

# COMMUNITY ACTION PARTNERSHIP OF SOLANO, JOINT POWERS AUTHORITY (JPA)

THURSDAY, NOVEMBER 17, 2016, 10:00 AM TO 12:00 PM

1000 KENTUCKY STREET, FAIRFIELD, CA 94533  
VISTA CONFERENCE ROOM

## MINUTES

### 1. CALL TO ORDER

Dawn La Bar called the meeting to order at 10:05 AM.

### 2. ROLL CALL – Quorum consists of representatives from at least 4 member entities.

Members are: the Cities of Benicia, Fairfield, Rio Vista, Suisun, Vacaville, and Vallejo and Solano County.

JPA Board:

- Dawn La Bar, City of Fairfield, JPA Chair
- Emily Cantu, Vacaville Housing Authority, JPA Vice Chair
- Daniel Del Monte, Solano County
- Kathy Lawton, City of Suisun City
- Anne Putney, City of Vallejo

Other attendees:

- D'Andre Wells, City of Dixon
- Ed Lowe, NorthBay Healthcare
- Debbie Vaughn, Solano County
- Genevieve Herreria, HomeBase, JPA Staff
- Carolyn Wylie, HomeBase, JPA Staff

### 3. PRESENTATIONS

No presentations.

### 4. GENERAL PUBLIC COMMENTS

No public comments.

### 5. ADDITIONS OR DELETIONS FROM THE AGENDA – ACTION

Emily Cantu moved to have agenda items 8a and 8b changed from “Discussion” to “Discussion and Action.” Anne Putney seconded the motion. No abstentions or opposition. The motion carried.

## **6. APPROVAL OF THE AGENDA – ACTION**

Daniel Del Monte moved to approve the agenda as amended. Emily Cantu seconded the motion. No abstentions or opposition. The motion carried.

## **7. CONSENT CALENDAR – ACTION**

- a. Approve JPA Minutes of Regular Meeting from October 27, 2016

Kathy Lawton moved to approve the minutes of the October 27, 2016 JPA meeting. Emily Cantu seconded the motion. Dawn La Bar (not present at October 27 meeting) abstained. No other abstentions or opposition. The motion carried.

## **8. OLD BUSINESS & STANDING AGENDA ITEMS**

- a. 2016 Community Services Block Grant Funding
  - i. 2016 Annual Funding Update – DISCUSSION AND ACTION
    - (1) Progress report regarding spend-down of grantees and request of extension for the Annual Grant
    - (2) Direct Services Programmatic Report

Emily Cantu delivered the Fiscal Agent's report. CAP Solano JPA was granted an extension on its period to spend down its 2016 CSBG funding to May 31, 2017. The JPA was 50% spent on its funding overall: Berkeley Food and Housing had \$7,000 left to spend, CANB had \$2100, and House of Purpose was fully spent; but Caminar and Children's Network were still behind.

On another matter, Emily reported that the JPA had never decided who would get the \$21,000 in CSBG funds that it had earmarked for direct services. Those funds would need to be spent by May 31, 2017. Emily suggested that the JPA consider giving the Fiscal Agent the ability to allocate the \$21,000 to the current five awardees according to who could spend it by end of May, versus going through another RFP process.

Dawn La Bar asked how any potential conflicts would be resolved between the awardees should the Fiscal Agency be approved to make allocation decisions over the \$21,000. Emily said the agencies should know if they would be able to spend the extra funds. Emily and Daniel Del Monte added that any additional expenditures of the \$21,000 would have to be consistent with each agency's original RFP application. Dawn worried about ensuring that the JPA was communicating fairly to all of the awardees. Dawn also wanted to make sure that giving the Fiscal Agent the authority to allocate the \$21,000 did not constitute the JPA making decisions without the knowledge of the awardees. Emily confirmed that nothing had been communicated to the awardees regarding the \$21,000 because the Fiscal Agent did not have the authority to communicate with them regarding the issue, and that the awardees did not know that an additional \$21,000 could be coming. Emily emphasized that everyone is agreed that transparency is a priority.

After further discussion of fairness and transparency, the Board agreed that the JPA should notify all five current awardees that there is a potential \$21,000 in extra funding for direct services if the awardees could provide a clear plan as to how they would spend down their allocations by the end of the 2016 calendar year, as well as a plan to spend a range of any extra funding by the end of May 2017. Those agencies with clear plans could submit those plans to the Fiscal Agent. Those approved could split the \$21,000 evenly.

Daniel moved to proceed to allocate the \$21,000 in direct services funding per the above described process. Anne Putney seconded the motion. No abstentions or opposition. The motion carried.

Carolyn Wylie asked the Board if they wanted to publish the JPA's Annual Report at mid-year because outcomes from the 2016 CSBG grantees now would not be complete until May 2017. The Board did not want to hold off on publishing other successes and interim progress.

