



Sonoma County Homeless Coalition Board

Homeless Coalition Board Meeting Minutes

Wednesday, August 27, 2025

1:00 – 4:30 PM, Pacific Time – Meeting held via Zoom

Zoom Recording:

https://sonomacounty.zoom.us/rec/share/3KijqdF5hcJ_6tQA3k1-pge5HgAYx45Re2C5wtdPcQcyFOtrqaQFRTghZ9lo11h6.fMOnqZso53TioJrL?startTime=1756324712000

Passcode: BBbg2!Bt

Welcome and Roll Call Introductions (00:02:34–00:04:40)

Chair Jennielynn Holmes called the meeting to order at 1:00 PM and explained the Zoom rules regarding public comment and the Brown Act guidelines.

Present: Jennielynn Holmes, Catholic Charities | Kelli Kuykendall, proxy for Caroline Bañuelos, City of Santa Rosa | Kevin McDonnell, City of Petaluma | Sean Hamlin, proxy for Chris Coursey, Sonoma County Board of Supervisors | Martha Cheever, Community Development Commission | Stephen Zollman, City of Sebastopol | Jackie Elward, City of Rohnert Park | Dannielle Danforth, West County Community Services | Margaret Sluyk, Reach For Home | Chessy Etheridge, Adult Lived Experience Seat | Chris Cabral, Committee on the Shelterless (COTS) | Kristi Lozinto, Member At-Large | Ron Wellander, City of Sonoma | Angelica Smith, Tribal Seat | Rosie Traversi, Licensed Healthcare Organization Seat | Maria Rico, BIPOC Led/Serving Organization Seat |

Absent: Caroline Bañuelos, City of Santa Rosa (proxy present | Chris Coursey, Sonoma County Board of Supervisors (proxy present) | Rebecca Sammet, LEAP Board

A quorum was present.

1 - 4. Approval of Consent Calendar (00:04:42 – 00:07:55)

- Chair Holmes presented the following consent calendar items for approval:
 1. 8/27/25 meeting agenda
 2. 7/23/25 meeting minutes
 3. Summary of Follow-Ups from the Previous Meeting(s)
 4. Reports for Standing Committee Updates
- **Public Comment:** Gregory Fearon.

Motion: Mayor Stephen Zollman moves to approve the Consent Calendar. The 7/23/25 meeting minutes will be amended to reflect that Chessie Etheredge was not in attendance.

Second: Chris Cabral seconds the motion.

Abstentions: One.

Objections: None.

Motion passes. The consent calendar is approved.

5. Reports from Lead Agency Staff (00:08:00– 00:08:32)

- **Department of Health Services (DHS) Director Updates**
- **Strategic Planning Update**

Please Note: DHS Director Nolan Sullivan is detained at the Sonoma County Board of Supervisors meeting. This item is temporarily postponed but will resume once the DHS Director is able to join today.

6. Lead Agency Evaluation Update (00:08:36 – 00:13:18)

- An ad hoc committee, the Continuum of Care Program Evaluation Workgroup, was established at the July 23, 2025, meeting for the purpose of evaluating the Lead Agency and has held one meeting. Chair Holmes reported on the identified goals and desired accomplishments as established at the workgroup meeting.

Additional information is included in the staff report, “Lead Agency Evaluation Update,” Item #6, pg. 18, in the packet of meeting materials.

Public Comment: None.

Informational item only; no action taken.

7. Shelter Utilization Dashboard (00:13:20 – 00:50:40)

- Daniel Overbury-Howland, Homeless Management Information Systems (HMIS) Coordinator, described the HMIS data reporting process, which doesn’t allow for reporting shelter capacity and utilization in real-time. Currently, service providers are allotted up to five (5) days to enter events into HMIS, creating a lag of up to five (5) days for client admissions and exits to be reflected in the system. After discussion of possible remedies to allow for real-time analysis, the subsequent determination was that the lag did not represent a significant drawback in overall reporting at this time.

Slides were shown illustrating the current capabilities and categories for presenting utilization data. This content can be provided to the HC Board monthly or quarterly on a

regular basis. The data can also be built into an interactive dashboard accessible on the Sonoma County Homeless Coalition website.

The recommended action, as outlined in the agenda item summary, is for the Board to direct staff to create a shelter utilization dashboard for the website. After discussion, the query before the HC Board was to instead identify the manner in which they would like HMIS data to be presented.

The consensus was that a monthly shelter utilization data report to the HC Board would be sufficient and could be presented in the form of a URL link within the monthly meeting packet. The report would not necessarily be presented for discussion at each meeting but would be available on a monthly basis for each board member's situational awareness. Intermittent refinements of data points, such as subpopulations, may be provided as future conversations develop and needs arise.

Additional information is provided in Item #7, Shelter Utilization Dashboard, pg. 19, in the meeting materials packet.

Public Comment: Gregory Fearon

Motion: Chair Holmes moves that a monthly shelter utilization dashboard be included in the monthly HC Board meeting materials packet.

Second: Mayor McDonnell seconds the motion, suggesting that a URL link to the monthly data would be sufficient. The link would also be available to the public via the meeting materials packet as posted online each month.

Abstentions / Objections: None.

Motion passes.

