

October 25, 2023

Agenda

- 1. Welcome and Introductions
- 2. Adoption of Minutes from July 2023 Meeting
- 3. Additions to the Agenda
- 4. Project Updates:
 - a. PATH Plaza E.C. Ross
 - **b.** Permanent Housing Travis Lyon
 - c. Stakeholders' Collaborative Heather Henderson
- 5. Executive Council Meeting Scheduling
 - a. November/December Meeting
 - b. 2024 Monthly Meeting Schedule
- 6. CoC Coordination and Strategic Planning Andrea Curry
 - a. Financial Report
 - b. California Racial Equity Action Lab (Cal REAL) Phase 2
 i. Lived Experience Advisory Board (LEAB) Plan
- 7. Capacity Building

Andrea Curry

- a. FY2023 Emergency Solutions Grant (ESG) Balance of State NOFA
 - i. Project Applications Submitted
 - ii. CoC Recommendation Package Submitted
- b. Homeless Housing, Assistance and Prevention (<u>HHAP</u>) Round 5
- 8. HMIS/CES Update

Andrea Curry



Meeting Minutes

July 26, 2023

Meeting held via Zoom

COUNCIL ATTENDANCE:	PRESENT	EXCUSED
Johnna Jones, Chairperson	Х	
Jim Southwick, Vice-Chair; Tehama County Department of Education	Х	
Jayme Bottke, Tehama County Health Services Agency		Х
Candy Carlson, Tehama County Board of Supervisors		Х
Jeremiah Fears, Corning Police Department		Х
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	Х	
Kimberlee Monroe, Empower Tehama	Х	
E.C. Ross, Poor and the Homeless Tehama County Coalition (PATH)		Х
Continuum of Care Coordinator: Andrea C Curry	·	

Continuum of Care Coordinator: Andrea C. Curry

Notes by: Heather Henderson

Meeting called to order at 9:34 A.M.

1. Welcome and Introductions

2. Adoption of Minutes

The minutes and agenda from the Executive Council meeting held on May 24, 2023 were made available prior to this meeting for review. Gail motioned that the minutes be accepted as emailed. Kimberlee seconded. Motion passed with Jim abstaining.

3. Additions to the Agenda

None.

4. Project Updates:

a. PATH Plaza Update

E.C. Ross

E.C. was not present at this meeting to provide report. Jim reported that the Noon Rotary club is contributing funds towards the PATH Plaza playground project and that Sunrise Rotary and Kiwanis are also working on raising funds for the project. Gail reported that a fundraiser is being planned through which multiple nonprofits will collaborate to raise additional funds for the playground. This fundraiser will be held at the Elks Lodge, with a tentative date in September. Andrea relayed from the last report she heard from E.C. that windows were going in at the facility and that interior drywall would be going in within a matter of weeks.

b. Permanent Housing Update

Travis Lyon

Travis reported that Olive Grove Apartments is now 100% leased-up and that the developers working on the two projects planned for Red Bluff (Palm Villas and The Bluffs) are currently seeking the additional funding they will need. The two projects are still on schedule for 2025 construction start dates.

c. Stakeholders' Collaborative

Heather Henderson

Heather reported that the August Stakeholders' Collaborative meeting that was originally scheduled to be held in July has been rescheduled for August 2 due to unforeseen circumstances. The start time for the August meeting will be earlier than usual to allow time for the review of the draft of the Update to the 10-Year Plan to be presented by Housing tools. The meeting will start at 2:00 PM and will end at 5:00 PM. The review by Housing Tools will include breakout groups that will focus on implementation of the goals identified in the Update. The breakout groups for the Permanent Housing and Unique Community Needs goals will be held on Zoom and facilitated by James and Jess from Housing Tools, and the breakout groups for the Health and Human Services and Barriers to Accessing Services goals will be held in person and facilitated by Heather and Andrea.

