



Plumas-Sierra Counties
Advisory Board of the

NorCal
Continuum of Care™

**Plumas-Sierra CoC
Advisory Board Meeting
May 28, 2020
1:00PM**

Meeting Minutes

Present: Lea Salas, Tracey Ferguson, Roger Diefendorf, Aimee Heaney, Cathy Rahmeyer, Tony Hobson, Elizabeth Pope, Joyce Clare, Sherry Morgado, Joanne Danielson, Ayla Tucker, Christina Baggott, Laurie Marsh, Megan Mansfield, Elizabeth McAllister

1. Call to Order/Establish a Quorum

The meeting was called to order at: 1:08pm. The Chair verified that a quorum was established.

2. Introductions

3. Approval of Agenda

Review proposed Agenda – changes and action item

Changes: No changes

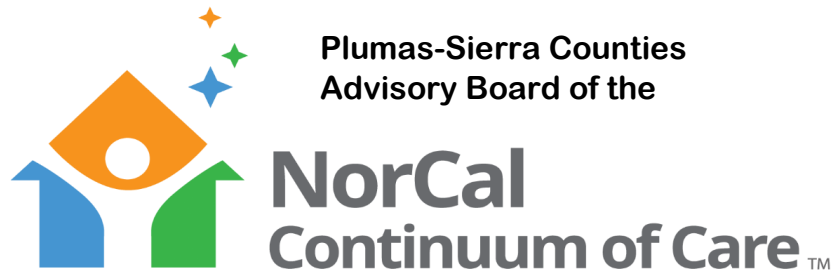
Lea Salas motioned to approve the draft agenda. Tracey Ferguson seconded. Agenda was unanimously approved.

4. Approval of April 23, 2020 Meeting Minutes

Review draft minutes – revisions and action item

Revisions: Add Joyce Clare as a participant on the April 23rd call.

Lea Salas motioned to approve the April 23, 2020, meeting minutes with the addition of Joyce Clare as participant. Aimee Heaney seconded. The meeting minutes with amendment were unanimously approved.



Public Comment (limited to 3 mins. per individual)

There was no public comment submitted.

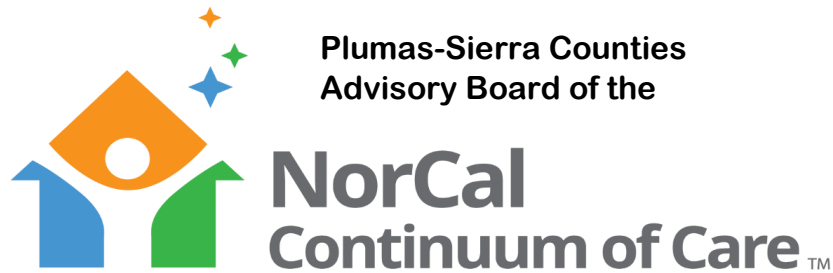
5. Discussion

A. NorCal CoC Executive Board Meeting Update – Tracey Ferguson

- HHAP funding update (NorCal / Plumas / Sierra)
- COVID-19 emergency homelessness funding update (NorCal / Plumas / Sierra)
- HMIS/CEP Committee – targeting June 17, 2020 meeting date
- Advisory Board Membership policy update
- Advisory Board letters of support requests
- Governance Charter Review Committee established
- HMIS State Data Use Agreement
- NorCal CoC 2020 PIT Count Report (Draft for Executive Board consideration)
- HEAP funds generated interest / need to allocate
- ESG application deadline extended to June 30, 2020

HHAP funding update: working with the State to secure funding; NorCal CoC has executed the contract with the State; they anticipate a NOFA in June 2020; Plumas County HHAP funding – executed agreement and returned to state for final approval. Sierra County has their agreement approved and signed by the Board of Supervisors, and they have sent it back to State; PCIRC will be recipient for both counties as the sub-agreement holder.

COVID-19 update: emergency homelessness funding was released in March/April 2020. NorCal has a portion of funding and has executed the agreement; subrecipients will be joined in early June (Ayla Tucker); Plumas County received \$10,000; PCIRC will be sub-recipient and is leading the effort for local COVID non-congregate sheltering; question about Sierra County COVID funding: Lea Salas states that Sierra County has accepted the county allotment, and they are currently reviewing the NorCal allocation; all Plumas County funds will go to PCIRC.



