

CAP SOLANO JPA TRIPARTITE ADVISORY BOARD

Monday, January 22, 2024 | 2:00 – 4:00 P.M.

MEETING MINUTES

1. Call to Order

Ryan Loofbourrow called the meeting to order at 2:05pm.

2. Roll Call

Members in Attendance

Ashley Banta
DeAndre Richard
Laura Escobar
Mary Decker
Elizabeth Muniz-Palomera
Lisa Martin
JR Matulac
Dr. Gethsemane Moss
Ryan Loofbourrow
Rich Lynn

3. General Public Comments

There were no public comments

4. Additions or Deletions from the Agenda – DISCUSSION and ACTION

There were no additions or deletions to the agenda

Elizabeth Muniz-Palomera made a motion to approve the agenda. Mary Decker seconded the motion. The motion passed unanimously.

5. Approval of the Agenda – ACTION

6. Tripartite Advisory Board Officer Election – ACTION

Megan Richards noted that Wanda Williams was no longer on the Tripartite Advisory Board, so the Board will need a new Chair, and asked for nominees. Elizabeth Muniz-Palmera self nominated.

DeAndre Richard made a motion to approve Elizabeth as the Chair and Ashley Banta seconded the motion. The motion passed unanimously.

7. Consent Calendar – ACTION

7.1 Approve Tripartite Advisory Board Minutes from October 23, 2023 – ACTION

Ryan Loofbourrow presented the previous meeting minutes for approval. Mary Decker and Laura Escobar asked for changes to Section 3 Item 3 and Section 7.1 in the last paragraph change from Mary to Laura.

Laura Escobar made a motion to approve the meeting minutes and Elizabeth Muniz-Palomera seconded the motion. The motion passed unanimously.

8. Old Business/Standing Agenda Items

8.1 Coordinated Entry Quarterly Reports – DISCUSSION

DeAndre Richard presented the Coordinated Entry reports for October and November/December 2023.

Ryan Loofbourrow asked about the landlord incentive and how it is going. Dre responded that new landlords could get additional funds to try to gain additional landlords willing to participate in the programs.

Elizabeth Muniz-Palomera asked what outreach is being done to increase new landlords? Dre responded that the housing locator has a dedicated day to call landlords and discuss the programs.

Ryan Loofbourrow asked if property owners have resources on how to address issues they may be having with a client. Dre responded that Resource Connect Solano (RCS) has resources and training to outline options prior to eviction. The last Housing Locator Subcommittee meeting we had landlords there to provide information and share what their expectations are.

Laura Escobar added that Coordinated Entry is currently being used mainly for permanent housing, but the goal would be to also use it for shelters.

Elizabeth Muniz-Palomera asked about opening shelters for youth. Dre said this would be a good discussion within the Housing First Solano CoC. Laura Escobar added we are looking at some HUD funding for youth.

8.2 Domestic Violence-Coordinated Entry (DV-CE) Changes/Introduction – DISCUSSION

Megan Richards provided an update that we had a change in providers for the DV-CE grant from the Office of Family Violence Prevention to the Contra Costa Family Justice Center (FJC).

Megan introduced Reina Sandoval Beverly, Director of the FJC. Contra Costs FJC runs four family justice centers, in Antioch, Concord, Richmond and now in Solano County. Myra Sanchez, Program Coordinator, shared that they took on the role in December 2023 and have been working directly with clients, joining committees and meetings, transitioning clients, working on the housing assessment and the available resources for the DV population. They are getting 3-4 referrals a week.

Elizabeth Muniz-Palomera asked if they have a safe house available in Solano? Reina stated the FJC does not have a safe house, but does have a contract for confidential housing.

Laura Escobar asked who are the providers they are currently working with in Solano County. Reina explained that there are not many providers available. FJC has some emergency housing in their budget and they are establishing relationships with providers.

JR Matulac asked if the clients served will overlap with Resource Connect Solano (RCS). Reina clarified that those coming through FJC will be connected to a navigator to assess needs and referred to CE for the appropriate resource. Megan clarified that FJC has a data management system separate from HMIS to keep data confidential, but they are working together to ensure the data is accurate.

Elizabeth Muniz-Palomera asked about future housing for DV survivors in Solano. Reina shared that each county has only one resource that meets the state standards for DV

protections and in Solano County it is SafeQuest. FJC is working to identify other housing options which are more accessible than residential programs, such as working with individual landlords.

