

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

THURSDAY, OCTOBER 26, 2016, 10:00 AM TO 12:00 PM

1000 KENTUCKY STREET, FAIRFIELD, CA 94533
VISTA CONFERENCE ROOM

MINUTES

1. CALL TO ORDER

Emily Cantu called the meeting to order at 10:02 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:

- Emily Cantu, Vacaville Housing Authority, JPA Vice Chair
- Daniel Del Monte, Solano County
- Kristin Kamm, City of Benicia
- Kathy Lawton, City of Suisun City
- Anne Putney, City of Vallejo

Other attendees:

- Tamara Colden, City of Fairfield
- Ron Grassi, Solano County
- Genevieve Herreria, HomeBase, JPA Staff
- Karen Tedford, Office of Supervisor Skip Thompson
- Keetra Welling, Community Action North Bay
- Carolyn Wylie, HomeBase, JPA Staff
- Cha Xiaong, California Department of Community Services and Development

3. PRESENTATIONS

No presentations.

4. GENERAL PUBLIC COMMENTS – 2 Minutes per person

No public comments.

5. ADDITIONS OR DELETIONS FROM THE AGENDA – ACTION

No additions or deletions.

6. APPROVAL OF THE AGENDA – ACTION

Daniel Del Monte moved to approve the agenda. Kathy Lawton seconded to motion. No abstentions or opposition. The motion carried.

7. CONSENT CALENDAR – ACTION

- a. Approve JPA Minutes of Regular Meeting from August 25, 2016
- b. Approve JPA Minutes of Regular Meeting from September 22, 2016

No public comments.

Kathy Lawton made a motion to approve both sets of minutes. Daniel Del Monte seconded the motion. Anne Putney abstained from voting on the September meeting as she was not present. No opposition. The motion carried.

8. OLD BUSINESS & STANDING AGENDA ITEMS

- a. 2016 Community Services Block Grant Report
 - i. 2016 Annual Funding Update – DISCUSSION & ACTION
 - (1) Progress report regarding spend-down of grantees/report of budget to expenditures
 - (2) Approval to request extension to the Annual grant
 - (3) Direct Services Programmatic Report

Emily Cantu presented on the budget and expenditures report for CSBG only. She distributed a handout on the budget versus expenditures. Direct services contracts were 50% spent as of the date of the meeting. Tamara Colden had been working with service providers who did not seem to be on track to spend down by the end of the year. Tamara planned to request an extension from the state on the deadline to spend down all 2016 CSBG grant funds.

- Anne Putney moved to approve the budget report. Daniel Del Monte seconded the motion. No abstentions or opposition. Motion carried.

Emily Cantu reported on the JPA's intent to ask for an extension of the CSBG 2016 term to May 2017. Subcontractors were having difficulty spending down particularly because of the lack of available housing units. Emily asked for the fiscal agent to be given the permission to request for an extension of the CSBG grant timeline. Keetra Welling asked whether the JPA believed the request would be approved. Emily answered that yes, she did believe so. Keetra asked whether the reallocation of unexpended funds to other agencies was a possibility. Emily answered that the fiscal agent would keep looking at whether unexpended funds were better used reallocated to another agency. Cha Zhang pointed out that the deadline to apply for an extension is November 17 and that the extension would

likely be approved. She also stated that the annual reports for the CSBG grants would still be due on their original deadlines regardless of whether an extension gets approved.

Various board members discussed the lack of available housing units.

Carolyn Wylie asked about SparkPoint. Tamara reported that the issue was that the funds were not available as soon SparkPoint had expected. A second issue for SparkPoint was that part of their money had been earmarked for childcare support, but many of their clients already were eligible for childcare funds through other programs.

- Daniel Del Monte moved to authorize the fiscal agent to request an extension for the 2016 CSBG grant. Anne Putney seconded the motion. No opposition or abstentions. The motion carried.

Tamara Colden gave a direct services programmatic update on the 2016 CSBG subcontracts. She passed around a handout that detailed the spending of the five subcontractor agencies. At the time of the meeting, SparkPoint only had spent \$5,929 of their \$55,000 award.

Tamara also shared a handout on the subcontractors' progress on meeting National Performance Indicators. Emily updated the group that some of these NPIs were off because of different expectations between when the fiscal agent submitted its NPI goals to CSD and what the subcontractors had been able to deliver.

