

Tehama County Continuum of Care Executive Council Meeting



Meeting Minutes

October 26, 2022

Meeting held via Zoom

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

Guest: Michaela Brown, Executive Director MSW, LCSW

Notes by: **Heather Henderson**

1. Adoption of Minutes from September 28, 2022

The minutes and agenda from the Executive Council meeting held on September 28, 2022 were made available prior to this meeting for review. No changes were requested to the minutes and the minutes were approved as emailed.

2. Additions to the Agenda

None requested.

3. PATH Plaza Update

E.C. reported that the bid process is underway and that bids will be unsealed on November 2, 2022 at 10:00 AM at the PATH office. PATH hopes to be in contract with the builder by Thanksgiving.

4. Permanent Housing Update

Gail reported that Olive Grove Apartments in Corning are still delayed due to availability of certain electrical parts and that Heather H. (Empower Tehama) and Heather L. (PATH) are finishing up the purchasing of the household items for the No Place Like Home (NPLH) units.

Andrea reported that requests regarding the Palm Villas project that will be located on S. Jackson St. were discussed at the City of Red Bluff Council meeting in September, including waiving parking minimums as part of a density bonus. Johnna added that the city council had also approved adjustment of setbacks and allowing a slightly narrower driveway than usual, but that it had been

determined that emergency vehicles, including the fire department ladder truck, would still be able to turn around in the driveway. The city also agreed to a request to re-zone part of the property so that it can be used for the housing project.

5. Stakeholders' Collaborative Update

Heather reported that at there was no Stakeholders' Collaborative meeting held in October. The next meeting is scheduled for November 2, 2022 and that Empower Tehama would be presenting an overview of their services and training on the dynamics of domestic violence and serving survivors experiencing homelessness.

6. Capacity Building

Andrea C. Curry

a. Housing and Homelessness Incentive Program (HHIP)

Andrea reported that funds have been made available through HHIP from Blue Cross of California Partnership Plan, Inc. to support the HHIP Investment Plan and meet the metrics required by the HHIP program. A copy of the proposed contract was provided to this council prior to this meeting for review. The contract includes a description of the eligible uses of these funds, including staffing and technology costs for the HMIS and CES, Street Outreach activities, and incentives such as gift cards for feedback collection activities such as the PIT Count and interviews/focus groups for the 10-Year Plan Update process.

Johnna moved that the Executive Council Authorize Empower Tehama, as the Administrative Entity for the CoC's HHIP funds to sign the HHIP Agreement with Blue Cross of California Partnership Plan, Inc. Jim seconded the motion. The motion carried.

b. Homeless Housing, Assistance and Prevention, Round 4 (HHAP-4)

Andrea reported that applications are due to Cal ICH for funds through Round 4 of the HHAP program on November 30, 2022. The process and application format for Round 4 is very similar to the that of Round 3, for which the CoC applied for in June 2022. CoCs, counties and large cities will each receive an allocation of funds, and Cal ICH encourages and incentivizes "overlapping jurisdictions" to apply jointly. The CoC and the county applied jointly for HHAP-3 with the CoC as the lead applicant, and discussions took place at that time regarding using the same process for HHAP-4.

The HHAP-4 application includes a requirement that the Parts I & II of the application be agendized at a meeting of the governing body for the lead applicant that occurs prior to the November 29, 2022 application deadline. In past years, the Executive Council has combined it's November and December meetings into a single meeting near the beginning of December due to the holidays, but Andrea requested that November's meeting remain scheduled on the 4th Wednesday of the month this year to allow for this agenda item.

c. Permanent Local Housing Allocation (Informational Only)

Andrea reported that the county is preparing an application to the State of California for funding through the Permanent Local Housing Allocation (PLHA) program. The revenue to support this funding comes from 2017's SB2 bill, which imposed a fee on real estate transactions. The revenue from those fees is made available to cities and counties to support a variety of activities related to addressing homelessness and access to affordable housing. The funds are available to jurisdictions in 5-year cycles. This is the last year that jurisdictions can access their allocations that came from the 2019 fee revenue.

Jurisdictions' allocations from both 2020 and 2021 are also available by applying this year, and funds for the last two years of the cycle will be added in 2023 and 2024. The City of Tehama has agreed to delegate their allocations to the county to be administered locally,

and the City of Red Bluff will be considering delegating theirs to the county, as well, at their November 1 city council meeting. A Public Hearing will be held on November 8 at the Board of Supervisors meeting to authorize TCHSA to submit an application for the county's allocation and the allocations of each city that agrees to delegate their funds. The proposed uses of the combined funds for this 5-year cycle are to create capitalized reserves to support services connected to permanent supportive housing, to support operations of emergency shelters/navigation centers and supportive services for people experiencing or at risk of homelessness.