8. Service Provider Roundtable Update (00:50:42 – 00:54:43)

- Margaret Sluyk reported that there is no formal update today as the Service Provider Roundtable (SPR) did not meet this month, but that many providers are currently working on their Measure O Notice of Funding Opportunity (NOFO) applications. The SPR meetings should be on track again next month. Providers are invited to contact Margaret Sluyk if they would like to present a future SPR Update to the HC Board.

Public Comment: Gregory Fearon.

9. Overview of Permanent Housing Standards and Operations (00:54:46 – 01:05:33)

- Thai Hilton presented an overview of a proposed process envisioned to lead to the development of Permanent Supportive Housing (PSH) guidance materials that would serve to clarify roles and develop consistent PSH standards. The goal of this process is to facilitate future improvements to PSH service delivery, property management, and approaches to community engagement, including the establishment of “Good Neighbor” policies.

Today’s information is presented in an initial effort to begin gathering feedback from board members and stakeholders to help identify key priorities and areas of focus as the process moves forward.

Additional information is provided in Item #9, Overview of Permanent Housing Standards and Operations, pgs. 20-22, in the meeting materials packet

Public Comment: None.

Informational item only; no action taken.

10. 10-Minute Break (01:05:39 – 01:05:47)

- Today’s meeting is running ahead of schedule so Chair Holmes has deferred the break until such time as it may be needed.

11. Word from the LEAP Board (01:05:47 – 01:12:13)

- Chessie Etheredge reported that circumstances on the street are becoming increasingly difficult due to the presence of Immigration and Customs Enforcement (ICE) agents. Fear and distrust are widespread throughout the unsheltered community, creating obstacles to locating people. Chair Holmes suggests this might be an ongoing topic of conversation and invites input from the Lived Experience Advisory Panel (LEAP) Board for any ideas to help minimize these impacts to the unsheltered community.

Public Comment: None.

12. Emergency Solutions Grant (ESG) Updates and Amendment (01:12:15 – 01:21:59)

- Michael Gause and Chuck Mottern explained that the ESG is a State of California grant of about \$200,000, which is usually rolled into the annual Notice of Funding Availability (NOFA). This year, however, the funds came off-cycle and were not awarded until after the NOFA process concluded. Subsequently, small amounts from this funding were added to all eligible Emergency Shelter (60% of funds) and Rapid Rehousing (RRH, 40% of funds) projects who were awarded allocations in the 2025-26 NOFA. All of the funding in these project budgets will be held to ESG standards. All but one of the eligible recipients have accepted the additional funds. The funding amendments are expected to be completed by October – November 2025.

The staff recommended action is to approve this approach to amend Emergency Shelter and RRH contract budgets with ESG funds.

Providers with conflicts of interest were recused pending action being taken: Jennielynn Holmes, Chris Cabral, Dannielle Danforth, Margaret Sluyk. A quorum remained.

Vice-Chair McDonnell facilitated the ensuing proceedings while Chair Holmes was recused.

Public Comment: None

Motion: Mayor Zollman moves to approve the recommendation to amend the Emergency Shelter and RRH contract budgets with ESG funds.

Second: Sean Hamlin seconds.

Abstentions / Objections: None.

Motion passes.

Recused participants were returned to the meeting proceedings. Chair Holmes presided over the remainder of the meeting.

13. Review Agenda for September Coalition Board Meeting (01:22:12 – 01:26:21)

- Chair Holmes presented the draft agenda for the September 24, 2025, HC Board meeting.

Mayor Zollman requests an update on the HMIS Request for Proposals (RFP). Michael Gause responds that although an update can be given, this RFP is still a work in progress. The Coordinated Entry (CE) RFP would come first, as it is closer to completion.

Chessie Etheredge requests an update about CARE Court at a future meeting.

Public Comment: Gregory Fearon

5. Reports from Lead Agency Staff (01:26:24– 01:35:49) – resumed from earlier timeslot.

- **Department of Health Services (DHS) Director Updates**

The DHS Director updates are postponed until a future meeting as Director Sullivan has not yet returned from the BOS meeting. On behalf of the DHS Director, however, Michael Gause informed the HC Board that DHS has initiated an internal promotional recruitment for an interim DHS Homelessness Services Division Director.

- **Strategic Planning Update**

Michael Gause reported that significant progress has occurred since the Strategic Plan was implemented two (2) years ago, and also highlighted some of the accomplishments, including the addition of over 400 permanent beds and over 100 interim shelter beds.

Further description of priorities and accomplishments can be reviewed in the document “Strategic Planning First- and Second-Year Efforts August 2025” as linked within the Report from the Lead Agency, Item #5b, pg. 17, in the packet of meeting materials.

Work continues to implement additional priorities and measures in accordance with the direction of the Strategic Plan.

Public Comment: Gregory Fearon.

Informational item only; no action taken.

14. Board Member Questions and Comments (01:35:51 – 01:38:51)

- Chris Cabral – offers Technical Assistance to any providers or developers who may be interested in adopting CalAIM billing.
- Michael Gause expresses appreciation to Chris Cabral, Committee on the Shelterless (COTS), and other providers participating in the Keep People Housed (KPH) program, which has served 184 households, over 400 people, including a large portion of minors. The County is planning to provide support to this program for an additional year.
- **Public Comment:** None.

15. Public Comment on Items not on the Agenda (01:38:53– 01:39:08)

- None.

Adjournment: 2:42 PM (01:39:13 – 01:39:44)