

**Plumas-Sierra Counties  
CoC Advisory Board Meeting  
October 27, 2020  
10:00AM**

**Location (Virtual):**

Join Zoom Meeting

<https://zoom.us/j/95026202290?pwd=NEdINWNYQnN5NDZvZkswMU4yWWo5QT09>

Phone Number: 1-669-900-9128

Meeting ID: 950 2620 2290

Passcode: 566435

**Draft Meeting Minutes**

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

The Advisory Board Chair called the meeting to order at 10:11AM. A quorum was established with the following voting members present:

Roger Diefendorf, Tracey Ferguson, Aimee Heaney, Laurie Marsh as alternate for Lea Salas, and Cathy Rahmeyer

Additional Participants: Lauren Knox, Tammy Muldoon, and Christina Baggott

**2. Introductions – none**

**3. Approval of Meeting Minutes from September 22, 2020**

Voting members approved the meeting minutes from September 22, 2020.

A motion was made by Roger Diefendorf and seconded by Laurie Marsh. Motion passed unanimously.

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

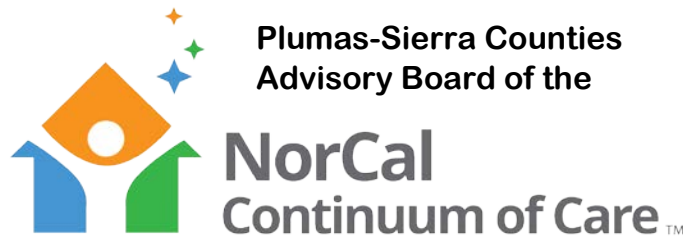
No public comment was provided.

**4. Discussion**

**A. NorCal CoC Executive Board Meeting Updates – Tracey Ferguson**

The October meeting of the Executive Board was cancelled, so there are no new updates to share.

HMIS 3<sup>rd</sup> Quarter Data Completion Report: Cathy Rahmeyer states that PCIRC has corrected a few HMIS data errors from older data in 2018 and has submitted the corrections to the Lead Agency.



**B. Plumas-Sierra Counties Strategic Plan (2019-2024)**

Edits were completed by Tracey Ferguson to make clear the Strategic Plan is both a Plumas and Sierra county plan being the Plumas-Sierra Counties CoC. These conforming edits did not require formal approval by the Advisory Board. The revised version of the document is posted on Plumas County's CoC webpage and was shared with the Lead Agency.

**C. Plumas-Sierra Counties CoC Advisory Board Membership Application**

The final membership application is complete; there are voting member, voting member alternate, and participant member options, with specific interest in membership questions tailored to the Plumas-Sierra Counties CoC Advisory Board. This membership application is Attachment "A" to the Plumas-Sierra Counties CoC Advisory Board Membership Policy (see discussion and action in Item 5A).

**D. PLHA Plumas County Application Update**

No updates were provided at this time.

**E. NPLH Development Sponsor Update**

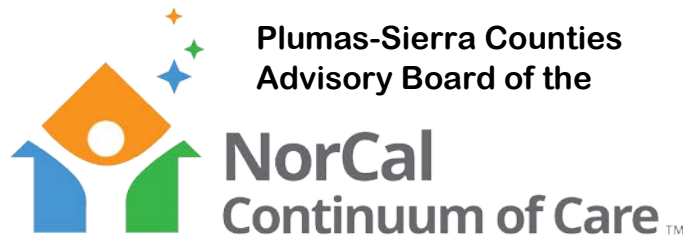
One Development Sponsor applicant, Rural Communities Housing Development Corporation (RCHDC), submitted a proposal based on the Request for Qualifications posted. RCHDC was interviewed by Plumas County Behavioral Health and Planning directors and was found to meet the qualifications and skill sets required, including extensive experience in rural communities. Plumas County awarded RCHDC the Development Sponsor role and is now working with staff to negotiate a project Memorandum of Understanding (MOU). Plumas County has decided to wait until the NPLH competitive application's 4<sup>th</sup> Round NOFA to apply. It is unknown what will happen concerning the timeline for the non-competitive application, which was originally set for a February 15, 2021 deadline. Further information will be made available at the November 2020 Advisory Board meeting.

**F. HMIS Implementation Update – agency partners**

Cathy Rahmeyer provides an update that Medea Henderson, the HMIS Coordinator for NorCal CoC, is signing up agencies' HMIS/CE staff for HMIS refresher trainings. PCIRC and other participating county organizations may attend these.

**G. COVID-19 Update – agency partners**

Currently, there are ten active cases in Plumas County; neighboring counties such as Washoe County in Nevada and Butte County in California have many active cases; and there are also high numbers in Placer County; Sierra County has had a total of seven active COVID cases.



## 5. New Business/Action Items

- A. Plumas-Sierra Counties CoC Advisory Board Membership Policy – discussion and possible action (requires 4/5ths vote of the Voting Members)

Discussion: Tracey Ferguson reviews the policy and its accompanying application, including membership definitions, quorum requirements for voting members, and alternates for voting members; any voting member may assign an alternate from their organization or from the stakeholder pool if not affiliated with an agency. Roles and responsibilities of each voting member were also reviewed. Advisory Board may call special meetings when necessary with 72-hour Brown Act notice to the public. The membership roster will be kept up to date. Lea Salas is the Membership Director. There is a requirement to notify the chair or other voting members if a Voting Member is going to be absent.

