

# Tehama County Continuum of Care Executive Council Meeting



## Meeting Minutes

February 14, 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>Jayme Boffke</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	

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

Notes by: **Heather Henderson**

Meeting called to order at 1:34 P.M.

1. **Welcome and Introductions**
2. **Adoption of January 10, 2024 Meeting Minutes**

The minutes and agenda from the Executive Council meeting held on January 10, 2024 were made available prior to this meeting for review. David motioned that the minutes be accepted as emailed. Kris seconded. Motion passed.

3. **Additions to the Agenda**  
None.
4. **HHAP-5 Regionally Coordinated Homelessness Action Plan**
  - a. **Public Comment** – None.
  - b. **Informational Presentation**

**Introduction:** Andrea C. Curry

Jurisdictions applying for funds through Round 5 of the Homeless Housing, Assistance and Prevention (HHAP-5) Notice of Funding Availability (NOFA) released by Cal ICH in the fall of 2023 are required to develop a Regionally Coordinated Homelessness Action Plan (Plan) as part of the application process. Jessica Candela from Housing Tools has coordinated this process for Tehama CoC and will be providing an overview of the draft Plan, the development process so far and next steps.

**Informational Presentation:** Jessica Candela, Housing Tools

To apply for HHAP-5 funding, the CoC and County are working together with the Cities of Corning, Red Bluff, and Tehama to put together a Regionally Coordinated Homelessness Action Plan (Plan) and Memorandum of Understanding (MOU). The Plan lays out the region's goals to be put into action as funding becomes available, through HHAP-5 and/or through other sources. Per the HHAP-5 Notice of Funding Availability (NOFA), the plan must include information on a number of topic areas, including the roles and responsibilities of participating jurisdictions, plans for meeting performance measures and improving equitable access to services, reducing the number of people experiencing homelessness upon exiting institutions, utilizing local, state and federal funds to end homelessness, and connecting people experiencing homelessness to benefit programs.

The development process so far has included consultation with the Homeless and Housing Stakeholders' Collaborative (HHSC) and the Lived Experience Advisory Board (LEAB), two planning meetings with representation from Tehama CoC, the County of Tehama and cities of Red Bluff, Corning, and Tehama, as well as interviews with subject matter experts like Legal Services of Northern California (LSNC).

Jessica provided an overview of the draft Plan, which includes specific goals for supporting and expanding affordable/permanent housing, interim housing, and case management/supportive services. Council members were then given an opportunity to provide feedback to be incorporated into the draft Plan.

Gail commented that she appreciated the focus on including input from people with lived experience. She also suggested including development of self-help housing, like that provided by the Community Housing Improvement Program (CHIP) or Habitat for Humanity and suggested that the annual LIFT event could be an avenue for implementing some aspects of the plan, including supporting the cost of driver's license renewals and offering expungement clinics from LSNC.

Jessica also provided information on next steps in the process, including the development of a multi-jurisdictional MOU, which would include the plan by reference and as an exhibit. The MOU will be brought before each jurisdiction's governing body, including the CoC Executive Council, for approval and signing in March.

## **5. Project Updates:**

### **a. PATH Plaza Update**

PATH did not have a representative at this meeting to provide an update. Andrea provided a summary based on recent reports provided at other meetings. Construction is nearing completion and PATH is working with the contractor on a punch list. With the retirement of E.C. Ross from the PATH Board, the board's new president, Ron Panich, has taken over oversight of the facility's construction, with help from board vice president Colleen Lewis. PATH is also working with the County and their consultant, Adams Ashby, to request additional CDBG-CV funds that have been made available through the state to cover increased costs. Andrea has passed on the Executive Council's request for a walk-through of the facility, which will be scheduled once the floor sealing work has been completed.

