



Plumas-Sierra Counties  
Advisory Board of the

**NorCal**  
**Continuum of Care™**

**Plumas-Sierra CoC  
Advisory Board Meeting  
April 23, 2020  
1:00PM**

**Meeting Minutes**

**Present:** Tracey Ferguson, Roger Diefendorf, Aimee Heaney, Sherry Morgado, Joyce Clare, Laurie Marsh, Denise Pyper, Cathy Rahmeyer, Elizabeth McAllister, Elizabeth Pope, Anne Nielson, Trisha Boss, Ayla Tucker

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

*The meeting was called at: 1:05pm. The Chair verified that a quorum was established.*

**2. Introductions**

**3. Approval of Agenda**

Review proposed Agenda – changes or additions and action item

Additions/changes:

- Request to table Item 5F, Snapshot of the Face of Homelessness (by San Francisco County), to the May 28, 2020 meeting
- Request to table approval of Item 6A, Final Draft of Plumas & Sierra Counties Plan to Address Homelessness, to the May 28, 2020 meeting.

Joyce Clare motioned to table items. Cathy Rahmeyer seconded. Motion was unanimously approved.

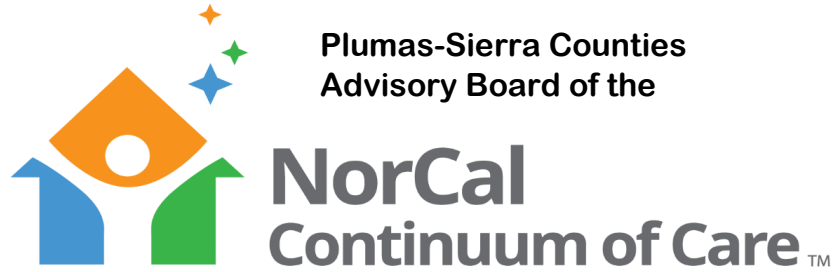
**4. Approval of February 27, 2020 Meeting Minutes**

Review draft minutes – revisions and action item

Revisions: None

Cathy Rahmeyer motioned to adopt February 27, 2020, Advisory Board meeting minutes. Aimee Heaney seconded. Motion was unanimously approved.

**Public Comment (limited to 3 mins. per individual)**



*No public comment.*

## 5. Discussion

### A. NorCal CoC Executive Board Meeting Update – Tracey Ferguson

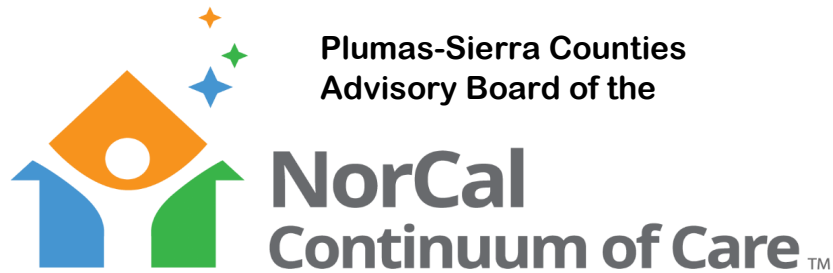
- HHAP funding update
- HMIS/CEP Committee
- CE action items
- Membership policy (Governance Charter)
- Letters of support policy (Governance Charter)
- NorCal Governance Charter Review

HHAP funding update: Plumas County received formal award letter and Standard Agreement (SA) package, and this is at County Counsel for review; County allocation was approximately \$50,000. NorCal CoC has documents and are not ready for submitting agreements to Plumas and Sierra Counties. Sierra County has not received the NorCal SA from Shasta County. This contract is due by May 13<sup>th</sup>. Amber Oestringer at CA HCFC is the HHAP contact.

HMIS/CEP Committee: Cathy Rahmeyer is the committee representative for our county; there was no meeting nor new business to announce. Tammy Muldoon, the Sierra County representative stated the committee met last two months ago.

Coordinated Entry action items: Working with Medea Henderson and another person trained at PCIRC on CE; COVID-19 response and activities are taking a precedent at this time.

Membership policy (Governance Charter): Review and discussion of redline policy document; Executive Board is reviewing this document; membership number is a minimum of 3, and Tracey Ferguson has requested that they leave the maximum limit up to each Advisory Board; Plumas-Sierra Advisory Board have agreed to a membership maximum of no more than 5; Advisory Board will take the final draft of the Governance Charter and adopt it as our own; Tracey Ferguson reviewed the document and describes the proposed amendments and the membership application form. Advisory Board will review it and tailor it for its own use.



