



**Shasta County Advisory Board Meeting**

August 10th, 2021

3 pm – 5 pm

Join Zoom Meeting:

<https://us02web.zoom.us/j/87996879231>

Dial In: +1 669 900 6833

Meeting ID: 879 9687 9231

**1. Call to Order/Establish Quorum**

**2. Introductions/Zoom Meeting Etiquette/Reminder of Brown Act**

**3. Approval of Meeting Minutes from July Meeting (See Attachment 1)**

- Board Members will review and approve minutes from July 13th, 2021.

**4. Public Comments (limited to 3 min. per speaker)**

Members of the public will have the opportunity to address the Advisory Board on any issue within the jurisdiction of the Advisory Board. Speakers will be limited to three minutes

**5. New Business:**

**I. Chair and Vice Chair Update**

**II. Project Homeless Connect**

**III. PIT**

- Pit Executive Committee Check - in

**IV. Service Gap Analysis Drug and Alcohol Treatment Centers (Leshia)**

**V. Partner Presentation: Beacon**

**VI. SOAR**

**6. Standing Items**

**I. COC Membership - Online Application**

A. Roster Update

B. Letter Update

**II. County Highlights for Executive Board**

**7. Committees**

A. Microshelter Update- Kristen/Laurel

B. Governance Charter Committee (**See Attachment 2**)

-Funding Formula

-Executive Board Voting Distribution

-Current/Former Homeless Member Designation

-PIT Years

-Advisory Role in Approving Governance Charter

C. New Membership Packet

D. Pit Coordinator

**8. Reports**

- A. Lead Agency
- B. Executive Board Report - Kalie Brisbon
- C. County/Cities
- D. Member Announcements

**10. Discussion Items for Next Meeting**

**12. Adjournment.**

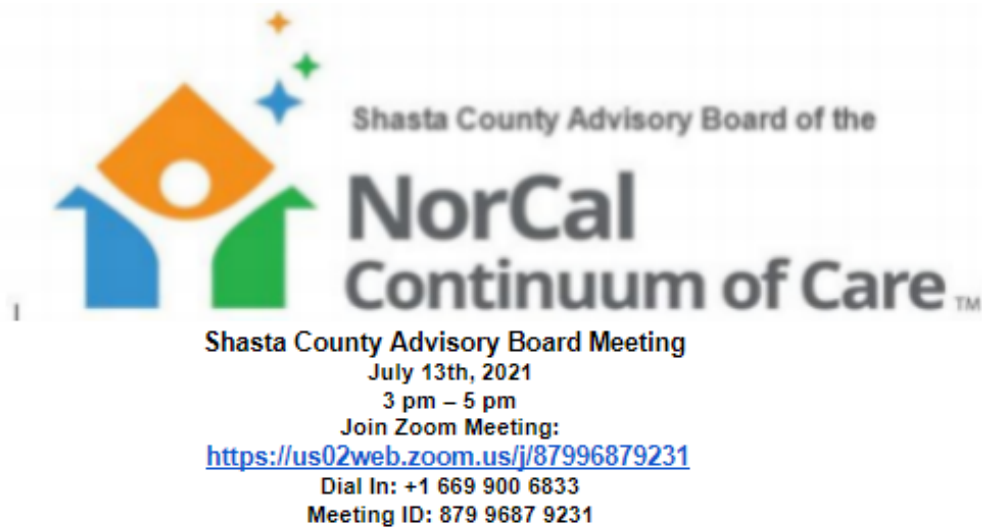
**Next Meetings**

Next Advisory Board Meeting: September 14th, 2021 3pm - 5pm Conference Call

Executive Board Meeting August 19th, 2021 1pm – 3pm Conference Call

If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. **The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.**

# Attachment 1: Meeting Minutes From Previous Meeting



## 1. Call to Order/Establish Quorum

Michele Alexander, Carrie Arthur, Kalie Brisbon, Michael Burke, Melissa Janulewicz, Crystal Johnson, Amber Middleton, Austin Preller, Megan Preller, Lisa Kowalewski (Jodee Rinker), Leshia Schaefer, Carol Roberts, Stacy Watson (Here for Katie), Marlyn Winsen here for Dawn Smith, Paul Abbott, Art Sevilla

Participants: Laurel Park, John Cravens, Dawn Pittore, Marci Kennedy, David Colefield, Missy McArthur

