



**Shasta County Advisory Board Meeting**

July 13th, 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 June Meeting (See Attachment 1)**

- Board Members will review and approve minutes from June 8th 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. Partner Presentation:**

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

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

**V. Transportation follow up**

- Report out on 211
- Report out on car repair

**VI. New membership policy**

- Finalization of the new membership packet

**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**

**D. 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

**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: August 10th, 2021 3pm - 5pm Conference Call

Executive Board Meeting July 15th, 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



## Shasta County Advisory Board Meeting

June 8th, 2021

3 pm – 5 pm

Join Zoom Meeting:

<https://us02web.zoom.us/j/85455925666>

Dial In: +1 669 900 6833

Meeting ID: 854 5592 5666

### 1. Call to Order/Establish Quorum

Michele Alexander, Kalie Brisbon, Tim Danielson, Austin Preller, Megan Preller, Kristen Schreder, Marjeanne Stone, Katie Sears, Lisa Kowalewski (Here for Jodee Rinker), Nicole Smith, Amber Middleton, Dawn Smith, Carrie Arthur, Crystal Johnson, MJ, Carol Roberts

**Participants:** Laura McDuffey, Laurel Park, John Cravens, David Colefield, Marlyn Winsen

**Lead Agency:** Hollie Zander

**David Colefield had to leave at 4:30P/M**

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

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

- Board Members will review and approve minutes from May 11th 2021.
- Marjeanne motions to approve the minutes, and Tim Seconds, 14 Yes votes

### 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

- No Public Comments

### 5. New Business:

#### I. Chair and Vice Chair Update

- It is pride month and tonight at 6PM. They are doing a pop-up pride celebration on Market Street.
- June 19th is celebrated as June-teenth
- June is Immigrant Heritage Month

#### II. Chair and Vice Chair Nominations/Vote

- Kalie nominated Amber as the Chair, and Austin as the Co - Chair.
- Nicole and Kristen both second that nomination.
- Amber & Austin Abstain from the vote, 12 yes votes

#### III. Partner Presentation: Community Action Agency

- We currently have about 16 available vouchers
- Katie Sears: How many months do they have to be homeless to qualify for the program? Is there any assistance with a deposit or first month's rent?
- Hollie: Can try to get assistance with deposit, but we don't have utility assistance. The first month's rent as soon as they are leased up then a portion of their rent gets paid based on their

income.

- Hollie: Homeless continuously for 1 year or 4 episodes of homelessness within the past 3 years.

#### **IV. Summer Emergency Preparedness Plan**

- Anything we can do to start helping for fire preparedness?
- Tim: I think it is important to look at this on a regular basis. It would be nice to know what the need is, or what particulars would need to be for someone to commit to being a cooling center.
- Amber: Public health decides on specifics for cooling centers. Need to look into the criteria, and look into how an organization can participate in opening their doors to becoming a cooling center.
- Laura: Dawn reached out to someone, but would it be helpful for them to come and do a presentation.
- Kalie: This is the explanation we were given for when a cooling center opens. I agree we need the "what does it take to be a cooling center" piece. Cooling centers will be open when the national weather system calls for an excessive heat warning and activate the Department Operations Center (DOC) and called for by the OES (Office of Emergency Services, Or in a power outage and heat index over 105\*, or the public health officer believes that heat exposure puts lives in danger.
- Amber will be reaching out to the Redding fire department to see if they can give any fire safety tips for people that are rough sleeping.
- Kalie: For information or an invite to VOAD (volunteer organizations active in disaster) contact Cherish Padro [Cpadro@norcalunitedway.org](mailto:Cpadro@norcalunitedway.org)
- Amber: One of the staff members has been working on a map to distinguish where bathrooms, fire pits, the hope van etc.
- Kalie: Public Safety Power Shut off Emergency will be occurring, and 211 will be at the front line for those services. With a drought coming our homeless people will have trouble finding water, and we may need to have a conversation on how to get clean water out to our people.
- David: Anyone with Assisted Technology (C-PAP, Bi-PAP, etc.) that requires electricity and would otherwise be hospitalized or worse without said devices can sign up for the DDAR (Disability Disaster Access Resources) program. Please feel free to contact me. David Colefield (530) 242-8550 [Davidc@actionctr.org](mailto:Davidc@actionctr.org)

#### **6. Standing Items**

##### **I. COC Membership - Online Application**

- If one person leaves an agency suddenly, how are we going to get a new person in their place? Austin will be working to identify how to deal with this issue and bring it back to the group.

##### **A. Roster Update**

- If you know you are going to be leaving, and someone else is going to be taking your place then make sure to communicate your job description in the COC to your proxy.