5. CoC Coordination and Strategic Planning

Andrea Curry

a. Collaborative Applicant Transition Update

Andrea reported that the transition to the new office was successful and that all funds controlled by the CoC have been transferred, with the exception of the remaining CESH 2018 and CESH 2019 funds, which have been subcontracted to TVP by Empower Tehama and will be drawn down according to CESH guidelines. HUD has updated the CoC's Collaborative Applicant information in their public directory, and it appears that all necessary changes in the e-snaps system are in process.

b. Financial Report

Andrea provided an update on the grant funding being administered by the CoC through its Administrative Entity and currently open subgrants as of June 30, 2023. Andrea noted that the funds committed to The Vitality Project (TVP) for Grant Administration, CoC Coordination and HMIS Lead activities were not noted on the Financial Report stated that she would include them on the next Financial Report.

6. Capacity Building

Andrea Curry

a. FY2023 HUD CoC NOFO

Andrea reported that the 2023 Notice of Funding Opportunity (NOFO) was released by HUD earlier this month. The CoC is in a similar situation as last year with regards to it's Annual Renewal Demand (ARD). The CoC's ARD for this year is \$53,420. A change the guidelines this year means that the CoC is eligible to apply more in CoC bonus funds (\$19,764 this year vs. \$11,994 in 2022), although Andrea cautioned that these bonus funds are very competitive. Another change in the NOFO guidelines this year means that Tehama CoC can apply for \$50,000 in CoC Planning funds, which is significantly more than the approximately \$9,000 we've been eligible for in past years.

Andrea suggested that the CoC use the same local selection process as we've used in previous years, updated to reflect any changes in this year's NOFO. The council had no objections to this.

b. Local Project RFPs

Andrea reported that the release of the new project RFP has been delayed due to the Collaborative Applicant/Administrative Entity change. The RFP will need to be released through TVP in the coming weeks.

c. Emergency Funding Requests

i. PATH

In March 2023, PATH incurred unexpected costs associated with motel sheltering and street outreach when the encampment at Samuel Ayers Park flooded. Approximately 30 individuals were placed in motel shelter for up to 21 nights, and destroyed belongings, including tents, sleeping bags, shoes and clothing, were purchased for individuals whose belongings had been destroyed in the flood. This resulted in the expenditure of \$25,318 not included in the projects' original budgets. PATH is requesting that these funds be backfilled to allow for ongoing operations of the projects to continue uninterrupted.

Motion: A motion was made that the council authorize increase of 25 to current award to Poor and the Homeless Tehama County Coalition (PATH) to backfill unforeseen expenditures made in response to flooding emergency at Samuel Ayers Park in March 2023. Authorize increase of \$25,318 to current award to Poor and the Homeless Tehama County Coalition (PATH) to backfill unforeseen expenditures made in response to flooding emergency at Samuel Ayers Park in March 2023.

Moved by: Gail Locke Seconded by: David Madrigal Ayes: Kris Deiters, Johnna Jones, Gail Locke, Travis Lyon, David Madrigal, Kimberlee Monroe, Jim Southwick Noes: None Abstentions: None Result: APPROVED

ii. First Christian Church Corning

Andrea reported that the day shelter program at First Christian Church Corning is currently only open for 5 hours on 2-3 days per week but that Program Director Karen Burnett is interested in increasing the number of open days to 7 days per week, at least temporarily to ensure that people experiencing homelessness in South County have respite from the extreme heat that the region is currently experiencing during the hottest hours of the day, This would cause a significant increase in staffing and operating costs. The requested increase of \$7,500 would cover approximately 6 weeks of expanded operations. This temporary expansion will also allow Karen to evaluate the viability of running expanded hours on a more permanent basis.

Motion: A motion was made that the council authorize increase of \$7,500 to current award to First Christian Church Corning to support extended open hours to provide respite from extreme heat emergency for people experiencing homelessness in Corning/South County.