Lead Agency: Kristi Hanson

Attendee: Roxanne Burke

## 2. Introductions/Zoom Meeting Etiquette/Reminder of Brown Act

### 3. Approval of Meeting Minutes from June Meeting (See Attachment 1)

- Board Members will review and approve minutes from June 8th 2021.
- MJ makes a motion to approve the minutes based on correction for 8C
- Carrie Arthur seconds that motion
- Leshia Schaefer abstains, Yes votes: 12

### 4. Public Comments (limited to 3 min. per speaker)

Members of the public will have the opportunity to address the Advisory Board on any issue within the jurisdiction of the Advisory Board. Speakers will be limited to three minutes

### 5. New Business:

#### I. Chair and Vice Chair Update

#### II. Partner Presentation:

#### III. Presentation By: Chief Arson Investigator Craig Wittner

- The message of "no fires" to our homeless community during the summer is not well received, but it is what is needed. We don't have any alternatives to give or provide to them.
- In the winter using an appliance (bbq, coleman stove) is a better solution than an open ring fire.
- Using fires for cooking, or drying their clothes year round, and warmth in winter months.
- They are not being safe, or they are leaving the fires burning. This doesn't apply to everyone.
- Cigarettes are also an issue, and we would like the homeless community to be responsible with

- Cigarettes are also an issue, and we would like the homeless community to be responsible with their buds.
- -Amber: Trying to gather data about the community impact of those who are sleeping out in camps. How do you track the fire data to being specifically related to homeless members?
- Wittner: The homeless don't usually talk with us, but most of the time it is pretty obvious where the fire comes from. We don't always classify as arson, but we do have statistics on how many fires we think are influenced by the homeless community living in the wild land.
- MJ: Is there some way for us to visit with those that are enrolled in case management to get more information on why this is happening. Talking with them about ways that they can be safer and receiving some input from them as well.
- Lasha: What if we were to discuss providing people out in the camps with portable fire extinguishers.
- Wittner: We have talked about that in the past but I struggle with that internally because I don't want things to be perceived as condoning the act of making fires. I don't want to condone fires in the wild land. If the community wants to designate areas in the city in which to provide our homeless community that is ok, but the Redding fire department doesn't have the means to provide everyone with extinguishers, and I am worried that if we do then that will somewhat condone more fires.
- Austin: What would your perspective be about not condoning, but having targeted fire mitigation through brush removal in those types of areas.
- Wittner: I am not opposed, but we would need cooperation from the homeless community, and would need for the homeless community to actually go along and utilize those areas.
- Amber: How can we get better support within the homeless camps with how we can help support the Redding Fire Department across the board, the message around safety and the danger and other things we can do. We should problem solve other ways to connect people to resources. How can we be consistent with our message around this?

#### IV. Project Homeless Connect: Captain Tim Danielson

- Lasha: Tim has passed on all of the planning info to his staff, and the new captain is becoming acclimated. We have not had a meeting since Tim left. We are still looking for new members, and we currently don't have enough members at the table.
- MJ: Do you have a date for the event, and will there be HMIS presence at the event?
- Lasha: We don't have a final date for the event. Most likely will be going with the church off Hartnell in the month of May. HMIS is something we have talked about and need to incorporate. At this point in time due to lack of bodies at the time I am not sure how that is going to be implemented. We don't have any firm plans of implementing it at this point in time, but we do know that it is needed.
- Dawn P: Cross Point Community Church, or St. James church in June 2022. Our next meeting is August 12th @ 3pm at the Salvation Army Chapel.

#### V. Transportation follow up

- Report out on 211
  - We do have resources listed under the respected agencies. There are still some gaps that need to be filled because there are not any agencies or programs created for these things (gas money, bus fair, motor vehicle registration, drivers license fee payment)
  - Impact of wildfires on our homeless community. Transportation for evacuated individuals is lacking.
- Report out on car repair
  - Shasta College automotive program only supports their staff and students

#### VI. New membership policy

- Greater clarification around some of the language in the policy.
- "Agencies wanting to be represented on the advisory board are limited to one voting member. It is the responsibility of the agency to ensure continuity of meeting participation and ongoing membership."
- Megan P: Agencies that utilize proxies is there a limitation on where that end and if that person should then put in their own application to becoming a voting member

- or is that grey area
- Austin: Still falls in the grey area. The responsibility of the agency to ensure continuity of meeting participation.
- MJ: If we remove the word agency from the first sentence, why do we need cities and counties, we could just say relevant stakeholders.
- Stacy Motions to approve, Carol seconds that motion: 13 Yes votes.
- Finalization of the new membership packet
  - Nothing finalized yet, but Kristen will talk about it at next month's meeting.