##### **B. Letter Update**

##### **II. County Highlights for Executive Board**

- Stuff the bus is still going
- Emergency preparedness discussion
- Still have medical restped going and have received over 70 referrals for that

#### **7. Committees**

##### **A. Micro Shelter Update- Kristen/Laurel**

- Laurel: Everything is going crazy. June 1st an ordinance was approved that established the ability for emergency sites. June 15th the city council meets for a 2nd reading, and then July 15th the process will be finalized. We have an operation manual almost in place, we just have to fine tune it once we have all the rules. Annually the city council will review what's going on to see if they want to make changes. The city applied for a federal grant, and we have passed the first step. A lot of activity going on. CHYBA has been working on shelters that meet certain criteria. Looking at several sites that can be minor sites, getting more serious about actual sites now that we are getting close to having official stuff done.
- Kristen: Wanted to clarify that on the 1st we approved an ordinance that establishes the ability for the city council to create emergency seeping sites, but that doesn't establish the housing crisis. The first thing was an ordinance, and on the 15th of June we will adopt a resolution, and on July 15th things will go into full effect. The city has not taken any direct action on providing property. City manager has been really energetic and taken a lot of initiative to get us where we are today.

##### **B. Homeless Death Review**

- Crystal Johnson: May 19th was the last subcommittee meeting. Still developing a project impact

statement. Continuing to gather info to see where the gaps are on homeless deaths. Got lots of info on how deaths are being inputted incorrectly. Next meeting, we hope to have a rep from the mission to help us cover those gaps.

#### C. New Member Packet Committee

- Kristen & Beth Nervo: Draft letter of introduction, and new member packet document. Develop a contact list with names, phone numbers, and emails. Need to make personal calls to new members instead of just sending them an email. We could make a presentation, and let them attend a few meetings before they have to submit an application.
- Is it possible to make the application into a fillable form?

#### D. Governance Charter Committee

- Funding Formula
  - Current governance charter gets two processes for how the funding distribution can happen.
- Executive Board Voting Distribution
  - Each county gets a vote. One thing we would like to consider is having it change to be more like we have a certain amount of homeless people in our community and having more votes allotted to us would be more impactful.
- Current/Former Homeless Member Designation
  - The membership outlines the executive board needs to have a current or formerly homeless member on their committee, but doesn't say which county needs to support that. Need to have better clarification, and if none of the 7 executive board members fit the description where do we get the 8th board member from?
- PIT Years
  - Had a vote on this in April to establish an ad hoc committee. Majority vote to continue to have the PIT yearly. The governance charter is not very clear. If one county opts out then they just get a zero.
- Advisory Role in Approving Governance Charter
  - Currently the governance charter does not say that changes to the governance charter have to go back down to the advisory role. There should be an annual review and proposed changes have to come back to the advisory board.

## 8. Reports

#### A. Lead Agency

- Hollie: Wrapping up round 2 award letters, and working on getting a process set up for emergency housing vouchers. We can try to do something at the executive board in June, and try to get to each advisory board in July once we have more details on how everything is going to work.
- Hollie: Chairs will be in charge of signing MOU's for each advisory board.
- In the governance charter it says that the Executive board is in charge of making the final decision in signing the MOU. Governance charter says nothing about MOU's just letters of support.
- Hollie: Don't have a presentation today but I will have further information on all of this a little later on down the line.
- Amber: what is my responsibility in the MOU, and what are my responsibilities after signing. I also believe that it is the executive board and not the advisory chairs that sign.

#### B. Executive Board Report - Kalie Brisbon

#### C. County/Cities

- June 1st city council approved a rehabilitation loan for pathways to housing apartment house medical restped on 1871 Pinion.  
Currently under construction is an affordable housing project downtown.
- MJ HHSA: The number of the allocations we receive for homeless services will have an increase in funding this next year for 12 billion dollars extra to housing. Our housing disability advocacy program as well as the housing support program, and bringing all of those family's home. All of those allocations we will be able to apply for additional funds. We are looking at realistic proposals at the moment.

#### D. Member Announcements

- Crystal: The Francis Ct is scheduled for certificate of occupancy any moment and want it to be an option for homeless families by July 1st.
- Kalie 211: We are assisting individuals with the emergency rental assistance program. Someone

at risk of losing housing or a landlord and they have provided some for people not paying rent during COVID. Also, able to help people schedule their vaccine appointments

#### 9. Member Updates/ Collaboration

##### A. Vaccines for Homeless Population

-We have stopped on The Hope Van outreach opportunities due to lack of turnout. The Vaccine is still available at The Hope Van every day, and is located at the Salvation Army.

##### B. Functional zero report out

- We have a small group that is meeting, and we are calling it built for zero. Rep from continuum of Care, County and City Housing Authority, HHSA, Shasta Community Health Center, Nation's finest, United Way, and Hill Country. One of the action items to pursue a formal relationship with community solutions, earliest communication with them will be in the fall. The group committed to move forward even without the consultant. Our next meeting will be in the next month or so, and we are going to come up with a more formal plan to move forward. Kristen Schreder is also involved as a rep from the COC, Redding community member etc. and she has been an amazing resource on the committee.

#### 10. Discussion Items for Next Meeting

- Transportation
- Partner presentation: Dawn Smith
- Follow up on cooling shelters and Redding Fire Department
- Governance Charter wrap up
- August meeting: SI/SSDI Outreach, Access, and Recovery SOAR

#### 12. Adjournment.

- Kalie moves to adjourn the meeting, and Austin seconds. 14 yes votes

#### Next Meetings

Next Advisory Board Meeting: July 13th, 2021 3pm - 5pm Conference Call

Executive Board Meeting June 17th, 2021 1pm – 3pm Conference Call

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## 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