

# Tehama County Continuum of Care Executive Council Meeting



## Meeting Minutes

November 23, 2022

Meeting held via Zoom

COUNCIL ATTENDANCE:	PRESENT	EXCUSED
<b>Gail Locke</b> , Chairperson		X
<b>Tara Loucks-Shepherd</b> , Vice-Chair; Tehama County Department of Social Services	X	
<b>Jayme Boffke</b> , Tehama County Health Services Agency		X
<b>Candy Carlson</b> , Tehama County Board of Supervisors	X	
<b>Jeremiah Fears</b> , Corning Police Department		X
<b>Johnna Jones</b> , Red Bluff City Council (Alternate: Kris Deiters)	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	
<b>E.C. Ross</b> , Poor and the Homeless Tehama County Coalition (PATH)	X	
<b>Jim Southwick</b> , Tehama County Department of Education	X	

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

Notes by: **Heather Henderson**

- 1. Welcome and Introductions**
- 2. Adoption of Minutes from October 26, 2022**

The minutes and agenda from the Executive Council meeting held on October 26, 2022 were made available prior to this meeting for review. Jim motioned to approve the minutes and E.C. seconded. The minutes were approved as emailed.

- 3. Additions to the Agenda**

Candy requested that the recent meeting between community leaders across the state and the Governor on goals for reducing homelessness be added to the agenda. Andrea suggested that it be included in the discussion around the HHAP-3 Next Steps agenda item. The item was added as 5.b.i and review of the HHAP-4 Next Steps guidance document was shifted to 5.b.ii.

- 4. Project Updates:**

- a. PATH Plaza Update**

E.C. Reported that the PATH is now in contract with the builder for PATH Plaza. He said that a groundbreaking is tentatively scheduled for December 5 and that the project had 300 days from the start of work to be completed. Candy suggested that the groundbreaking be scheduled for a later date to ensure that everyone had enough notice to plan to attend. E.C. said that he would discuss with others at PATH to determine whether it could be pushed out.

**b. Permanent Housing Update**

Neither Travis nor Jayme was unable to attend this meeting due to the holidays, so Andrea provided the most recent information she had on the permanent housing projects in progress. Olive Grove Apartments in Corning are still waiting on remaining electrical parts and PG&E activation before it can undergo final inspection and receive an occupancy permit. Two projects for Red Bluff are in the planning phases. Palm Villas will be located on Jackson St. on the property that NVCSS has long been seeking to develop, The Bluffs Apartments will be located near Vista Way. Combined, these two projects represent 100 new units of permanent housing, with 25 total to be No Place Like Home units, another 25 to be dedicated to people experiencing homelessness, and the remaining units affordable for low-income families.

**c. Stakeholders' Collaborative Update**

Heather reported that at the last Stakeholders' meeting, held November 2:

- Jenn Moniz from Empower Tehama provided a presentation on Empower Tehama's services and how to connect individuals and families impacted by domestic violence to these services.
- Amy Forrest from United Way asked that organizations with upcoming events contact 2-1-1 so that they can update the Events page on their website. United Way would also like to hear from stakeholders regarding how 2-1-1 is working and are interested in expanding their 2-1-1 advisory board. Amy can be reached at [afortest@norcalunitedway.org](mailto:afortest@norcalunitedway.org).
- Scott Camp went over the itinerary for the upcoming visit from Giving University
- Jayme announced that the county will be applying for ongoing funding through the state's Permanent Local Housing Allocation (PLHA) program. Both the City of Red Bluff and the City of Tehama will be delegating their PLHA allocations to the county to administer, as well. PLHA funds awarded will be used to support services connected with Permanent Supportive Housing and to support operations of shelters and navigation centers.
- Andrea shared that Housing Tools conducted interviews with 21 LIFT attendees about their experience with obtaining and retaining permanent housing in Tehama County. Seven of the interview respondents also signed up to potentially serve as Lived Experience Advisors.

**5. Capacity Building**

**a. Homeless Housing, Assistance and Prevention (HHAP) Round 4 Application**

**i. Public Comment – None**

**ii. Application Review**

A draft of the HHAP-4 application was provided to the council prior to this meeting for review. Andrea led the council through a review of the application tables, including the Landscape Analysis, Services Provided, Funding Analysis, Outcome Goals, and Strategies for Goals.

The goals in the CoC's HHAP-4 application are significantly more ambitious than those that were included in the HHAP-3 application. Andrea noted that CoCs were required to use "baseline data" provided by the state for both applications, and that using the baseline data provided for use in the HHAP-3 application was particularly challenging. She explained that because that data was from 2020 and covered periods of significant change in service provision, it was not representative of the situation as it currently stands. This made it difficult to use. The HHAP-4 baseline data was more recent and more relevant to the current situation. Andrea noted that even with the more accurate data, some goals for our

particular CoC may not be as ambitious as the state is hoping, but we have been intentional about setting goals that are ambitious without being completely unrealistic.

