

**THIRD QUARTERLY MEETING**

**SEPTEMBER 8, 2015**

**2:00 – 4:00 PM**

**FAIRFIELD COMMUNITY CENTER**

**1000 KENTUCKY STREET, FAIRFIELD, CA 94533**

**VISTA CONFERENCE ROOM**

- 1. Call to Order – 2:04 PM**
- 2. Roll Call – A quorum currently consists of six representatives.**
  - a. Members of the Board present:
    - 1) Scott Tonnesen, Chair
    - 2) Erin Hannigan, Vice Chair
    - 3) Tom Bartee
    - 4) Laura Escobar
    - 5) Lisa Martin
    - 6) Paul Newman
    - 7) Kay Tracy
    - 8) Keetra Welling
  - b. Members of the Public present:
    - 1) Dawn La Bar, City of Fairfield; Joint Powers Authority Board Chair
    - 2) Emily Cantu, City of Vacaville; Joint Powers Authority Board Vice Chair
    - 3) Carolyn Wylie, HomeBase, JPA Staff
    - 4) Sophia Lai, HomeBase, JPA Staff
  - c. Members of the Board Absent:
    - 1) Pam Bertani
    - 2) Joanie Erickson
    - 3) Dee Gilliland
    - 4) Patrick Stasio
- 3. Presentations – None**
- 4. General Public Comments – None**
- 5. Additions or Deletions from the Agenda – None**
- 6. Approval of the Agenda**

Motion to approve the agenda made by Tom Bartee and Supervisor Erin Hannigan seconded. All were in favor, none opposed or abstained; motion passed.

## 7. CONSENT CALENDAR

### a. Approve Tripartite Advisory Board Minutes from June 8, 2015

Motion to approve the agenda made by Supervisor Erin Hannigan and Tom Bartee seconded. All were in favor, none opposed or abstained; motion passed.

## 8. OLD BUSINESS

### a. Report on 2016-2017 Community Action Plan/Needs Assessment – UPDATE

The final 2016-2017 Community Action Plan / Needs Assessment for Solano County was submitted to the State Department of Community Services and Development. It is available at [http://www.capsolanojpa.org/Community\\_Action\\_Plan.html](http://www.capsolanojpa.org/Community_Action_Plan.html).

### b. Report on 2015 Community Services Block Grant Annual Allocation – UPDATE

The 2015 CSBG Allocation was distributed as follows:

1. Community Action North Bay - \$30,000
2. Fighting Back Partnership - \$25,000
3. A Place 2 Live - \$25,000
4. Caminar - \$17,091
5. Mission Solano Rescue Mission - \$16,758
6. Berkeley Food and Housing Project - \$16,757
7. Global Center for Success - \$11,000
8. House of Purpose - \$11,000

Based on project application projections, these funds should help achieve the following National Performance Indicator (NPI) objectives set by the JPA for this cycle:

1. 23-28 persons obtain a job (NPI 1.1)
2. 19-24 persons maintain a job (NPI 1.1)
3. 23-28 persons obtain job skills (NPI 1.2)
4. 4 persons obtain ABE/GED Certificate (NPI 1.2)
5. 173 calls/referrals made (NPI 6.5)
6. 172 persons obtain rental assistance and housing supportive services

## 9. NEW BUSINESS

### a. Scoring criteria for future Community Services Block Grant Allocations – DISCUSSION

The TAB members discussed recommendations on evaluation criteria for future CSBG allocations as follows:

- Scoring Priorities
  - Prioritize areas of need as determined by the Community Action Plan / Needs Assessment
  - Focus more on performance of projects
  - Incorporate consideration of financial documents (audit, profits & loss statement) and capacity
  - Be careful to avoid any bias toward strong grant writers at the cost of choosing projects with strong performance
  - Consider whether to limit eligible activities to reflect priorities
  - Do not focus on specific populations, but prioritize more vulnerable populations
- Applicant Interviews
  - Joint ad hoc committee of TAB and Joint Powers Authority (JPA) board members will both conduct the initial review of applications and interviews
  - Try to reduce the burden of time for both applicants and TAB/JPA members – only have one interview
- Number Awards
  - Consider fewer awardees to distribute more rental assistance across the county, including one agency coordinating a comprehensive grant across other agencies
  - However, this should be considered on a case-by-case basis
  - No maximum grant request

#### **b. California Department of Community Services and Development Organizational Standards Compliance for 2016 – DISCUSSION**

The TAB members discussed recommendations on how Community Action Partnership of Solano, Joint Powers Authority can meet key Organizational Standards for 2016 as follows:

- Consumer Input Survey
  - Consider focus groups and exit surveys
  - Organizations that currently implement required surveys for other funding sources (HUD – exit surveys, annual surveys)
  - Key questions:
    - Challenge in finding services provider
    - Situation before/after services
    - What services were you provided
    - Rate case managers and staff
    - Consider questions that are not necessarily about performance but about experiences

- Was I treated with respect
  - What other services are needed? Where were there gaps?
  - How people heard about services
  - Use the exit interview as a tool to improve the organization
- Community Engagement Ideas
  - Press release promoting programs
  - Newspaper
  - Website
  - Annual report on outcomes and process
  - Publicity-building event, celebration of success
  - Job fairs, veterans stand-down
  - Bridge non-profit and government divide
  - Survey people on knowledge of JPA and CSB programs
  - Bring together grantees
  - Coordinate with CoC Program publicity

**c. Report on Community Services Block Grant (CSBG) \$71,380  
Discretionary Grant – UPDATE & DISCUSSION**

Emily Cantu, City of Vacaville and Fiscal Agent for the JPA presented on the outcomes of the CSBG Discretionary Grant of \$71,380 in June 2015. [See attached report].

**d. Report on Grant Writing Workshop sponsored by JPA – UPDATE**

Presentation by JPA Staff: The JPA board will host a grant-writing workshop for the community to strengthen its grant writing capacity. There will be a panel including funders, recipients, and other perspectives.

**10. Next Steps for Tripartite Advisory Board**

- a. The next meeting will be held Wednesday, December 9, 2-4 PM**

**11. Adjourn Meeting**

- a. Kay Tracy made a motion to adjourn. Tom Bartee seconded. All in favor, none opposed or abstained. Meeting adjourned at 3:45 PM.