

COMMUNITY ACTION PARTNERSHIP OF SOLANO JOINT POWERS AUTHORITY (JPA)

BOARD MEETING | FEBRUARY 26, 2015
1000 Kentucky Street, Fairfield | 10:00AM-12:00PM

JPA BOARD MEETING MINUTES

- 1. Call to Order at 10:04 a.m. by Chair Dawn La Bar**
- 2. Role Call** – Members are: The Cities of Fairfield, Vallejo, Benicia, Suisun, Rio Vista, and Vacaville and Solano County. In attendance:
 - A. City of Fairfield
 - i. Dawn La Bar and Nicole Holloway
 - B. City of Benicia
 - i. Matt Hart and Lieutenant Scott Przekurat
 - C. City of Suisun
 - i. Kathy (Kat) Lawton
 - D. City of Vacaville
 - i. Emily Cantu
 - E. Solano County
 - i. Ronald Grassi
 - F. City of Rio Vista
 - i. Isaac George
 - G. City of Vallejo
 - i. Anne Putney
 - H. Nonprofit/Other Attendees
 - i. Carolyn Wylie and Marie Libeson from HomeBase; Kari Rader; Greg Schwei; Josette Lacey
- 3. Presentations – None**
- 4. Public Comments – None**
- 5. Additions or Deletions from the Agenda-None**
- 6. Approval of the Agenda-**
 - A. Motion to approve agenda made by Ron Grassi and seconded by Kat Lawton. None opposed, no abstentions, motion carried.
- 7. Consent Calendar**
 - A. Approve JPA Minutes of Regular Meeting from January 22, 2015
 - B. Approve JPA Minutes of Special Meeting from February 12, 2015

- C. Approve Revised Board Resolution requested at Special Meeting. (This item was moved out of the Consent Calendar at the request of the Chair).
- D. Motion to approve the consent calendar made by Emily Cantu, Anne Putney seconded. None opposed, no abstentions, motion carried.

7.1 Considered: Revised Board Resolution granting authority to the JPA Board Chair, or the Vice Chair in the absence of the Chair, to act on behalf of the JPA with the State of California, Department of Community Services and Development (CSD).

- a. The special meeting last week (February 12, 2015) was called to approve the Board Resolution at the request of the State (CSD). The initial resolution only gave the Board Chair the authority to approve and sign documents. This revised resolution also gives the Vice Chair the authority to sign if the Board Chair is unavailable.
- b. Ron Grassi made the motion to approve the resolution and Kat Lawton seconded. There was no discussion. None opposed, no abstentions, motion carried.

8. Old Business

A. TRIPARTITE ADVISORY BOARD (TAB)—MEMBERSHIP

i. **Update:**

- 1. The final two members of the TAB in the Elected category have been nominated: *Dee Gilliland (appointed by the Mayor of Vacaville) and Pam Bertani (City Councilmember from Fairfield).*

ii. **Discussion:**

- 1. It was clarified that the role of the TAB is advisory.
 - a. Based on the needs assessment and Community Action Plan, the TAB advises the JPA Board on the distribution of funds, but the JPA Board makes the final decisions about allocating funds.

iii. **Public Comment:** The public attendees expressed gratitude and pleasure that this has all come together.

iv. **Motion:** Anne Putney made the motion to approve the Tripartite Board as presented, including the two new members, and Ron Grassi seconded. None opposed, no abstentions, motion carried.

B. UPDATE REGARDING UPCOMING TRIPARTITE ADVISORY BOARD MEETING

- i. Staff reviewed the draft agenda for the first Tripartite Advisory Board meeting and received support from the Board, although the Board suggested the agenda might be too full for the time available.

C. APPOINT TREASURER FOR JPA, INCLUDING FOR CSBG FUNDS

i. **Ron Grassi provided an update on the Treasurer search:**

1. Emily Cantu received approval from the City of Vacaville for them to handle the Treasurer duties for the JPA
2. For \$12,000, the City of Vacaville will provide a one-year contract to administer funds from the General Fund and will reevaluate after one year.
3. Vacaville is taking on the previous roles of CAP Solano, Inc. and the County.
4. The City of Vacaville is aware of the responsibilities and willing to assume them, including any needs to follow up on delinquent payments.
5. The \$12,000 will be used to offset some of the staffing costs, but will pay only a small portion of the cost.
6. The Chair suggests e-mailing the final agreement out to everyone.

ii. **Public Comment:**

1. Note that the HUD funds the JPA deals with are strictly planning grant funds. The administration is mostly for CSBG.

- iii. **Motion:** Ron Grassi made a motion to authorize the chair to sign Memorandum of Understanding between Vacaville and JPA for a term of one year and Isaac George seconded the motion. None opposed, no abstentions, motion carried.

