

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

THURSDAY, MARCH 23, 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 10:04 AM.

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

JPA Members

Kathy Lawton-Caesar, Chair, City of Suisun City

Emily Cantu, Vice Chair, City of Vacaville

Issac George, City of Rio Vista

Kristin Kamm, City of Benicia

Dawn La Bar, City of Fairfield

Tonya Nowakowski, Solano County

Anne Putney, City of Vallejo

Other attendees

Tranine Chisom, Caminar

Tamara Colden, City of Vacaville

Ken Matsumiya, City of Vacaville

Jason Green-Lowe, JPA Staff, HomeBase

Carolyn Wylie, JPA Staff, HomeBase

3. PRESENTATIONS

There were no presentations.

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

Tranine Chisom announced that she was pleased to join the meeting because her work overlaps with the work of the JPA. Tranine serves as the current Chair of the Continuum of Care (CoC) Board of Directors.

5. ADDITIONS OR DELETIONS FROM THE AGENDA – ACTION

Emily Cantu remarked that the original agenda had item 9c unnecessarily marked as an Action Item.

6. APPROVAL OF THE AGENDA – ACTION

Dawn La Bar moved to approve the agenda with item 9c noted as a Discussion item only. Emily seconded the motion. There were no abstentions or opposition. The motion carried.

7. CONSENT CALENDAR – ACTION

- a. Consider JPA Minutes of Regular Meeting from February 23, 2017

Emily Cantu moved to approve the minutes from the JPA's meeting on February 23, 2017. Dawn La Bar seconded the motion. There were no abstentions or opposition. The motion carried.

8. JPA BOARD GOVERNANCE

- a. Tripartite Advisory Board Private Sector Appointment – ACTION

Carolyn Wylie reported that all four low-income representative seats on the Tripartite Advisory Board (TAB) were subject to reappointment. The incumbents – Lisa Martin of California TANF Partnership, Paul Newman of Mission Solano, Patrick Stasio of Solano County Healthcare for the Homeless, and Keetra Welling of Community Action North Bay – had all expressed an interest in running for reelection. Staff would run an election process among the general CoC for the four seats, allowing for additional nominations, and announce the winners on April 17, 2017.

Carolyn also reported that Scott Tonnesson had vacated his seat on the TAB, leaving a spot for the JPA to appoint a private sector representative. Staff presented a memorandum listing potential candidates. Dawn La Bar commented that Debbie Davis had been part of the working group for the 5-year regional strategy.

Carolyn Wylie noted that Jill Sowards lost by one or two votes to Paul Newman in last year's low-income election out of 20 votes and had expressed an interest since. Carolyn also explained that Lauren Crutsinger from Seneca Family Agencies had been very active in the youth PIT Count and was working on serving Solano families better, including through

Coordinated Entry. Carolyn noted that currently the JPA and CoC didn't have any youth or family providers represented on any of its Boards.

Dawn recommended Debbie Davis because of her former youth experience and heavy experience with grant writing and her service on review and rank panels and regional strategy work. Carolyn noted that Debbie currently had a place on a the Regional Planning Work Group.

Tanya Nowakowski remarked that she liked the idea of having youth currently represented on the board via Lauren.

Emily Cantu asked her colleagues to consider someone like Steve Huddleston, who would come with a completely different perspective and could represent business interests and get business involved in the discussion. The attendees acknowledged that they were unsure of Steve's interest. Carolyn said that Debbi Tavi, Vice President of the Fairfield and Suisun Chamber of Commerce, had submitted an application for a business representative seat on the CoC Board.

Tonya moved to appoint Lauren Crutsinger to the TAB. Dawn seconded the motion. There were no abstentions or opposition. The motion carried.

9. OLD BUSINESS & STANDING AGENDA ITEMS

- a. JPA Audit Updates – DISCUSSION
 - i. 2014 JPA Audit
 - ii. 2015 JPA Audit

Ken Matsumiya reported that the Solano County Auditor-Controller's Office (ACO) expects to release an audit report in the next week. An on-site review of records would follow. The ACO's audit of FY2014 was nearly complete; the office had verified 80-90 percent of the expenses in the 2014 CSBG contract. The ACO was therefore looking at \$60,000 - \$70,000 of unverified costs from the main budget out of \$335,000 total. The 2014 discretionary grant had \$86,000 in expenses; unclaimed costs were estimated to be closer to \$4,000 - \$5,000. The ACO would issue a "clean" opinion in its 2015 audit letter, assuring that the financial statements fairly reflect the Authority's actual financial position.

