

SECOND QUARTERLY MEETING MINUTES

APRIL 24, 2017

2:00 PM TO 4:00 PM

VISTA CONFERENCE ROOM

FAIRFIELD COMMUNITY CENTER

1000 KENTUCKY AVENUE, FAIRFIELD, CA 94533

1. Call to Order

Chair, Erin Hannigan called the meeting to order at 2PM.

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

Board Members

- Erin Hannigan, Chair, Solano County Board of Supervisors
- Katy Miessner, Vice-Chair, City Council Member, City of Vallejo
- Jill Sowards, Secretary, Legal Services of Northern California
- Lauren Crutsinger, Seneca Family of Agencies
- Keetra Welling, CAN-B
- Paul Newman, Mission Solano
- Tom Bartee, Office of State Senator Bill Dodd
- Lisa Martin, California Tribal TANF Partnership
- Patrick Stasio, Solano County
- Laura Escobar, Director of Safety Net Programs at the United Way
- Joanie Erickson, Solano Coalition for Better Health

Other Attendees

- Tamara Colden, City of Vacaville
- Kat Lawton-Caesar, JPA Chair
- Carolyn Wylie, HomeBase, JPA Staff
- Marie Libeson, HomeBase, JPA Staff

3. Welcome new board members

- a. **Private Representative: Lauren Crutsinger**, Solano County Program Director for Seneca Family of Agencies, private
- b. **Low Income Representative: Jill Sowards**, Staff Attorney at Legal Services of Northern California

Erin Hannigan welcomed the two new board members and asked them to give a brief description of their agencies.

4. Community Services Block Grant Recipient Programmatic Presentation

There were no programmatic presentations.

5. General Public Comments – 2 Minutes per person

There were no public comments.

6. Additions or Deletions from the Agenda – ACTION

There were no additions or deletions to the agenda.

7. Approval of the Agenda – ACTION

Tom Bartee moved to approve the agenda; Lisa Martin seconded. All voted in favor with no opposition or abstentions. The motion carried.

8. CONSENT CALENDAR – ACTION

a. Approve Tripartite Advisory Board Minutes from February 21, 2017

Joanie Erickson moved to approve the minutes from February 21, 2017; Tom Bartee seconded. All voted in favor with no opposition. The motion carried.

9. OLD BUSINESS/STANDING ITEMS

a. Community Action Agency Executive Director’s Report – Update

Kat Lawton-Caesar gave an update. The regional strategic plan was adopted by the Community Action Partnership Solano Joint Powers Authority and Housing First Solano. Staff have recruited community members for the implementation committee which will meet in the next few months.

The 2016 JPA annual report is complete and is slated for the April 27 CAP Solano JPA meeting for approval. The annual report incorporates the feedback from the Tripartite Advisory Board collected at the last meeting.

The Children’s Network/Spark’s money was distributed to other recipients as they were not drawing down money. They did not need as much money as expected for childcare as most clients were already receiving childcare through alternative sources. The JPA redistributed that money to other housing providers, Caminar, CANB and House of Purpose.

The JPA followed the recommendations of the TAB and the Allocations Committee and awarded out \$162,679.37 in 2017 CSBG program funding as follows:

- Berkeley Food and Housing Project (\$53,680.00),
- Community Action North Bay (\$57,699.37)
- House of Purpose (\$51,300.00)

- b. Fiscal Report (Fiscal Agent)– Update
 - i. CSBG Budget Report
 - ii. Community Services Block Grant Programmatic Outcomes
 - iii. 2017 Community Services Block Grant (CSBG) Funding Update

Please see attached report.

- c. Organizational Standards Reporting—Update

Staff informed the Board the State accepted all of the documentation submitted by the CAP Solano JPA and has officially recognized that all of the organizational standards were met. For Standard 7, relating to employees of the CAP Solano JPA, the State eventually accepted documentation from the City of Vacaville. The State also accepted the CAP Solano JPA audit to satisfy Standard 8.

10. NEW BUSINESS

- a. Vote on Tripartite Advisory Board Bylaws Changes—DISCUSSION AND ACTION
 - i. Vote on changes proposed during the February 21, 2017 meeting pursuant to the TAB Bylaws.

Joanie Erickson moved to accept the changes proposed during the February 21, 2017 meeting of the Tripartite Advisory Board. Tom Bartee seconded the motion. All voted in favor with not abstentions or opposition. The motion carried.

