



June 12, 2024

## Agenda

1. **Welcome and Introductions**
2. **Adoption of [May 8, 2024 Meeting Minutes](#)**
3. **Additions to the Agenda**
4. **Project Updates:**
  - a. **PATH Plaza** – Haley Surtees
  - b. **Permanent Housing** – Travis Lyon
  - c. **Stakeholders' Collaborative** – Heather Henderson
  - d. **HMIS/CES Update** – Andrea Curry
5. **CoC Coordination and Strategic Planning**  
Andrea Curry
  - a. **[Financial Report](#)**
6. **Capacity Building**  
Andrea Curry
  - a. **Encampment Resolution Funding – RIO Program**
    - i. **Informational Update**
  - b. **Youth Homelessness Request for Qualifications**
    - i. **Informational Update**
  - c. **[Vehicle Assistance Pilot Program Proposal](#)**

*Suggested Action(s):* Authorize appropriation of \$5,000 of HHIP (Anthem) funds and/or HHAP-5 funds, contingent on funder approval of use, to support a pilot program for assisting people experiencing homelessness with the cost of renewing vehicle registrations and/or drivers' licenses

# Tehama County Continuum of Care Executive Council Meeting



## Meeting Minutes

May 8, 2024

Meeting held via Zoom

COUNCIL ATTENDANCE:	PRESENT	EXCUSED
<b>Johnna Jones</b> , Chairperson	X	
<b>Jim Southwick</b> , Vice-Chair; Tehama County Department of Education	X	
<b>Jayne Bottke</b> , Tehama County Health Services Agency		X
<b>Candy Carlson</b> , Tehama County Board of Supervisors		X
<b>Kris Deiters</b> , Red Bluff City Council	X	
<b>Gail Locke</b> , General Collaborative Chairperson		X
<b>Travis Lyon</b> , Tehama County Health Services	X	
<b>David Madrigal</b> , Tehama County Community Action Agency	X	
<b>Kimberlee Monroe</b> , Empower Tehama	X	

Guest(s): **Haley Surtees**, Poor and the Homeless Tehama County Coalition (PATH)

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

Notes by: **Heather Henderson**

Meeting called to order at 1:32 P.M.

1. **Welcome and Introductions**
2. **Adoption of March 13, 2024 Meeting Minutes**

The minutes and agenda from the Executive Council meeting held on March 13, 2024 were made available prior to this meeting for review. Kris motioned that the minutes be accepted as emailed. David seconded. Motion passed with Jim abstaining.

3. **Additions to the Agenda**

None.

4. **Project Updates:**

- a. **PATH Plaza Update**

Haley reported that the PATH Plaza Navigation Center (PPNC) opened for services on May 1. PPNC is now providing day services from 7AM to 7PM daily, including breakfast, lunch, and dinner, clothing closet and pet food pantry, and case management, among others. Approximately 50-60 unduplicated persons are engaging in day services each day. To date, they have enrolled 22 individuals in overnight shelter and plan to increase shelter enrollment by 2-3 persons each day until reaching capacity. Shelter beds are being filled through Coordinated Entry. Updates from other PATH programs: Street Outreach Services (SOS) continues to provide services on-site in encampments 2 days per week. PATH Rapid Rehousing currently has 13 households enrolled.

- b. **Permanent Housing Update**

Travis Lyon

Travis reported that both Olive Grove vacancies previously reported have now been filled. reported that the two projects planned for Red Bluff (Palm Villas at Red Bluff and The Bluffs Community Housing) have been selected for award of NPLH funding and are now in the process of seeking additional sources of funding to support the additional units in each project.

**c. Stakeholders' Collaborative**

*Heather Henderson*

Heather reported that the last HHSC meeting was held on April 3. At that meeting, Nelly Stastny from Miracle Messages provided an overview of their services that help people experiencing homelessness reconnect with family and/or connect with a volunteer. HHSC members were also provided with an overview of the working groups being convened to continue progress on the priority areas and goals established as part of the update to the 10-Year plan process. Executive Council members are also invited to be part of one or more of these working groups. The topic areas are: Health and Human Services, Barriers to Accessing Services, and Unique Community Needs. To be added to the meeting invites to any of these groups, contact Heather.