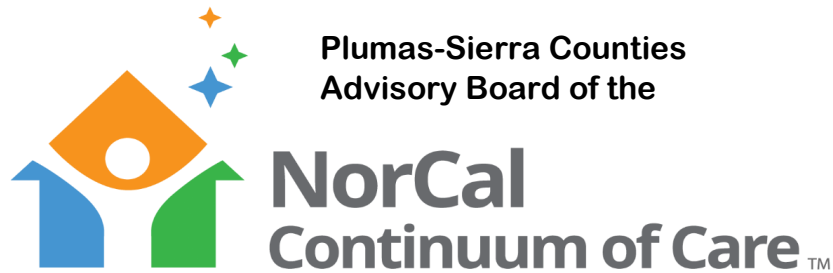
HMIS/CEP Committee: Cathy Rahmeyer and Laurie Marsh are local representatives – Medea Henderson should be sending an update for June the upcoming June 17th meeting.

Advisory Board Membership update: Executive Board received a comment concerning language in the policy; there was a question about the interpretation of the word “Agency.” For example, Plumas County has two county employees who sit on the Advisory Board, Tracey Ferguson and Aimee Heaney; the Executive Committee has expanded the policy language to include “Agency, Department, or Division.” Each advisory board must consist of a minimum of 3 voting members; Plumas-Sierra has five; there can be no more than one advisory board per county; the item was tabled by the Executive Board until the June 18, 2020 meeting to approve the final version.

Advisory Board letters of support requests: Letters of support policy has been finalized, but there was a question if the local advisory board gets a request, can they approve and respond locally, or does it need to be submitted to the NorCal for review and approval. If the support letter request is specific to either county, the Advisory Board has the autonomy to reply and to support or not support the request. NorCal is not involved.

Governance Charter Review Committee established: a three-member committee, and its volunteers are from Del Norte, Lassen, and Siskiyou Counties, no meeting has been set yet for this committee. This isn't considered a critical item, as HUD has no authority of or reporting requirements from the Charter review.

HMIS State Data Use Agreement: Lead agency has been notified that there is a new data use agreement, as well as a comment letter that was provided to the executive board; in order to use HMIS, the user, in this case the lead agency, needs to execute an agreement with the state, and in this policy, there is a requirement for obtaining a written release of information (ROI) from participants to be able to share their personal information with the State of California when enrolling participants. Whatever HMIS ‘client level data’ is entered in the system, is and will be provided to the state. Clients who have concerns about sharing their personal information with multiple agencies and ultimately with the state may choose not to participate. This can lead to client withdrawal and not being able to provide HMIS services.



Additionally, all previously enrolled participants who gave oral consent to share data will need to be contacted for completing the written ROI. This creates major difficulties for agencies who may not be able to track down these previous participants, nor being able to sequester or block non-consensual data for participants who won't provide written consent when they learn that HMIS will share data with the state and not just the local agency.

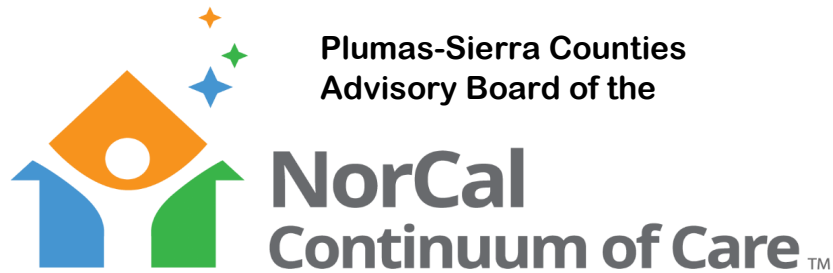
Ayla Tucker adds that NorCal received this data use agreement from the state; requires transfer and sharing of data about clients to the state; sharing data with other agencies, but not necessarily all client-level data. The state is requiring participation in this agreement or choose to not accept HHAP funding.

With COVID response, homeless services agencies are placing individuals in hotels for sheltering in place, and case workers may have only been getting verbal consent in some cases. Clarification was sent out that written consent will be required for participation. NorCal will be doing a complete audit of the HMIS consent data in the system. They will release, block, or remove them from the system. Ayla Tucker states they hope to grandfather in these previous participants to avoid having to track down and obtain written consent. NorCal will contact and work with the HMIS system provider to make these changes to ensure data compliance moving forward.

Tracey Ferguson states that the client-level data is required by the state to be able to analyze and forecast trends and to better address and respond to homelessness in the state.

