



**Executive Board Meeting
May 21, 2020
1:00 pm – 3 pm**

1. Call to Order/Quorum Established/Introductions

Meeting was called to order 1:10 pm by Diane Fogle. Quorum was established.

On Phone: Diane Fogle (Modoc), Trish Barbieri (Siskiyou), Tracey Ferguson (Plumas), and Ranell Brown (Del Norte).

Lead Agency: Christy Coleman, Ayla Tucker, and Trisha Boss.

Diane Fogle requested authorization to Chair the meeting in the absence of the Chair and Vice Chair. Tracey Ferguson made a motion to authorize Diane to Chair the meeting, seconded by Ranell Brown. Roll call vote was taken, all approved none opposed.

2. Approval of Meeting Minutes for April

Minutes for April 16, 2020, were approved by motion made by Ranell Brown, seconded by Tracey Ferguson. Roll call vote was taken, all approved none opposed.

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

The following comment was submitted in writing and read into the record by Trisha Boss, Shasta County Housing and Community Action Specialist.

Alyson Kohl, with Shasta County HHSA shared her concerns with the CoC entering into the Data Share agreement with the State.

4. New Business/Action Items

I. Ad hoc Committee Members for the Governance Charter Review

The Ad hoc Committee Members will be responsible for reviewing the existing Governance Charter and outlining suggested changes. Diane Fogle stated Trish Barbieri and Barbara Longo have volunteered and one more member is needed. Ayla stated that if a member would like to appoint their alternate they may do so. All members agreed the Committee would not begin to meet until after COVID-19 slows down. Ranell Brown volunteered to take the third seat on the Committee. Tracey Ferguson made a motion to approve the appointment of Ranell Brown as



the third member, with the committee convening after the COVID pandemic, seconded by Trish Barbieri. Roll call vote was taken, all approved none opposed.

II. Advisory Board Membership Policy

The draft Advisory Board Membership Policy was provide to all members to review with the suggested changes in redline from Tracey Ferguson and the member's suggested changes made at the April 16th meeting. Tracey Ferguson made a motion to table the item to the June meeting to allow time for all Advisory Board to review the Policy and all counties to be represented if possible, when taking action, seconded by Trish Barbieri. Roll call vote was taken, all approved none opposed.

III. Letters of Support

None.

IV. 2020 PIT Count Report

The 2020 PIT Count Report was drafted by the Lead Agency and provided to all Executive Board Members. Ayla Tucker stated that the report is data driven and fulfills HUD requirements. Due to COVID-19 the deadline was extended to June 30, 2020, to submit the report to HUD. Upon the approval of the report from the Executive Board, the Lead Agency will submit the report to HUD. The members requested time to review and respond by email with comments. Ayla requested that due to the time frame, no structure or formatting changes be made, but comments and suggestions can be submitted to the Lead Agency. To meet the HUD deadline the report must be approved at the June 18, 2020, Executive Board meeting. Christy Coleman stated that typically the Executive Board approves the report prior to it going out to the Advisory Boards and this is the responsibility of the Executive Board. Suggestions must be submitted no later than June 10, 2020. Tracey made a motion to table the item for review to the June Executive Board Meeting, seconded by Trish Barbieri. Roll call vote was taken, all approved none opposed.

V. 2021 PIT Count Committee Members

The Executive Board Members will announce their appointments, one member and an alternate to the 2021 PIT Count Committee. Trisha Boss stated Carol Madison submitted her appoints due to her absence. Trisha reported Carol Madison identified Diane Fogle as the member and Carol Madison as the alternate. Based on all members not having their appointments Tracey Ferguson made a motion to table the item to the June meeting, seconded by Ranell Brown. Roll call vote was taken, all approved none opposed.

5. County Updates



Trish Barbieri stated Siskiyou County has received 6 FEMA trailers and they are working on getting them set up and stocked. Their first client is moving in tomorrow (May 22, 2020). Currently, Siskiyou County only has (1) active COVID-19 case, (5) of which have recovered. Siskiyou County is in Phase 2 of reopening.

Tracey Ferguson shared Plumas County has had (4) positive COVID-19 cases, all of which have recovered. Plumas County is also in Phase 2. PCIRC is handling the sheltering of homeless clients with hotel vouchers. They have secured (1) motel for clients pending test results. They have experienced difficulty getting motels to work with them. The next approach is to craft a contract that both parties agree to which include the length of stay, rather than open ended.