Moved by: Gail Locke Seconded by: Jim Southwick Ayes: Kris Deiters, Johnna Jones, Gail Locke, Travis Lyon, David Madrigal, Kimberlee Monroe, Jim Southwick Noes: None Abstentions: None

Result: APPROVED

iii. City of Red Bluff

Andrea reported that during her visit to a weekly meeting of the campers at the city-sanctioned encampment site at Samuel Ayers park in June, a discussion took place regarding unauthorized vehicles being driven back into the area near the restrooms available to the campers. The campers have collaborated to develop a set of rules and guidelines for their community, and those guidelines include that vehicles should be parked in the main park lot and not driven back to the encampment area, but that they've had issues with unauthorized individuals bringing vehicles back to the encampment area. The campers feel that the vehicles in the encampment area pose a safety risk to them and also voiced concerns that they are trying very hard to take care of the area and that vehicles hamper those efforts. After the meeting with the campers at Samuel Ayers park, City of Red Bluff Councilmember Clay Parker asked if there might be CoC funds available to support the cost of placing vehicle barriers near the gate to the encampment area.

A discussion took place among the council regarding this request. A question arose regarding how the vehicles were getting back to the encampment area, as there is a gate that can only be unlocked by city staff. Johnna reported that she spoke to the City Manager just prior to this meeting and learned that the terrain is such that vehicles are being driven around the gate, and that the proposed barriers would prevent that. Kris suggested that additional modifications to the park to accommodate the encampment might be inconsistent with the City of Red Bluff's intent that the sanctioning of camping at Samuel Ayers Park be only a temporary solution.

Motion: A motion was made that the council authorize increase of \$6,000 to current award to City of Red Bluff to support purchase and installation of vehicle barriers to address immediate safety concerns at Samuel Ayers Park encampment.

Moved by: Gail Locke Seconded by: Jim Southwick Ayes: Johnna Jones, Gail Locke, Travis Lyon, Kimberlee Monroe, Jim Southwick Noes: Kris Deiters (David Madrigal left the meeting prior this vote and was not available to vote on the motion.) Result: APPROVED

7. HMIS/CES

Andrea Curry

a. Point in Time Count

Andrea requested guidance on the plan for presenting the 2023 Point in Time Count results to the Board of Supervisors and City Councils, as that matter of who would be requesting to be placed on agenda for these boards was left open at last month's meeting. Consensus was reached that Andrea would handle these arrangements and would update the council on any presentations scheduled.

Meeting adjourned at 11:11 A.M.

The next meeting is scheduled for Wednesday, August 23, 2023, at 9:30 AM and will be held via Zoom.

Tehama CoC Financial Report October 2023

As of September 30, 2023:

Open Funding Awards:

	CESH	CESH	HHAP-1	HHAP-2	HHAP-3	TCDE	HHIP	HHIP	Misc	Total
	2018	2019	(CoC)	(CoC)	(Joint)	(x3)	(ABC)	(HealthNet)		TOTAL
Initial Award	\$855,637	\$484,550	\$500,084	\$250,000	\$833,358	\$40,545	\$367,288	\$266,712	\$8,400	\$3,598,174
Expended to date	\$787,007	\$63,438	\$436,962	\$212,500	\$483,272	\$0	\$82,412	\$87,501	\$198	\$2,153,091
Remaining in Award	\$68,630	\$421,112	\$63,122	\$37,500	\$350,086	\$40,545	\$284,876	\$179,211	\$8,202	\$1,445,083

Anticipated Funding Award(s):

	HHAP-4 (Joint)	Total
Amount	\$749,744	\$749,744

Open Subgrantee Agreements:

	Total Award	Expended to Date	Remaining
Empower Tehama Emergency Shelter	\$596,268	\$561,330	\$34,938
Tehama HMIS (Empower Tehama)	\$235,000	\$235,000	\$0
NCCDI Home Address Project	\$234,961	\$191,383	\$43,578
First Christian Church Corning	\$33,700	\$27,377	\$6,323
City of Red Bluff - Samuel Ayers Park	\$14,000	\$7,340	\$6,660
PATH Day Center	\$916,400	\$857,616	\$58,784
PATH Street Outreach	\$513,338	\$457,347	\$55,991
PATH Sale House	\$169,017	\$85,558	\$83,459
PATH Non-Congregate Shelter (FW)	\$51,000	\$37,906	\$13,094
PATH Rapid Rehousing	\$298,121	\$265,570	\$32,551
PATH Plaza Development	\$1,313,130	\$1,058,326	\$254,804
Total	\$4,374,935	\$3,784,754	\$590,181