Ayla Tucker states that the lead agency (Shasta CAA) for NorCal CoC will be responsible for complying with the new agreement; this agreement won't affect licensees. The data going to the state will be labeled as NorCal CoC data. The HHAP agreement with the county has a data sharing .csv data file to upload to state. They expect this to reviewed and approved for a July 31, 2020 start date.

NorCal CoC 2020 PIT Count Report is a draft for Executive Board consideration: review the draft of report and submit questions or comments by **June 10th to Tracey Ferguson**. It will go to HUD for certification after the draft is approved.



NorCal HEAP funds generate interest accrued and these dollars need to be allocated: the interest has accrued in the amount of \$32,000; the Executive Board is looking to allocate this interest across the 7 counties, or they may release a NOFA. No timeline has been established for allocating these funds.

ESG application deadline has been extended to June 30, 2020. The application was due May 28th and has now been extended to June 30th. Cathy Rahmeyer asks if this is for the state funds or for NorCal. These are for state ESG dollars; NorCal CoC will be issuing their own ESG NOFA application timeline once the CoC is awarded.

B. HMIS Implementation Update – various partners

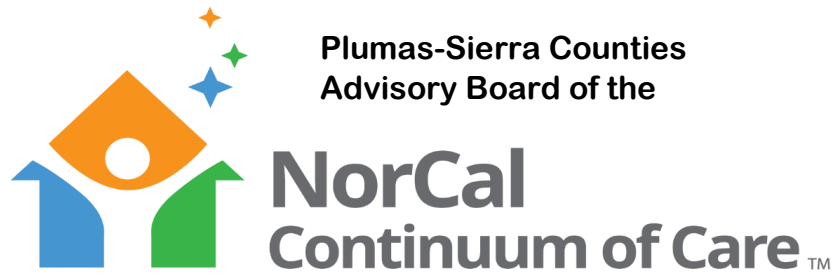
PCBH has enrolled seven participants and is developing their department HMIS policy and procedures document. PCIRC adds new people each, and they have served 45 COVID-related clients; Project Roomkey program is asking for a daily census of non-congregate sheltering; in Plumas County, Tracey Ferguson has been reporting COVID sheltering data and de-identifying shelter information for confidentiality. For example instead of stating the name and address of the lodging, she provides monikers, such as Motel 1, 2, 3, or 4 and the town.

C. Snapshot of the Face of Homelessness (by San Francisco County) – Cathy Rahmeyer

This will be tabled until June, 2020 – member asks Cathy Rahmeyer to present a one-page document to accompany her presentation.

D. COVID-19

Tracey Ferguson is working with PCPHA on securing alternative housing program for those who are in need of quarantining, coming out of hospitals and needing to isolate; service contracts have been arranged for meal providers, cleaning services, etc. Plumas County has contracts in Quincy and is working on Chester and Portola service contracts through March of 2021.



Lea Salas has made verbal agreements with some lodging facilities in Sierra County and is waiting for these to be open to the public for high-risk residents. Sierra County is working with Varily, a testing company, who is working with other area counties, to provide free COVID testing to anyone who requests it during the first week of June (Loyalton on 3rd and Downieville on 4th) to West and East side of the county; those testing will need to set up Google accounts to consent to testing, and this will be free of charge. This service has been provided through Sierra County Public Health Agency. They are utilizing their wellness centers to assist residents with the set-up process in Google.

Other service providers updates: none

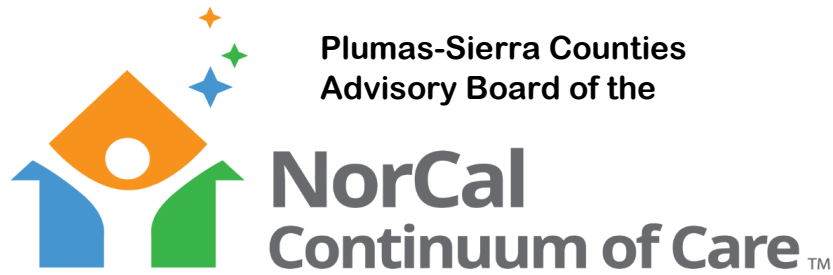
E. Plumas and Sierra Counties Housing Studies

Sherry Morgado of Housing Tools gives a high-level briefing of the just-released housing studies. What does the housing market look like? Using residences as vacation rental homes is an example. Rural communities have markets that look different from larger areas. Mobile homes are an example of niche rural affordable housing. How are these utilized and where is there a lack of these as well. We have more distinct rental markets based on each community. The homeless plan focuses on homelessness; the housing study goes into greater depth on this to give a good overview of the housing market, its rates, and trends.