8.3 Fiscal Agent Report – DISCUSSION AND ACTION

8.3a. 2023 CSBG Budget Amendment

8.3b. 2024 CSBG Budget

Tamara Colden with City of Vacaville presented the 2023 CSBG Budget Amendment and the 2024 CSBG Proposed Budget. The City of Fairfield will be hiring the support person for CAP Solano JPA and Housing First CoC through the previous contract agreement. Additional administrative support will be provided through a new contract with Solano County.

Laura Escobar asked about the total FTE for the JPA admin support and if the billing is based on the actual hours. Megan explained that the City of Fairfield is contracted for 1 full FTE. The County is contracted for up to a 0.5 FTE Analyst and 0.5 FTE project manager, but these are based on actual time worked on support.

Elizabeth Muniz-Palomera made a motion to approve the 2023 CSBG Budget Amendment and the 2024 CSBG Budget. Ashley Banta seconded the motion. The motion passed unanimously.

8.4 October 2024 TAB Meeting Calendar Date– DISCUSSION AND ACTION

Megan Richards shared that the 2024 schedule was adopted during the last meeting. However, October 14th is a holiday so we are asking for the meeting to be moved to October 7th, October 21st, or October 28th. The TAB Members suggested changing it to October 7th.

Elizabeth Muniz-Palomera made a motion to approve the Meeting Calendar changes and Mary Decker seconded the motion. The motion passed unanimously.

8.5 Community Action Agency Report – DISCUSSION

Megan Richards presented updates that the JPA meeting is this Thursday, January 25th and documents are available in the shared drive. There is a change to the CAP Solano JPA since Supervisor Mitch Mashburn has stepped down. Supervisor Wanda Williams will be joining the JPA. Trevor Macenski is expected to be voted in as the new Chair. The CSBG Budget Adoptions will be on the Agenda and All Home will be providing a presentation on their homeless prevention strategy.

9. New Business

9.1 CSBG Desk Audit– DISCUSSION

Tamara Colden presented the report from the CSBG Desk Audit, which had one finding and one observation. The finding was that the expenditure reports were not submitted timely. Tamara explained that they should have been submitting zero reports where there is nothing to report to meet the due date, then revising when the actual report is available, instead of waiting for expenditures for the month and being late. The observation was in the area of contract and deliverable submittals. As a public agency, the CAP Solano JPA is to submit the executed contract and deliverables documents for review and completeness within 45 days of the contract being provided. Sometime timing does not align with the Board is available to review and approve for submittal.

The suggestion for the expenditure reporting was for the Fiscal Agent to review its

internal policies and revise and retrain staff to get the approvals and submit to CSBG by December 31, 2023. This was completed and an added step for review was implemented with internal policies for how to review amendments for report. For the observation, the fiscal agent is proposing the board review how documents can be submitted on time regardless as to when meetings take place to ensure we are meeting the deadlines. This will mean the Board would allow the Fiscal agent to work with the CAP Solano Administrator to put together a proposed budget and allow the Fiscal Agent to submit those documents with the term “pending” to the state so the deliverables would be submitted separately from the contract and working with the state on when to expect the signed contract.

9.2 Annual Review of TAB Bylaws – DISCUSSION

Megan provided a brief overview of the bylaws and noted there are no current proposed changes. After a brief discussion of the Conflict of Interest section, members have agreed that the current bylaws are sufficient and no changes are needed at this time.

9.3 CSBG Organizational Standards Overview – DISCUSSION

Devra presented an overview of the CSBG and discussed the fifty organization standards and nine categories they are divided between.

10. Staff Updates

10.1 Funding Updates

Megan provided an update that CAP Solano/Housing First CoC and Solano County Behavioral Health are applying for the HHAP-5 state funding. There have been a number of listening sessions with the final one on January 24th. An Ad-Hoc committee which has representatives from the TAB will be reviewing the information and providing a recommendation to the JPA for funding which will be submitted in March.

Local funding opportunities have been going out over the ListServ. The cities of Fairfield, Vacaville, and Vallejo are applying for the encampment resolution funding from the state. RFPs that will be going out in the near future are for Homeless Prevention and permanent housing.

Ryan Loofbourrow asked what the encampment funding is for. Megan responded that the funding is for large encampments and includes engaging in outreach services, temporary housing and eventually into permanent housing.

11. Upcoming Agenda Items

There was a previous request to get an update on the housing bond measure.

Dr. Gethsemane Moss introduced herself to the board and provided some background.

12. Adjourn

The meeting was adjourned at 4:05PM