**b. HHAP-4 Next Steps Guidance**

i. Governor's Meeting

On November 3, Governor Newsome announced that he was putting hold on distribution of HHAP-3 funds until he had a chance to meet with community leaders to discuss how communities could be more ambitious about their HHAP goals. Invitations went out to County Supervisors and big city mayors.

Candy said that she had not initially thought she would be able to attend, as she was traveling back from the California State Association of Counties (CSAC) conference when the meeting was to take place, but she was able to listen in from the road. Andrea had been originally asked to attend in Candy's place to bring back information, so she was also logged into the meeting. Candy reported that many attendees were given opportunities to speak how homelessness is impacting their communities and to share ideas and challenges for addressing homelessness. Challenges mentioned included lack of affordable housing stock and a need for focusing on preventing families from becoming homeless. The Governor expressed an expectation that communities would set more ambitious goals as part of their HHAP-4 application submissions than were included in their HHAP-3 plans.

ii. Review HHAP-4 Guidance Document received November 11, 2022.

Jurisdictions that submitted HHAP-3 applications received a request on November 1 from Cal ICH that they provide additional information around the processes they followed to set their HHAP-3 goals. Andrea completed these supplemental responses and submitted them to Cal ICH on November 9. Jurisdictions then received an additional "HHAP-4 Guidance Memo" that required that a representative from each jurisdiction review and sign it and submit it to Cal ICH in order for Cal ICH to move forward with processing their remainder disbursement of HHAP-3 funds. This document was provided in advance of this meeting for council members to review. Andrea highlighted some sections of the document and pointed out the areas in the HHAP-4 application just reviewed in this meeting and how we are meeting the requirements of the guidance document. Andrea reported that Cal ICH was not specific about who needed to sign the document for submission, just that it needed signed and submitted as soon as possible. A discussion took place around who should sign the document. The hope was to get it signed and submitted prior to the Thanksgiving holiday to prevent further delays. Andrea suggested that since Michael Brown, MSW, LCSW is the Authorized Representative on the HHAP-3 award as the Executive Director of Empower Tehama, who is acting as the CoC's administrative entity that she would be an appropriate signatory.

*Tara motioned to authorize Michael Brown, MSW, LCSW, or her designee, to sign the document. Johnna seconded, and the motion passed.*

**c. PATH Plaza Navigation Center**

i. Contract with PATH for Project Development

Andrea reported that the bid process had closed and a contractor had been selected for development of the PATH Plaza Navigation Center. The CoC had previously authorized use of CESH and HHAP funds awarded to the CoC to be used to fill in the budget shortfalls in the development budget, but due to the

amount of time that has passed, some funds originally allocated to that use had to be expended. Other funds have become available in the meantime to backfill those, though. Andrea suggested that the total \$1,313,130 award to support capital costs associated with the PATH Plaza Navigation Center Project, be made up of \$200,458 in CESH 2018 funds, \$193,820 in CESH 2019 funds, \$399,932 in HHAP-1 funds, \$212,500 in HHAP-2 funds and \$306,420 in HHAP-3 funds. She further requested authorization to shift the source funds for the contract as needed, as she was still confirming with HCD on any restrictions on use of CESH funds. Tara suggested that there be a report out to the council if any shifts in source funds were made. Andrea agreed that this would be appropriate and practical.

Johnna motioned to authorize Empower Tehama, as the Administrative Entity for Tehama CoC, to execute contract with PATH for up to \$1,313,130 to support capital costs associated with the PATH Plaza Navigation Center Project, currently expected to be made up of \$200,458 in CESH 2018 funds, \$193,820 in CESH 2019 funds, \$399,932 in HHAP-1 funds, \$212,500 in HHAP-2 funds and \$306,420 in HHAP-3 funds, and to further authorize Empower Tehama to adjust these amounts as needed based on funder requirements, provided any such changes were reported to the Executive Council at its next regular meeting. Candy seconded, and the motion passed.

**d. Nation's Finest – Supportive Services for Veteran Families (SSVF)**

**i. Letter of Support**

Heather reported that Nation's Finest was preparing to apply for the annual funding that supports their Supportive Services for Veteran Families program and they have requested a Letter of Support from the CoC to submit with their application. Heather drafted a proposed letter and the letter was made available prior to this meeting.

Candy motioned to authorize Gail to sign the Letter of Support for Nation's Finest to be submitted with their upcoming SSVF application. Johnna seconded, and the motion passed.

*Due to time constraints, it was decided that the remaining items from November's agenda would be carried over to the agenda for January's meeting.*

***The next meeting is scheduled for Wednesday, January 25, 2023, at 9:30 AM and will be held via Zoom.***