



**TEHAMA COUNTY  
CONTINUUM of CARE**

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

**October 23, 2019** at 10:00 AM  
Red Bank Room, Tehama County Administration

**IN ATTENDANCE:**

Andrea C. Curry, Empower Tehama, CoC & HMIS  
Coordinator  
Amanda Jenkins, Red Bluff City Council  
Gail Locke, Continuum of Care Chairperson  
Tara Loucks-Shepherd, Tehama County Department of Social  
Services  
Valerie Lucero, Tehama County Health Services Agency  
David Madrigal, Tehama County Community Action Agency

Excused:  
Michele Brousseau, Tehama County Health Services Agency,  
Mental Health Division  
Steve Chamblin, Tehama County Board of Supervisors  
Jeremiah Fears, Corning Police Department  
E.C. Ross, P.A.T.H.  
Jim Southwick, Tehama County Department of Education  
Notes by: Andrea C. Curry

Topic	Discussion
Discussion of minutes & agenda from previous Executive Council Meeting	The minutes from the Executive Council meetings held on September 25, 2019 were made available prior to this meeting for review. No revisions were requested. <b>MOTION:</b> Tara made a motion to accept the minutes as emailed. David seconded the motion. Motion passed unanimously.

Topic	Discussion
Stakeholders' Meeting/Vista Way Navigation Center Update	<p>Val reported that the county received notification from HCD that Tehama County would be awarded CDBG funding after all. HCD had received approval to transfer funds that were unused in one category of the CDBG competition to the category under which the county's application had been submitted and were now able to fund applicants that had originally been denied funding. This news means that Navigation Center plans that were set aside last month to wait for the next round of CDBG must now be picked up again. In the interim, efforts to identify alternative sites to the Vista Way facility that could be put into service without CDBG funds resulted in the suggestion that the vacant courthouse annex be considered as a viable Navigation Center site. The county will be partnering with Rotary to hold a Public Forum on November 21 at which community members can learn more about the project and the two possible sites. Pastor Scott Camp has volunteered to moderate the event. Val and Bill Goodwin will provide a presentation on the Navigation Center model, a summary of the several sites that have been considered in the two years that the Navigation Center has been in planning, and the specifics of the two sites that have been identified as viable. A panel made up of representatives from the businesses nearby each location, law enforcement, the local elementary school district and the faith community is being assembled to present at the forum. Attendees will have the opportunity to submit questions in writing that will be reviewed and de-duplicated and answered by panel members or presenters. Display tables will be set up at the back of the room at the Community Center at which the CoC can provide information and literature. The United Way will provide hard copies of the Homelessness Survey and will invite community members to take the survey electronically if they prefer.</p> <p>The Vista Way Committee met in October and the committee reviewed and refined the draft policies. Whether the draft policies should be finalized and brought before the board of supervisors to request their approval before or after a site is formally chosen is still an open question.</p>

Topic	Discussion	Action
Executive Council Membership/Meetings	Instead of holding the regularly scheduled Executive Council meetings for November and December, which would have conflicted with the Thanksgiving and Christmas holiday, both have been canceled and one meeting has been scheduled for December 11 instead.	

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Capacity Building	<p><b>Homeless Emergency Aid Program (HEAP):</b></p> <p>A draft of the RFP through which providers will be selected to receive the HEAP youth set-aside funds as well as \$7,000 in funds for addressing youth homelessness being contributed by the Tehama County Department of Education is in development. A discussion took place regarding the appropriate committee to conduct the rating and ranking for this RFP. It was suggested that the TCCoC Rating and Ranking Committee undertake this task, with the possible addition of a community stakeholder with experience in serving homeless youth but who does not represent an organization likely to apply for the funds. It was suggested that Barbara Thomas from Salisbury High School could fill this role. A draft of this RFP will be distributed to Executive Council members prior to the December 11 meeting.</p> <p><b>California Emergency Solutions and Housing (CESH):</b></p> <p><b>2020 CESH Funding:</b> Two overall breakdowns of the funding currently available to TCCoC was distributed to council members at this meeting. Each of these breakdowns included HEAP, CESH and anticipated HHAP funds with funds already committed and/or earmarked for the Navigation Center indicated, and each included a detail of this overall budget configured for spending over four, five, or six years. Cells containing CESH funds budgeted for use in 2020 but not yet allocated to a specific provider were highlighted on each. One overall breakdown included a line item for Rental Assistance for Transition Age Youth (TAY), while the other included only line items that had been previously discussed by the Executive Council. A discussion took place regarding the most appropriate option for allocating the 2020 funds for distribution. <b>MOTION:</b> Val made a motion that suggested breakdown that reflects a five-year budget and that includes the Rental Assistance for TAY line item be approved for distribution in 2020. Amand seconded the motion. Motion passed unanimously.</p> <p><b>Vista Way Navigation Center Request for Expressions of Interest:</b> A discussion took place regarding the REOI that is currently on hold. It was determined that it should remain on hold for the time being, and that perhaps a version should be drafted that does not reference a specific site. Matter will be revisited in December.</p>	<p>Andrea will prepare a draft of the RFP for distribution of the Youth Homelessness funds to be reviewed at the December 11 meeting.</p> <p>Andrea will draft an RFP for distribution of the 2020 CESH funds to be reviewed at the December 11 meeting.</p>

Topic	Discussion
HMIS/Coordinated Entry	<p><b>HMIS Governance</b></p> <p>Andrea presented a diagram of HMIS Governance structure provided by the coordinators of the HUD Communities of Practice Technical Assistance program. Andrea requested that Executive Council members who represented projects that participate in HMIS determine the appropriate staff member from their organization to participate on the HMIS Committee. It was determined that the HMIS Committee should report back to the Executive Council on a quarterly basis.</p> <p>The HMIS Policies and Procedures are currently being reviewed internally at the county at Tara's request; feedback will be provided. It was determined that further review of the HMIS Policies and Procedures should be conducted by the HMIS Committee, once formed, and that the amendments suggested by the county and by the HMIS Committee should then be brought to the council for review.</p> <p><b>2019 Point-in-Time Count Report Review</b></p> <p>A final draft of the 2019 Point in Time Count report was distributed at this meeting. Val will see about getting on the agenda at the November 19 Board of Supervisors meeting to present the results to them so that they will be officially released by the November 21 Public Forum. Val will also see about getting on the agenda at the Corning City Council soon to present on the PIT Count. Gail will see about getting on the Red Bluff City Council to present, as well. Val, Gail and Andrea will meet to discuss the presentation. Val will invite Laura Williams to join the presentation, as well.</p>

The next Executive Council Meeting is scheduled for **December 11, 2019** at 10:00 AM in the Red Bank Room at Tehama County Admin.