Ken proposed moving the JPA's budget period to coincide with the JPA's fiscal year – July to June.

The meeting participants acknowledged that the JPA had no current policy regarding who is approved to authorize disbursements, or what the maximum amount of those disbursements should be before seeking higher approval.

Ken reported that the FY2016 report should be available by the end of April 2017, and that the annual report for FY2017 should be available by the end of December 2017.

Emily Cantu asked what audit requirements existed for Community Service Block Grants (CSBG). Ken explained that if an entity received over \$500,000 in funding to distribute, it is supposed to get a single audit per CSBG rules. If an entity receives less funding, it is supposed to do a program-by-program audit, per the CoC. Recently, the CSD lost interest in program audits, and the threshold for single audits had been raised to \$750,000, so the ACO expects in the future that only the California state procedures for any JPA business would be applicable.

- b. Community Services Block Grant (CSBG) Funding – DISCUSSION
 - i. 2016 Annual Funding & Programmatic Update
 - ii. 2017 Annual Funding & Programmatic Update

Emily Cantu reported that House of Purpose still had \$2,000 left to draw down, but that the Fiscal Agent was confident that those funds would be spent because Tamara Colden (City of Vacaville) was doing a good job administering the funds, and by the nature of House of Purpose's program, the provider would know exactly how many people it would be able to serve. All other programs were ahead of schedule on serving the target populations. Tamara reported that the 2017 budget is on its way up for approval. Nonetheless, the Fiscal Agent expected to be able to enter in contracts with the 2017 awardees soon.

Tamara reminded the Board that it had awarded a 2016 discretionary grant to Vacaville Police Department – Family Services Center. The Fiscal Agent was working to finalize that contract. Once the contract is signed, funds must be spent by the end of May.

- c. JPA Budget – DISCUSSION

Emily Cantu presented the budget report. The 2014 CoC Planning Grant, for \$12,200, was set up in Line of Credit Control Systems (LOCCs) to draw down the funds. That funding was budgeted for the Point-in-Time Count.

The JPA had contracted for its 2015 Coordinated Entry award of \$80,000, which would be discussed later in agenda. The Fiscal Agent was ready to spend that funding going forward.

The Fiscal Agent have not seen or heard anything from the U.S. Department on Housing and Urban Development (HUD) on the 2016 Coordinated Entry grant yet.

The Fiscal Agent just got an e-mail from HUD regarding the 2016 CoC Planning grant for \$33,600. It was going to start post-award pre-contract steps.

Emily reported that the Fiscal Agent still had not received a JPA membership payment from the City of Dixon. Dixon owed \$1,745.87. Dawn La Bar said she would ask the City Manager to bring it up at City Manager meeting next month.

- d. Regional Strategic Plan – DISCUSSION and ACTION
 - i. Final Plan
 - ii. Implementation

Carolyn Wylie presented on the Regional Strategic Plan. A graphic on Page 9 inadvertently leaves off Vallejo. It has been fixed on master version already.

Anne Putney expressed concern about the report's title and its similarity to the name of an informal advocacy group in Vallejo called "Vallejo Together." Emily Cantu suggested "Neighbor Helping Neighbors: Forward Together." The group agreed upon this title.

Anne Putney mentioned that Page 12's discussion about Housing Authorities could point out that the CoC's Fair Market Rent (FMR) rates decreased. Emily Cantu reported that the CoC got unofficial approval for an FMR raise, it is not clear how big the change will be.

Anne asked for background on a callout box on page 15 which read, "maybe a small group of people want to live outside, but the vast majority of us would accept housing if it didn't have a bunch of strings attached." Carolyn explained that the comment reflects consumer feedback that people do not want to have to go to have their personal behavior mandated (i.e. be required to attend church or parenting classes), have their consumption of alcohol or other substances regulated, and/or be forced to get rid of all of their belongings or pets in order to get housing support.

