

COMMUNITY ACTION PARTNERSHIP OF SOLANO JOINT POWERS AUTHORITY (JPA)

BOARD MEETING | MARCH 26, 2015
1000 Kentucky Street, Fairfield | 10:00AM-12:00PM
Vista Conference Room

JPA BOARD MEETING MINUTES

- 1. Call to Order at 10:07 a.m. by Chair Dawn La Bar**
- 2. Roll Call** – Members are: The Cities of Fairfield, Vallejo, Benicia, Suisun, Rio Vista, and Vacaville and Solano County.
In attendance:
 - a. City of Fairfield
 - i. Dawn La Bar, Chair, and Nicole Holloway
 - b. City of Benicia
 - i. Matt Hart
 - c. City of Vacaville
 - i. Emily Cantu, Vice Chair
 - d. Solano County
 - i. Ronald Grassi & Carol Elliot
 - e. Nonprofit/Other Attendees
 - i. Carolyn Wylie and Sophia Lai from HomeBase; Greg Schwie; Colleen Erdes
- 3. Presentations – None**
- 4. Public Comments - None**
- 5. Additions or Deletions from the Agenda – None**
- 6. Approval of the Agenda**
 - a. Motion to approve agenda made by Emily Cantu and seconded by Ron Grassi. None opposed, no abstentions, motion carried.
- 7. Consent Calendar**
 - a. Approve JPA Minutes of Special Meeting from February 26, 2015, with correction to spelling of Greg Schwie’s name.
 - b. Motion to approve the consent calendar made by Emily Cantu, Matt Hart seconded. None opposed, no abstentions, motion carried.
- 8. Old Business**
 - a. TRIPARTITE ADVISORY BOARD (TAB)

- i. **Update Regarding Membership: Low Income Sector Vacancy – DISCUSSION**
 - 1. Due to the passing of Dr. Roger Petrie, there is now an opening for a low-income sector representative.
 - 2. A new election will need to be conducted through the Continuum of Care. The vacancy should be widely publicized. CoC members will be allowed to nominate or volunteer. The election will be held electronically.
 - 3. This vacancy was not raised at the March CoC meeting since the death was sudden.
 - 4. A public attendee clarified that a low-income sector representative can be someone who is/was low-income as well as someone who is a provider of services for low-income persons.
- ii. **Update from Tripartite Advisory Board meeting – DISCUSSION**
 - 1. **Review Approved Bylaws for Tripartite Advisory Board**
 - a. Bylaws with new mission and vision were adopted by the Tripartite Advisory Board. Chair Dawn La Bar will send these to the State agency.
 - 2. **Review Strategic Advice/Guidance from Tripartite Advisory Board**
 - a. Address the lack of affordable housing through rental assistance, security deposits, prevention, flexible funding
 - b. Provide housing supports – mental health/substance abuse treatment
 - c. Provide employment training/services
 - d. Food Insecurity (support distribution and coordination)
 - e. Maximize allocations for direct service provision
 - f. Ensure accountability for expenditures
 - 3. Public Comment:
 - i. It is critical for the JPA, TAB, and CoC Boards to have strategic vision and leadership right now to increase funding and to implement services.
 - ii. Housing First training at the CoC meeting on March 25 was a helpful step in thinking about coordinating services across the county and increasing collaboration across agencies.
- b. UPDATE REGARDING BOWMAN CONTRACT FOR SERVICEPOINT HMIS – DISCUSSION
 - i. \$17,482 includes the following:
 - 1. Software license fee – 52 licenses, with right to use
 - 2. Hosting fee – information hosted on Bowman’s server (slight discount due to shared server)

