

**COMMUNITY ACTION PARTNERSHIP OF SOLANO  
JOINT POWERS AUTHORITY (JPA)**  
BOARD MEETING MINUTES | SEPTEMBER 22, 2016  
1000 Kentucky Street, Fairfield | 10:00AM-12:00PM

**JPA BOARD MEETING MINUTES**

**1. Call to Order at 10:04 AM by Chair Dawn La Bar**

**2. Roll Call**

Board Members

Dawn La Bar, City of Fairfield, JPA Chair  
Daniel Del Monte, Solano County  
Tamara Colden, City of Vacaville  
Kathy Lawton, City of Suisun City

Other Attendees

John Evalle, Office of U.S. Congressman John Garamendi  
Keetra Welling, CANB  
Carolyn Wylie, HomeBase, JPA Staff  
Genevieve Herreria, HomeBase, JPA Staff

**3. Presentations**

No presentations.

**4. Public Comments**

John Evalle reported that Congressman Garamendi is very happy with what the JPA/community is doing with the Regional Strategic Plan. He likes the regional-level coordination that is happening and that the JPA is partnering with multiple agencies so that resources can be layered. The Chair stated that the JPA appreciated his support and that the JPA is also very pleased with this unprecedented level of cooperation and coordination on this issue.

**5. Additions or Deletions from the Agenda**

Staff asked for the approval of the August JPA minutes be moved to October.

Staff asked to add an agenda item to set dates for the JPA's Board meetings in November and December due to the timeliness of the item and to allow for time for public noticing/planning.

**6. Approval of the Agenda – Action**

Kat Lawton moved to approve the agenda with the above staff-proposed amendments. Daniel Del Monte seconded. No oppositions or abstentions. Motion carried.

## 7. Consent Calendar – Action

Staff will have August 25, 2016 minutes for consideration at the October JPA meeting.

## 8. Old Business

### a. 2016 Community Services Block Grant Funding

#### i. Annual Funding Update

Tamara Colden reported that, as the JPA's Fiscal Agent, Vacaville has been checking in with agencies to see whether any agency will have difficulty spending down their grant funding by December. The CoC has until November 17 to request an extension from the State. The JPA has the option to reallocate funding from an agency having trouble fully spending down to another funded agency so that no funds will go unused. It appears that two, possibly three, agencies may have trouble spending down all allocated funds. Agencies have until October 10 to submit all of the previous month's expenditures and how much money they still have to spend down.

Dawn La Bar asked Vacaville to find out what the process is for getting an extension and whether there will be any penalties. Kat Lawton added that Vacaville should find out what documentation will be required. Tamara Colden agreed to investigate whether there would be a penalty for not spending down fully; the likelihood of getting an extension; whether the process of asking for an extension would hurt the JPA at all; which agencies might be willing to reallocate their funding; and what documents would be needed for reallocation.

Dawn La Bar brought up the idea of creating a small set aside of discretionary dollars next year for projects that don't fit the boxes of other grant programs. Several attendees agreed with this idea.

John Evalle suggested setting a deadline for agencies to decide / announce if their unspent funding should be reallocated: Several agreed.

Dawn La Bar clarified that if we don't fully use grant funds by December 31, the community would lose that unspent funding.

#### ii. Discretionary Funding Update.

Carolyn Wylie reported that HomeBase has prepared a draft RFP for the 2016 CSBG Targeted Initiative competition (\$32,078 available). Dawn La Bar said she would review the

RFP, and recommended that once she signed off on the Targeted Initiative Contract and sent it out to the State, staff should send out the RFP to begin the competition.

Daniel Del Monte moved to direct staff to release the RFP once the paperwork is submitted to State, and that the competition would be subject to the JPA's usual review process (the Ad-Hoc Allocation Committee comprised of both Tripartite Advisory Board (TAB) and JPA Board members do the initial review, then the TAB makes a recommendation, and then the final decision is made by the JPA Board) but without applicant interviews for this small amount. Kat Lawton seconded. No oppositions or abstentions. The motion carried.

b. Budget Update

No update.

c. Audit Update

Tamara Colden reported that the JPA needs to decide whether Vacaville, as the JPA's Fiscal Agent, should ask the State what the JPA's next steps should be / may look like if and when it is determined that there is no documentation for the 2014 CAP Solano Inc., audit that the JPA has been asked to do since CAP Solano Inc. is defunct. The group agreed that Vacaville should determine exactly what the State needs from the JPA at this point and discuss this further at the next meeting.

d. Regional Strategic Planning Update & Schedule Discussion

Carolyn Wylie gave an update on community engagement work that has happened so far in connection with the Regional Strategic Plan. She reported that the County City Managers have recommended that the JPA extend the delivery date of the Regional Strategic Plan draft to March 2017 to allow for full community outreach, especially given the holidays coming up. Daniel Del Monte, John Evalle, Dawn La Bar, and Kat Lawton agreed with the importance of doing a thorough job receiving input from providers and the community, so as to lead to more buy-in and a robust depiction of the state of Housing First Solano's campaign to end homelessness.