**5. Executive Council Membership**

**a. Executive Council Membership Application Consideration**

Per Tehama CoC's policies regarding Executive Council representation, as a provider of homelessness response services and an ESG recipient, PATH should have representation on the Executive Council. PATH was previously represented on the Council by E.C. Ross, who retired earlier this year. When E.C. retired, the CoC requested that PATH appoint a new representative. PATH has appointed Haley Surtees, Administrative Director for PATH, whose application for appointment to the Executive Council as PATH's representative was included in the Agenda Packet for this meeting. Councilmembers were given an opportunity to ask Haley any questions they had. Haley was placed in the Waiting Room of the Zoom meeting at 1:48 PM to allow the council to enter a closed session discussion. After discussion concluded, the council voted to approve Haley's appointment to the Executive Council.

**Motion:** *A motion was made to approve the appointment of Haley Surtees, Administrative Director for PATH, to Executive Council.*

**Moved by:** Jim Southwick

**Seconded by:** Kris Deiters

**Ayes:** Kris Deiters, Johnna Jones, Travis Lyon, David Madrigal, Kimberlee Monroe, Jim Southwick

**Noes:** None

**Abstentions:** None

**Result:** APPROVED

**6. CoC Coordination and Strategic Planning**

*Andrea Curry*

**a. 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 April 30, 2024.

**7. Capacity Building**

*Andrea Curry*

**a. Encampment Resolution Funding, Round 3 (ERF-3-R) Award**

Tehama CoC was notified on April 19 that its proposal for funds through Round 3-R of the Encampment Resolution Funding program was selected for award. A summary of the proposal was provided to the Executive Council as part of the Agenda Packet for today's meeting. Andrea presented this information to the council and invited questions. Council members did not have questions at this time but can submit any they have later to Andrea by email or at next month's meeting.

## **b. Housing Tools Proposal Revision**

Andrea presented two proposed revisions to the CoC's current agreement with Housing Tools. A redline version of the current agreement with the proposed revisions along with a Staff Report describing the proposed revisions were provided to council members as part of the Agenda Packet for this meeting. The first proposed revision would add a total of \$11,160 to the contract through the addition of Activity 5 and would support Housing Tools developing a Request for Qualifications through which the CoC could identify an appropriate provider to utilize youth set-aside funds from the CoC's HHAP-1 through HHAP-5 awards and funds previously received through the Tehama County Department of Education to serve youth experiencing homelessness in Tehama County. Funds to support this activity would come from the Grant Administration budget of the HHAP-1 through -4 awards. The second proposed revision would increase the total cost of Activity 2 by - \$10,818 and would support Housing Tools ongoing facilitation of Regional Coordination meetings between the CoC, County of Tehama, and the Cities of Red Bluff, Corning and Tehama through 2026. Funds to support this activity are available as part of the Systems Support budget line item in the HHAP-5 award budget.

the information provided in Authorize the Vitality Project to sign revised Housing Tools Proposal for Fiscal Years 2023-24, 2024-25 and 2025-26 Scope of Services, as presented or with changes requested.

**Motion:** A motion was made to authorize the Vitality Project to sign revised Housing Tools Proposal for Fiscal Years 2023-24, 2024-25 and 2025-26 Scope of Services, as presented.