Letters of Support policy (Governance Charter): At April 16<sup>th</sup> executive board meeting, the CoC exec com has approved this final draft of the policy; letters of support come in and some may need immediate action due to grant deadlines; gives committee authority to make determinations of support outside of the Exec. Board meeting timeline, and then the committee would update the Exec. Board at the next regular meeting. Policy outlines procedures for county submission and approval of the letters of support. Tracey will ask what level of authority our AB has to draft and grant a letter of support. Tracey will check at Exec. Board about this.

Governance Charter Review: NorCal is looking to form an ad hoc committee to review charter sections and procedures based on HUD requirements; embedding procedural guidelines into a revised governance charter, for example, for the letters of support policy.

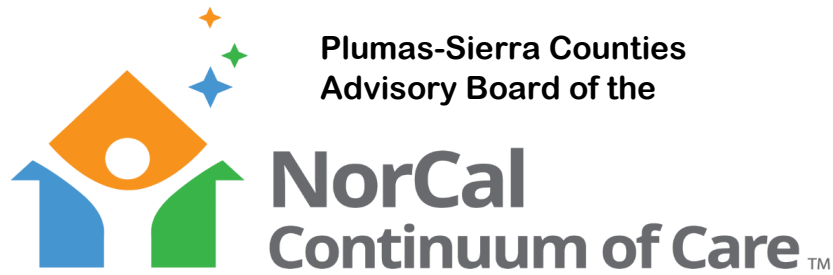
Plumas-Sierra CoC Advisory Board name change: NorCal Executive has tabled this issue

**B. 2020 PIT Count – Cathy Rahmeyer – PCIRC (lead homeless services agency)**

2020 PIT Count for Plumas and Sierra Counties: Final 2020 PIT Count numbers will be provided when complete for Plumas and Sierra Counties and the 7-county NorCal CoC overall. Plumas County’s PIT Count totaled 107 individuals (29 sheltered and 78 unsheltered), and there were 46 individuals (all unsheltered) in Sierra County. Total count for NorCal 1,529 for all areas, including 506 sheltered and 1023 unsheltered. Sheltered homeless include those in Emergency Lodging and Transitional Housing programs; the PIT Count represents a snapshot for where the surveyed individual slept on the night of January 27, 2020. NorCal will provide the snapshot later this month.

**C. 2021 PIT County Date Approved by NorCal CoC**

Tracey Ferguson shares the date for the 2021 PIT of January 26, 2021, was approved by NorCal CoC. This will be the last Tuesday of the month, counting where the individual slept the night of January 25<sup>th</sup>.



D. HMIS Implementation Update – various partners

Laurie Marsh for Sierra County – she has been working with Medea Henderson to set up Wellness Center operations of HMIS entry. Web-based training is pending. PCIRC is doing their own training with Medea’s help. PCBH has done several intake forms and is waiting for Medea to review them.

E. *No Place Like Home* TA Grant Expiration Update – Aimee Heaney

There has been no change in the status of the NPLH TA Grant expiration date. The CA Department of Housing and Community Development (HCD) responded that they are not able to grant extensions because the expiration date of June 30, 2020, is set by mandate and cannot be changed without an amendment by the legislature.

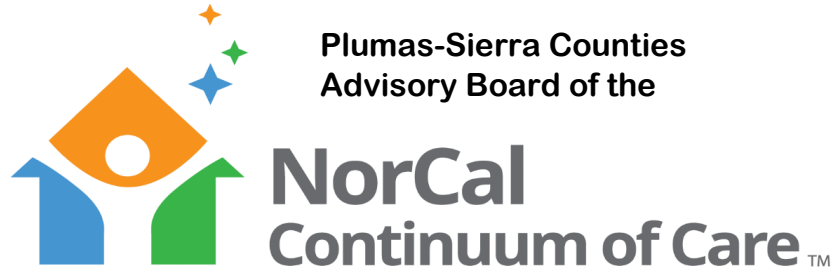
F. Presentation of the Homelessness Snapshot by Cathy Rahmeyer has been tabled to the May 28, 2020 meeting.

G. COVID-19

State of California is requiring and requesting additional COVID-19 information be collected in HMIS for folks who are sheltering in place and those who cannot make ends meet due to lack of resources, jobs. PCIRC and PCBH are both using this.

Tracey Ferguson reported on the Project Roomkey program for addressing homeless sheltering by counties and cities. How many units have been secured and occupied on a daily basis with real-time numbers? Cathy and Tracey will work together to coordinate sharing of this data with the State and the Governor’s Office – just the occupancy numbers are released without other demographic or personal data.

Tracey Ferguson discussed the County’s COVID-19 response and website; the Governor has laid out a 6-point strategy to loosen restrictions. Public Health department is strongly recommending face coverings when folks go out in public. For homelessness population, PCIRC has been doing an



outstanding job of sheltering homeless and COVID-19 positive individuals. Tracey Ferguson thanks PCIRC for their efforts in keeping Plumas County residents safe.