7. CoC Budget Update

- a. A draft of the 5-Year CoC Budget, updated to reflect actual expenditures from FY2021-22 was provided to the council prior to this meeting for review. The budget document includes a Summary page grouped by fiscal year that reflects anticipated expenditure amounts for each fiscal year by activity type and a detail page that shows the same information expanded to reflect the source(s) of funds for each activity type by fiscal year.

Andrea noted that the FY2021-22 was the first year that the CoC had the capacity needed to fully fund the local system for addressing homelessness, at least to the level that local providers had the capacity to implement, which gives us a pretty good idea of what funding the system in future years will take. Altogether in FY2021-22, \$1,051,912 was expended to support direct services, \$89,912 was expended on costs associated with development of the navigation center, and \$144,110 was expended on HMIS/CES, grant administration and regional coordination activities, which included developing the Local Homeless Action Plan (LHAP) for the HHAP-3 application and beginning the 10-Year Plan update process. Less was expended on Youth Homelessness Services activities than had originally been budgeted due to challenges engaging a provider to implement these services. The unexpended funds in that category were carried forward to future years represented in the budget.

The sections that represent FY2022-23 include a much higher projected fiscal year total due to the anticipated cost of development and construction of the navigation center. About 80% of the total \$5,767,382 in that category is made up of CDBG and CDBG-CV funds awarded to the county. The remaining funds budgeted to this project include \$122,130 in HHAP-1 funds awarded to the county, with the rest budgeted from funds administered by the CoC, including \$200,458 in CESH 2018, \$193,820 in CESH 2019, \$399,932 in HHAP-1, \$212,500 in HHAP-2, and \$306,420 in HHAP-3 funds, which are being awarded to the CoC as the lead applicant in the joint HHAP-3 application submitted earlier this year. Funds budgeted for direct services in 2022-23 generally align with spending on direct services in FY2021-22, with a slight increase due to unspent Youth Homelessness Services funds being carried forward, including funds from HHAP and TCDE, and a boost to the Street Outreach budget due to targeted activity support from HHIP. Andrea noted that the \$0 in Homelessness Prevention shown in years after FY2021-22 is misleading because households at risk of homelessness will be eligible for services using some of the funds budgeted for Rental Assistance for those years, where only households experiencing literal homelessness were eligible in that line item FY2021-22 due to ESG-CV guidelines. FY2022-23 includes significantly more in HMIS/CES/System Support than previous years due to confluence of ESG-CV and CESH 2018 funds that must be expended in FY2022-23; additional funds will support costs associated with expanding data sharing and improving CES follow-up.

Emergency shelter/navigation center operations projections increase beginning in FY2023-24 to accommodate 24/7 service availability and are supported by HHAP-3, HHAP-4 and PLHA funds in FY2023-24 then predominately by PLHA funds in FY2024-25 and FY2025-26. The full budget for FY2025-26 is still under development and is included to allow us to see

where funding gaps currently exist 3+ years out so that they can be addressed as funding becomes available.

A discussion took place regarding challenges engaging a Youth Homelessness Services provider. Andrea reported that Children First FFA had started up a promising project that provided supportive services for unaccompanied homeless youth but seemed to encounter staffing capacity challenges. Funders are encouraging CoCs to ensure that unaccompanied homeless youth can access actual housing services designed to meet their unique needs. Andrea noted that Jessica Candela from Housing Tools, the firm assisting with the LHAP and 10-Year Plan update, had mentioned having a contact at Youth for Change, an organization that serves unaccompanied homeless youth in Butte County. Other suggestions included Victor Youth Services, whose focus is on behavioral health services for youth and NVCSS, who has experience serving foster youth.

b. Local Project Funding

Andrea reported that the council last addressed funding for continued operation of currently funded projects in August and that those projections were designed to allow projects to operate through November. As November is quickly approaching, the council is tasked with making a decision regarding the next distribution of funds, either through renewals/extensions of existing contracts, through a Request for Proposals process or some combination. Andrea noted that all currently funded projects were awarded either through the renewal process implemented for the CoC's TESH funding RFP in 2020 or through the Request for Applications process the CoC implemented when ESG-CV funds became available. Gail suggested that a renewal process be implemented for currently operating projects and that an RFP be considered for selecting a youth provider. Travis noted that the amount available for youth services was relatively low and that this might result in few or no responses to an RFP. Andrea noted that the amount in the Youth budget is based on funds available that must be set aside for youth services, but that there is nothing stopping the CoC from supplementing that amount with funds from the other line items, as youth services could include the activities from those line items, just tailored to youth. Andrea also noted that funders were fine last time with us recruiting a youth provider after we had no responses to our youth RFP. Andrea was asked to confirm with HHAP that this was still the case and request guidance on whether we need to issue an RFP prior to recruiting a youth provider outside of that process. The group agreed that currently funded projects should be contacted to determine whether they want to renew funding to maintain operations through June 2023. Heather will reach out to them and request that they submit budget projections through June 2023. Once we know where that leaves us with this year's budget, a decision can be made regarding how much of the remaining budget should be added to the youth services budget and whether a general RFP should also be developed and released. Andrea will set up an introduction between Jim and Jessica from Housing Tools to connect him and the Youth Homelessness Committee to Youth for Change to see if expanding to Tehama County is something they're interested in.