CoC Coordination, Grant Administration and HMIS:

	Total Budget	Expended to Date	Remaining
FY2023-24 Grant Administration	\$85,148	\$33,179	\$51,969
FY2023-24 CoC Coordination	\$100,000	\$17,821	\$82,179
FY2023-24 HMIS	\$70,126	\$48,855	\$21,271
FY2024-25 Grant Administration	\$42,000	\$0	\$42,000
FY2024-25 CoC Coordination	\$50,000	\$0	\$50,000
FY2024-25 HMIS	\$30,000	\$0	\$30,000
Total	\$377,274	\$99,855	\$277,419

Tehama CoC Financial Report October 2023, continued:

Summary:

	Current	Anticipated	Total
Assets	\$1,445,083	\$749,744	\$2,194,827
Liabilities	\$867,600	-	\$867,600
		Balance	\$1,327,226

Racial Equity Improvement Project Plan

Grand Challenge:

Develop a racially equitable system for incorporating the voices of people with lived experience in system design.

Vision (Long-Term Impact):

A homelessness response system in which every voice matters, where people experiencing homelessness and people with lived experience of homelessness and housing insecurity are not just heard but actively engaged in shaping solutions.

Strategy: SMARTIE Goal

Develop a framework for a racially equitable system for incorporating the voices of people with lived experience (PLE) in system design, including a compensated Lived Experience Advisory Board (LEAB) and alternative opportunities for people with lived experience of homelessness to provide input.

The LEAB will consist of no fewer than 6 people with lived experience of homelessness. At least one of these seats will be reserved for a Hispanic/Latino member, at least one seat will be reserved for an Indigenous/Native American member, at least one seat will be reserved for a survivor of domestic violence, and at least one seat will be reserved for a person with lived experience of unsheltered homelessness.

Alternative opportunities to for people with lived experience to provide input (i.e., surveys, focus groups, informal consultations, etc.) will be designed in collaboration with the LEAB and will include targeted outreach to BIPOC people with lived experience.

Development of the framework will include strategies for ensuring that the LEAB holds decision-making power within the CoC and related planning processes.

Timeline: Framework to be completed by January 2024 LEAB members will be recruited and the LEAB will begin meeting no later than May 2024 Diverse Co-Creators (Partners needed to achieve SMARTIE Goal)

Transformation/ Focus Areas:

Cal REAL Core Team

CoC/Stakeholders' Collaborative

Lived Experience Engagement Coordinator

Service providers with existing relationships with historically marginalized groups

People with Lived Experience of homelessness and housing insecurity

PATH staff with lived experience

Street Outreach Team

Housing Tools (Planning, data analysis, etc.)

Colleagues from other communities that have successfully implemented LEABs and are willing to share their experience, successes, challenges

Funders

Develop Framework for Lived Experience Advisory Board

Design Alternative Opportunities for Input from People with Lived Experience

Evaluation/Accountability Plan

Implementation

Racial Equity Improvement Project: Ideating Solutions and Prototyping Transformation/Area of Focus 1: Develop Framework for LEA Board