## 6. Standing Items

### I. COC Membership - Online Application

#### A. Roster Update

- Paul Abbott, Marlyn Winsen, Katie Sears, Bianca Golenor, DeAnna Gallegher, Kristi Hanson
- Austin makes a motion to approve Paul's application as a voting member, and MJ seconds. 13 yes votes
- MJ makes a motion to approve Katie Sears as a voting member, Lesha seconds that vote. 12 Yes votes, Stacy Watson absains from the vote
- MJ makes a motion to approve DeAnna Galleger as a participant, Megan Preller seconds that motion. 13 yes votes
- MJ makes a motion to approve Kristi Hanson as a voting member, Megan seconds that motion. 13 yes votes
- Marlyn Winsen & Bianca Golenor (Unable to move forward with the vote because we have some questions concerning the applications)
- MJ: Can we bend the rules and instead of voting quarterly, can we add these two applications to the next agenda?
- Amber is comfortable with that, and the majority of attendees agree.

#### B. Letter Update

### II. County Highlights for Executive Board

- Lesha: Pathways to Housing in the process of remodeling their building, the permit was approved last month, and we are knee deep in construction. We anticipate the construction to be done by Christmas, or a month or 2 before. Want to open doors to medical programs late Jan to Feb.

## 7. Committees

### A. Microshelter Update- Kristen/Laurel

- City council approved \$150,000 that will be used to purchase shelters. Most Likely will be used to purchase pallet shelters. RFP will go out for the shelters, and there will be an application process for that. Identifying a site and providers will be the next step. We are still seeking hosts that are willing to participate and help. First couple sites will be small so we can learn the ropes before we jump into anything big. Churches can have anywhere from 3-5 units. Any feedback is wanted for possible hosts to look into.

### D. Governance Charter Committee (See Attachment 2)

#### -Funding Formula

- Previous to this year there have been 2 ways for the funding to be distributed throughout the COC and this year a third funding formula was added based on population to each county. Other two formulas both related to the numbers in the services provided to each county, and the number of homelessness.
- MJ: So we are recommending going with one or the other, and not both?
- Austin: Leaving the Gov Charter as is with the two current funding formula methods, or are we in support or against adding county population data as an appropriate way to disperse funding through the COC.
- MJ: Makes a motion to support adding the population data as a method for the funding formula. Lesha seconds that motion. No Vote: Austin Preller, Abstain: Carol Roberts, Yes Votes: 11

#### -Executive Board Voting Distribution

- Austin: Do we want to look into the distribution or leave it as one vote per county?
- MJ: I think it would be good to consider a different voting structure for the COC. I would

- advise that we don't have a minimum of 1 vote per county
- Carol Roberts supports a different structure
- Deeper discussion aboard the current voting structure of the executive board. We would like them to look at models that other COC's employ, have them look at a homeless population model, and can offer the SELPA examples as well. Have them look at the homeless population based model as well.
- Current/Former Homeless Member Designation
  - Need to request better language in the gov charter on how a current or former homeless members will be a part of the executive board. No description on where the additional participants will come if one of the existing members does not meet that criteria. Just needs to be better described on how that requirement will be met.
  - MJ supports that
- PIT Years
  - Clarifying language needs to be added in the gov charter about the PIT years. We need to determine how that language is conveyed in the gov charter.
  - MJ: If we are going to have a valid PIT count, all counties have to participate in the COC. 6/7 does not give us a valid PIT count, and I think everyone needs to participate in order for an accurate count. We state that we are doing a PIT count, but if something unknown occurs we need some flexibility.
  - Amber: In mandatory years every county must participate, in non mandatory years the executive board has the ability to cancel the PIT count if there is an incident present that would impact safety and resources for the counties.
- Advisory Role in Approving Governance Charter
  - Amber: We wanted it to be reviewed once a year and before changes are made at the executive level we want it to come back to the advisory boards for review and discussion.
  - MJ: I support all that but I recommend that if the executive board is beginning to review that they are required to notify the advisory committee so we are aware of their time frame so that we are getting our comments in ahead of their final action on it. Once it begins they notice the advisory boards, and provide a timeline in which comments should be received.