Daniel Del Monte moved to change the Regional Strategic Plan contract to extend the delivery date of the Plan draft to March 2017. Kat Lawton seconded the motion. No oppositions or abstentions. The motion carried.

e. PIT Count Planning Update

Carolyn Wylie reported that two agencies responded to the JPA's RFP for a provider to conduct Housing First Solano's 2017 PIT count. Per the authority granted by the JPA Board to Dawn La

Bar and Emily Cantu (Chair and Vice Chair of the Board), Dawn and Emily selected Applied Survey Research. ASR will make itself available to receive community feedback from the 2015 PIT count at the October CoC meeting. They will make themselves available for any other PIT Committee meetings and will be involved in other community planning meetings.

John Evalle asked that ASR be given an advanced opportunity to address any community feedback from ASR's PIT count work in 2015. In particular, he emphasized the importance of getting ASR to tell the CoC how ASR is going to focus on the things that are important to the Housing First Solano community. The group agreed.

Dawn La Bar stated that her approval of ASR was dependent upon ensuring that ASR understands the community's concerns about how the PIT count was conducted in 2015 and has a plan to improve upon that performance.

Staff agreed to ask for questions and concerns from community ahead of the next CoC General Meeting and ask ASR to prepare responses to those questions and concerns.

## 9. New Business

### a. Coordinated Entry System RFP

Genevieve Herreria reported that HUD has signaled a likelihood that the CoC will be receiving its 2015 CoC competition Coordinated Entry award soon (\$80,000 available). She asked the Board whether they would like to issue the RFP for that work before the funding is received, thus giving the selected agency time to ramp up so as to have more time to execute upon the work of getting the Coordinated Entry System up and running.

Daniel Del Monte asked that it be noted that he believed that Housing First Solano CoC must be consistent in its communications about what Coordinated Entry is. He said that some communities have been inconsistent in setting expectations, and that it should be clear that the System is a front-end entry solution and triage tool, not a cure all or housing solution.

Daniel Del Monte asked that the RFP be amended to make salary rates clearer. Staff agreed to do so.

Dawn La Bar asked for clarification about the limitations on the funding and what the salary requirements were. Board members and the public commented that they felt the proposed FTE salary as written seemed to be fair and comparable for a nonprofit salary. Tamara Colden asked about when the funds had to be expended and staff explained that the grant year for the contract begins when the funds are first spent.

Daniel Del Monte moved to direct staff to issue the RFP with a 30-day from release return in advance of receiving the funding from HUD. Kat Lawton seconded. No abstentions or oppositions. The motion carried.

b. Housing First Solano CoC 2017 Collaborative Applicant and HMIS Lead Discussion

Carolyn Wylie reported that, per its charter, the CoC has to discuss and reconsider whether to renew the agreement with the Collaborative Applicant or seek other applicants through an RFP. She asked whether the JPA would want to be considered for renewal. Daniel Del Monte commented that renewal makes sense particularly given the progress the JPA has made in the past two years and recently with the Regional Strategic Plan work.

Kat Lawton moved that the JPA accept renewal should the CoC ask. Daniel Del Monte seconded. No opposition or abstentions. The motion carried.

c. ESG MOU

Genevieve Herreria reported that the CoC is ready to receive ESG funds and that the next step is for the JPA, as the entity with the ability to enter the CoC into agreements, to enter into an MOU with the Sacramento Housing and Redevelopment Agency (SHRA). She reminded the Board that rather than competing nationally for ESG funding, the CoC partnered with SHRA, an entity that previously has received ESG funding, as our administrative entity, to be awarded guaranteed money. CANB, the ESG recipient, will be entering into a separate agreement with SHRA to receive the funding and deliver services.

Kat Lawton thanked Daniel Del Monte for helping to set up Housing First Solano CoC with SHRA for this opportunity.

Kat Lawton moved to allow Dawn La Bar to sign the MOU. Daniel Del Monte seconded the motion. No oppositions or abstentions. The motion carried.

d. Scheduling JPA meetings in November and December

Board members compared calendars and identified November 17 and December 15 as good dates for JPA meetings during those months. Staff noted that it would send out a full schedule of remaining 2016 CoC and JPA meetings.

Kat Lawton moved to change the November and December meetings to November 17 and December 15. Daniel Del Monte seconded. No oppositions or abstentions. The motion carried.

## 10. Staff Report

### a. General CoC Update

Carolyn Wylie presented final 2016 CoC Competition Priority Listing and summary of the Consolidated Application. She mentioned that staff is overhauling the JPA and Housing First Solano websites, including by posting current rosters for the JPA and TAB Board. Dawn La Bar asked that a link to the Regional Strategic Plan be put on the JPA and CoC websites.

### b. Upcoming Funding Opportunities review

There was no discussion of upcoming funding opportunities.

## 11. Comments from Board Members

There were no further comments from Board Members nor other attendees.

## 12. Adjournment

Kat Lawton moved to adjourn at 11:45 AM. Daniel seconded. No oppositions or abstentions. The motion carried.

For more information, please contact [Solano@homebaseccc.org](mailto:Solano@homebaseccc.org).