

Tehama County Continuum of Care Executive Council Meeting



Meeting Minutes

February 22, 2023

Meeting held via Zoom

COUNCIL ATTENDANCE:	PRESENT	EXCUSED
Johnna Jones , Chairperson	X	
Jim Southwick , Vice-Chair; Tehama County Department of Education		X
Tara Loucks-Shepherd , Tehama County Department of Social Services		X
Jayme Boffke , Tehama County Health Services Agency	X	
Candy Carlson , Tehama County Board of Supervisors		X
Jeremiah Fears , Corning Police Department		X
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		X
Kimberlee Monroe , Empower Tehama	X	
E.C. Ross , Poor and the Homeless Tehama County Coalition (PATH)	X	

Guest: **Michaele Browne**, Executive Director, Empower Tehama

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

Notes by: **Heather Henderson**

1. Welcome and Introductions

2. Adoption of Minutes from January 25, 2023

The minutes and agenda from the Executive Council meeting held on January 25, 2023 were made available prior to this meeting for review. Kris motioned that the minutes be accepted as emailed. Gail seconded. Motion passed.

3. Additions to the Agenda

Gail requested that the matter of the CoC's designated Collaborative Applicant be added to the agenda. The item was added to the agenda as Item 6. HMIS/CES was moved to Item 7.

4. Project Updates:

a. PATH Plaza Update

E.C. Ross

E.C. reported that construction has continued but has been interrupted occasionally due to rainy weather. Utility lines are being put in, although there was a slight delay due to needing to put the gas line in a separate trench rather than the single trench for all utilities that had been planned. He reported that the foundation should be laid within a few weeks, weather permitting. Jayme asked if the project was still on track to be completed by December 2023. E.C. confirmed that it was.

b. Permanent Housing Update

Travis Lyon

Travis reported that the Olive Grove Apartments are still waiting on their final occupancy permits; once those are in place tenants will be signing leases and moving in. Lease-signings for all tenants moving into the No Place Like Home (NPLH) units will be scheduled on a single day. Each will include a walk-through of the unit to show tenants how things work. Gail, Travis, Heather and Andrea delivered the household items for the NPLH units on February 10. Travis shared photos of one of the units taken that day. Jayme thanked Gail and Heather H., and PATH for coordinating purchase of the household items. Andrea mentioned that some funding from the Anthem HHIP grant had been used to round out the purchases at the end.

Travis reported that progress the two Red Bluff projects – Palm Villas and The Bluffs – is still underway. Debbie Villasenor, Housing Consultant, is working on getting the necessary MOUs in place. The supportive services plan for the NPLH units in each project has been approved by HCD, and the developers are working on the rest of the HCD approvals.

c. Stakeholders' Collaborative Update

Andrea Curry

Andrea reported that the next Stakeholders' Collaborative meeting will be held on April 5, 2023 and will feature a presentation from Housing Tools on the draft of the 10-Year Plan Update. In addition to its previous sessions with the Stakeholders' Collaborative, Housing Tools has completed several interviews with stakeholders, collected and analyzed data from the HHAP-3 and HHAP-4 application processes, and surveyed over 20 LIFT attendees to inform development of the draft.

5. Capacity Building

Andrea Curry

a. Homeless Housing, Assistance and Prevention (HHAP)

Andrea reported that the HHAP-4 allocations were published in January. The HHAP-4 allocation for Tehama CoC is \$386,821.45 and the HHAP-4 allocation for Tehama County is \$362,922.14 for a combined total of \$749,743.59. This is about \$83,614.25 less than the jurisdictions' combined HHAP-3 total of \$833,357.84. This will impact the overall budget somewhat, primarily in spending projections for 2025-26. Andrea reported that there has been some discussion already of HHAP-5 funding which should be able to backfill that shortfall in anticipated funding. Guidelines for HHAP-5 have not yet been released.

b. HUD CoC Program

Andrea reported that the annual registration for the federal CoC program is due on March 2, 2023. Through this process, CoCs have the opportunity to make any changes to their Collaborative Applicant, report planned CoC mergers or changes to the geographic area they cover ahead of the 2023 CoC Program Notice of Funding Opportunity (NOFO) is released.

6. Collaborative Applicant

Andrea Curry

Gail reported that Empower Tehama has served as the Collaborative Applicant for several years. During that time they have provided office space for CoC coordination activities to be conducted and have served as the Administrative Entity for several state grants that the CoC has administered locally. Empower Tehama has sent word that they will be withdrawing from that role and have asked that the CoC transition to a different Collaborative Applicant/Administrative Entity by June 30, 2023.