3. ART Access Fee – advanced reporting tool – creates mandatory reports from HUD and can also design new reports (by HMIS administrator)
 4. ART Viewer License Fee – each project receives one so they can view the reports and run the reports
 5. ART Access Bandwidth Fee – normal viewing license
 6. AIRS Taxonomy License, Integration, & Update fee – helps provide information that goes between services
 7. SSL Certificate – standard when providing secure HMIS data
- ii. Discussion:
1. Ron Grassi asked and received confirmation that there are 52 licenses for users to use data and view reports. 4-6 licenses are unassigned, but these are being investigated.
 2. Matt Hart asked what the different licenses provide access to. ART licenses allow the HMIS administrator to design new reports beyond the default report formats already created.
 3. Ron Grassi asked how to obtain additional licenses to cover all CoC members in an affordable manner. HomeBase noted that the JPA would obtain more viewer and regular licenses, for which there is a bulk discount. The goal is to expand to non-HUD-funded agencies in the CoC.
 4. Dawn La Bar asked if the HMIS user list needs to be updated. Emily Cantu noted that HomeBase will analyze the users list before increasing the licenses available.
 5. HomeBase noted that a users group has started and will meet in April.
 6. Matt Hart noted that smaller agencies may feel they lack the time and expertise to use HMIS. Emily Cantu noted that Vacaville is discussing a data entry hub for agencies that feel that it is too labor intensive. HomeBase is investigating what the minimum level of information a program can enter to ensure CoC overall data quality and completion.
 7. Dawn La Bar requested that HMIS is a discussion item at the May JPA meeting and have the subcommittee work on these issues. (The subcommittee consists of Ron Grassi, Kat Lawton, and Colleen Erdes.)
- iii. Public Comment:
1. The public commented that HMIS and ServicePoint are helpful for the case management process, allowing agencies to measure their outcomes for various programs, including for rapid re-housing and aftercare.
 2. In particular, HMIS is helpful for multiple agencies in working with individuals because they all have access to the same records.

3. HMIS's benefit heavily relies on data quality, so it is important to ensure that the data is accurate. Accountability is available through agency report cards.
- c. CSBG
- i. Approval of budget – the only change is the increase in funding going to direct services \$26,888
 - ii. Discussion:
 1. Matt Hart confirmed increase in direct services from past and past adoption of Bowman HMIS contract
 - iii. Vote:
 1. All voted in favor, none opposed or abstained
 - iv. Workplan Update:
 1. Roma Training is suggested, but not required.
 2. CSD is in the process of finalizing new guidelines. *There is a separate booklet specific to the public sector that should be provided to everyone. It is still a draft and needs to go through process, but will give an idea on what the national and state standards are and what direction the CAAs will go into.
 3. Emily Cantu is interesting in having training for Community Action Agency requirements – possibly at the May JPA meeting?
 - v. Discretionary Grant
 1. Dawn La Bar reported that the competitive state-run discretionary grant for 2013-2014 of roughly \$57,000 was forfeited because the funds were not drawn down. The same grant may be awarded again next year. The purpose of the grant was to cover emergency assistance for rental assistance, utilities, vehicle issues, etc. The JPA has a copy of the initial proposal.
 2. However, the JPA was able to recoup the same amount by promising to implement a 3-month contract (April 1 through June 30, 2015; note, original deadline was May 31) during which it would be required to spend all of the funding.
 3. Discussion
 - a. Dawn La Bar suggested that an example for using this grant is funding the relocation of 14 families in a slum in Fairfield that must move out due to the terrible condition of an apartment building; the City of Fairfield revoked the use permit from the landlord, and the families need help with relocation costs.

- b. Ron Grassi noted that the original purpose the JPA Board had discussed to quickly use the grant was to cover the PIT count.
 - c. Dawn La Bar noted concern that the PIT count does not fall within the time frame of April 1 through June 30.
 - d. Dawn La Bar noted that at the April JPA meeting – the JPA will discuss allocation for the discretionary grant and the amount due for the PIT count.
 - e. Matt Hart noted that the JPA needs to clarify if the discretionary funding can be spent on PIT count, because the budget otherwise needs to be modified for CSBG.
 - f. Emily Cantu said she would work with Dawn La Bar to determine the eligible uses of the discretionary grant.
 - g. Matt Hart clarified that Sandra Fletcher is coordinating this grant.
4. Public Comment
- a. The public noted that certain organizations had contracts with the previous CAP Solano JPA for which they did not receive reimbursements.
 - b. The JPA acknowledged this issue and will try to remedy the situation. The JPA will confirm these agencies have a contract in place that clearly states what they are owed.
 - c. Dawn La Bar noted the need to establish a process to distribute the discretionary funding. HomeBase noted that it will take a couple weeks for the State to issue.
 - d. An Ad-Hoc Subcommittee was designated to make a recommendation for the allocation of discretionary and direct funds. The members are Chair Dawn La Bar, Vice Chair Emily Cantu and Ron Grassi.
 - e. The Tripartite Advisory Board is meant to advise the JPA on distributing funding, using the 2014-2015 Community Action Plan developed in 2013.
5. Vote: Matt Hart motioned to proceed with investigation on how much funding is available, and subcommittee of Dawn La Bar, Emily Cantu, and Ron Grassi determine process. Emily Cantu seconded the motion, and all voted in favor, no opposition or abstentions.