Chair Hannigan stated her interest in filling the secretary position with someone who is not an elected official.

Laura Escobar proposed to amend the by-laws so only two representatives from the elected sector can fill officer positions for the Board at any given time. Chair Hannigan agreed to the revised language.

Tom Bartee moved to amend the bylaws as indicated by Laura Escobar and place the amendment on the agenda for the next Board meeting per the by-laws. Lisa Martin seconded the motion. All voted in favor with no abstentions. The motion carried.

b. Hold election for new Secretary position on the Board—ACTION

- i. Note: This item will only occur if the Board successfully votes to adopt the revised Bylaws

Keetra Welling nominated Jill Sowards to new Secretary position.

Jill Sowards accepted the nomination.

All voted in favor with no opposition. Jill Sowards is the new Secretary.

c. Strategic Plan Implementation—UPDATE

Staff informed the Board the strategic plan will be implemented by an implementation workgroup consisting of a number of community stakeholders. The Implementation Workgroup will consist of representation from each stakeholder group. The Workgroup will be split into smaller committees focused on specific issues such as housing development, community engagement, and coordinated entry implementation. The larger workgroup would meet quarterly with committees meeting on a monthly basis.

Board members Joanie Erickson and Keetra Welling already agreed to serve in the implementation workgroup. Staff asked the Board to notify them of any other community stakeholders that would be appropriate for the workgroup. Staff said they would send out a list of current Workgroup members in order to prevent duplication of efforts.

The first meeting of the Implementation Workgroup is scheduled for June. Staff are also working to put together a meeting between the jurisdictions for implementation.

If Board members had any other thoughts or comments, they were encouraged to contact Gillian Morsheidi or Carolyn Wylie.

d. Community Needs Assessment—DISCUSSION

- (1) Review 2016/2017 Community Action Plan
- (2) Review 2017 consumer surveys and community input
- (3) Determine issue areas for additional information and target populations for outreach

Staff gave brief background on the Community Action Plan. The California Community Services and Development Department requires that all Community Action Agencies submit a Community Action Plan every two years. Staff noted the County has engaged with the Solano community conducting a

needs assessment regarding poverty and homelessness as part of the recent Strategic Planning process. After reviewing the parameters of the CAP process and the needs assessment performed up to that point, staff asked the Board what additional research and information they felt would be useful to complete the Community Action Plan. Staff also asked what additional groups should be reached out to, if any.

The Board requested that staff create and disseminate a shorter survey in English and Spanish that sought input from the community. Suggested distribution locations for the surveys included El Centro, La Clínica Community Medical Center, Veterans Affairs offices, libraries, Catholic Charities, Community Assistance Program, Community Action North Bay, food pantries, and Family Resource Centers. Other ideas were to include the surveys with water bills and post on jurisdiction websites and social media pages.

Staff asked how the community forum should be publicized. The Board said staff should post on jurisdiction social media, Next Door, editorials in local newspapers, city notices including through SMS, and on the jurisdiction websites.

e. Reschedule Third Quarterly Meeting to approve the Community Needs Assessment—
DISCUSSION AND ACTION

i. Vote to move the Third Quarterly Meeting to the end of June to Review and Approve the
2018/2019 Community Action Plan

Staff noted the July meeting would need to be moved to June in order to review and approve the Community Action Plan prior to the June 30th submission deadline.

June 19 from 2 PM to 4 PM was suggested as the rescheduled date and time.

Joni moved to reschedule the meeting as indicated. Jill Sowards seconded the motion. All voted in favor with no abstentions. The motion carried.

f. Sign updated Conflict of Interest Forms as needed

II. Staff Updates

a. Update on 2017 Point-In-Time Count Status

Staff informed the Board the Point-in-Time Count and Housing Inventory Count were on schedule to be submitted on May 1. Applied Survey Research, the company contracted to conduct the PIT count, hoped to have the report issued in the beginning of June. Preliminary data indicated an increase in the overall numbers which was likely due to Police Departments counting encampments and the first targeted youth count.

The Board discussed the PIT and in particular whether increased immigration enforcement altered the count. Board members noted they have seen increased activity, but that local law enforcement does not seem to be coordinating with ICE agents any more than they did in the past.

12. Upcoming agenda items

- a. 2018/2019 Community Action Plan Review and Approval

13. Adjourn Meeting – Next meeting June 2017

Chair Erin Hannigan adjourned the meeting at 3:15 PM.