

# COMMUNITY ACTION PARTNERSHIP OF SOLANO, JOINT POWERS AUTHORITY (JPA)

THURSDAY, AUGUST 24, 2017  
10:00 AM TO 12:00 PM

1000 KENTUCKY STREET, FAIRFIELD, CA 94533  
VISTA CONFERENCE ROOM

## MINUTES

### 1. CALL TO ORDER

Kathy Lawton-Caesar called the meeting to order at 10:17 AM.

2. **ROLL CALL** - Quorum consists of representatives from at least 4 member entities. Members are the Cities of Benicia, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo and Solano County.

#### Board Members and Board Alternates:

- Kathy Lawton-Caesar, Chair, City of Suisun City
- Emily Cantu, Vice Chair, City of Vacaville
- Anne Putney, Secretary, City of Vallejo
- Dawn La Bar, City of Fairfield
- Sandy Rose, Solano County Health and Human Services (Board Alternate)
- Kristin Kamm, Benicia Family Resource Center

#### Other attendees:

- Geoffrey Ross, SHRA
- Sandy Piekarski, SHRA
- Tranine Chisom, Caminar
- Patti Uplinger, Uplinger Consulting
- Genevieve Herreria, HomeBase, JPA staff
- Allison Ulrich, HomeBase, JPA staff

### 3. PRESENTATIONS

The meeting attendees introduced themselves to each other. There were no other presentations.

**4. GENERAL PUBLIC COMMENTS – 2 Minutes per person**

There were no public comments.

**5. ADDITIONS OR DELETIONS FROM THE AGENDA – ACTION**

There were no agenda additions or deletions offered.

**6. APPROVAL OF THE AGENDA – ACTION**

Dawn La Bar moved to approve the agenda with addition of the CAP Solano JPA MOU with the City of Vallejo. Emily Cantu seconded the motion. There were no objections or abstentions. The motion carried.

**7. CONSENT CALENDAR – ACTION**

**a. Consider JPA Minutes of Regular Meeting from July 27, 2017**

Emily Cantu moved to approve the minutes from the JPA Board Meeting on July 27, 2017 with the correction of Issac George’s name. Kathy Lawton-Caesar seconded the motion. There were no objections and two abstentions by Dawn La Bar and Kristin Kamm. The motion carried.

**8. OLD BUSINESS & STANDING AGENDA ITEMS**

**a. Community Services Block Grant (CSBG) Funding – DISCUSSION**

**i. 2017 Annual Funding & Programmatic Update**

Emily Cantu reported that the Fiscal Agent finally had received the amended contract for 2017 CSBG funding. MOUs had been sent and received back from House of Purpose and Berkeley Food and Housing. Community Action North Bay’s had not yet been received.

**b. JPA Budget – DISCUSSION AND ACTION**

Emily Cantu presented regarding the JPA budget and accounts. There is currently \$4,520 that has been budgeted for licenses that must be spent no later than 12/31/2017. Dawn La Bar volunteered to work on the HMIS licensing program with staff. The CoC Grant draw down had yet to occur but needed to be done as soon as possible. Dawn said she would check on the City of Dixon Regional Plan outstanding invoice of \$1,745.87. Dawn said she would check on the City of Fairfield invoice for the PIT of \$7,124.89 and Kristin said she would check on the Benicia invoice related to the PIT Count

of \$1,790.76. On the JPA staffing contract, the \$50,000 allotted for Strategic Plan Implementation must be expended by the end of the calendar year.

2014 JPA Audit: Emily recapped what had been discussed at the last JPA meeting regarding the Solano County Board of Supervisors' payment to the JPA to pay the State of \$70,838 in response to the California Department of Community Services and Development (CSD) letter regarding the 2014 JPA audit. Kathy Lawton-Caesar noted that Tonya Nowakowski had received correspondence from Debbie Vaughn indicating that the CAP Solano JPA was to send a request for the payment. Emily stated that was not what Debbie had indicated was needed. Emily stated that she asked Debbie what the next step was and Debbie indicated that she would send the check to the JPA and that the JPA would need to provide documentation to the County that the payment had been made to the State. Kathy Lawton-Caesar reviewed the meeting minutes from the July 27, 2017 CAP Solano JPA Board Meeting and determined that this was not the course of action agreed upon by the CAP Solano JPA at that time.