## 8. Reports

- A. Lead Agency
- B. Executive Board Report - Kalie Brisbon
- C. County/Cities
- D. Member Announcements

## 10. Discussion Items for Next Meeting

## 12. Adjournment.

- MJ makes a motion to adjourn the meeting, and Austin seconds that motion. 9 Yes votes.

### Next Meetings

Next Advisory Board Meeting: August 10th, 2021 3pm - 5pm Conference Call

Executive Board Meeting July 15th, 2021 1pm – 3pm Conference Call

## Attachment 2: Governance Charter Draft



### GOVERNANCE CHARTER WORKGROUP MARCH 18, 2021 GOVERNANCE CHARTER DRAFT SUMMARY OF PROPOSED CHANGES

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- OBJECTIVES:** *Bring Governance Charter into conformance with Code of Federal Regulations (CFR), Title 24 (Housing and Urban Development), Part 578 (Continuum of Care Program)*
- Include specific NorCal CoC Executive Board direction since original Governance Charter approval action on June 17, 2019*
- Include specific NorCal CoC and local Advisory Board information that is applicable to the Governance Charter*

#### GENERAL EDITS

- Included section numbering and lettering to help organization of document.
- Cleaned up consistency in terminology, acronyms.
- Provided hyperlinked text to 24 CFR sections for reference.
- Added a "Definitions" section sourced from NorCal CoC and Part 578 – Continuum of Care Program, Subpart A – General Provisions, 24 CFR Section 578.3 – Definitions.
- Add the posting and telecommunication requirements in accordance to the Brown Act.
- Cover page provides history of Governance Charter approval and amendment(s).
- For activities that read "establish" and have since been completed, now read "established" or have been removed.
- Recommend creating a Governance Charter activity table (not yet included) that is a listing of when specific actions need to occur based on 24 CFR, for example, some actions are required annually, semi-annually, every five years, etc. A table such as this could be a helpful tracker to include as an attachment to the Governance Charter.

#### SECTION 1 – Overview

- Narrative expanded to include specifics about 24 CFR requirements and the CoC Program Interim Rule.
- Recommend including the "Strategic Plan" discussion at beginning, rather than including at the end—note, strategic planning process is not a requirement of HUD.
- Discussion (add to Section 1 and/or Section 6)—consider adding narrative to capture that, during the annual review and update of the Governance Charter by the Executive Board, Advisory Boards can provide comments/recommended changes to the Executive Board for their consideration prior to Executive Board action.

## SECTION 2 – Roles and Responsibilities

- Section 2.1(A) #1—Executive Board meetings, per HUD, need to occur at least semi-annually; recommendation is to hold at least quarterly.
- Section 2.1(B) #2—Advisory Board meetings, per HUD, need to occur at least semi-annually; recommendation is to hold at least quarterly.
- Section 2.1(C) #24—Lead Agency re: Consolidated Plan – NorCal CoC does not have a consolidated plan. Shasta County does and the NorCal CoC is part of that plan. Lead agency (or the consultant) can confirm whether we need to establish one or reference the Shasta County plan in our governance document. More research needs to be done in this area, see “Consolidated Plan” Section 576.2(1)(iii)(G).
- Section 2.1(C) #18—Lead Agency “Prepare resolutions and reports to the Shasta County Board of Supervisors, as needed per County requirements.” Is this specific to the NorCal CoC work, make clear.
- Section 2.2—7/18/19 Executive Board had an understanding that the term would be one (1) year with annual renewals. Need to implement term the next time the Board Governance is updated.
- Section 2.2 (24 CFR Section 578.5(b))—9/19/19 Executive Board determined that the Homeless representation will be represented at the Advisory Board level and would be required to document the person that is representing in that capacity.
  - Subsequent conversations in 2021 with Lead Agency determined that per HUD rules both the Executive Board and Advisory Boards are required to document “at least one homeless or formerly homeless individual”
- Section 2.2(A)—“Each Executive Board member must:” 9/17/2020 Executive Board made changes to this section.
- Section 2.2(B) 5.Duties of Officers—6/20/19 Executive Board discussed the responsibility that the Executive Board Members’ have to relay information to their Advisory Board Members. See also Section 2.1(A) #14.
- Section 2.2(B) 5.Duties of Officers—Executive Board Chair and Vice Chair have been established. Need to establish Executive Board members to take on the other listed officer duties.
- Section 2.3 (Committees and Workgroups)—expanded to differentiate committees are Brown Act governed and workgroups are not. Listed the committees and workgroups established to-date. Note, need to also add the “Letter of Support Workgroup.” Any others?
- Section 2.4(D) Stipends and Support Services—expanded to clarify it is at the discretion of the advisory boards to provide stipends. Stipends are not in Lead Agency’s budget. A Stipend Policy and Procedures needs to be prepared.
- Section 2.4(E) Volunteer Hours and Other Reporting—new section.