d. POINT IN TIME COUNT UPDATE – DISCUSSION

- i. Results will be reported in April, and HomeBase will input into HDX and submit to HUD.
 - ii. Ron Grassi and Dawn La Bar will ask cities to contribute to funding the PIT count.
 - iii. The PIT count will be added to the April agenda.
- e. NEGATIVE CASH BALANCE UPDATE – DISCUSSION
 - i. There was an MOU between Solano County and JPA that stated JPA would reimburse County in full, including interest. There was a separate MOU between Solano County and CAP Solano Inc. (non-profit) for any missing source.
 - ii. The HUD piece has been resolved. In June, there was \$102,000 that was not reimbursed, which the County absorbed. The County credited the 2013-2014 loss from the JPA. There was also a \$6000 gap for HMIS that was credited.
 - iii. The current negative cash balance is \$129,247.
 - iv. A letter was sent from the County to CAP Solano Inc. re: the deficit amount.
 - v. The County Administrator and Auditor-Controller will be releasing this year's amount of \$86,975 to the JPA.
 - vi. Discussion
 - 1. Ron Grassi said that the Independent Auditor, Susan Goranson, was provided with all information but has not yet provided a report. The County is trying to set up a meeting with her and the County Auditor-Controller's office.
 - 2. Matt Hart will follow up with Susan Goranson.
 - 3. There will be an update at the next JPA meeting.

9. NEW BUSINESS – None

10. STAFF REPORT – Carolyn Wylie

- a. UPCOMING FUNDING OPPORTUNITIES
 - i. HomeBase will provide information on a monthly basis that might be helpful for JPA members and service providers.
- b. CoC UPDATE
 - i. Brown Act Training was conducted at the March 25, 2015 CoC meeting. Ron Grassi can arrange a JPA Brown Act training.
 - ii. Housing First Training was conducted by HomeBase. HomeBase will do a more community-based training (as opposed to previous program-based training).
 - iii. CoC received SSI/SSDI Outreach, Access, and Recovery (SOAR) Technical Assistance Grant, which includes training and assistance with coordination throughout the CoC.
 - iv. Committees
 - 1. Strategic Planning

2. Coordinated Assessment
3. Governance
 - a. Discussing roles and responsibilities, which impacts the JPA as collaborative applicant and HMIS lead.
 - b. Next meeting will revise charter.
- v. Performance & Evaluation Committee
 1. Will prepare scoring tools. There is a proposal to incorporate performance evaluation and capacity building throughout the year to help agencies improve, rather than just before the competition.
- c. HMIS LEAD UPDATE
 - i. Intake has been updated to implement HUD's new guidelines issues in November.
 - ii. Now offering user trainings.
 - iii. Conducting a data evaluation for each program and contacting programs to adjust structure.
 - iv. Providing on-call support.
 - v. Created basic workflow.
 - vi. Providing a security training and HMIS discussion forum in April 2015.
 - vii. Discussing how to expand HMIS usage among other providers to increase amount of data and competitiveness for CoC competition.

11. COMMENTS FROM BOARD MEMBERS

- a. Chair Dawn La Bar thanked everyone for their involvement and engagement.
- b. Ron Grassi reminded the group that financial disclosures (Form 700) are due April 1.

12. ADJOURNMENT

- a. Emily Cantu motioned to adjourn, and Matt Hart seconded. All in favor, no oppositions, no abstentions. Meeting adjourned at 12:20.

For more information, please contact Solano@homebaseccc.org.