



**TEHAMA COUNTY  
CONTINUUM of CARE**

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

**MINUTES**

**October 26, 2016** at 2:00 PM  
Held at Alternatives to Violence Counseling Center

**IN ATTENDANCE:**

Michele Brousseau, Tehama County Mental Health  
Allene Dering, P.A.T.H.  
Lisa Kassik, Veteran's Rep, Formerly Homeless Rep  
Gail Locke, TCCoC Chairperson  
Tara Loucks-Shepherd, TCDSS/TCCAA

Valerie Lucero, Tehama County Mental Health  
Bobbi Sawtelle, NVCSS Tehama  
Sherry Wehbey, Tehama County CWS  
Notes by: Andrea Curry

<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
Approval of minutes from Executive Council Meeting held May 25, 2016	Minutes from previous meeting were made available to committee for review at the beginning of this meeting. No revisions were requested; minutes unanimously approved.	

<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
LIFT Event Planning Update	Gail reported on progress of event planning. Donation barrels have been placed throughout the community. Allene is working with Tabetha at CAA on logistics as the event day draws nearer. Last year's hair stylists are unavailable this year; CAA is looking for stylists to do haircuts at this year's event. Gail has submitted funding requests to Sierra Pacific and US Bank, but has yet to hear back from either. Concerns were voiced regarding the limited budget for the vision feature of the event, as it has been very popular with attendees in the past and fills a need that many have due to Medi-Cal not covering eyeglasses for adults.	Hygiene kits will be assembled at LIFT Planning meeting on November 3. LIFT Event will take place on Friday, November 18.

<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
Vets @ Home Technical Assistance	Andrea and Gail provided an update progress towards goals set through ongoing Vets@Home TA being provided by Emily Nolan from CSH, including creating a by-name list of veterans experiencing homelessness in Tehama County and a comprehensive list of Veterans Services. Our by-name list currently consists of 32 veterans whose information has been entered into the HMIS when served at a program of P.A.T.H.'s or CAA's A discussion took place about the need engage veterans who choose not to seek services. It was suggested that veterans encountered during the 2017 PIT Count be asked additional questions and/or offered on-the-spot connection to VSO or other veteran-specific services. The Veterans Services list has evolved into a project of the CoC and the TC Veterans Collaborative, of which Gail is an active part. TCVC has discussed putting such a list together in the past, and were open to working together on it. The list will be a brochure-like publication that will feature the TCVC name prominently and be available to any area service provider to use as a resource and to distribute to area veterans, regardless of housing status.	Next meeting with Emily is scheduled for December 1

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HMIS Update	HMIS entry will be back in high-gear soon, as Winter Shelter is set to open on November 1. Valerie and Michele from Mental Health asked for information on HMIS, as their homeless outreach program is working on a plan for participating in HMIS/Coordinated Entry. They also mentioned potential interest in upcoming funding opportunities allow housing projects to leverage Medicaid dollars with	Andrea will look into the Child/Adult count on the Client

	<p>HUD funds. Andrea provided an updated Client Demographics report from the Clarity HMIS system. Sherry noted a discrepancy in the number of adults and children on the summary (All Clients) page the number of “Adults and Heads of Household” sections in the report, suggesting that perhaps some children were being counted as Heads of Households.</p>	<p>Demographics report.</p>
<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
<p>Housing Choice Voucher meeting with Plumas Community Development Commission Re-Cap</p>	<p>Many in attendance at this meeting also attended an informational meeting earlier in the month in which a representative from PCCDC presented and held a Q&amp;A regarding the county’s Housing Choice Vouchers (Section 8). The group discussed the information gathered from that meeting, as well as brainstorming ideas on ways to improve access to the program for homeless individuals and families. It was suggested that implementing VASH vouchers might be an effective way to ensure that veterans receive both housing and case management while opening up some of the HCV spots for more individuals/families to use for housing.</p>	<p>Andrea will continue to distribute the agendas for the PCCDC meetings each month when they are received</p>
<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
<p>2017 Point in Time Count Planning</p>	<p>The next PIT Count that will include both sheltered and unsheltered counts is slated to take place in January 2017. A discussion took place regarding ways that the survey could be improved to allow for more accurate data collection – suggestions included making the layout easier for the volunteer surveyors to understand, phrasing questions more simply to prevent misunderstanding and encourage complete responses, and soliciting suggestions from community partners regarding additional questions that might be helpful to the community in understanding homelessness. Gail cautioned against adding so many questions that the survey becomes cumbersome. Gail suggested that the effort could use a PIT Committee, perhaps with a couple of small subcommittees to handle coordinating volunteer recruitment, putting together “goody bags”, refining the survey, planning survey locations, etc.</p>	
<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
<p>Entire Membership Meeting</p>	<p>Planning is underway for the Entire Membership Meeting. The meeting is scheduled to be held in Spring 2017. Sherry brought up the possibility of using an outside moderator to facilitate the meeting to ensure that concerns of individuals and agencies in attendance are addressed properly. The group discussed previous idea about sending out a pre-survey to guide the topics to be covered at the meeting. Initial topics to be presented were discussed, and included presenting the results of the PIT Count, a PATH Shelter update, Housing Update, introduction and promotion of the Coordinated Entry System and addressing concerns brought up by community members. Tara suggested that the invitations to the community to participate in the meeting emphasize that the meeting’s purpose would be to work together on solutions to homelessness rather than framing it as a forum to simply bring complaints to.</p>	
<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
<p>General Structure of the CoC</p>	<p>This meeting was the first time that Valerie and TCHSA MH’s new supervisor, Michele Brousseau have attended a CoC meeting. Valerie asked for basic information on the purpose of the CoC and the various committees to better understand which staff members at their agency were most appropriate to attend. Andrea, Bobbi and Sherry provided an overview of the CoC’s purpose and structure. Andrea committed to sending Valerie and Michele some at-a-glance HUD publications to clarify the information. The other members of the group requested that they be included in that email.</p>	<p>Andrea will email some HUD CoC basics / “cheat sheets”, etc. to the group.</p>
<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
<p>Miscellaneous Announcements</p>	<p>LIFT Event – November 18 TCHSA Drive Through Flu Shot Clinic – November 6</p>	

Next Executive Council Meeting scheduled for November 30 at 9AM Tehama County Department of Social Services.