Dawn La Bar noted that the JPA had given her and Kathy authorization eight months ago to work with the State to get the portion requested reduced or forgiven, and that this has been a standing item on the CAP Solano JPA Board agenda every month since. The CAP Solano JPA was continuing to work with Ron Turner of Senator Dodd's Office on this matter. Dawn reported that the State did not want to collect the money but would rather receive the outstanding documentation the CAP Solano JPA had been working to recover.

Anne Putney noted that if the CAP Solano JPA did not actually need the money at the time of the meeting due to the possibility of resolution with the State, it would be best not to request it. Several Board Members were in agreement to continue pursuing resolution with the State through recreation of the documents required.

Dawn La Bar moved to approve drafting a letter to the Solano County Board of Supervisors outlining the following: 1) Thanking them for the offer of assistance with payment to CSD on behalf of the CAP Solano JPA, 2) Notifying them that the CAP Solano JPA Board would continue to work with Senator Dodd's Office and the State on a resolution, and 3) Noting that should efforts toward resolution be unsuccessful, the CAP Solano JPA might wish to request the funds from Solano County. Anne Putney seconded the motion. No objections and no abstentions. The motion carried.

**c. Regional Strategic Plan**

#### **i. Implementation Work Group Update – DISCUSSION**

Genevieve Herreira provided an update regarding the Regional Strategic Plan. The Plan was moving forward with small, focused working groups meeting to pursue specific objectives related to plan implementation. Meetings with the City Managers regarding how to resource the plan were being pursued. At present, there was a current point of tension regarding how to resource the work required for implementation of the plan. \$100,000 was required for first year implementation of the plan; the CAP Solano JPA had budgeted \$50,000 for this express purpose. Genevieve noted that she would check on the exact date of last meetings and report back to the Board.

#### **d. Coordinated Entry**

##### **i. Standing updates from Caminar – DISCUSSION**

Tranine Chisom reported that Caminar was working at the ground level to make some preliminary housing matches and referrals to providers with whom they have connections. Caminar was engaging with people in the community, both clients and providers, including attending and facilitating the ongoing Coordinated Entry Work Group meetings. “Resource Connect Solano” was the new name of the Coordinated Entry effort; this name would be added to the marketing materials. A second draft of marketing materials was being reviewed and updated by Caminar’s Public Affairs team. Emily asked that marketing materials be provided at the JPA meeting and Tranine agreed to bring materials to the JPA meeting when available. Caminar’s website would be a portal for Coordinated Entry information. Caminar was still learning what things would need to be done for Coordinated Entry; Coordinated Entry Policies and Procedures were close to being finished.

Tranine Chisom reported that Caminar was working with JPA staff on VI-SPDAT and HMIS mastery, and on increasing capacity. The Coordinated Entry project was not yet up on HMIS, but Caminar hoped that they would be able to launch the project shortly. Official referrals through that system would be made soon.

Tranine Chisom reported that Caminar was meeting with service providers in the community. HUD-funded programs had been reached out to and were on board with Coordinated Entry efforts. Tranine reported that billing would go to Tamara Colden soon with invoicing done hopefully by day’s end. Emily Cantu noted that timeliness of expending funds was now a focus and that HUD was monitoring this closely.

With regard to Coordinated Entry Points, Tranine noted that some organizations were raising capacity issues to becoming access points. Caminar was revisiting the topic with JPA staff regarding how best to create appropriate access points for Coordinated Entry. Caminar planned to have one meeting with all of the providers, and then redefine the plan for access point creation.

Genevieve Herreria updated the Board regarding HUD Coordinated Entry TA conversations: the CoC had elected to accept the TA assistance offered by HUD.

Tranine Chisom reported that VI-SPDATs had been done in Vallejo and Suisun; staff met clients at Christian Help Center and Global Center for Success in Vallejo and one client in Suisun City. Tranine reported that Caminar recently presented a Coordinated Entry introduction at the Vacaville Homeless Roundtable.

**e. Partnership HealthPlan Funding Opportunity – DISCUSSION**

Kathy Lawton-Caesar noted that the CAP Solano JPA submitted the Partnership HealthPlan of California (PHC) grant application on August 23, 2017, requesting funding in the amount of \$4,913,964, the full amount available for PHC grants in Solano County. Ten percent of this amount was to be allocated for administrative costs; the JPA intended to allocate \$200,000 to help implement the Regional Strategic Plan. Approximately \$200,000 would be allocated to cover financial management of the grant by the JPA.