**Moved by:** David Madrigal

**Seconded by:** Jim Southwick

**Ayes:** Kris Deiters, Johnna Jones, Travis Lyon, David Madrigal, Kimberlee Monroe, Jim Southwick

**Noes:** None

**Abstentions:** None

**Result:** APPROVED

## **8. HMIS/CES**

### **a. 2024 Sheltered Point in Time Count (PIT)**

Andrea presented the results of the 2024 Sheltered-only Point in Time Count. The count shows an overall increase of 20 persons sheltered in 2023 vs. 2022. Andrea pointed out the changes in the way both Race/Ethnicity data and Gender data is now being reported and advised that the sheltered count is expected to increase considerably in 2025 due to the opening of the PATH Plaza Navigation Center's Overnight Shelter program.

**Meeting adjourned at 3:41 PM.**

**The next meeting is scheduled for Wednesday, June 12, 2024 at 1:30 PM and will be held via Zoom.**

# Tehama CoC Financial Report June 2024

As of May 31, 2024:

## Open Funding Awards:

	CESH 2018	CESH 2019	HHAP-1 (CoC)	HHAP-2 (CoC)	HHAP-3 (Joint)	HHAP-4 (Joint)	TCDE (x3)	HHIP (ABC)	HHIP (HealthNet)	Total
	Initial Award	\$855,637	\$484,550	\$500,084	\$250,000	\$833,358	\$749,744	\$40,545	\$367,288	\$384,712
Expended to date	\$855,637	\$393,315	\$444,208	\$226,398	\$689,902	\$668,263	\$0	\$95,447	\$180,260	<b>\$3,553,432</b>
Remaining in Award	<b>\$0</b>	<b>\$91,235</b>	<b>\$55,876</b>	<b>\$23,602</b>	<b>\$143,456</b>	<b>\$81,481</b>	<b>\$40,545</b>	<b>\$271,841</b>	<b>\$204,452</b>	<b>\$912,486</b>

## Anticipated Funding Award(s):

	HHAP-5	Total
Amount	\$482,212	<b>\$482,212</b>

NOTE: Recent ERF-3-R Award is not included in this report. These funds, along with the corresponding subgrantee commitments, will be added once additional information on funds disbursement have been received.

\*\*\*Reflects first HHAP-5 disbursement only. Total HHAP-5 award will be \$856,666, with Second disbursement of \$374,343 expected in 2026.

## Open Subgrantee Agreements:

	Total Award	Expended to Date	Remaining	
PATH Plaza Development/Operations	\$1,313,130	\$1,309,342	\$3,788	
City of Red Bluff - Samuel Ayers Park	\$14,000	\$13,369	\$632	May be moved to ERF-3-R once available.
TCDE - Practical Supports (MOU)	\$25,000	\$25,000	\$0	
First Christian Church Corning	\$87,767	\$13,463	\$74,304	
PATH Day Center	\$425,484	\$357,034	\$68,450	
PATH Street Outreach	\$236,000	\$166,426	\$69,574	
PATH Non-Congregate Shelter (FW)	\$50,000	\$39,191	\$10,809	Additional \$71,290 originally requested and approved but not awarded due to project changes.
PATH Rapid Rehousing	\$185,000	\$76,063	\$108,937	
PATH Plaza Navigation Center	\$100,173	\$0	\$100,173	May be moved to ERF-3-R once available.
TO BE AWARDED - NVCSS Deposit Assistance	\$80,000	\$0	\$80,000	To be awarded once HHAP-5 2nd disbursement is received.
TO BE AWARDED - Youth RFQ - Spring 2024	\$320,196	\$0	\$320,196	
<b>Total</b>	<b>\$2,836,750</b>	<b>\$1,999,887</b>	<b>\$836,863</b>	

## CoC Coordination, Grant Administration and HMIS:

	Total Budget	Expended to Date	Remaining
FY2023-24 Grant Administration	\$135,000	\$118,288	\$16,712
FY2023-24 CoC Coordination	\$120,000	\$99,983	\$20,017
FY2023-24 HMIS	\$135,000	\$116,862	\$18,138
FY2024-25 Grant Administration	\$135,000	\$0	\$135,000
FY2024-25 CoC Coordination	\$120,000	\$0	\$120,000
FY2024-25 HMIS	\$135,000	\$0	\$135,000
<b>Total</b>	<b>\$780,000</b>	<b>\$335,133</b>	<b>\$444,867</b>

