

FIRST QUARTERLY MEETING
FEBRUARY 21, 2017
10:00 AM TO 12:00 PM
ADULT RECREATION CENTER
1000 CIVIC CENTER DRIVE, FAIRFIELD, CA 94533
CONFERENCE ROOM

If you wish to address any item listed on the Agenda, we encourage you to participate in the **Public Comment Period that will be held at the end of each agenda item for public comments and questions**. CAP Solano JPA fosters accessibility for persons with disabilities. Meetings are held in accessible facilities; however, if you require additional assistance in order to participate, please contact HomeBase at least 48 hours in advance of the meeting at 415-788-7961 or at Solano@homebaseccc.org with your specific needs.

- 1. Call to Order**
- 2. Roll Call – A quorum currently consists of six representatives.**
- 3. Tripartite Advisory Board Officer Elections – (two year terms)**
 - a. Chair of the Board**
 - b. Vice-Chair of the Board**
- 4. Presentations – none scheduled**
- 5. General Public Comments – 2 Minutes per person**

This is your opportunity to address the members on matters not listed on the Agenda, but it must be within the subject matter jurisdiction of the Tripartite Advisory Board. Please limit your comments to two minutes.
- 6. Additions or Deletions from the Agenda – ACTION**
- 7. Approval of the Agenda – ACTION**
- 8. CONSENT CALENDAR – ACTION**
 - a. Approve Tripartite Advisory Board Minutes from October 24, 2016**
- 9. OLD BUSINESS/STANDING ITEMS**
 - a. Community Action Agency Executive Director’s Report (JPA Chair Kathy Lawton) – Update**
 - i. Present JPA’s Draft 2016 Annual Report**
 - b. Fiscal Report (Fiscal Agent Emily Cantu) – Update**
 - i. 2016 Community Services Block Grant (CSBG) Funding—Update**

- c. **Community Services Block Grant Organizational Standards—Update**

10. NEW BUSINESS

- a. **2017 Community Services Block Grant Funding Allocation—Discussion and Action**
 - i. **Committee Report: Presentation from Allocation Committee regarding funding recommendations**
 - ii. **Board discussion regarding applications and Allocation Committee Recommendations**
 - iii. **Create final Allocation Recommendations**
- b. **CAP Solano JPA Audit—Discussion and Action**
 - i. **Review 2015 Audit**
 - ii. **Provide feedback to CAP Solano JPA based on audit information**
- c. **Review Tripartite Advisory Board Governance Documentation – DISCUSSION AND ACTION**
 - i. **Review TAB Bylaws**
 - ii. **Review Conflict of Interest Policy**
- d. **Strategic Planning & Community Needs Assessment—Discussion and Action**
 - i. **Regional Strategic Planning and Community Engagement Update**
 - ii. **Create Committee for Assistance with Needs Assistance/CAP**
- e. **Sign updated Conflict of Interest Forms**

11. Staff Update

- a. **Board Membership**

12. Upcoming agenda items

- a. **2018/2019 Community Action Plan**

13. Adjourn Meeting – Next meeting April 24, 2017