Emily updated the Board about CSD's on site visit to Solano County. Cha gave an overview of what items she was in Solano to consider. Her resulting report would go to the Tripartite Advisory Board Chair and to JPA Chair Dawn La Bar. Cha recommended that those report results be shared as soon as possible with the TAB and JPA Boards as soon as it is received.

Karen Tedford commented that she was impressed by the performance report so far. Tamara reminded the Board that last year she shared some success stories with the JPA Board; she said she planned to do the same with this year's grantees. Carolyn Wylie said that success stories would be included in the annual report prepared for the JPA.

Karen Tedford asked for clarification on what a senior citizen was: 55 plus? Tamara said she would check and confirm at a future date.

Ron Grassi asked for more details on what SparkPoint planned to do to spend down. Tamara reported that SparkPoint had a plan on what they thought they could spend by December. Tamara also had asked SparkPoint how they might use an extension if one were granted. Ron pointed out that the Family Resource Centers do a lot of the work SparkPoint proposed to do and probably could spend the money down to do the same proposed work. Emily replied that the fiscal agent could take another look at the MOUs and see what should be done. Karen Tedford shared that she often goes to the food pantries and that 500

families a week seem to go. She stated that she liked to see agencies actually do what they say they'll do.

Kathy Lawton moved to accept the programmatic report. Anne seconded the motion. No opposition or abstentions. Motion carried.

b. JPA 2016 Budget Update – DISCUSSION

Emily Cantu passed around a JPA budget versus expenditures spreadsheet. The PIT approved amount of \$10,000 had been added to the budget since the last time it was presented to the JPA Board. Carolyn Wylie reported that the total cost for the ASR \$65,000. The remaining \$55,000 would come 50% from the County and 50% from the cities.

c. Community Services Block Grant Organizational Standards Compliance Update – DISCUSSION

Carolyn Wylie provided a summary on the JPA's work to meet CSBG organizational standards. Staff were working with Cha and CSD on remaining concerns. The only concern remaining was to clarify staffing; the JPA was unusual in that most Community Action Agencies directly employ staff, whereas the JPA did not.

Cha Zhang added that there is an aging report that showed which documents had expired for each area of work. She suggested that that report might be a helpful one to share with the JPA Board. Carolyn thanked Cha for pointing that out and said staff would make sure to present that to the Board.

The community would be fully compliant with the CSBG standards with the completion of the Regional Strategic Plan.

d. Regional Strategic Planning Update – DISCUSSION

Carolyn provided an update on staff's community engagement work on the Regional Strategic Plan. Staff had done a number of community meetings, events, interviews, and survey work. Carolyn asked the Board members to push their constituents to respond to the agency and consumer surveys; staff would be happy to send hard-copy packets out to the agencies. Ron Grassi asked if it was possible to suggest one-on-one interviews. Carolyn replied that she and Gillian would be happy to set up one-on-ones.

Carolyn also reported on the two upcoming Issue Summits on December 1 in Suisun City and on December 5 in Vallejo.

Ron asked about available buildings and land that could be used to build housing. Carolyn responded that that issue was a good topic among other creative housing solutions agenda item of the Issue Summits, but also that a targeted meeting with the cities would be more effective.

Karen Tedford asked if the Issue Summit information could be send to the schools. Carolyn confirmed that staff would do so.

Karen asked if any of the money was available to help an individual to go to an adult school to receive training. Carolyn clarified that the Regional Strategic Plan does not provide funding but that the idea could be incorporated into the Plan.

Karen reported that her office would be putting on a job fair and that she would distribute more information about that as soon as she had more details.

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

Carolyn Wylie reported that the PIT would be January 24, and would include a general unsheltered count, a youth count, a sheltered count, and a housing inventory count. There also would be general and youth sub-population surveys. The surveys were scheduled for a few weeks after the counts.

Two more PIT Committee meetings had been scheduled (November 7 and December 5) before the PIT Count, and Carolyn encouraged the JPA Board members to come and send others. Keetra Welling asked for the time and place of these meetings; Carolyn reported that they were in the Vista Conference Room of the Fairfield Community Center.

Volunteer recruitment was important. People could sign up at www.housingfirstsolano.com. Volunteers are being paid \$15/hour this year.