Michaele Brown, Executive Director at Empower Tehama was in attendance at this meeting and reported that the Empower Tehama Board of Directors has been considering this matter for

several months, and while they have been very impressed with the work that the CoC has been doing, they wish to concentrate on their primary mission of providing services to victims of domestic violence, as those services and the need for them has been increasing, as well. Michaelae shared that Empower Tehama has been honored to serve in the Collaborative Applicant, Administrative Entity and HMIS Lead roles for the past several years. Empower Tehama is committed to ensuring a smooth transition and is willing to provide support to the new Collaborative Applicant as they take over the role.

Gail asked Michaelae to please extend our thanks to Empower Tehama, as their contribution in these roles has made it possible for the CoC to grow. She added that she hopes Empower Tehama will continue to participate in the CoC as a service provider and stakeholder. Michaelae confirmed that Empower Tehama will continue to participate in this way.

Andrea reported that there is another non-profit that is willing to take on the role of Collaborative Applicant; that they currently have no projects in operation and their board had considering dissolving the corporation but were willing to continue operating if needed. If designated by the CoC as the Collaborative Applicant, Administrative Entity and HMIS Lead they were committed to not adding any direct services projects in the future that would be eligible for any services funds administered by the CoC.

Gail stated that she had some reservations about designating another existing non-profit agency, as the CoC might be limited by that organization's mission. She suggested that the CoC explore becoming a legal entity itself through the creation of a new non-profit that would exist only for that purpose. A discussion took place regarding how long that process could take. It was suggested that the process has been streamlined and does not take the ~24 months that it used to take.

Jayme asked if it was customary for counties to serve as Collaborative Applicants for the CoCs that covered their area. Andrea reported that several CoCs have county governments designated in this role, but that Tehama County has historically not been interested in serving in this role due to capacity issues.

Andrea reported that timing is a factor when designating a new Collaborative Applicant. In addition to the consideration that Empower Tehama wishes to have the transition completed by June 30, 2023, there are timing considerations with regards to the CoC's ability to submit the annual CoC application, as well.

She stated that she had been in touch with the CoC's designated Technical Assistance provider, Scott Pruitt, from Cloudburst Group for guidance on this matter. Scott had advised that it was not advisable that a CoC change its Collaborative Applicant during the time after the annual Notice of Funding Opportunity (NOFO) is released and before the submission CoC Application deadline, because it would put the CoC at risk of not being able to submit the annual application if the process didn't get completed in time. Failing to submit the annual CoC application would result in loss of CoC Planning funds and loss of Annual Renewal Demand for any projects approved for funding in the FY2022 competition. These results have not yet been announced, however, based on the CoC's ARD and CoC Planning funding from 2021, that would be a loss of \$58,000, if not more.

Andrea stated that HUD does not announce when the NOFO will be released until they release it, so it is impossible to know exactly how long we have until that occurs. Based on previous years schedules, however, it was likely that the 2023 NOFO would be released in July or August, if not before. Because this year's CoC Registration is due very soon (on March 2), Scott advised that the CoC go ahead and submit the registration with Empower Tehama as the Collaborative Applicant, then follow the process in the Section II.D of Notice CPD 22-02, through which the CoC Registration was announced. This process consists of notifying the local HUD CPD field office in writing, stating the reason for the change, and including documentation of the CoC's approval of the change. HUD would then need to approve the change, and the new Collaborative Applicant would need to gain access to CoC's profile in eSnaps system to be able to submit the application. Because it is unknown exactly how long that process will take, Andrea suggests that

the Executive Council make a decision on the matter as soon as possible. She also reported that the CoC could change its Collaborative Applicant again in a future year if the council was for example, to select a Collaborative Applicant that could take on the role immediately while other options were explored further.

Andrea will research the process for starting a new non-profit and bring this and a breakdown of the types of Collaborative Applicants designated as Collaborative Applicants/Administrative Entities CoCs in California and if possible, nationally, to the Executive Council at their March meeting.

7. HMIS/CES

a. 2023 Point in Time Count Recap

Andrea shared preliminary numbers from the 2023 Point in Time (PIT) Count with the council, along with results from a new question that had been added to the survey this year regarding interest in types of housing. So far, the unsheltered and sheltered counts are similar to those from 2021, however, the number of persons in Rapid Rehousing programs, which we are required to include on the accompanying Housing Inventory Count report, have increased steadily over the past 5 years.

Gail suggested that success stories and statistics be added to the PIT Count Community Report this year. Andrea will reach out to service providers to see if they can provide anonymized stories to include in the report.

The next meeting is scheduled for Wednesday, March 22, 2023, at 9:30 AM and will be held via Zoom.