D. RENEW BOWMAN CONTRACT FOR SERVICE POINT HMIS

i. **Staff reviewed contract situation briefly and gave overview of contract**

1. Although the contract with Bowman had expired, Bowman agreed to continue service without interruption and move the contract date to February 1, 2015, which essentially provided one month of free service.
2. In addition, rates remain the same as the previous year. They also agreed to provide a steep discount for any additional licenses purchased, (Approximately 15% for 10-30 licenses, 25% for 40+).
3. Staff recommends that we renew the contract as is and that we make changes, as needed, after we finish the HMIS evaluation and when we decide whether or not we want to purchase additional licenses.

ii. **Review of license costs/history:**

1. Last year, service providers were charged approximately \$900 dollars for the first license and \$385 dollars for the second.
 2. The cost for those licenses from Bowman is approximately \$500 dollars for the first license and \$285 dollars for the second.
 3. The Chair suggested that licenses be given to service providers at cost. There was general agreement, but the discussion was postponed until after the Committee meets and makes recommendations.
- iii. **Conclusion:** There is urgency in signing this contract and continuing service so will continue contract for one year, but for next year will resolve these issues.
1. Bowman is aware that we want to revise and we can let them know that we want to make some revisions that our board is concerned about.
 2. Board member George will provide suggestions for next year
- iv. **Public:**
1. **(Greg Schwei):** Stated that he would like a copy of the detailed comments of Board member George. Staff will provide that to him.
 2. **(Colleen)** It is imperative to get more funding for HMIS to have great data because the better data we have the more strategic we can be.
 3. **Motion:** Ron Grassi moved to delegate authority for chair to sign contract and HomeBase can get clarity and pursue the issues identified by board. Kat Lawton seconded. None opposed, no abstentions, motion carried.
- E. COMMUNITY SERVICE BLOCK GRANT - APPROVE WORK PLAN/ CONTRACT, MUST SUBMIT TO CSD
- i. **The Community Action Plan Goals for the 2015 CSBG grant of \$357,000 were disbursed and reviewed**
 1. This document was due December 31, 2014 but, due to transition of Community Action Agency, there has been significant delay
 2. The goals are the same as last year with a few small changes:
 - a. Employment support:
 - i. added “partner with local building and trades and community college again providing a linkage to provide job skills.”
 - ii. Fairfield just adopted its homeless strategy and is tasked with assessing and analyzing the need for a day resource center.
 - It is a one-stop shop collaboration with counties and cities, faith based, colleges, trades, all these resources under one roof. There are three cities focusing on homelessness as a priority—thus there is a role for CAP Solano JPA.

- iii. Budget provides more resources for direct funds to help with improving education to provide a bigger role with improving employment
- b. Programs and Deliveries
 - i. Addition of language about non-profit agencies working with housing and wrap-around services working with the county.
 - ii. Added faith based communities, which have been collaborating with cities more over the last year.
 - iii. Changed language under program activities to reflect an emphasis on more recruitment and more collaboration with policy makers, key stakeholders and politicians.

ii. Work Plan Goals Discussion:

1. The certification process for Certified Community Action Professionals is very intensive; therefore this goal was removed for the current year and Board member Isaac George with input from Kari Rader will review this for consideration for next year.
2. Staff will clarify whether ROMA training is required or recommended.
3. **Motion:** Kat Lawton moved to approve the work plan pending clarification prior to submittal about the outstanding questions. Ron Grassi seconded the motion. None opposed, no abstentions, motion carried.

iii. CSBG Contract Budget:

1. The Chair reviewed the Budget, which includes funding for JPA administrative costs, HMIS, direct services and subcontractors. Budget is a draft and only deals with the \$357,000. \$12,000 included for Vacaville and \$150,000 for the services provided by HomeBase.
2. **Motion:** Emily Cantu moved to approve with proposed minor changes for HMIS and moving those funds to direct services. Kat Lawton seconded the motion. None opposed, no abstentions, motion carried.

F. PARAMETERS FOR SPONSORING HMIS LICENSE FOR SUBMISSION FOR TRIPARTITE ADVISORY BOARD CONSIDERATION

- i. It was determined that a committee should be formed to establish procedures, determine how many licenses, and to encourage non-profits to use HMIS.
- ii. Colleen Erdes, Kari Rader, Kat Lawton and Ron Grassi volunteered to serve.
- iii. Ron Grassi moved to create a committee to establish parameters for sponsoring HMIS licenses and to only pass along the actual cost of HMIS licenses. Emily Cantu seconded the motion. None opposed, no abstentions, motion carried.

