

COMMUNITY ACTION PARTNERSHIP OF SOLANO JOINT POWERS AUTHORITY (JPA)

SPECIAL BOARD MEETING MINUTES | MAY 20, 2015
1000 Kentucky Street, Fairfield | 11:00AM-2:00PM

JPA BOARD SPECIAL MEETING MINUTES

- 1. Call to Order at 11:06 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 Benicia
 - i. Matt Hart
 - b. City of Fairfield
 - i. Dawn La Bar, Chair
 - ii. Nicole Holloway
 - c. City of Rio Vista
 - i. Isaac George
 - d. City of Suisun
 - i. Kat Lawton
 - e. City of Vacaville
 - i. Emily Cantu, Vice Chair
 - f. City of Vallejo
 - i. Anne Putney, Secretary
 - g. Nonprofit/Other Attendees
 - i. Carolyn Wylie and Sophia Lai, HomeBase (JPA Staff)
- 3. Additional Agenda Items**
 - a. Discussion and Possible Action Item: Potential extension of the Notice of Intent for the Annual CSBG Funding
 - i. Kat Lawton made a motion to add the item to the agenda and Vice-Chair Emily Cantu seconded. All voted in favor. No abstentions.
 - ii. Discussion:
 1. Staff Overview: The two Community Services Block Grant Request For Proposals went out at the same time, one for the Discretionary funding and one for the Annual funding, and both had a deadline for a Notice of Intent to apply for funding (NOI) of May 13, 2015 at 5:00 pm. However, the due date for the application for the Annual funding was not until a week later on May 26, 2015. Because the primary purpose of the NOI is procedural, there was still time left if the Board wanted to accept additional NOIs. The reason staff raised the issue was because there were a couple agencies that were not on the

mailing list who may not have been aware of the opportunity. In addition, two applicants under consideration for the Discretionary funding did not file NOIs for the Annual funding so they would not be able to apply for the Annual funding if they did not receive Discretionary funding.

- iii. The Board discussed the possibility of an extension that would only include people who had not have received notice and, potentially, people who were new to the CoC, but they were unsure practically how to evaluate who would fit in each category.
- iv. Ultimately, no motions were made and the Board decided not to pursue any type of extension but to leave the deadline as it was.
- b. Board member Matt Hart asked how the Tripartite Advisory Board (TAB) fit into the allocation process and if they should play a greater role?
 - i. JPA Staff explained that for the Discretionary allocation process, which was essentially disbursing funds from last year's money, there was not time nor the necessity for that step. However, for the Annual allocation process, the TAB had been and continues to be involved. The TAB made recommendations for the strategic priorities which were put into the RFP and are being used as part of the scoring process. Then the TAB will help review the applications and make recommendations on scoring of the top applications and on the allocation amounts. However, the final decisions are made by the JPA Board. Unlike when the Community Action Agency was a private organization, the Tripartite Advisory Board now plays an advisory role. However, they play a very valuable one. Moving forward, when the schedule will track a more normal calendar year they will be able to play an even greater role.
 - 1. Board Member Hart expressed that he wanted to ensure that the Board make use of the TAB's valuable knowledge and their ability to contribute.

4. Discussion & Action – Review of Request for Proposal responses for the Community Services Block Grant (CSBG) Discretionary Funding

- a. Board members individually reviewed the following agency's applications and scored them:
 - i. A Place 2 Live
 - ii. Caminar Solano
 - iii. Community Action North Bay
 - iv. Fighting Back Partnership
 - v. Global Center for Success
 - vi. Mission Solano
 - vii. Salvation Army – Solano

- b. After scores were averaged, the Board discussed the rankings and how the various proposals aligned with the priorities set out within the Community Action Plan and by the Tripartite Advisory Board and how the allocations could collectively meet the outcomes and goals set in the Community Action Agency’s CSBG Discretionary grant application.
- c. Board members selected which applications to fund and in what amounts. The motion to distribute the funds was made by Secretary Anne Putney and seconded by Vice-Chair Emily Cantu and passed unanimously with no abstentions with the distribution as follows:

Organization	Award	Approximate # of People Served
Community Action North Bay	\$25,480	10
Caminar	\$10,900	5
Salvation Army	\$25,000	35
Mission Solano Rescue Mission	\$10,000	8
Total:	\$71,380	58

5. Discussion of the CSBG Annual funding applications and timeline for their consideration

The Board decided that the next JPA meeting on Thursday, May 28 will include an initial discussion of the CSBG 2015 Annual Allocation applications.

The CSBG Annual funding applications are not due until May 26, at 5pm. JPA staff will put the applications in a confidential online folder as they come in to share with the JPA Board, so that they can review and individually score the applications in advance of the May 28, 2015 JPA meeting. The folder will include the scoring criteria and scoring tool, and the scoring tool will be online, so that JPA Board members can provide a preliminary score for the applications before the meeting.

The JPA Board will discuss the applications at the JPA meeting and decide which of the top applications to send to the Tripartite Advisory Board (TAB) for their review at their June 8, 2015 meeting. The JPA Board will then take the TAB’s feedback and incorporate it into their final decision at the June 25, 2015 JPA Board meeting.

The Board agreed they would rather extend the Thursday, May 28 meeting as needed rather than have another Special Meeting.

6. ADJOURNMENT

- a. Kat Lawton made the motion to adjourn, and Secretary Anne Putney seconded. All were in favor with no abstentions. Meeting adjourned at 1:44pm.

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