

Tehama County Continuum of Care Executive Council Meeting



Meeting Minutes

March 22, 2023

Meeting held via Zoom

COUNCIL ATTENDANCE:	PRESENT	EXCUSED
Johnna Jones , Chairperson	X	
Jim Southwick , Vice-Chair; Tehama County Department of Education	X	
Tara Loucks-Shepherd , Tehama County Department of Social Services		X
Jayne Bottke , Tehama County Health Services Agency	X	
Candy Carlson , Tehama County Board of Supervisors		X
Jeremiah Fears , Corning Police Department		X
Kris Deiters , Red Bluff City Council	X	
Gail Locke , General Collaborative Chairperson	X	
Travis Lyon , Tehama County Health Services	X	
David Madrigal , Tehama County Community Action Agency	X	
Kimberlee Monroe , Empower Tehama	X	
E.C. Ross , Poor and the Homeless Tehama County Coalition (PATH)	X	

Continuum of Care Coordinator: **Andrea C. Curry**

Notes by: **Heather Henderson**

Meeting called to order at 9:40 A.M.

1. **Welcome and Introductions**
2. **Adoption of Minutes from February 22, 2023**

The minutes and agenda from the Executive Council meeting held on February 22, 2023 were made available prior to this meeting for review. Council members requested additional time to review the minutes. Adoption of the February 22, 2023 minutes will be revisited at the end of the agenda.

3. **Additions to the Agenda**

No additions requested.

4. **Project Updates:**

- a. **PATH Plaza Update**

E.C. Ross

E.C. reported that while construction continued to experience delays due to weather, it is anticipated that the slab will be poured within the next three weeks. Jim reported that Noon Kiwanis would like to make raising funds for the PATH Plaza Playground a fundraising focus for the year but wondered if they needed to wait until the next cycle. E.C. stated that construction of the playground will need to wait until the main building construction is complete, but that this should be complete within the year, so there does not appear to

be any reason to wait on fundraising. Gail suggested putting together a committee to plan the playground – identifying a playground structure, vetting vendors, etc. E.C. suggested that she contact Heather Ledford, PATH Executive Director, to coordinate.

b. Permanent Housing Update

Travis Lyon

Travis reported that seven No Place Like Home units at Olive Grove Apartments now have tenants moved in, four more are schedule to move in tomorrow, and another three applications are in process. Travis stated that the developer, RCHDC, has been awesome at getting folks approved and into housing. He also reported that at least eight people who didn't ultimately qualify for housing at Olive Grove were connected to other permanent housing through being connected to TCHSA through the CES. Council members expressed excitement over the success and thanked Travis for all his hard work.

c. Stakeholders' Collaborative

Heather Henderson

Heather reported that the next Stakeholders' Collaborative meeting will be held on April 5. Housing Tools will present on the data and research that has been conducted as part of the development of the addendum to the 10-year plan. In addition to its previous sessions with the Stakeholders' Collaborative, Housing Tools has completed several interviews with stakeholders, collected and analyzed data from the HHAP-3 and HHAP-4 application processes, surveyed over 20 LIFT attendees, and conducted geographical research using publicly available data in furtherance of developing the addendum. Housing Tools will present key findings and gather additional feedback and input from stakeholders on the findings prior to preparing a draft of the addendum.

5. Collaborative Applicant

Gail Locke and Andrea Curry

a. Designation of a new entity to serve as Collaborative Applicant, Administrative Entity for open funding contracts, CoC Coordination Provider, and HMIS Lead Agency

At February's meeting, Gail reported that Empower Tehama had sent word that they will be withdrawing from the roles of Collaborative Applicant, Administrative Entity, and HMIS Lead for the CoC. The CoC Executive Council is tasked with identifying an eligible entity or entities to assume these roles on or before June 30, 2023. A brief review of the activities included in each role was provided.

