

**SECOND QUARTERLY MEETING**  
**JUNE 8, 2015**  
**2:00 – 4:00 PM**  
**FAIRFIELD COMMUNITY CENTER**  
**1000 KENTUCKY STREET, FAIRFIELD, CA 94533**  
**VISTA CONFERENCE ROOM**

If you wish to address any item listed on the Agenda, we encourage you to participate in the **Public Comment Period that will be held at the end of each agenda item for public comments and questions**. CAP Solano JPA fosters accessibility for persons with disabilities. Meetings are held in accessible facilities; however, if you require additional assistance in order to participate, please contact HomeBase at least 48 hours in advance of the meeting at 415-788-7961 or at [Solano@homebaseccc.org](mailto:Solano@homebaseccc.org) with your specific needs.

**1. Call to Order – 2:03pm**

**2. Roll Call – A quorum currently consists of six representatives.**

a. Members of the Board present:

- 1) Scott Tonnesen, Chair
- 2) Erin Hannigan, Vice Chair
- 3) Tom Bartee
- 4) Pam Bertani
- 5) Joanie Erickson
- 6) Laura Escobar
- 7) Dee Gilliland
- 8) Lisa Martin
- 9) Kay Tracy
- 10) Keetra Welling

b. Members of the Public present:

- 1) Dawn La Bar, City of Fairfield; Joint Powers Authority Board Chair
- 2) Emily Cantu, City of Vacaville; Joint Powers Authority Board Vice Chair
- 3) Ron Grassi, Solano County; Joint Powers Authority Board Member
- 4) Raymond Courtemanche, Mission Solano
- 5) Ronald Marlette, Mission Solano
- 6) Kari Rader
- 7) Carolyn Wylie, HomeBase, JPA Staff
- 8) Sophia Lai, HomeBase, JPA Staff

c. Excused Absence: Patrick Stasio

**3. Presentations –**

- a. Board Member Kay Tracy handed out materials relating to the County budget and asked whether the County had a surplus that could provide additional funding for social services because the funding appeared not to be earmarked in the budget. County Supervisor Hannigan and Ron Grassi explained that was not the case.

**4. General Public Comments – None**

**5. Additions or Deletions from the Agenda – None**

**6. Approval of the Agenda**

Motion to approve the agenda made by Kay Tracy and Lisa Martin seconded. All were in favor, none opposed or abstained; the motion passed.

**7. CONSENT CALENDAR**

- a. Approve Tripartite Advisory Board Minutes from March 9, 2015

Motion to approve the agenda made by Erin Hannigan and Kay Tracy seconded. All were in favor, none opposed or abstained; motion passed.

**8. Review and Approve a Conflict of Interest Policy – DISCUSSION & ACTION**

- a. Motion to approve the Policy (with one correction to ensure that all references to board members included both gender pronouns) made by Joanie Erickson. Erin Hannigan seconded the motion. All were in favor, none opposed or abstained; motion passed.

**9. Presentation on the 2016-2017 Comprehensive Needs Assessment and Community Action Plan Proposal; receive feedback and revisions and final Board approval – DISCUSSION & ACTION**

- a. Feedback from Board Members
  - i. Joanie Erickson: Specifically include shared housing as a potential service
  - ii. Laura Escobar: Prioritize financial assistance for housing, and even consider reducing supportive services. We could also potentially cut employment assistance because other people are doing this effectively.
  - iii. Kay Tracy: Consider putting mental health at the top of the list because the current services are inadequate. Cut housing financial assistance. (1) The Board did not concur with this idea.
  - iv. Erin Hannigan: Keep the services broad to enable project proposals to be broad. We will not hear about the homeless Point-in-Time count until June 23, and that might be impactful in terms of revealing housing needs.

- v. Joanie Erickson: Encourage someone to advocate for more housing development. (Comment from JPA Board member Ron Grassi: the County and Cities are currently working together on this issue.)
- vi. Joanie Erickson: Keep supportive housing because it is key for chronically homeless persons. Add income support.
- vii. Keetra Welling: Everything comes back to homelessness. Employment search assistance is not necessarily needed for this funding source as other agencies already provide these services. Rental assistance programs provide employment support within case management programs, so don't need separate, additional employment programs.
- viii. Laura Escobar: It would be great to fund one housing project worth the full amount.
- ix. Erin Hannigan made the motion to recommend to the JPA Board that they prioritize the top 3 housing needs in their funding. The employment services should be a second tier of priority. The motion was seconded by Kay Tracy.
  - (1) Motion by Pam Bertani for a "friendly amendment" to have two tier priorities: 1) supportive services, 2) create and maintain a resources guide for identification of resources in Solano County that provide these services. Motion seconded by Kay Tracy.
    - (a) Discussion
      - (i) Pam Bertani: We don't know what the priorities should be without knowing everything that is already available out there so we should get someone to make a comprehensive resource guide. Also, the optics of the issue are challenging because housing is important, but employment and other services are what lead to self-sufficiency so we do not want it to appear that we are not providing those things.
      - (ii) Keetra Welling: There are already many resource guides available, so it is not as high a priority compared to the other things for these limited resources.
      - (iii) Emily Cantu: The City of Vacaville has an existing guide available that the City maintains and keeps adding to, and is available for anyone to use.
    - (b) Vote on Pam Bertani's amendment:
      - (i) In favor: Pam Bertani, Kay Tracy.
      - (ii) Opposed: Scott Tonnesen, Erin Hannigan, Tom Bartee, Joanie Erickson, Laura Escobar, Dee Gilliland, Lisa Martin, Keetra Welling.
      - (iii) Abstained: None.
      - (iv) Motion failed.
  - (2) Vote on Erin Hannigan's original motion for a recommendation to the JPA