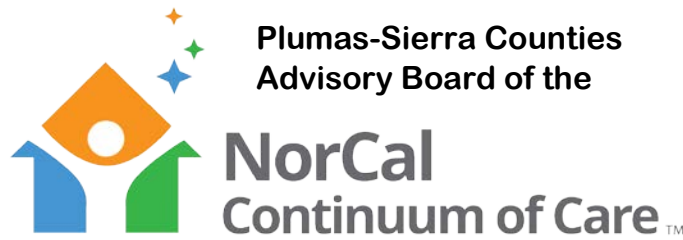
Action: Aimee Heaney moved to adopt the Membership Policy with accompanying application (Attachment “A”), as presented, and Cathy Rahmeyer seconded; roll call vote: Aimee Heaney (yes), Cathy Rahmeyer (yes), Tracey Ferguson (yes), and Roger Diefendorf (yes); Lea Salas (absent); motion passes with 4/5ths vote of the Voting Members.

- B. Plumas-Sierra Counties Executive Board Member Alternate – discussion and possible action

Discussion: Roger Diefendorf is the current Plumas County alternate for Tracey Ferguson to the NorCal CoC Executive Board. The NorCal CoC Governance Charter was recently amended by the Executive Board to help clarify and resolve an issue of appointing alternates who are not county employees. Roger Diefendorf works for the Community Development Commission and under the prior Governance Charter policy would not have had the capacity to obligate Plumas County as an alternate. This was a problem for other NorCal CoC Advisory Boards as well. The Executive Board’s approval of an amendment concerning the removal of the clause providing capacity to obligate the county resolved the issue and makes inclusivity and equal representation of relevant stakeholders more possible. Tracey Ferguson anticipates taking a resolution to the Plumas County Board of Supervisors to confirm the appointments made by the Advisory Board, including Roger Diefendorf being named as the Plumas County alternate.

Action: no action was needed at this time.

- C. Final Draft 1) Coordinated Entry Policies and Procedures, 2) HMIS Client Informed Consent & Release of Information Authorization, and 3) HMIS Notice of Privacy Practices – discussion and possible action



1) Review and discussion of CA-516 HMIS Policies and Procedures by Cathy Rahmeyer and Tracey Ferguson; these documents have been reviewed and revised multiple times; the HMIS Policies and Procedures identifies access points for each county's Coordinated Entry System/HMIS; schools access point is established and coordinated through partnership with PCIRC. Laurie Marsh states there is no designated housing provider in Sierra County and their remote access points are more than likely places that would recognize potential homeless stakeholders, since there is no designated agency for homeless services. Lead access point for Sierra County is the Sierra County Behavioral Health department, and Tammy Muldoon confirms that the Family Resource Center will be an additional remote access point in Sierra County.

Action: Cathy Rahmeyer makes a motion to approve the HMIS Policies and Procedures document with the amendment that there is a remote access point at the Family Resource Center and that the old PCIRC phone numbers will be included. Aimee Heaney seconds, all in favor, and the document is unanimously approved by the Advisory Board, with changes.

2) Draft uniform HMIS Release of Information (ROI) consent document: Tracey Ferguson asks if there is an existing list of participating agencies to accompany the ROI. This form will now be approved by each CoC Advisory Board and will be used across the CoC.

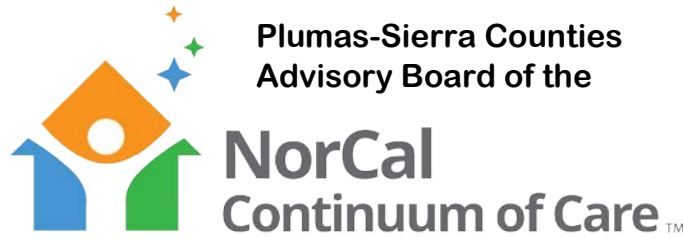
Action: Roger Diefendorf makes a motion to approve the ROI consent document with a list to be provided by the Lead Agency HMIS Coordinator; Laurie Marsh seconds, all in favor, and the document is unanimously approved by the Advisory Board.

3) Notice of Privacy Practices: This document is reviewed; no comments.

Action: Cathy Rahmeyer makes a motion for approval and Aimee Heaney seconds; all in favor, and the document is unanimously approved by the Advisory Board.

D. NorCal 2021 PIT Scope of Work and Methodology Plan – discussion and possible action

Cathy Rahmeyer is the local representative on the NorCal CoC PIT Subcommittee: the 2021 PIT unsheltered count will take place in all outlying communities countywide; starting on January 26, 2021, and for the week following: counts at sheltered locations will include Emergency Housing at motel sheltering, the Ohana House, sober living homes, the PRS domestic violence shelter, and Behavioral Health emergency lodging and transitional housing units.



For Sierra County, the unsheltered count will take place on January 26<sup>th</sup> through the 29<sup>th</sup> and on the following Monday, February 1, 2021; sheltered counts will be at the Ohana House for referrals from Sierra County; hotels in Sierra City, Loyalton, and Downieville will be included for the sheltered count. See the 2021 PIT draft document for the complete list of locations and dates.

Action: Cathy Rahmeyer makes a motion to approve the NorCal 2021 PIT Scope of Work and Methodology Plan with a minor correction of a typographical error under Item D. Roger Diefendorf seconds; all in favor, and the document is unanimously approved by the Advisory Board, with changes.

- E. New Member Applications (standing item): none are received.
- F. Letters of Support (standing item): no requests for letters of support are received.

#### **6. Committee Updates**

There are no committee updates.

#### **7. Agency Updates**

There are no agency updates.

#### **8. County Updates**

There are no county updates provided from Plumas or Sierra counties.

#### **9. Discussion Items for Next Meeting**

- Updates on HAAP and HEAP grant applications
- Development Sponsor and MOU negotiation update
- PLHA application update
- Discussion on date and time change or special meeting for December meeting date

#### **10. Adjournment:** Meeting was adjourned at 11:10AM.

**Next Meeting:** November 24, 2020 (10:00AM)

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.**