**SECTION 3 – Point-in-Time (PIT) County and Housing Inventory Count (HIC)**

- Updated to reflect HUD requirements under 24 CFR.
- Section 3.1 (Point-in-Time County)—9/19/19 Executive Board agreed that on the year that it is not required to do a PIT count either all counties participate or they all don't participate.

**SECTION 4 – Funding**

- Two Section "4.1s" typo – revise "4.2 Funding Application Standards and Thresholds" and the following sections to 4.3, 4.4, and 4.5
- Section 4.1 (Funding Methodology)—12/3/2019 Do we want to change this section to include that the Advisory Board will put forth one application. And then the Rating and Ranking would be done by the Executive Board?
- Section 4.1 (Funding Methodology)—receive clarification from Lead Agency on PIT Allocation Method regarding "remaining 20% using the most recent executed participation agreement with the county." How is this calculated? See also Attachment C.
- Section 4.1 (Funding Methodology)—new funding methodology proposed called Population Allocation Method using U.S. decennial Census or the American Community Survey (ACS) for years in between the decennial. Example comparison of PIT count to population:

	2020		2019 ACS		2019	
	PIT	%	Population	%	PIT	%
<b>Del Norte</b>	248	16%	27,495	9%	184	14%
<b>Siskiyou</b>	311	20%	43,468	14%	229	17%
<b>Modoc</b>	30	2%	8,907	3%	5	<1%
<b>Shasta</b>	816	53%	179,212	58%	827	61%
<b>Lassen</b>	0	0%	30,818	10%	46	3%
<b>Plumas</b>	115	8%	18,660	6%	46	3%
<b>Sierra</b>	9	1%	3,040	1%	12	1%
	<b>1,529</b>	<b>100%</b>	<b>311,600</b>	<b>100%</b>	<b>1,349</b>	<b>100%</b>

- Section 4.1 (Funding Application Standards and Thresholds)—9/19/19 Executive Board agreed that if an agency does not meet the requirements for funding in the first round then they would not be eligible to apply in the following rounds.

**SECTION 5 – Homeless Management Information System (HMIS) and Coordinated Entry System (CES)**

- New Attachment E referenced.



## **SECTION 6 – Policies and Procedures**

- Expanded to include a list of policies and procedures developed to-date.
- Expanded to include a list of policies and procedures yet to be developed.
- Discussion (add to Section 1 and/or Section 6)—consider adding narrative to capture that, during the annual review and update of the Governance Charter by the Executive Board, Advisory Boards can provide comments/recommended changes to the Executive Board for their consideration prior to Executive Board action.

## **SECTION 7 – Website**

- Largely unchanged.
- Suggest adding language (not yet included) that the NorCal CoC website archive the past governance documents for historical purposes.

## **ATTACHMENTS**

### Attachment A: Membership of the Executive Board and Advisory Boards

- Revised to specifically define and source to 24 CFR Section 578.5

### Attachment B: Meeting Agenda and Meeting Minutes Templates

- Revised to include current meeting agenda and meeting minutes templates from Lead Agency

### Attachment C: Funding Allocation Example

- Example calculation provided by Lead Agency showing PIT Allocation Method – example only

### Attachment D: NorCal CoC Organizational Chart

- Revised to include counties and advisory board layers
- Names Lead Agency
- Revised to include number of board members on Executive Board
- Revised to include number of board members on Advisory Boards – INFORMATION NEEDED FROM ADVISORY BOARDS, PLEASE PROVIDE

### Attachment E: Governance Charter for the NorCal CoC Homeless Management Information System

- Included per HUD requirement, with HMIS Policies & Procedures attachment