



Del Norte County Advisory Board of the

NorCal Continuum of Care™

Advisory Board Meeting Minutes
January 23, 2020
1:30 pm to 2:30 pm
Department of Health and Human Services
880 Northcrest Drive
Multipurpose Room #2
Crescent City, CA 95531

1. Call to Order/Quorum Established/Introductions

Meeting was called to order 1:36 pm by Carmen Fong-Chavez. Quorum was established.

Present: Carmen Fong-Chavez (DHHS), Ranell Brown (DHHS), Megan Miller (HUD), Connie Battles-Bern (DNUSD), and Amber Weston (Del Norte Senior Center).

On Phone:

Kintay Johnson (CR) and Trisha Boss (Executive CoC)

2. Approval of Agenda

Review proposed Agenda. Ranell Brown motioned to add "County and CoC title to the HMIS updates on item 5d. seconded by Megan Miller. All approved, none opposed.

3. Approval of Meeting Minutes from December

Motion to approve by Megan Miller and seconded by Amber Weston. All approved, none opposed.

4. Public Comments (limited to 3 mins. per comment)

No public comment

5. Updates

a. Mobile Shower Proposal- Carmen Fong-Chavez

Proposal has been submitted to the NorCal Continuum of Care they will submit to the State for approval. Once it is approved Del Norte Department of Health and Human Services will need to amend our agreement to change the funding categories from rental assistance to capital improvements. Expenditures will be held off until that step is complete. Trisha Boss added that once the State has approved the amendment Trisha Boss will draft the amended contract and

send it to DHHS for approval. Question from member of the public on the amount and timeframe for showers to start. Carmen Fong-Chavez responded that the amount is \$110,000.00. Trisha Boss stated that agencies have until January 31, 2020 and they are hoping for a 2 week response time. Trisha Boss then stated that she would draft the amendment send to DHHS and then if it needed to go to the Board of Supervisors and back to Trisha Boss so she is hoping by end of February.

b. HMIS licenses- Carmen Fong-Chavez

Carmen Fong-Chavez asked Trisha Boss to update Board. The lead agency for HMIS has licenses available for agencies who are interested in participating.

c. PIT- Carmen Fong-Chavez

Point in time count trainings have started the last training is January 24, 2020 from 11am to 12pm at DHHS MPR 2. The survey will be conducted at the Veterans Hall on January 28, 2020 from 8 am to 4:30 pm. The survey will be conducted on January 29, 2020 at the Del Norte County Library, The Senior Center, College of the Redwoods and Daily Bread. The survey will be conducted on January 30, 2020 at the Del Norte County Library, The Senior Center, College of the Redwoods and Our Daily Bread. On January 31, 2020 the survey will be conducted at the Del Norte County Library and the Wellness Center. There are other community agencies that DHHS is waiting to hear from on whether they want to participate or if they wish to visit other locations. Public commented that True North was interested in getting applications to go outside into potential encampments. Carmen Fong-Chavez advised for them to connect with Misty Mallory. Public inquired if there was free transportation to the Veterans Hall on January 28, 2020 and Carmen Fong-Chavez stated she would need to look into that. Trisha Boss confirmed that all surveys will be conducted for where they slept on the night of January 27th, 2020 and Carmen Fong-Chavez confirmed this is correct.

d. County and CoC HHAP application updates- Ranell Brown

Workgroup was formed to go over some proposed ideas for the HHAP funding and applications. There are two different avenues for that, one is the County applies directly to the State the other is that the department would apply through the CoC. The workgroup is currently working on the County application and they now have a draft application. Ranell Brown spoke with lead agency today and was told to go ahead and supply proposed ideas that will be included in the application but the proposal must be approved by the State. There is no guarantee that because the proposals are submitted that it will be used exactly like that.

6. Brown Act Requirements Review- Kintay Johnson

Agenda must be put out 48 to 72 hours before meeting, teleconference locations must be included. New business and updates must be listed. Old business or action items must not be discussed with other members outside of the meeting. Kintay Johnson suggests reviewing Robert's Rules of Order for more information on Brown act. Kintay Johnson states that we will get a violation if we do not follow the Brown Act Rules. Kintay Johnson also stated that the public are only allowed to speak during public comment section. The board would need to pass a motion to open it for discussion. If the public has comments or questions on agenda items it is usually done during public comment section. Public interrupted to state that it is her understanding she has a right

to discuss the items being talked about on agenda outside of public comment section because the agenda has a section that says discussion items for next minutes. Ranell Brown stated that our agenda and meeting format mirrors the NorCal CoC and that is what we are modeled after. Kintay Johnson followed up that comment stating that if we are following them he would say we are compliant, we need to be sure to do our motions and when we are speaking on topics the board members are easily identified for the person taking minutes. Trisha Boss stated she has forwarded the Brown Act power point to share with the advisory board as well.