- (a) In favor: Scott Tonnesen, Erin Hannigan, Tom Bartee, Joanie Erickson, Laura Escobar, Dee Gilliland, Lisa Martin, Kay Tracy, Keetra Welling.
- (b) Opposed: Pam Bertani
- (c) Abstained: None
- (d) Motion Passed

**10. Discuss 2015 Community Services Block Grant Annual Allocation Application Finalists and determine allocation recommendations for CAP Solano JPA – DISCUSSION and ACTION**

- a. Pam Bertani: Expressed concern that Heather House’s applications were both in the bottom and were not referred to the Board.
  - i. JPA Staff explained the scoring process, including the CSBG Annual Allocation Scoring Criteria that was sent to the applicants as part of the application as Appendix B, as well as the JPA’s priorities as set forth by the 2014-2015 Community Action Plan National Performance Indicators (included in the application as Appendix A) and by the Tripartite Advisory Board (included in the application in Section 1).
  - ii. JPA Staff also explained that there had been what appeared to be a possible discrepancy on at least one of the two applications in that they may have based their answers on the scoring criteria for the Discretionary Grant rather than the Annual Grant. Heather House was advised of this concern by JPA staff a day prior to the due date and their staff acknowledged this warning; however, revised applications were not received.
- b. Kay Tracy: Has had a positive experience with Global Center for Success; Caminar also is a great project
- c. Laura Escobar: Prioritize those that spend more directly on client, less on services.
- d. Tom Bartee: Prioritize funding for direct services rather than to overhead or staff.
- e. Scott Tonnesen: Suggestion to fund the top four ranked programs half of what they requested, and the bottom four - one quarter of their requests.
- f. Specific proposals
  - i. A Place 2 Live:
    - (1) Tom Bartee: \$30,000 goes toward clients, which is significant
  - ii. Berkeley Food & Housing:
    - (1) Laura Escobar: They have a lot to offer Solano, great reputation in Alameda, very high functioning
    - (2) Kay Tracy: Seems like a great project, start up
    - (3) Tom Bartee: All staff cost, so they can’t take less than full amount
  - iii. Caminar
    - (1) Joanie Erickson: Spends less on staffing, \$31,000 rent subsidies

- iv. CANB
  - (1) Budget focuses too much on staffing - \$20,000.
  - (2) \$30,000 goes to subsidies
- v. Fighting Back
  - (1) Joanie Erickson: This should be the top grant.
  - (2) \$22,000 goes toward direct services.
- vi. Global Center for Success
  - (1) Erin Hannigan: Concerned about management and ability to manage their funding
  - (2) \$40,000 went to 16 individuals
- vii. House of Purpose
  - (1) Kay Tracy: Would not recommend funding due to management issues
- g. Laura Escobar motion to recommend to the JPA the following funding:
  - i. Fighting Back – \$30,000 with the requirement that the full amount for direct services remains the same
  - ii. CANB - \$30,000 with the requirement that the full amount for direct services remains the same
  - iii. Caminar – \$34,091 full request
  - iv. A Place 2 Live - \$25,000
  - v. Mission Solano - \$16,757
  - vi. Berkeley Food & Housing - \$16,757
  - vii. Global Center for Success - \$0
  - viii. House of Purpose - \$0
- h. Erin Hannigan seconded the motion.
- i. In favor: All.
- j. Opposed/Abstained: None
- k. Motion passed.

### **11. Next Steps for Tripartite Advisory Board – Set Next Meeting Date**

- a. The next meeting will be held Tuesday, September 8, from 2-4pm.

### **12. Adjourn Meeting**

- a. Scott Tonnesen made a motion to adjourn. Kay Tracy seconded. All in favor, none opposed or abstained. Meeting adjourned at 3:55pm.