



**TEHAMA COUNTY  
CONTINUUM of CARE**

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

**September 26, 2018 at 9:00 AM**  
 Tehama County Department of Social Services

**IN ATTENDANCE:**

Andrea C. Curry, Empower Tehama, CoC & HMIS Coordinator  
 David Madrigal, Tehama County Community Action Agency  
 Tara Loucks-Shepherd, Tehama County Department of Social Services  
 Valerie Lucero, Tehama County Health Services Agency  
 Steve Chamblin, Tehama County Board of Supervisors  
 Clay Parker, City of Red Bluff  
 Gail Locke, CoC Chairperson

Michele Brousseau, Tehama County Health Services Agency, Mental Health Division  
 Lisa Kassik, Rancho Tehama Community Church  
 Excused:  
 Amanda Jenkins, Red Bluff City Council  
 E.C. Ross, P.A.T.H.  
 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 August 2018 were made available prior to this meeting for review. <b>No revisions requested, approved as emailed.</b>	

Topic	Discussion	Action
Stakeholder's Meeting/10-Year Plan Update	<p>Val reported that a second joint study session of the Tehama County Board of Supervisors and the city councils from Red Bluff, Corning, and Tehama was held on September 10, 2018, at which several members of the Stakeholders' Group gave a joint presentation updating the members of these bodies, as well as the public, on the progress that has been made since the first joint study session, held in November 2017, including the draft of the 10-Year Plan to End Homelessness and the Vista Way site being considered for use as a One-Stop Navigation Center and year-round emergency shelter. The presentation was well-received by most, and members of the Stakeholders' Group were able to provide responses to the several questions posed by members of the governing bodies. In the time since, the Board of Supervisors adopted the plan on September 25, 2018 as did the Corning City Council on September 25, and the plan is on the agenda for the Red Bluff City Council meeting scheduled for October 2. Information was not immediately available on when the Tehama City Council will be addressing the plan. Executive Council members were encouraged to attend the Red Bluff City Council meeting at which the plan will be discussed.</p> <p>Val also reported that TCHSA has enlisted the services of an architectural firm to draw up preliminary plans for remodeling the Vista Way facility for use as a One-Stop Navigation Center and year-round emergency shelter. The architects have been provided with a copy of the spreadsheet created collaboratively by the Stakeholders' Group regarding the features that such a facility would ideally include, and they are working to incorporate as many of those features as is practical in the existing space.</p> <p>A discussion took place regarding the process that would need to be developed for ensuring that the service provider or providers that would operate the a One-Stop Navigation Center and year-round emergency shelter are selected and to ensure that expectations are clearly communicated, including that the project be operated using a low-barrier, Housing First approach. Andrea mentioned that this process is in keeping with the requirements of making use of funds available to the CoC through the California Emergency Solutions and Housing (CESH) Program. Val suggested that Andrea research the processes that other California counties planned to use to select providers for CESH funds and share them with the Executive Council by email.</p>	

	<p>Val reported that P.A.T.H. has purchased the shower/laundry trailer that has been discussed at previous Executive Council meetings. Scheduling and locations for use have not yet been determined.</p> <p>Val also reported that four staff from various county organizations, including TCHSA and the Tehama County Sheriff's Office were currently visiting a Sobering Center in another community to research what it would take to operate such a program in Tehama County.</p> <p>The next full meeting of the Stakeholders' Group is scheduled for October 17 at 3:00 PM in the Tuscan Room at the Tehama County Administration Building.</p>	
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<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
HMIS/Coordinated Entry	<p>HMIS: Andrea reported that migration from the multi-tenant Clarity system to TCCoC's single-CoC instance of Clarity is on-schedule to be completed by November 1. Both Andrea and Kadin Oaktree, HMIS Assistant, will be completing System Administrator prior to the go-live date. Andrea will send out an email to all current HMIS users to notify them of this in advance of the date they will need to suspend entering records during the migration.</p> <p>Coordinated Entry: Andrea reported that TCCoC has received a proposal from United Way NorCal (UWNC) regarding the possible partnership with 211 that will allow the CES to meet all HUD requirements. Hard copies of the proposal were made available to this council for review. Additionally, TCCoC has received a proposal from Community Technology Alliance (CTA) for use of their HOME CES tools. The council provided consensus support for the UWNC proposal and asked that an Action Item be placed on October's agenda regarding formal decisions on each of the two proposals.</p>	

<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
Executive Council Membership	<p>Val reported that invitations were extended to the Tehama County Board of Supervisors and the city councils of Red Bluff, Corning and Tehama to designate a member of each body to join the Executive Council. TCBOs determined that Steve Chamblin would be the appropriate member, with Candy Carlson acting as an alternate. Red Bluff City Councilmember Amanda Jenkins has already been appointed to the Executive Council, and the City of Corning intends to send Jeremiah Fears to join.</p> <p>Andrea reported that requests have been send out to current EC members to complete the newly adopted Executive Council Membership Application so that an official roster can be developed.</p>	

<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
California Homelessness Funding NOFAs	<p>Both the California Emergency Solutions and Housing (CESH) Program Application and the application for Homeless Emergency Aid Program (HEAP) funds are due soon. The Executive Council is responsible for designating an Administrative Entity to administer each. Val made a motion that Empower Tehama be designated as the Administrative Entity for both programs. Tara seconded. The motion passed.</p> <p>A chart indicating the percentages as suggested by the Allocations Subcommittee that met in September was provided to members at this meeting. In order to make efficient use of the relatively small amounts available, the subcommittee suggested allocating all available HEAP funds, with the exception of the 5% for administration of the grant, to capital improvements for the Vista Way facility and that a local provider selection for CESH funds be developed, with all CESH-funded activities to be provided from the Vista Way center. The council agreed that the suggestions of the subcommittee should be followed.</p> <p>CESH and HEAP applications are due by October 15, 2018 and December 31, respectively. Andrea will complete the applications and send them out for review by this council prior to submission.</p>	

The next Executive Council Meeting is scheduled for October 24, 2018 at 9:00 AM at Tehama County Department of Social Services. Tara has volunteered to take down the minutes at the October meeting, as Andrea will be out of town.