9. NEW BUSINESS

- a. 2016 CSBG Targeted Initiative Funding: Consider Recommendations from the Tripartite Advisory Board and Ad-Hoc Joint Allocation Committee and make final allocation decisions – DISCUSSION & ACTION

Carolyn Wylie summarized the Allocations Committee’s review of the three received applications for the CSBG Targeted Initiative competition. She clarified that the City of Vacaville and CAN-B recused themselves from decisions on the awards to avoid conflicts of interest.

The Tripartite Advisory Board accepted the Committee’s recommendations to award the full amount to Vacaville Police Department - Family Resource Center. Kathy Lawton reported on behalf of the TAB that the Board liked that FRC was a new applicant and that the award would go to new consumers. Kathy also discussed her familiarity with the performance of the FRC from her previous position and her belief that FRC would be able to spend down the funds on direct services to the community. The Board also felt that the FRC’s proposal checked many of the goals the TAB was hoping to achieve through the Targeted Initiative. FRC also had requested very little in administrative funding, and instead saved it for direct services, which the TAB liked.

Karen Tedford said she was happy to see all the direct services FRC planned to deliver on.

Keetra Welling said that her concern was that although FRC projected that they would be able to help a large number of individuals with their award, their proposal came out to only \$400 a person, which she didn't believe was effective. Going into the winter months, places like House of Purpose would need funding to get people off the streets. Keetra also was concerned that the FRC award would only serve people from Vacaville.

Carolyn Wylie noted that not all of the FRC numbers were going towards housing; rather FRC was proposing to deliver other kinds of services (case management, emergency services, financial literacy sessions, etc.) Keetra replied that even car repair services are expensive: the cheapest she'd seen was \$2000. Karen said Solano College provided car repair services. Kristin Kamm noted that the FRC had connections with everyone else and would lean on community resources to help individuals with needs that they couldn't cover themselves.

Ron Grassi asked if there was a way to reallocate some of the money that SparkPoint had not been able to spend down and send it to FRCs.

Daniel Del Monte moved to follow the recommendation of the TAB and the Allocations Committee to award the full amount to the FRC. Kathy Lawton seconded the motion. No opposition. Emily abstained. The motion carried.

10. STAFF REPORT

a. Coordinated Entry Planning & RFP Update

Genevieve Herreria provided an update on the Coordinated Entry Work Group's progress.

b. Grant Writing Workshop Update

Carolyn Wylie reported that staff would be holding a CSBG grant writing workshop, potentially November 14, 15, or 29. The goal was to do the workshop prior to releasing the CSBG grant competition for 2017.

At last year's event there was a panel that spoke about grant writing and reviewing applications. The audience was given tips on grant writing skills and techniques. The suggestions we got then was that people valued work shopping a paragraph. As such, this year staff planned to focus on interactive sessions. Having participants score sample sections and discuss why they gave those scores seemed to be particularly helpful. Providing sample budgets and checking them together and walking through a sample project design were similarly popular activities.

Emily and Daniel commented that they liked the idea of doing interactive sessions. Emily also noted that she thought the budget part was important and that she would like to see that session happen. Kathy Lawton also noted that the budget session would be important,

and that in her experience interactive sessions would be helpful for potential applicants. Anne Putney said she would like to see a budget session and a paragraph session.

Karen Tedford said she was looking forward to the workshop.

Kathy and Emily worried that November 29 would be difficult because of Thanksgiving. Anne Putney recommended November 15. Carolyn agreed staff would work to organize it on November 15.

Karen suggested that we get a bigger room this year because we ran out of room last year. Anne recommended the JFK Library.

c. Upcoming Funding Opportunities Review

Carolyn Wylie referred to the Upcoming Funding Opportunities packet.

Carolyn Wylie also reported that the CoC voted yesterday to renew the JPA as the Collaborative Applicant. She presented feedback staff received from the community on surveys regarding the JPA as the Collaborative Applicant and the HMIS Lead. Carolyn said staff planned to give a more detailed debrief at the next JPA meeting.

11. COMMENTS FROM BOARD MEMBERS

Daniel Del Monte reported that H&SS received the Whole Person Care grant – one of only 16 counties in the state to do so. The program is a multi-year program that serves 200 high-end users of the ER system: behavioral health and other symptoms. The state may add more money last year. The program prioritizes the most vulnerable. The program would be supported by Coordinated Entry.

12. ADJOURNMENT

Kathy Lawton moved to adjourn. Daniel Del Monte seconded the motion. No oppositions or abstentions. The motion carried; the meeting was adjourned at 11:28 AM.