitted via email, but because the message thread also included an unrelated discussion, copies were not distributed. At the council's request, Andrea will contact Lisa to request a written resignation.</p> <p>The group again reviewed the Consideration Matrix for Selection of Executive Council Membership and identified Veterans as an area for which a representative should be recruited for Executive Council membership. A potential member was suggested for and Val volunteered to reach out to them to see if they would be interested in serving.</p>	<p>Andrea will request that Lisa submit her resignation in writing.</p> <p>Val will reach out to a potential member to represent veterans on the Executive Council.</p>

Topic	Discussion	Action
Capacity Building	The award letter has been received from Homeless Emergency Aid Program (HEAP) program stating that the CoC's HEAP funding has been approved. The application included a description of the proposed use of the HEAP funding as discussed previously by this council, although final approval has not yet been voted on. Proposed uses included 5% being allocated to Administrative Costs, 90% being allocated to capital improvements of the Vista Way facility, and the remaining 5%, which is required to be used to address Youth Homelessness, being used for capital improvements to the same facility specifically to ensure that there were spaces appropriate to providing services to homeless youth. Andrea reported receiving clarification on this use of the youth set-aside from a representative from Business, Consumer Services and Housing Agency (BCSH), the state agency administering HEAP. The BCSH representative stated that this was acceptable if local providers currently serving homeless youth have been consulted and agree that this is the use that would best serve homeless youth in Tehama County. The group agreed that use of youth set-aside should be tabled and discussed again once Jim Southwick from TCDE's Foster/Homeless Youth can joined the discussion. <b>MOTION:</b> Steve Chamblin made a motion that 90% of the HEAP funds be allocated to capital improvements of the Vista Way facility, and 5% be allocated towards Administrative costs. Gail Locke seconded the motion. The motion passed.	

Topic	Discussion
2019 Point-in-Time Count	The 2019 Point-in-Time Count is scheduled for January 30. Planning meetings were held weekly beginning mid-November. Significantly more volunteers will be helping with the street count this year due to increased participation of county agency staff. This will allow for teams to be surveying in Corning, Los Molinos and Rancho Tehama as well as Red Bluff. Tehama County Sheriff's Office (TCSO) has been very helpful in providing maps of known encampments, and TCSO, Probation and Corning Police Department will be providing officers to accompany volunteer surveyor teams. TCDSS will be conducting surveys by phone of their clients who have reported being homeless. For local reporting purposes only, TCDE and NCCDI will be submitting data regarding student homelessness and Tehama County Jail will again be surveying inmates who are homeless when not in jail. Volunteer Surveyor training was held on January 17, but a recording of the training is available on the CoC website for volunteers who were unable to attend.

The next Executive Council Meeting is scheduled for **February 27, 2019** at 9:00 AM in the Red Bank Room at Tehama County Administration.