7. Report on Coordinated Entry Work Group- Kintay Johnson

Kintay Johnson emailed questions to the Advisory Board to review and give feedback. Megan Miller stated that she had started to review but did not get very far. Ranell Brown inquired what type of feedback they are wanting or needing. Kintay Johnson stated they are looking for any feedback; they want to answer any procedural questions that may arise. Areas that are highlighted are areas they are really looking for feedback on. Kintay Johnson stated they have time to get the feedback and they really want it from the Advisory Board. Kintay Johnson says the meeting they have on February 12th would be a good time for him to take any feedback the Advisory Board could give. Kintay Johnson believes that a County member from Department of Health and Human Services should be a part of these meetings and help to speak for the whole County. Ranell Brown inquired if there had ever been a vote about what board members would be on what committee before herself and Carmen Fong-Chavez were on Board and Megan Miller stated that the Advisory Board was so new nothing had been decided. Ranell Brown asked if Medea Henderson was open to more members on the committee. Trisha Boss was able to provide feedback that Medea Henderson had requested at the December Executive Board meeting that maybe each Advisory Board have an HMIS coordinated entry member and one alternate in order to increase participation and address the needs of each County. Carmen Fong-Chavez volunteered to be the backup for Kintay Johnson in the HMIS Coordinated Entry Workgroup.

8. Volunteer tracking Logs- Carmen Fong-Chavez

The advisory Board was emailed the tracking logs and some have been received back but some are still outstanding. Please get those completed so they can be turned into Trisha Boss.

9. Del Norte County CoC Advisory Board letter of support for HHAP- Ranell Brown

Ranell Brown the NorCal CoC will request a letter from us and we will in turn request a letter of support from them. The request will be made due to overlapping jurisdiction which makes this a requirement for the application.

10. New Business

a. New CoC Membership Application- Carmen Fong-Chavez

Brandon Hill has applied for the board Megan Miller motioned to approve, Connie Battles-Bern seconded. All approved, none opposed.

a. Ranell Brown's Alternate for the CoC Executive Board Meetings –Ranell Brown

Ranell Brown nominated Carmen Fong-Chavez for alternate Megan Miller seconded. All approved, none opposed.

b. VASH Vouchers- Megan Miller

Megan Miller stated the Housing authority was awarded an additional Ten vouchers. Homeless veterans are screened by the VA for homeless and military status. A referral is made to housing authority and that individual bypasses the waiting list to get their voucher. Once housed individual receives VA continues to provide ongoing case management and the Housing Authority administers the voucher. Prior to this round of vouchers the Housing Authority had eighteen vouchers and they now have twenty eight. Twenty two of those slots have been filled and they still have six available. If anyone knows of anyone that is a veteran that can benefit please send them to the VA or The Housing Authority.

a. Proposed CoC meeting dates and times for the year- Carmen Fong-Chavez

Carmen Fong-Chavez asked if everyone has had a chance to review the calendar that was sent with proposed meeting dates, Amber Weston stated that she will be unable to attend the February and March meetings due to doing taxes for the public. Carmen Fong-Chavez proposed meeting times to be at 3pm. Ranell Brown motioned for approval of the Advisory Board meeting calendar and set time at 3pm, seconded by Megan Miller. All approved, none opposed.

c. Letterhead for CoC Advisory Boards- Carmen Fong-Chavez

Letterhead has been received from NorCal Continuum of Care; letterhead now states Del Norte County Advisory Board for the NorCal Continuum of Care.

d. Maximum number of CoC Advisory Board Members- Ranell Brown

At the Executive Board Meeting it was asked for each local Advisory Board to come up with a maximum number of members. Community partners can still participate in meetings but number of actual members would be limited. NorCal is working on updated language in the governance document that would address that in a general sense and provide the authority to local Advisory Boards to set that number. Megan Miller inquired if that number needed to be set today and Ranell Brown stated it can be decided or it can be set for future agenda. Carmen Fong-Chavez suggested waiting until NorCal gives their guidance and Megan Miller asked if there was a set number. Trisha Boss answered there are Counties still getting their Advisory Boards going but there is anywhere from 40 to 45 members but they are in process of paring down those numbers in order to meet quorum. It is based on size of County such as Shasta County has 36 members. Trisha stated that there are voting members vs. participating members which mean there are two types of memberships however the Executive Board is in process of drafting the membership policy. Trisha Boss is hoping to have the policy drafted by next Executive Board Meeting.

e. NorCal CoC name change to include the word "Homeless"- Ranell Brown

Ranell Brown stated that the Executive Board meeting discussed adding the homeless to title so there is a distinction as to what it is. There was not a vote taken as of yet.

11. Discussion Items for Next Meeting

- a. Maximum number of members for Advisory Board in Del Norte County
- b. HHAP update
- c. HAG update report from meeting scheduled 2/26/20
- d. Kintay Johnson Community College Housing Pilot program for housing insecure students

12. Adjournment 2:52pm

Next Meeting
February 27, 2020
3:00pm

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.**