Potential options discussed at February's meeting included the CoC exploring becoming a legal entity itself through the creation of a new non-profit and designating another local non-profit, The Vitality Project, to serve in the roles being vacated by Empower Tehama. Council members also asked for more information regarding the types of Collaborative Applicants serving other CoCs.

b. Discussion

i. Review of Continuums of Care and Collaborative Applicant types

Andrea presented an analysis of Continuums of Care and Collaborative Applicant types by state, a detailed breakdown of Collaborative Applicant types serving CoCs nationwide, and a list of all CoCs, their Collaborative Applicants and Collaborative Applicant types for the council's review. It was noted that 50% of CoCs nationwide have designated a non-profit as their Collaborative Applicant, with the remaining 50% made up of states, county and city governments and quasi-governmental entities, including regional planning commissions, associations of governments, housing authorities, and community action agencies. Johnna

noted that the breakdowns between CoCs that had designated governmental entities and CoCs that had designated non-profits varied significantly between states, and even between states that included similar numbers of CoCs. A discussion took place regarding the potential advantages and challenges associated with each type of entity serving in these roles.

Jayme asked if information available regarding which departments or divisions within county governments were acting as Collaborative Applicants for the CoCs whose Collaborative Applicant was listed as a county government. Andrea consulted the full list of CoCs that was provided and noted that while some did include reference to a department, many did not. Andrea stated that she believed that information was available, but not in an easily compiled format. Andrea offered to compile this information for CoCs in California.

ii. FY2023 CoC Registration/NOFO timing, immediate need

Andrea presented a breakdown of HUD CoC NOFO registration dates in relation to NOFO release dates for years 2015 through 2022 and suggested that, based on historical trends, delaying designation of a Collaborative Applicant past the end of May 2023 could put the CoC at risk of missing the opportunity to submit its annual CoC application.

iii. Potential Creation of a new non-profit agency

Based on publicly available information consulted at the direction of the council between February's meeting and today, Andrea estimated the minimum length of lead time needed would no less than 6 months, that a 6-month timeline would be incredibly ambitious and would require considerable work in a short amount of time, and that the timeline could easily be delayed by factors outside of the control of those seeking to accomplish the task, such as delays in processing of approvals by state and federal agencies.

Motion: *A motion was made that the council authorize Gail and any other Executive Council members who are interested to further explore the creation of a 501(c)(3) for the purpose of serving as a Collaborative Applicant.*

Moved by: Jayme Bottke

Seconded by: Jim Southwick

Ayes: Jayme Bottke, Kris Deiters, Johnna Jones, Gail Locke, David Madrigal, Kimberlee Monroe, E.C. Ross, Jim Southwick

Result: APPROVED

iv. The Vitality Project (TVP)

A discussion took place regarding TVP's capacity, governance structure, internal controls policies and conflict of interest policies, and the responsibilities and authority of the CoC governance vs. those of a Collaborative Applicant or Administrative Entity.

Motion: *A motion was made that The Vitality Project be designated as the Collaborative Applicant for Tehama County Continuum of Care and authorize transfer of any open HUD CoC Planning funds contracts from Empower Tehama to The Vitality Project.*

Moved by: Jim Southwick

Seconded by: Gail Locke

Ayes: Jayme Bottke, Kris Deiters, Johnna Jones, Gail Locke, David Madrigal, Kimberlee Monroe, E.C. Ross, Jim Southwick

Result: APPROVED

Motion: A motion was made that The Vitality Project be designated as the HMIS Lead Agency for the Tehama County Continuum of Care.

Moved by: Jim Southwick

Seconded by: Gail Locke

Ayes: Jayme Bottke, Kris Deiters, Johnna Jones, Gail Locke, David Madrigal, Kimberlee Monroe, E.C. Ross, Jim Southwick

Result: APPROVED

Motion: A motion was made that The Vitality Project be designated as Tehama County Continuum of Care's Administrative Entity for all open funding contracts, and authorize The Vitality Project, upon acceptance of this role, to execute transferred contracts and accept receipt of transferred funds.