Action Steps	Considerations for Equity	Responsible Partner	Lead	Timeline	Progress
Create "map" of LEAB member representation that reflects population being served, with a focus on elevating voices from underserved/marginialized group	Be on the lookout for "holes" in data and work to correct them. Drill down where possible to identify sub-groups that might have unique needs (avoid stereotypes)	Core Team Housing Tools (their data, at least) Service providers with existing relationships CoC Coordinator (Andrea)	CoC Coordinator (Andrea)	November 2023	Demographic data included in update to 10-year plan currently in draft phase HHAP-5 baseline data expected soon, will use for additional details and confirmation
Develop inclusive, working definition of "lived experience of homelessness or housing insecurity" to include Ed definition(s), unsafe at home due to DV, SA, HT, etc.	Consider cultural factors and practices that may influence how homelessness "looks" from the outside	NCCDI (Jennifer) Empower Tehama (Xóchitl) LEE Coordinator (Haley) CoC Coordinator (Andrea)	CoC Coordinator (Andrea)	November 2023 (Core Team meeting and/or small group meeting)	Preliminary discussions took place at Core Team meetings, needs further refinement
Develop plan for compensating LEAB members (and other PLE) for their time and expertise	Offer a range of cash and/or gift/gas card options	Core Team CoC Executive Council	Grant Administrator (Heather) CoC Coordinator (Andrea)	Draft proposed compensation plan: December 2023 Get CoC Executive Council approval: January 2024	Connected with Mishaun in Santa Ana who shared their process for budgeting funds for compensating PLE

Racial Equity Improvement Project: Ideating Solutions and Prototyping Transformation/Area of Focus 1(continued): Develop Framework for LEA Board

Action Steps	Considerations for Equity	Responsible Partner	Lead	Timeline	Progress
Review culturally appropriate methods and approaches and integrate these into LEAB framework	Consider groups and subgroups present in local community to determine focus	Core Team Sharon Brisolara LEE Coordinator (Haley)	Sharon Brisolara	December 2023	Sharon has offered to provide training
Develop outline to guide LEAB work, including high-level goals/objectives and practical "checklist"; include open spaces to allow LEAB to add/revise plan	Make materials available in both English and Spanish (plus any other languages spoken, as needed) Consider ranges of literacy	Core Team CoC Coordinator (Andrea) LEE Coordinator (Haley) Beatriz (Translator)	LEE Coordinator (Haley)	November 2023 - January 2024	
Create space for LEAB within CoC structure, establish expectations and "back and forth" structure (if there are barriers to implementing LEAB suggestions, they get to h	Language barriers, mitigate cultural and class barriers	CoC Coordinator (Andrea) CoC Executive Council Stakeholders' Collaborative	CoC Coordinator (Andrea)	Begin discussions with CoC Executive Council: October 2023 Introduce as subcommittee at January 2024 Stakeholders' meeting	On October CoC Executive Council agenda

Racial Equity Improvement Project: Ideating Solutions and Prototyping Transformation/Area of Focus 2: Develop Alternative Input Opportunities

Action Steps	Considerations for Equity	Responsible Partner	Lead	Timeline	Progress
Consult people with lived experience to identify preferences, level of interest	Track demographics of people consulted Be intentional about consulting a diverse mix Elevate alternative methods that are culturally responsive	Core Team - develop interview questions/survey LEE Coordinator (Haley) - conduct interviews/survey CoC Coordinator (Andrea) - compile results	LEE Coordinator (Haley)	November 2023 - June 2024	
Leverage existing tools and opportunities (i.e., PATH Day Center suggestion box, SAP weekly meetings, Street Outreach and/or Case Management interactions)	Make materials available in both English and Spanish (plus any other languages spoken, as needed) Consider ranges of literacy	PATH Day Center Staff PATH Street Outreach Staff Beatriz (Translator)	LEE Coordinator (Haley)	November 2023 - June 2024	
Develop plan for compensating PLE for limited-term and one-time participation	Offer a range of cash and/or gift/gas card options	CoC staff Core Team CoC Executive Council	Grant Administrator (Heather) CoC Coordinator (Andrea)	Draft proposed compensation plan: December 2023 Get CoC Executive Council approval: January 2024	On October CoC Executive Council agenda

Racial Equity Improvement Project: Ideating Solutions and Prototyping Transformation/Area of Focus 3: Develop Evaluation/Accountability Plan