### **b. Permanent Housing Update**

*Travis Lyon*

Travis reported that there are currently two open NPLH units at Olive Grove. He is currently working with applicants referred through the Coordinated Entry System (CES) to fill these openings. 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 meeting was held on January 3. At that meeting, Jess Candela from Housing Tools facilitated gathering input from the collaborative on the HHAP-5 Regionally Coordinated Homeless Action Plan and Wendy Longwell from Disability Action Center (DAC) gave a presentation on DAC services, which have recently been expanded in Tehama County. The next HHSC meeting is scheduled for April 3, 2024 at 2:00 PM. Heather noted that this is a new start time for this meeting.

**d. HMIS/CES**

**CES:** Andrea reported that the migration of the CES from the old system to the new system is still underway. Call Agents at the new call center for 2-1-1 Tehama have been trained on entering assessments into the new system, as have PATH staff. Training will be provided to CalWORKs staff on February 21. TCHSA's Olive Grove Project Queue will be migrated to the new system once Travis has finished identifying prospective tenants for the current vacancies.

**HMIS:** Andrea provided an update on the matter that was discussed at December's meeting regarding the CoC's HMIS vendor experiencing issues with updating its system to the HUD's 2024 HMIS Data Standards. The issues have been largely resolved. Andrea has been able to pull the HUD LSA report and anticipates being able to pull the required HMIS CSV Export for the Cal ICH HDIS by the upcoming February 12 deadline.

**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 January 31, 2024.

**7. Capacity Building**

*Andrea Curry*

**a. Local Project Funding**

**i. 2024 TESH RFP Awards and Local Allocation of HHAP-5 Funds**

A Staff Report was provided to the council ahead of today's meeting that provides additional detail for this agenda item.

**1. 2024 TESH RFP Proposals Received and Awarded**

Andrea reported that six proposals requesting a total of \$1,241,768.27 were submitted in response to the 2024 TESH RFP, significantly exceeding the \$700,000 originally made available in the RFP through a combination of CESH 2019, HHIP (Anthem) and HHAP-4 funds. Based on evaluations conducted by the CoC Rating and Ranking committee, one proposal was fully funded, four were partially funded, and one was not awarded.

**2. HHAP-5 Funds Availability**

The availability of HHAP-5 funds was not included in the RFP because HHAP-5 allocations had not yet been released. Those allocations have now been released. Andrea reported that the CoC is required to provide a Cost Plan – a budget that reflects how the HHAP-5 fund will be used – as part of the HHAP-5 application. The recent TESH RFP process presents an opportunity for the CoC to award these funds ahead of their receipt to inform the Cost Plan, ensure that we meet the HHAP-5 obligation of funds

deadlines and prevent the need to make adjustments to the Cost Plan in future HHAP-5 reports.

3. **Additional Funding Needs**

Development costs for PATH Plaza Navigation Center have increased due to inflation and change orders. Funds originally allocated to Navigation Center operations by the CoC have been re-allocated to development costs, and additional CDBG/CDBG-CV funds made available to the county and cities of Red Bluff, Corning and Tehama have also been secured to contribute to these increased costs, however, there remains a shortfall of over \$500,000. Costs associated with the development of the Navigation Center are eligible under HHAP eligible use categories.

4. **Allocation of HHAP-5 Funds**

**Motion:** *A motion was made to authorize the Rating and Ranking Committee, in consultation with CoC staff, and where needed, consultation with 2024 TESH applicants, to allocate the \$613,809.40 available for direct services activities through HHAP-5 to activities proposed through the 2024 TESH RFP process and/or to support increased costs associated with the development of the PATH Plaza Navigation Center..*

**Moved by:** Gail Locke

**Seconded by:** Kris Deiters

**Ayes:** Kris Deiters, Johnna Jones, Gail Locke, David Madrigal, Kimberlee Monroe

**Noes:** None

**Abstentions:** Travis Lyon

**Result:** APPROVED

**Meeting adjourned at 2:54 PM.**

**The next meeting is scheduled for Wednesday, March 13, 2024 at 1:30 PM and will be held via Zoom.**