G. POINT IN TIME COUNT (PIT) UPDATE

- i. Ron Grassi summarized the PIT count. It was conducted through census grids. The goal is to have info put into HUD by the end of March. The report will come after that. HomeBase will have the raw numbers to put into the HUD system by the end of March. Cities will receive data by the end of April.
- ii. There were barely enough volunteers, but they got it all covered.
- iii. The Chair emphasized the importance of budgeting for the cost of the PIT, which is conducted every two years. Board should also consider inflation.
- iv. **Public:**
 1. **Greg Schwei** – Next PIT please consider keeping the work local as there are interested parties who would like to be considered.

H. NEGATIVE CASH BALANCE UPDATE

- i. Board member Ron Grassi reported that there had not been any reconciliation as of the date of the meeting. The Auditor hired by CAP Solano, Inc., Sue Gorinson, reviewed a portion of the materials and provided a draft report. However, after the County reviewed it, they found discrepancies within the report. It also appears that she focused on the HUD funding, which has previously been reconciled, versus the CSBG funding, which is the primary funding in question.
- ii. At this time, further review and additional documentation is required prior to a meeting taking place with the County, Ms. Gorinson, and JPA representatives.
- iii. The Board agreed that they were anxious to see this resolved, but that it needed to be pursued until it was completed. The County will provide updated documentation to the Board as soon as it is available.

I. INSURANCE COVERAGE FOR BOARD MEMBERS UPDATE

- i. The Chair asked the Board members if they had checked whether they were covered under their city or county's insurance policies. There was general agreement that they were.
- ii. Board member Ron Grassi stated that as long as you are appointed by your governing board, then you are covered for the work of the JPA.

9. New Business

A. GRAND JURY REPORT – ADDED AT THE REQUEST OF BOARD MEMBER MATT HART

- i. The Board was asked to consider what items in the Grand Jury report had been addressed and what had not. The Board discussed that most items have been addressed or are in progress, including eliminating conflicts of interest, establishing new procedures, increasing collaboration, increasing accountability, and beginning to address the HomeBase report recommendations in the CoC.

- ii. The Board discussed the Grand Jury finding that the previous Community Action Agency had only spent 17% of its funding on direct services and discussed the importance of maximizing the percentage of CSBG funds that are allocated for direct services. However, the Board also acknowledged the challenge of doing so, especially this year when there is a great deal of capacity building to be done. One benefit expressed was that the increased capacity could put the JPA/CoC in a better position to apply for additional funding.

B. JPA INVOICES

- i. Staff presented two invoices: one from Bowman for HMIS Software and one from HomeBase for NOFA consulting services. Staff clarified that the Bowman invoice needs to be approved and paid as soon as possible in order to continue HMIS service uninterrupted. Both invoices are past due.
- ii. Ron Grassi made the motion to delegate authority to the Treasurer to pay the invoices. Matt Hart seconded. None opposed, no abstentions, motion carried.

10. Comments From Board Members

- A. The Chair reported that there is a California Community Action Partnership Association Annual Conference conference in San Diego April 8-10, 2015 and asked members to review it and consider whether the board would want to send someone.
- B. Board member Matt Hart requested that the Board receive communications earlier so they have more time to review them.

11. Staff Report – Carolyn Wylie

- A. Staff suggested making the Board Retreat a joint CoC Board/JPA Board retreat that would start with both Boards then adjourn for a break. That would allow the CoC Board members who are not on the JPA Board to leave, so the rest of the Retreat can focus on JPA-specific items. The Board agreed with that idea.
- B. Reminder regarding CoC Board: A seat was added for each city to the CoC Board, allowing for the appointment of an alternate to help maintain quorum. Staff requested notice if Board members or their alternate cannot attend a meeting.
- C. Funding opportunities: the current list of opportunities are in the packet (attached).
- D. CoC update: 4 committees have commenced and will continue to meet- Strategic Planning, Coordinated Entry, Governance, and Performance and Evaluation, which is currently focused on preparing for the next Continuum of Care grant application (NOFA) but later will focus on other funding opportunities, performance measurement and accountability.
- E. HomeBase is in the process of finishing an evaluation of the current state of HMIS and setting up our training and administrative program so more on that soon.

Chair: Motion to adjourn.

Kat Lawton: Makes the motion.

No opposition, meeting adjourned at 12:50.

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

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