Action Steps	Considerations for Equity	Responsible Partner	Lead	Timeline	Progress
Quantitative data - measure improvement (or lack thereof) in equitable access (demographics of population accessing services should resemble that of larger population)	Standard "intake" questions not likely capturing all relevant data points. Finding the line between gathering data and not being invasive (like, what's none of our business?)	Core Team - establish baseline and metrics CoC and HMIS Staff - adjust data collection, pull reports	CoC Coordinator (Andrea) in partnership with HMIS Administrator (Lowell) and Housing Tools	January 2024 - May 2024	
Qualitative data - develop framework and materials for conducting open-ended interviews, soliciting feedback from people engaged in services, with focus on BIPOC participants	Elevate alternative methods that are culturally responsive	Core Team Sharon Brisolara Housing Tools Beatriz (Translator)	CoC Coordinator (Andrea)	January 2024 - May 2024	

Racial Equity Improvement Project: Ideating Solutions and Prototyping Transformation/Area of Focus 4: Implementation

Action Steps	Considerations for Equity	Responsible Partner	Lead	Timeline	Progress
Recruit LEAB members	Per framework developed and SMARTIE Goal, LEAB will include: no fewer than 6 people with lived experience of homelessness. At least one of these seats will be reserved for a Hispanic/Latino member, at least one seat will be reserved for a Indigenous/Native American member, at least one seat will be reserved for a survivor of domestic violence, and at least one seat will be reserved for a person with lived experience of unsheltered homelessness.	LEE Coordinator (Haley) Core Team Service providers with existing relationships with historically marginalized gr	LEE Coordinator (Haley)	February 2024 - May 2024	
Provide training to LEAB: How CoC system works, Funding dynamics, Cultural competency	Make materials available in both English and Spanish (plus any other languages spoken, as needed) Consider ranges of literacy	CoC Coordinator (Andrea) Grant Administrator (Heather) Sharon Brisolara	CoC Coordinator (Andrea)	Beginning at first LEAB meeting (no later than May 2024) and continuing as needed into the future	
Provide/offer administrative support to LEAB as needed/requested - notetakers, document design, tech support		Grant Administrator (Heather) CoC Coordinator (Andrea)	Grant Administrator (Heather)	Support for planning and framework activities through January 2024; for recruitment and further development through May 2024, and as needed moving forward	

Parking Lot

A space for notes, maybes, ideas that haven't found a home yet, etc.

Include and involve the people who will be doing the ongoing work (i.e., line staff)

Elevate voices of families who are living in situations that might not fall within HUD's narrow definition of "homeless" (Includes couch surfing, living in homes of others, intended to protect education rights)

Include individuals and families with a range immigration statuses; look at unique needs of people who are undocumented.

Include both tribal community members and other indigenous folks

Include representation from other historically marginalized groups -LGBTQ+, people with disabilities, survivors of domestic and sexual violence, sex workers **Making sure PLE suggestions are taken seriously:

- Include LEA "Report Outs" to CoC/Stakeholders meetings, similar to other committee report outs - what they're focusing on right now, etc. to prep groups for hearing suggestions that come from LEAB.

- Provide administrative support if LEAB wishes (note-takers, document design, tech support, etc.) that takes direction from LEAB to ensure they can present their ideas professionally

- Prioritize (for funding) programs that commit to implementing suggestions

- Prioritize (for funding) programs that integrate ongoing input opportunities into their own programs

- Set up so that it's a "conversation", not just a slate of suggestions that get a "yes" or a "no" - if there are concerns or fears, give LEAB opportunities to address/resolve/dispel concerns/objections Important to be open about timeframe of changes, explain why certain questions are being asked (building a case - the more people bring up a certain thing that needs to change, the stronger the case)

**Alternative opportunity ideas:

- Suggestion box at PATH Day Center (with or without pointed questions)

- Leisure activities with casual conversations (i.e., bowling, cookouts, hiking, etc.)

- "Design a Program" workshops (i.e., if you could start a program, what would it look like?)

- Yelp-style program reviews

- Flash polls