8. Regional Coordination

Andrea reported that the September Stakeholders' Collaborative meeting included a presentation by Housing Tools on the 10-Year Plan to End Homelessness update and an opportunity for the stakeholders to provide input on the process of developing the update. Feedback received included a request made by a member of the Red Bluff City Council that a joint study session of the three city councils and the Board of Supervisors be planned as part of this process as it was during the process for developing the original 10-Year Plan. Housing Tools is willing to coordinate a joint study session, but was not included in the Scope of Work for the 10-Year Plan update process, so it would require amending the

current contract to include this activity. A copy of the proposed revision to the Housing Tools Scope of Work was provided to the council prior to this meeting for review. The proposed revision includes an increase of \$2,500 to coordinate the joint study session. Johnna noted that the description of the joint study session did not include the City of Corning. Andrea located an updated version that James from Housing Tools had emailed to her after noticing the error himself and displayed the updated version on the screen share so that council members could review it. A discussion took place regarding the value of holding the joint study session and ensuring that the public had ample opportunity to comment and provide feedback on the plan update.

Travis made a motion that the Executive Council authorize Empower Tehama to amend contract with Housing Tools to include an additional \$2,500 to support the cost of coordinating joint meeting. E.C. seconded the motion. The motion carried.

9. Stakeholders and LIFT Attendee Interviews

a. Proposed Survey and Interviewee List

Drafts of the Interview Tool developed by Housing Tools for use conducting one-on-one interviews with both stakeholders and LIFT Event attendees and the list of potential stakeholders to interview were provided to council prior to this meeting for review. The council provided feedback on ways that the questions on the interview tool could be clarified, which Andrea and Heather will relay to Housing Tools. Travis mentioned that he had contact information for some of the stakeholders on the list whose contact information was missing and said he would send it to Andrea. Because the meeting was running over its scheduled end time, Andrea requested that council members send along any additional feedback via email.

b. Spanish Translation/Interpreter Services

Andrea reported that in order to ensure that Spanish-speaking LIFT attendees have the same opportunity to provide input via one-on-one interviews with Jess from Housing Tools, it would be necessary to enlist the services of a translator/interpreter. Additionally, the CoC has developed materials, including the CES Flyer, that are currently only being distributed in English and should be available in both English and Spanish. Based on estimates received so far, Heather estimates that these activities will cost approximately \$2,600. Andrea reported that funds are available in the Regional Coordination budget for these activities, contingent on approval by the Executive Council. *Jim made a motion that the Executive Council authorize Empower Tehama to expend up to \$2,600 for Spanish translation of CoC materials and live interpreter services for the LIFT event. Johnna seconded the motion. Motioned carried.*

c. Tokens of Appreciation for LIFT Event Interviews and PIT Count

Andrea reported that the HHIP funding being provided by Anthem Blue Cross can be used to support the cost of incentives such as gift cards for feedback collection activities such as the PIT Count and interviews/focus groups for the 10-Year Plan Update process. *Gail made a motion that the Executive Council authorize Empower Tehama to expend up to \$8,000 for incentives such as gift cards for feedback collection activities such as the PIT Count and interviews/focus groups for the 10-Year Plan Update process. Jim seconded the motion. Motioned carried.*

10. Executive Council

a. Nominations/Elections for Chair, Vice-Chair and Secretary

Andrea reported per the CoC's Governance Charter, the Executive Council was overdue to nominate and elect officers. This was brought to Andrea's attention by Tara, who is

currently the Vice-Chairperson but who will be going out on maternity leave soon and wants to ensure that these duties are taken over by someone else first. The council reviewed Article IV, Section D, which states that a nominating committee is to be formed to present a slate of officers to the Executive Council (nominations may also be made from the floor). Jim volunteered to lead Nominating Committee activities and report back to the group.

Due to limitations on time, it was decided that the remaining agenda items would be carried over to the November agenda and meeting was adjourned.

The next meeting is scheduled for Wednesday, November 23, 2022, at 9:30 AM and will be held via Zoom.