Comments should be sent directly to Sherry Morgado by end of business on Tuesday, June 2, 2020.

6. New Business/Action Items

- A. Review and recommend to the Board of Supervisors of both Plumas and Sierra Counties the May 2020 Final Draft of Plumas & Sierra Counties Plan to Address Homelessness – discussion and action



Tracey Ferguson's comments and the 2020 draft PIT data have been added to the final draft. This plan aligns with and reinforces the Strategic Plan priorities. PIT data will be corrected as these numbers have been modified, and Cathy Rahmeyer's March revisions will be added. Aimee Heaney requested that the Advisory Board make a recommendation incorporating these changes, so as not to hold up the Housing Tools presentation to the Plumas and Sierra Counties Boards of Supervisors on June 16, 2020.

Cathy Rahmeyer motioned to recommend the final draft of the Plan with these changes. Aimee Heaney seconded, and the motion was passed.

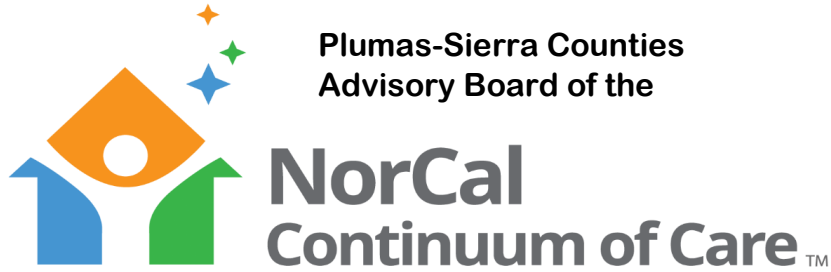
- B. Request to change date and time of standing CoC Advisory Board meetings to the 4th Tuesday of each month at 10:00am, beginning June 23, 2020 – discussion and action

There was no further discussion. Aimee Heaney motioned to approve the new standing meeting day and time. Lea Salas seconded. The motion was approved.

Location for next meeting to be determined for resuming in-person or continuing with WebEx online meetings based on County's status of phased re-opening.

- C. 2021 PIT Count Plumas County Committee Member & Alternate – discussion and action

Cathy Rahmeyer will be the 2021 PIT Count member to NorCal for Plumas County and her alternate will be Carolyn Seitzman. Tracey Ferguson motioned for approval of the committee member and alternate designations as discussed. Aimee Heaney seconded. The motion was unanimously approved.



D. 2021 PIT Count Sierra County Committee Member & Alternate – discussion and action

Laurie Marsh will be the 2021 PIT Count member to Norcal for Sierra County and her alternate will be Cathy Rahmeyer. The PIT Count is scheduled for 1/26/2021. Aimee Heaney motioned for approval of the committee member and alternate designation as discussed. Tracey Ferguson seconded. The motion was unanimously approved.

E. NorCal CoC Executive Board Plumas County Alternate – discussion and action

A request for a nomination to be the Plumas County alternate to the NorCal CoC Executive Board was made. Tracey Ferguson motioned to nominate Roger Diefendorf to this role. Roger Diefendorf seconded. The motion carried.

7. Agency Updates

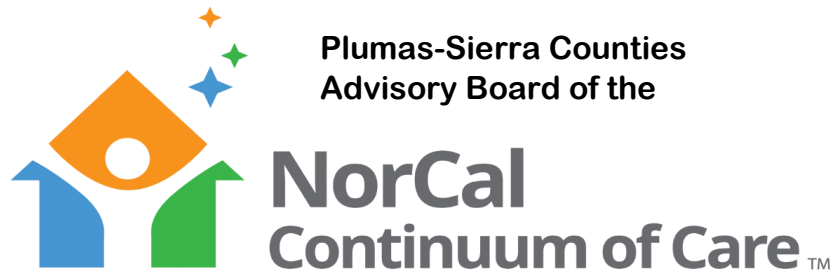
None

8. County Updates

None

9. Discussion Items for Next Meeting

- Face of Homelessness Presentation – Cathy Rahmeyer
- NorCal Executive Board Update – Tracey Ferguson
- Data Use Agreement from NorCal
- Updates on COVID and HHAP funding
- HMIS CEP Committee Update
- ESG Funding Update



Adjournment

Aimee Heaney moved to adjourn and Roger Diefendorf seconded. *Meeting adjourned at 2:57pm.*

Next Meeting: June 23, 2020 at 10:00AM via Webex – link 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.**