Ranell Brown stated Del Norte County only had (4) positive COVID-19 cases but as of last Saturday they are up to (15). Their Public Health Team is assisting with contact tracing. Del Norte County have contracted with one hotel for (20) rooms, and currently utilizing (6). Beginning next week the State will be providing a mobile testing site two days a week.

Diane Fogle shared Modoc County still has zero positive COVID-19 cases. The Emergency Operations Center is operating their Project Roomkey program. They started with (10) motel rooms but have reduced to (5). The rooms have been used to house possible exposure cases.

Ayla Tucker shared Shasta County is also operating Project Roomkey, currently housing (29) individuals, and are working on contracting with two additional motels for pet friendly and ADA rooms. Through the program, in addition to shelter, other services are being provided to include case management, food, and security. They are working with case managers on a plan for clients when they transition out of the Project Roomkey, with the goal to place clients into permanent housing using the Tenant Base Rental Assistance Program (TBRA) or other available programs.

6. Lead Agency Updates

I. HHAP funding update

Ayla Tucker announced the HHAP contract was sent to the State to be executed. Upon receiving the fully executed agreement back, the Lead Agency will release a NOFA. It is also required to enter into a HMIS Data Use Agreement with the State to receive the CoC HHAP funding. The Data Use agreement has been received from the State and is still being reviewed. The purpose of Data Use Agreement is to create a statewide data system or warehouse (the "Homeless Data Integration System" or "HDIS") to collect local data from California Continuums of Care through the Homeless Management Information System ("HMIS"), as authorized by Welfare and Institutions Code section 8257, subdivision (b)(13). The CoC would be agreeing to share the HMIS data (the "Data") with BCSH in order to consolidate the Data in one database enabling



BCSH to: (a) perform research and analytics on the Data, (b) support policy initiatives with respect to homelessness in California, (c) gain insights into the characteristics of people experiencing homelessness, identify patterns of service use, and identify gaps in services, (d) connect to other state-level data to understand the connection of various California systems of care to homelessness, and (e) provide CoC with access to research findings and/or data analysis (the “Purpose”).

To clarify the Data Use agreement is with the Shasta County CAA on behalf of the NorCal CoC and it has to be executed by July 31, 2020. The public comment (referenced during open time) stated that there had been a policy change regarding verbal authorization but that is not the case. Ayla clarified that nowhere in the policy or Governance Charter does it state that verbal authorization is allowed. Once the Lead Agency was aware that verbal authorizations were being used, the Lead Agency provided clarification and direction to HMIS users. It was communicated that legal signatures are required to protect the client. Due to the requirements in the Data Use agreement, the release may need to be changed but these issues are still being worked out with the state. This agreement may become standard and will be potentially required for the CoC to receive funding from the state. This will be brought back to the board with an update in the June. The majority of CoC’s have already submitted the Data Use Agreement to the State.

II. COVID funding update

The COVID-19 Emergency Homelessness Funding contract has been submitted to the State, however, a fully executed copy has not been received. Ayla Tucker stated that Sierra County’s CoC allocation maybe redirected to the CoC, she is waiting to confirm this with Sierra County. If this is the case, a special meeting will need to take place for the Executive Board to determine how they would like to allocate Sierra County’s portion of funding totaling \$2338.58. If the funding is evenly split between the other six counties, this would equate to \$389.76 of additional funding for each county. The funding is considered encumbered when the Shasta County CAA enters into the subrecipient agreements. The term of the subrecipient agreements will mirror the State agreement.

Ayla Tucker stated that the ESG CoC balance of State has issued an extension to June 30, 2020, to apply for this funding. ESG-CV (COVID) funding is out and more information is being gathered.

Ayla Tucker stated that the HEAP funding has accrued a total of \$32,000 in interest and the Executive Board will need to allocate the funding, this will be on the next agenda. Christy Coleman shared that this can go through the same funding methodology like a NOFA process or it can just be reallocated across the counties.

Christy Coleman shared that she took a position in a different department her last



week was last week but will fill in until a new Director is hired.

7. Discussion Items for the Next Meeting

8. Adjournment

At 2:33 pm Trish Barbieri made a motion to adjourn, seconded by Tracey Ferguson. Roll call vote was taken, all approved none opposed.