#### ii. 2016 Discretionary Funding Update – DISCUSSION

Dawn La Bar confirmed that she had submitted award paperwork to the State. There were no further developments.

#### b. JPA 2016 Budget Update – DISCUSSION AND ACTION

Emily Cantu reported that part of the HomeBase contract was funded through the 2015 CoC Planning Grant, which was not yet available. Emily suggested that the JPA consider borrowing from the January – June 2017 portion of Solano County's contribution to the JPA for now, and then reimburse the JPA once the CoC funds come.

Carolyn Wylie reported that HUD had asked for environmental reviews of the 2015 Planning Grant and Coordinated Entry projects before agreeing to release the 2015 CoC funding. JPA staff continue to submit materials to HUD accordingly. Both proposals were exempt from environmental review under 24 CFR 58.34(a), so documentation confirming their exempt status just needed to be submitted to HUD. Carolyn expected that the holidays would delay HUD's processing of those materials, so the funding might not come in until January 2017.

Kathy Lawton moved to borrow from the Solano County contribution for January – June 2017 to pay HomeBase's contract until the JPA could be reimbursed by the 2015 Planning Grant funding. Daniel Del Monte seconded the motion. There were no abstentions or opposition. The motion carried.

Dawn La Bar reported that Dixon is the only body that had not paid its portion for the Homeless Regional Strategy. Dawn agreed to send an invoice and scope of work to D'Andre Wells.

D'Andre asked if Dixon could join the list of cities that constituted the JPA. Dawn explained that per the JPA bylaws, each member agency needed to submit a resolution from its city council to join. Emily agreed to send D'Andre Vacaville's joining and appointment resolutions as an example. D'Andre hoped to have the resolutions reviewed by the Dixon City Council at their meeting on December 2.

D'Andre reported that Dixon's recent human trafficking conference with law enforcement was a well-received event.

c. JPA Audit Update – DISCUSSION

Emily Cantu reported that the JPA's fiscal audit for calendar year 2015 and the first half of 2016 was complete and that the auditors did not say that there were any findings. Vacaville Finance Department staff have a little more work to do before the final audit report is provided. As soon as that report is available, Emily Cantu will present it to the Board.

Anne Putney gave a status update on the search for missing documentation needed to complete Solano County's audit of CAP Solano, Inc. for 2014. Dawn La Bar led a discussion whereby the Board agreed that a formal decision by the County as to whether it could complete the 2014 audit or not is needed so that Dawn La Bar can communicate this decision to the State prior to the December JPA meeting. Emily agreed to ask the Solano County auditor and ask for a formal decision.

The Board agreed to discuss this item again at its December 15 meeting. It also agreed to revisit the timing of the 2017 CSBG RFP at that time.

d. Regional Strategic Planning Update – DISCUSSION

Carolyn Wylie summarized the various community engagement activities staff had undertaken over the past several months. She noted that more survey responses were still needed and asked for the Board's continued help in circulating them. She reminded the Board that the Regional Strategic Planning Work Group was firming up the content for the two Issue Summits coming up on Dec. 1st and 5th and asked for the Board's help in distributing flyers about the Summits.

Anne Putney shared that the community services division of the Vallejo Police Department was under the impression that Issue Summit attendees were being tasked with identifying sites and funds for new shelters and suggested that it may be helpful to clarify what the expectations were of the attendees. Carolyn agreed to bring the recommendation back to the staff.

Carolyn reported that staff have been trying to collect information about the cost of homelessness. Staff sought one consistent way to measure costs so that the cities and county could show whether they were reducing costs by investing in the system.

e. 2017 Point-In-Time Count Planning Update – DISCUSSION

Carolyn Wylie briefed the Board on PIT Count plans. The PIT Committee had one more general meeting on December 5, 2016 before the count.

The last meeting of the PIT Committee was focused on youth. Many providers and youth experts attended.

Rio Vista, Dixon, Benicia, Suisun City still needed to identify deployment sites; Carolyn asked their representatives to contact Marie Libeson [marie@homebasecc.org](mailto:marie@homebasecc.org) with suggestions. Vacaville and Fairfield either had selected a site or there was one that the PIT team has in mind. The ideal deployment site would have enough room for volunteers to gather and train, for a few people to stay there during the day, and for volunteers to come in from and out into the field throughout the day.

Staff are also working on identifying youth-specific deployment sites, which would double as the location for focus groups on youth in general. Youth navigators would be separate from other PIT volunteers.

D’Andre Wells suggested that the Dixon Teen Center could serve as a youth site. Carolyn agreed to have staff follow up with D’Andre about a conversation he had with Sgt. Brad Harms.