Moved by: Jim Southwick

Seconded by: Gail Locke

Ayes: Jayme Bottke, Kris Deiters, Johnna Jones, Gail Locke, David Madrigal, Kimberlee Monroe, E.C. Ross, Jim Southwick

Result: APPROVED

Motion: A motion was made that the council authorize Andrea Curry and Heather Henderson to notify and coordinate with the HUD Field Office, all necessary funders, subgrantees and The Vitality Project to facilitate these changes and make necessary changes to relevant digital portals and contact lists. Andrea and Heather will report back to the Executive Council at their regular meeting monthly and if necessary, via email between meetings, to update the council on progress.

Moved by: Jim Southwick

Seconded by: Gail Locke

Ayes: Jayme Bottke, Kris Deiters, Johnna Jones, Gail Locke, David Madrigal, Kimberlee Monroe, E.C. Ross, Jim Southwick

Result: APPROVED

Motion: A motion was made that the council authorize Johnna Jones, as the Executive Council chairperson, sign on behalf of the Tehama County Continuum of Care all documents necessary to facilitate these changes.

Moved by: Jim Southwick

Seconded by: Gail Locke

Ayes: Jayme Bottke, Kris Deiters, Johnna Jones, Gail Locke, David Madrigal, Kimberlee Monroe, E.C. Ross, Jim Southwick

Result: APPROVED

6. Capacity Building

Andrea Curry and Heather Henderson

a. Local Funding Requests

i. First Christian Church Corning (FCCC) Request

FCCC operates a small project that provides Day Shelter services, including meals, basic needs and resource navigation services at least four days per week in Corning. FCCC is requesting an additional \$11,250 for operations through June 30, 2023. This request includes both funds to reimburse a portion a new furnace recently installed in the project's facility due to failure of the old unit and regular operating funds to keep this crucial South County resource available in this underserved community.

Motion: A motion was made to increase the total funding amount in the current FCCC award agreement by \$11,250.

Moved by: Gail Locke

Seconded by: Jim Southwick

Ayes: Jayme Bottke, Kris Deiters, Johnna Jones, Gail Locke, David Madrigal, Kimberlee Monroe, E.C. Ross, Jim Southwick

Result: APPROVED

ii. Samuel Ayres Park Flood incident; expect requests in April for:

1. Emergency Shelter
2. Street Outreach

Andrea reported that the encampment at Samuel Ayres Park flooded late at night on March 14, impacting approximately 35 unsheltered individuals. Clay Parker and City of Red Bluff staff, Faith Works, Tom and Rachael Campbell, and PATH responded, coordinating evacuation from the park, securing motel rooms, and gathering replacement tents, sleeping bags, and other supplies. While the original plan was to provide motel shelter for the encampment residents for 2 days, encampment residents have been unable to return to the park due to ongoing flood risk from intermittent rainstorms. Motel shelter is the primary activity approved under the current award of funds for the PATH/Faith Works partnership, however, this unexpected spike in need was understandably not included in that project's budget, nor were the costs associated with replacing the vital basic needs supplies for the encampment residents included in PATH's Street Outreach budget. Tom Westbrook at City of Red Bluff was able to secure several sleeping bags and tents from the Red Cross, and Faith Works' supporters have generously contributed some funds towards these purchases, but it is likely that both the motel shelter and street outreach projects will need to request additional funds to backfill for the emergency expenses in order to continue operations through June 30, which was the intended expenditure deadline for current awards.

Additional Discussion:

- Jayme noted two corrections that should be made February's meeting minutes – an additional "to" in one section, and an instance that reads "NOFA" where it should read "NOFO". Heather noted these changes. An updated draft will be submitted to the council for review along with the minutes from this meeting.

Meeting adjourned at 11:35 A.M.

The next meeting is scheduled for Wednesday, April 26, 2023, at 9:30 AM and will be held via Zoom.