



**TEHAMA COUNTY  
CONTINUUM of CARE**

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

**September 25, 2019** at 9:00 AM  
Red Bank Room, Tehama County Administration

**IN ATTENDANCE:**

Michele Brousseau, Tehama County Health Services Agency, Mental Health Division  
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  
E.C. Ross, P.A.T.H.  
Jim Southwick, Tehama County Department of Education

Excused:  
Steve Chamblin, Tehama County Board of Supervisors  
Jeremiah Fears, Corning Police Department  
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 August 28, 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 had received word that their CDBG application had not been awarded, but that the county plans to re-apply when the next NOFA is released. Release of the next NOFA is scheduled for around January 2020. At a meeting of the Vista Way Navigation Center subcommittee, a discussion took place regarding how to proceed in the meantime.</p> <p>The committee agreed that it would be beneficial to proceed with plans to offer day services at the Vista Way location, without modifications to the facility, although there was some concern that such services would have to stop being provided for a period in the future if and when funds were secured to do the remodel. From the list of services originally developed for the VWNC, the committee prioritized the services that were most important to provide at the center as day services, listed here, with number 1 determined to be the most important:</p> <ol style="list-style-type: none"> <li>1. A place to be during the day (day shelter, onsite services, meals, etc.)</li> <li>2. Case Management (screening for services, advocacy, etc.)</li> <li>3. Transportation to off-site services (including to winter shelter and back)</li> <li>4. Mental Health/Substance Use screenings and/or services</li> <li>5. Three-way tie for priority 5:             <ol style="list-style-type: none"> <li>a. Medical screening &amp; Services (home health nursing, mobile clinic)</li> <li>b. Income Development, connection to those services</li> <li>c. Pet Kennels and care</li> </ol> </li> <li>6. Family Services</li> <li>7. Services for specific subpopulations (veterans, victims of domestic violence, faith-based services, etc.)</li> </ol> <p>The committee also determined that the three most important on-site services to be provided would be storage for belongings, mail services and meals. A subcommittee was formed to review the policy drafts and suggest changes that should be made to apply to the VWNC as a day center only. The VWNC subcommittee plans on reviewing those suggestions and discussing a timeline for opening day services at the next meeting.</p>

	<p>Shower Trailer: Val reported that the shower trailer has been tested, is operational, and is parked at TCHSA's Walnut location. The plan at this time is to have showers available to homeless persons on Mondays from 9:30 to 11:30 AM. Val will send out flyers and asks that members please share them. Val and Jennifer from PATH have been in discussions with the Corning Healthcare District over the possibility of making the shower trailer available in Corning.</p>	
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Topic	Discussion	Action
<p>Executive Council Membership/Meetings</p>	<p>A discussion took place regarding the suggested amendment to the Governance Charter introduced at July's Executive Council meeting that reads, "Authorized Representative Designation: The Chairperson shall act as the duly authorized representative of the Executive Council on all matters. In the event that the Chairperson is unavailable or has a conflict of interest, any member of the Executive Council may act as the Authorized Representative in the Chairperson's stead, provided the member does not have a conflict of interest in the matter."</p> <p><b>MOTION:</b> Amanda made a motion that the proposed language be added to the Governance Charter. Jim seconded the motion. Motion passed unanimously.</p> <p>Election of Officers: Val presented the slate of officer nominations as follows:            Chairperson: Gail Locke            Vice-Chairperson: Tara Loucks-Shepherd            Secretary: Andrea C. Curry</p> <p><b>MOTION:</b> Val made a motion that the proposed slate of officers be approved by the council. Amanda seconded the motion. Motion passed unanimously.</p>	

Topic	Discussion	Action
<p>Capacity Building</p>	<p><b>California Emergency Solutions and Housing (CESH):</b></p> <p>An overview of "CA-527 Current Homelessness Funding" was made available to the council for review. A discussion took place regarding possible uses of CESH funds for immediate needs. Andrea will bring a more detailed breakdown to the October meeting, including a cost plan demonstrating options for ways that funds can be spread across the grant periods, including immediate needs spending.</p> <p><b>CoC Application</b></p> <p>Andrea reported that the rating and ranking of local applications has been completed and provided the results and applications to the council for review. Applications for PATH RRH and Empower Tehama DV TH-RRH were approved and will be included with CA-527's consolidated application. Andrea also asked for any changes or corrections to the draft of the CoC Application that had been sent out to the council previously. There were no changes or corrections requested. Andrea stated that she will add the final attachments and upload a final draft to the CoC website by Friday, September 27.</p>	

Topic	Discussion	Action
<p>HMIS/Coordinated Entry</p>	<p><b>SNAPS Community of Practice HMIS Implementation Technical Assistance</b></p> <p>Andrea and Abigail Gallino from CAA are participating in this TA opportunity with representatives from other rural CoCs, with a focus on HMIS Governance.</p> <p><b>Coordinated Entry</b></p> <p>Jim mentioned that Department of Education (DOE) would like to receive referrals from the CES for families with school age children to ensure that these families receive the supports available to them for homeless students. Andrea will provide Jim with the information needed to arrange this.</p> <p><b>2019 Point-in-Time Count Report Review</b></p> <p>An updated drafts of the 2019 PIT Report were distributed to council members at this meeting. The council suggested that the "Moving Forward" section should be short and should include instructions on how to access the 10-Year Plan to End Homelessness. Val will send Andrea the final, approved document to make available on the CoC website. Andrea will provide that url in the Moving Forward section of the PIT report.</p>	

The next Executive Council Meeting is scheduled for **October 23, 2019** at 10:00 AM in the Red Bank Room at Tehama County Admin.