Kathy Lawton-Caesar noted that grantees would be notified by October 25, 2017 regarding their applications; however, the potential date of funds release was currently unknown. PHC was currently reviewing application submissions. Kathy Lawton-Caesar noted that the JPA, Solano Coalition for Better Health, and the CoC worked together to complete the PHC application narrative and budgets. Kathy Lawton-Caesar agreed to send out the complete grant packet to the Board.

**f. JPA MOU with the City of Vallejo**

Anne Putney noted that she had yet to receive the signed copy from Kathy Lawton-Caesar but noted that their email system had been down for a bit. The City of Vallejo preferred that an invoice be issued; Emily Cantu noted that she would send an invoice.

**NEW BUSINESS**

**a. Revised JPA Code of Conduct – DISCUSSION AND ACTION**

Genevieve Herreria presented an updated draft of the CAP Solano JPA Code of Conduct to meet with HUD requirements. The current version needed to be updated to reflect compliance with HUD regulations in terms of all the parties to whom the code must apply. Staff added required parties to the document draft, as only Board Members were covered by the Code of Conduct's prior version. The updated draft included staff and contractors, as well as a process for notification of potential conflicts.

Dawn La Bar made a motion to approve as presented; Emily Cantu seconded the motion. No objections or abstentions; the motion carried.

**b. 2017 Continuum of Care Program Competition – DISCUSSION AND ACTION**

Genevieve Herreria noted that as the CoC local competition was still in motion, and due to conflict of interest issues, there were limits to discussion of project details and submissions.

Allison Ulrich reported that the Review and Rank Panel met to review and score project applicants on August 22, 2017. The Review and Rank Panel members were: Wade Askew (Legal Services of Northern California), Patti Uplinger (Uplinger Consulting), Rebecca Aronson (First Place for Youth), and Natalie Siva (Berkeley Food and Housing). A preliminary priority listing was issued and shared with applicants, along with information regarding the Appeal Process. The Appeal Process concluded on August 24, 2017; at time of this meeting, no appeals had yet been received.

**i. JPA Applications**

Kathy Lawton-Caesar noted that she had determined that the JPA did not need to appeal decisions made by the panel with regard to any of the CAP Solano JPA's projects, as their scores were favorable.

**c. Emergency Solutions Grant Administrator's Update – DISCUSSION AND ACTION**

Geoffrey Ross of Sacramento Housing and Redevelopment Agency (SHRA) introduced himself. He reported that SHRA was working with Community Action North Bay (CAN-B) on the latter's state ESG RRH program, which started in January. He noted that the prolonged reimbursement process with the State was beyond their reasonable expectations. Borrowing capacity was an issue; Solano County had extended a line of credit in the amount of \$50,000 as a cushion for the launch of this program; however, it had been determined that \$70,000 to \$100,000 was actually the amount necessary to

do this. Geoffrey expressed that it was still his opinion that this full amount of \$70,000 to \$100,000 was necessary. CAN-B was having to take on the costs for housing and serving clients while not receiving timely reimbursement. Geoffrey reported that CAN-B was feeling the pressure with this reimbursement issue. Sandy Piekarsi noted that the ESG RRH grant amount was \$441,000.

Geoffrey Ross noted that, as an administrator, this reimbursement issue was a red flag and that SHRA was approaching the JPA and Solano County to ask if either or both could potentially assist with extending a line of credit to continue to grow the program, or take on the administrator role. He was concerned about the current state of the situation and costs taken on by the provider, CAN-B. Geoffrey noted that ESG RRH program implementation had been a problem with many “hiccups” and many jurisdictional complaints.

Kathy Lawton-Caesar noted that the CAP Solano JPA would need to discuss this at future meetings to consider the possibility of finding a funding source for “floating” the agency/program in the short-term. Emily Cantu clarified that the City of Vacaville, like SHRA, also could not float funds.

Anne Putney inquired whether any awarded PHC funds might be able to help “float” the agency until reimbursement, should the award be received. Kathy Lawton-Caesar noted that the grant covered housing and services, so it might be possible to create a “float” fund as part of the PHC grant.

## **10. STAFF REPORT**

### **a. Funding Opportunities & Federal Updates**

No new funding opportunities nor Federal updates were presented.

## **11. COMMENTS FROM BOARD MEMBERS**

No comments offered by the Board.

## **12. ADJOURNMENT**

Motion to adjourn made by Anne Putney; Emily Cantu seconded the motion. No objections or abstentions. Motion carried.

