



**TEHAMA COUNTY  
CONTINUUM of CARE**

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

**November 28, 2018** 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  
 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

Excused:  
 E.C. Ross, P.A.T.H.  
 David Madrigal, Tehama County Community Action Agency  
 Lisa Kassik, Rancho Tehama  
 Community Church  
 Jeremiah Fears, Corning Police Department  
 Notes by: Andrea C. Curry

<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
Discussion of minutes & agenda from previous Executive Council Meeting	The minutes & agenda from the Executive Council meeting held on October 24, 2018 were made available prior to this meeting for review. No revisions requested, approved as emailed.	

<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
Stakeholder's Meeting/10-Year Plan Update	<p>Val reported the Stakeholders' Group has not met in the time between the last Executive Council meeting and today, so there is no new information to present directly from that group, however, there has been some movement regarding the Vista Way project. Discussions have taken place regarding the possibility of the County applying for Community Development Block Grant (CDBG) funding to support the renovations of the Vista Way facility so that it can house the One Stop/Year-Round Shelter. A Public Hearing will be held during the Tehama County Board of Supervisors meeting on December 11 to request the Board's approval. If approved, they will move on to the application phase and a second hearing will be held on January 29 to approve the application to be submitted.</p> <p>An Executive Committee has been formed for the purpose of moving the Vista Way project forward. The Vista Way Executive Committee is made up of representatives from the Red Bluff City Council, Tehama County Board of Supervisors, Red Bluff Public Works Department, Red Bluff Police Department and the Tehama County Sheriff's Office. Scott Camp is also participating on this committee as a representative of the Stakeholders' Group's One Stop Committee. The Vista Way Executive Committee has agreed to meet monthly while the Vista Way project is in development.</p>	

<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
HMIS	<p>Andrea reported that the new Clarity HMIS system was implemented on November 1, 2018. All Tehama County data from the multi-tenant system was successfully migrated to the new implementation and both Andrea and Kadin (HMIS Assistant) completed System Admin Training provided by the vendor, Bitfocus, Inc. during the third week of November.</p> <p>Andrea also reported having received and accepted an invitation to participate as part of the Homeless Coordinating and Financing Council's (HCFC's) HMIS stakeholder working group, the purpose of which, per HCFC, is to "provide ongoing input and feedback to HCFC as we explore the potential development of a state-level HMIS, which would serve as a centralized data warehouse for homeless data collected by California Continuums of Care (CoCs)." Andrea will provide updates to this council on the statewide HMIS discussion as they become available.</p>	

<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
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, as approved by this council in October.	

<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
Executive Council Membership	<p>The group reviewed the Consideration Matrix for Selection of Executive Council Membership and identified Veterans, Medical and Education as areas for which representatives should be recruited for Executive Council membership. Potential members were suggested for each of these areas, and Val and Gail volunteered to extend these invitations. Andrea will send the membership application PDF to both Val and Gail.</p> <p>A discussion took place regarding possibility of adding language to the Governance Charter regarding the use of alternates by organizations represented on the Executive Council. It was suggested that representatives of local governing bodies made up of elected officials be permitted to send another member of the same body to as an alternate delegate to vote at Executive Council meetings, and that other represented organizations be permitted to send alternate delegates in their stead provided the alternate was designated in advance.</p>	<p>Andrea will send the membership application PDF to both Val and Gail.</p> <p>Val and Gail will extend invitations to apply to suggested individuals.</p> <p>Andrea will draft the amendments to Governance Charter and send them to council members for review. Action Item will be added to January's agenda.</p>

<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
Capacity Building	<p>The CoC's Homeless Emergency Aid Program (HEAP) application was submitted to California Business, Consumer Services and Housing Agency (BCSH) on November 15, 2018. While the Action Item regarding use of HEAP funds presented at this council's meeting on October 28, 2018 was tabled due to lack of quorum, Andrea reported having received confirmation from BCHS that the application required only a description of the CoC's collaborative process for determining how the HEAP funds were to be used, but did not require that the final decision have been made by the time of the application's submission. To satisfy this requirement, a description of the ongoing work of the Stakeholders' Group and the documentation of discussions regarding use of HEAP funds by this council were submitted as part of the application.</p> <p>Capital expenditures necessary to addressing homelessness are eligible expenses under this funding. As previously determined by this council, preliminary plans for use of the bulk of HEAP funds are for renovations of the Vista Way facility necessary for it to function as a One Stop Navigation Center/Year-Round Shelter. This plan is in keeping with the purpose of the funding as well as the priorities identified by the Stakeholders' Group. Preliminary plans also included using the 5% of the total allocation required to be set aside for addressing youth homelessness for capital expenditures for the Vista Way facility to create spaces and features specific to serving homeless youth. BCSH staff confirmed that this would be a permitted use, but stressed that providers currently working with this population should be involved in this decision-making process and that the CoC will be required, at some point in the grant period, to demonstrate to BCSH exactly how these funds were used and how they are benefiting the target population.</p> <p>An Action Item will be added to January's agenda for the purpose of approving that 5% of HEAP funds be allocated to Administrative Costs and at least 90% of the total allocation of HEAP funds be allocated to capital expenditures for the Vista Way project. A discussion will take place in January regarding a planning process for determining the specific use of the 5% youth set-aside.</p>	

<i>Topic</i>	<i>Discussion</i>
2019 Point-in-Time Count	The CoC is required to conduct a Point-in-Time Count that includes a count of Unsheltered individuals and families experiencing homelessness every two years. The last such count was held in January of 2017, and the next will be held this coming January in 2019. Planning meetings will be held at 3:30 PM at the Tehama County Department of Education. Participation is needed in areas of volunteer recruitment, logistical planning and Thank You gifts. The CoC hopes to work closely with local law enforcement to identify existing encampments. Gail will update this council on PIT Count Planning progress.

December's meeting has been cancelled due to the Christmas holiday. The next Executive Council Meeting is scheduled for **January 23, 2019** at 9:00 AM in the Red Bank Room at Tehama County Administration.