Sierra County Update: They have a quarantine team and BH aspect and trying to find hotels that are willing to work with the County. They don't have any individuals who are currently unsheltered requesting help. It's been pretty quiet.

## 6. New Business/Action Items

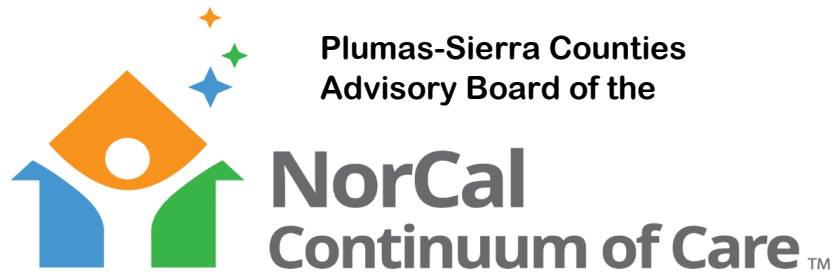
- A. Review and approve the February 2020 Final Draft of Plumas & Sierra Counties Plan to Address Homelessness – Discussion with Housing Tools and action – **TABLED to May 28, 2020**

Discussion: Final Draft of May 2020 we will recommend; Cathy Rahmeyer will read new draft and asks to have PCIRC named as the CE lead agency for the county. Tracey Ferguson asks if we are required to have an action item to recommend the draft to the Board of Supervisors or if we need a resolution from Advisory Board that accompanies the draft to the Board of Supervisors.

Alignment and support of the NorCal Strategic Plan; these goals and objectives need to be consistent with our SP also – a request was made to have a preface or statement of the SP Priority Areas and that our goals and objectives are aligned and consistent.

Discussion on adding the 2020 PIT count even though these are preliminary and haven't been validated by HUD. Tracey asks if we should add 2018 count as well to show the pattern and up and down cycle. Cathy will share Sierra and Plumas data with Sherry to add to the draft report. Laurie Marsh will share with Sherry narrative telling the Sierra County story of the PIT experience.

- B. Request to change date and time of standing CoC Advisory Board meetings – Discussion and action



Advisory Board tabled action for changing the standing meeting day to the 4<sup>th</sup> Tuesday at 10:00am and we will keep the regular meeting for May 28, 2020.

C. NorCal CoC Executive Board Plumas County Alternate

Plumas County doesn't have an alternate and Tracey Ferguson has been able to make these meetings. Aimee Heaney asked if the Vice Chair could attend as the alternate; Tracey Ferguson asks if Roger Diefendorf can represent both counties. The Advisory Board tabled approval of Roger Diefendorf as the Plumas County alternate and Tracey will discuss with Roger and take action at that time.

D. NorCal CoC Executive Board Sierra County Alternate

Lea Salas requested Laurie Marsh to be the Sierra County alternate to the CoC Executive Board.

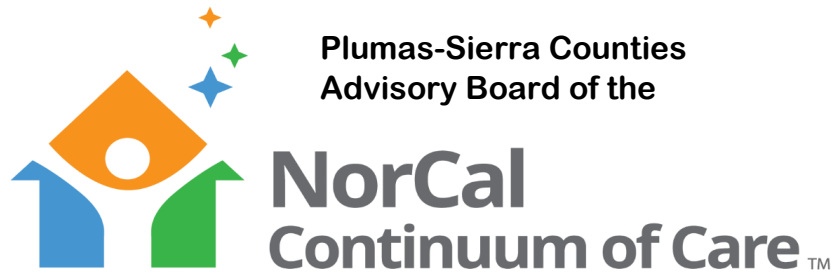
Aimee Heaney made a motion to make Laurie Marsh the alternate for Sierra County. Cathy Rahmeyer seconded. The motion was unanimously approved. The minutes will reflect this approval. The Secretary will send the minutes to Laurie Marsh, Leas Salas, and Trisha Boss.

7. **Agency Updates** – None were provided.

8. **County Updates** – None were provided.

9. **Discussion items for Next Meeting**

- NorCal CoC Executive Update
- Action Item to recommend adoption of the Final Draft of the Plumas-Sierra Counties Plan to Address Homelessness by the Plumas and Sierra Counties Boards of Supervisors - Housing Tools will attend.
- 2020 PIT Count Summary Update
- HMIS Implementation Update
- COVID-19 Update
- Change date and time starting June 2020
- Entertain a Plumas County alternate for the Executive Board
- Snapshot of the Face of Homelessness by San Francisco County



**10. Adjournment**

Cathy Rahmeyer moved to adjourn, and Aimee Heaney seconded. *Meeting adjourned at 2:38pm.*

**Next Meeting:** May 28, 2020 at 1:00PM via Webex – Location will be posted.

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.**