Staff were hoping to recruit more volunteers for the PIT in general.

f. Coordinated Entry System Planning Update – DISCUSSION

Genevieve Herreria reported that the Coordinated Entry Work Group had made a few decisions with regards to System Entry. First, the group agreed to recommend a Multiple Entry Point model, starting with a select few providers as entry points. Those providers had not been selected yet, but the Work Group agreed that an ideal entry point would be accessible, have enough capacity to handle the extra work, have appropriate physical space for intake sessions, and be trained on the VI-SPDAT intake/assessment tool and on the Homeless Management Information System (HMIS), among other qualities.

Dawn La Bar started a discussion about integrating 211 with Coordinated Entry. The Work Group had directed staff to touch base with 211 so that it either could refer callers to Housing First Solano’s Coordinated Entry Specialist or diagnose diversion options. The Board recognized that 211 was lacking in resources and would need training to catch up with the current state of Solano’s continuum of care. Daniel Del Monte said his department was interested in integrating its care website with 211. Daniel updated the Board on NorthBay Healthcare’s offer at the last Coordinated Entry Work Group meeting to make spaces for intakes available at their facilities. Kathy Lawton suggested getting Kaiser next. Daniel updated the Board on his efforts to engage NorthBay, Kaiser, and Sutter. D’Andre Wells offered to connect Daniel with his Kaiser contact, Ron Wetter. Laura Escobar had

previously shared 211 contact info with Carolyn Wylie so that staff could contact the service.

## **9. NEW BUSINESS**

- a. Receive Report on Housing First Solano Continuum of Care Collaborative Applicant and HMIS Lead Survey Results – DISCUSSION

Carolyn Wylie briefed the Board on the results of community feedback surveys. HomeBase was asked to collect responses but then turn the responses over to the CoC Chair and Secretary, the latter of whom chose how to present the responses.

Surveys suggest that the JPA and HomeBase are on the right track. There were a few suggestions about how to communicate more and provide more HUD trainings and briefings on interim updates and presentations by providers on what they do. Webinars were suggested; staff had some planned for 2017. Staff also planned to host video conferences in 2017. Carolyn also noted that staff are always open to doing one-on-one trainings any time.

Staff planned to include trainings and provider presentations or engagement opportunities at each CoC general meeting in 2017. Staff planned to survey CoC members to have them rank the type of trainings they are interested in. Dawn verified that “Other” would be included on the list of options.

Board members commented on the unclear feedback received about CoC committees and work groups. Staff noted that attendance has dropped off and asked for assistance with recruiting and engaging members. Staff suggested that CoC Board members lead CoC Committees in 2017.

The Board directed staff to present staff recommendations for 2017 at the next CoC General Meeting.

- b. 2017 Schedule Consideration – DISCUSSION & ACTION

Staff presented the following suggested schedule for 2017 JPA Board meetings on the fourth Thursday of every month except November and December:

January 26, 2017  
February 23, 2017  
March 23, 2017  
April 27, 2017  
May 25, 2017  
June 22, 2017  
July 27, 2017  
August 24, 2017  
September 28, 2017

October 26, 2017

November 23, 2017\* - move to November 16, 2017 (or November 9, 2017)

December 28, 2017\* - move to December 14, 2017

\*November 23rd is Thanksgiving Day and December 28th is near December holidays.

Carolyn Wylie reported that staff planned to send out 2017 JPA meetings as calendar invites to JPA members.

Kathy Lawton moved to accept the 2017 calendar. Emily Cantu seconded the motion. No abstentions or objections. The motion carried.

## **10. STAFF REPORT**

### **a. Grant writing Workshop Update**

Genevieve Herreria reported that staff had scheduled a grant writing workshop on November 29, 2016 from 10 AM – 12 PM. One of the exercises would focus on preparing a program budget and one would focus on narratives.

### **b. AHAR Update**

Carolyn Wylie reported that the next quarterly Annual Homelessness Assessment Report (AHAR) would be due on December 21, 2016. The AHAR is generated through HMIS and functions as a double check of the system's data quality. Staff were working with specific providers to bolster data accuracy.

Daniel Del Monte asked if staff expected our AHAR performance to improve upon the last quarter's results. Carolyn said that it would depend on staff's ability to help providers improve their data quality.

In response to a question from Emily Cantu, Carolyn explained that HUD would use AHAR data to assess housing trends. On the annual CoC application, one point is typically awarded per AHAR table accepted by HUD.

### **c. Upcoming Funding Opportunities Review**

No comments.

## **11. COMMENTS FROM BOARD MEMBERS**

Anne Putney reported that Vallejo's employment rental assistance program had housed 15 formerly homeless families. Dawn La Bar and Carolyn Wylie discussed sharing that result in Housing First Solano's annual report.

Emily Cantu reported that the Rocky Hill Veteran's Housing project may start construction in December.

## **12. ADJOURNMENT**

Kathy Lawton moved to adjourn the meeting. Anne Putney seconded the motion. No abstentions or opposition. The meeting was adjourned at 11:56 AM.