STAFF REPORT:  
Financial Report (Agenda Item 5.a)

Tehama CoC Financial Report June 2024, continued:

**Summary:**

As of May 31, 2024:

	Current	Anticipated	Total
Funds Available	\$912,486	\$482,212	\$1,394,698
Funds Obligated	\$1,281,730	-	\$1,281,730
		<b>Balance</b>	<b>\$112,968</b>

STAFF REPORT:

Vehicle Assistance Pilot Program Proposal (Agenda Item 6.c)

## Vehicle Assistance Pilot Program Proposal

Through the Update to the 10-Year Plan process, assistance with the cost of renewing vehicle registrations and drivers' licenses was identified as a significant need for many unsheltered individuals in Tehama County.

- For individuals whose vehicles serve as their only place to sleep, having expired tags puts them at risk of having their vehicles impounded, often with all of their belongings inside, as well as incurring fines and fees.
- Individuals living in their vehicles often need to move them frequently from one location to another to avoid being ticketed, for their safety, or simply to avoid being noticed. Not being able to afford to renew their driver's licenses puts them at risk of incurring fines that they have no way to pay. Unpaid fines can lead to arrest warrants and even jail time.
- RV/Trailer parks that allow RVs and travel trailers require, among certain other things, that any RVs or trailers renting space have current registrations. Individuals who have RVs or trailers that otherwise qualify to rent space in parks but who cannot afford the registration fees run the risk of losing their RVs when living in them outside of designated parks.

In many of the cases described above, the registration/renewal fees would be only a few hundred dollars, but not being able to pay them can cost an individual their most valuable possession, and in some cases, the one thing keeping them safe at night.

To address this need, the Update to the 10-Year Plan includes both 5- and 10-year goals around implementing a Vehicle Assistance program as part of Priority Area 3: Barriers to Accessing Services. The working group focusing on this priority area is meeting monthly and is seeking support for advancing this goal.

Timeframe	Goal	Objective	Funding and Resources	Equity Lens
<b>5-Year Goal</b>	Vehicle Assistance Program – Pilot	Create a new pilot vehicle assistance program in North or South County in partnership with service providers or support an existing program. Program to assist those who need help with gas, maintenance, insurance, registration, etc. costs. Assist 25 households.	Resources may include vehicle assistance ad-hoc or limited assistance programs by CalWORKS, Empower Tehama, and Faith Works that may be formalized or expanded upon. Funding may include regional foundations.	Develop program in concert with people with lived experience and their service providers. Consider special populations*.

*STAFF REPORT:*

*Vehicle Assistance Pilot Program Proposal (Agenda Item 6.c)*

In addition to being identified as a general need through the recent planning process, service providers have been receiving requests for help with these costs from individuals that they are serving with increased frequency as of late.

CoC staff is requesting authorization to allocate an initial amount of \$5,000 in funds controlled by the CoC to support a small pilot program for assisting with these costs. The CoC currently holds enough funds received through the HHIP program to support this cost, but staff has also submitted an inquiry to Cal ICH to find out if this is an eligible cost under the HHAP funding program.

If funds are approved for this purpose, the task of designing the guidelines for the pilot program would be undertaken by the Barriers to Accessing Services (BAS) working group, including designing a referral process, prioritization policy, and setting limits on amounts and frequency that assistance can be accessed. The BAS working group will also be tasked with developing an evaluation plan for assessing the impact of the pilot program and making recommendations for later expansion of the program. Bookkeeping, grant compliance, and technical assistance will be provided by CoC staff.

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*Suggested Action:* Authorize appropriation of \$5,000 of HHIP (Anthem) funds and/or HHAP-5 funds, contingent on funder approval of use, to support a pilot program for assisting people experiencing homelessness with the cost of renewing vehicle registrations and/or drivers' licenses.

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