



**TEHAMA COUNTY
CONTINUUM of CARE**

Tehama County Continuum of Care
Executive Council Meeting
MINUTES

October 24, 2018 at 9:00 AM
 Tehama County Department of Social Services

IN ATTENDANCE:

Gail Locke, CoC Chairperson
 Amanda Jenkins, Red Bluff City Council
 E.C. Ross, P.A.T.H.
 Valerie Lucero, Tehama County Health Services Agency
 David Madrigal, Tehama County Community Action Agency
 Tara Loucks-Shepherd, Tehama County Department of Social Services

Excused:
 Andrea C. Curry, Empower Tehama, CoC & HMIS Coordinator
 Steve Chamblin, Tehama County Board of Supervisors
 Michele Brousseau, Tehama County Health Services Agency, Mental Health Division
 Lisa Kassik, Rancho Tehama Community Church

Notes by: Tara Loucks-Shepherd

Topic	Discussion	Action
Discussion of minutes & agenda from previous Executive Council Meeting	The minutes & agenda from the Executive Council meeting held September 2018 were made available prior to this meeting for review. There were two minor edits. In the Stakeholder's Meeting/10-Year Plan Update BOS adoption date needs to be changed to Sept 25 th . In the HMIS/Coordinated Entry section, 221 needs to be adjusted to reflect 211. Approved as corrected.	Two minor edits to September 2018 minutes.

Topic	Discussion	Action
Stakeholder's Meeting/10-Year Plan Update	<p>Val reported that Scott Camp chaired the October 17th meeting. The Stakeholder's group discussed that the 10-year plan has been adopted by all four governing jurisdictions. The City of Red Bluff adopted the plan on October 2nd, and the City of Tehama adopted the plan on October 9th.</p> <p>The Permanent Housing Subcommittee reported that movement on a project to support permanent supportive housing for homeless persons who are also experiencing mental health issues. It is expected that no ground will be broken on this project for a couple of years, and currently they are reviewing opportunities to co-mingle funding streams which may bring in additional populations that could be served through this housing project.</p> <p>The One Stop Committee reported on the Vista Way architectural plans, and shared those with the group. The plan will be adjusted based on input from the group. There is more development needed in area of pet services, including sheltering animals at the facility, safety, and rules. Val recommended that a Subcommittee be developed with individuals who have expertise in the areas of animal service. It was suggested that Christine McClintock and Colleen Lewis head this effort, with other individuals who are either on the PETS Board or volunteer for PETS or the Shelter.</p> <p>Val has been in contact with Dignity Health to get their support and assistance in developing a Public Awareness Campaign.</p> <p>The next full meeting of the Stakeholders' Group is scheduled for December 19 at 3:00 PM in the Tuscan Room at the Tehama County Administration Building. Val was going to see if this meeting is too close to the Holidays to determine if the meeting should be moved.</p> <p>Val also mentioned the facilitation of the Stakeholder's Meeting, and whether others would be willing to assist with that. It was suggested that this be brought up at the next Stakeholder's Meeting.</p>	

Topic	Discussion	Action
HMIS	<p>Andrea provided a written report to the Chairperson, Gail Locke and the Minute Taker, Tara Loucks-Shepherd with the following information:</p> <p>The implementation of the new HMIS is on track to begin November 1st, 2018. Current users were notified that they need to suspend entering in new entries and wait for the new system to be up and running. They will receive an email with instructions prior to November 1st. Andrea and HMIS Assistant, Kadin, both completed 6 hours of System Admin training. There will be access to more customization features once the new system is in place. Andrea will contact each agency that currently uses HMIS to set up a time to discuss those features and set up any custom fields, assessments or screens (if any) that the agency would like to use.</p>	

Topic	Discussion	Action
Coordinated Entry	<p>The Council reviewed the proposal from NorCal United Way/211. Some discussion took place around funding, and it was clarified that the 2017 ESG funds would support the first year for both the NorCal United Way/211 agreement, as well as the HOME agreement. Utilizing the NorCal United Way/211 CES process will allow the CES to meet all HUD requirements. Amanda Jenkins made a motion to accept the NorCal United Way/211 proposal and David Madrigal seconded the motion. The motion passed.</p> <p>The Council also reviewed the HOME application. It was discussed that this system would benefit the community because it is adaptable to the needs of CES, has features that allow users to get meaningful information from the system, and works in tandem with the HMIS information. Amanda Jenkins made a motion to accept the HOME proposal and Tara Loucks-Shepherd seconded the motion. The motion passed.</p>	

Topic	Discussion	Action
Executive Council Membership	<p>The Council reviewed the current roster for the Executive Council; there are currently eleven members.</p> <p>A Subcommittee was established to review the Governance Charter, specifically tasked with adding language around designating alternates, and designating if there are limits on the number of votes that each represented agency can have. The Subcommittee will be made up of Gail, Andrea and Tara.</p> <p>Val also brought up that there are still sectors that are not represented on the Council. This should be brought up at a future meeting for the full Executive Council to review the current membership and to determine who may be missing from the table.</p> <p>It was also discussed how it may look to blend the Homeless Stakeholder Group with the CoC General Collaborative. This was tabled for a discussion in the future.</p>	

Topic	Discussion	Action
California Homelessness Funding NOFAs	<p>The Action Item for Homeless Emergency Aid Program (HEAP) was tabled as there was not a quorum due to an abstention from the vote. This item will be brought back to the November meeting.</p> <p>The California Emergency Solutions and Housing (CESH) program application was submitted by Empower Tehama. Thank you Andrea. A Subcommittee was developed for the purposes of developing a Request for Letters of Interest (RLOI) process. This Subcommittee is made up of Gail Locke, Andrea Curry, and David Madrigal.</p> <p>It was determined that this group would be separate from the Rate and Rank Committee. However, due to a conflict of interest, it was determined that the Rate and Rank Committee would need to be adjusted for the CESH application process. Amanda Jenkins and Tara Loucks-Shepherd both volunteered for the Rate and Rank Committee. A third member, possibly Lisa Kassik or Police Chief Fears, will be asked to join the Rate and Rank Subcommittee at the November meeting</p>	

Topic

Discussion

Additions to Agenda/Other Business

David proposed moving the meeting to the County Administration Building. Val will follow up with Denise Ranberg to see if there is a room available.

Steve Chamblin and Chief Fears need to be added to the Outlook Calendar invitation for the Executive Council (EC) Meetings. They are already both receiving the meeting materials.

Two EC applications were received at the meeting. Gail will get these to Andrea.

The next Executive Council Meeting is scheduled for November 28, 2018 at 9:00 AM at Tehama County Department of Social Services.