Anne asked for a discussion around the content on Page 50, which read, "Other Potential Reasons Identified." The section reports that consumers are saying that they don't want to change their behaviors in exchange for housing supports, and includes a quotation that might be construed to suggest that people experiencing homelessness do not want to work. The meeting participants noted that their communities may push back against the concept of low barrier housing, and that the JPA needed to do more outreach on the data and research backing Housing First. The JPA agreed with Tranine Chisom's comment that regardless of community push back, the report needs to remain transparent, inclusive of the quotation on Page 50, and that JPA and CoC leaders would be able to answer any community questions about the effectiveness of Housing First. The JPA Board discussed the fact that the reasons people might be resistant to housing preconditioned on work is that many chronically homeless individuals face barrier to work like mental illness, physical disability, and substance use, which make them fearful of or resistant to that "choice."

Dawn La Bar moved to adopt the Regional Strategic Plan, with amendment to title and minor typographical corrections as needed. Anne Putney seconded the motion. There were no abstentions or opposition. The motion carried.

e. 2016 JPA Annual Report – DISCUSSION AND ACTION

The Board discussed minor typographical corrections, including updating the letterhead to show Kathy Lawton-Caesar as JPA Chair, better pagination on subheaders, the pagination of charts, changing the formatting of Items 2 and 3 on page 13, and correcting the font and color of the total funding amount. Carolyn Wylie agreed to send out the report as a Word document with formatting corrections indicated so that additional changes could be made on Word by individual members.

Anne Putney moved to approve the content of the 2016 JPA Annual Report. Dawn La Bar seconded the motion. There were no abstentions or opposition. The motion carried.

f. 2015 Coordinated Entry Grant RFP – DISCUSSION and ACTION

Carolyn Wylie discussed gaps that would have to be addressed by the CoC's Coordinated Entry System and encouraged the meeting participants to attend upcoming Coordinated Entry Work Group meetings because important decisions would be made.

Anne Putney announced that Vallejo was recommending that it take a chunk of the participatory budget on homelessness to create at least a part-time coordinated entry position for Vallejo. Anne asked to include an agenda item for the next JPA meeting to report on whether Vallejo could work out an MOU to give that money to the JPA.

Tranine Chisom offered to remove herself from the room for the Boards comfort during this discussion; the Board informed her that her departure was not necessary.

Tranine added that Caminar, one of the applicants for the Coordinated Entry Request for Proposals (RFP), would be able to add on the additional position using Vallejo funding.

Kathy Lawton-Caesar announced that it had been brought to the JPA's attention that even though it had not ranked Catholic Charities as the highest ranking applicant, a couple of the other Catholic Charities chapters implement Coordinated Entry in neighboring counties. The situation presented an opportunity to reach out to other agencies that were undertaking this process and find out about best practices. Tranine said that Caminar would be open to and ready to do so, and would be tapping every resource it knew to learn and avoid having to create systems if there are already systems that work well.

Carolyn noted that Catholic Charities is the actual coordinator of the system in Sonoma, and in Santa Clara they are a part of the system. Carolyn thought that Catholic Charities would likely still be willing to offer help, even if not selected.

Tranine again offered to leave before voting; the Board informed her that was not necessary.

Dawn La Bar moved to award to the Coordinated Entry System funding to Caminar. Emily Cantu seconded the motion. There were no abstentions or opposition. The motion carried.

g. Solano One-Stop Partner MOU – DISCUSSION and ACTION

Carolyn Wylie reported that Solano County Counsel is now comfortable with having the JPA sign the Solano One-Stop Partner MOU as edited by County Counsel. The Workforce Development Board would then have the chance to sign (or not) with the modifications. The edits included the deletion of the insurance agreement, but kept the confidentiality section. Carolyn explained that the JPA would not have to staff the One-Stop Center, which is why the insurance was deemed unnecessary.

Staff's interpretation of the agreement is that the JPA is a partner agency by law to the One-Stop Center because it is a CSBG partner. As a partner, the JPA would be asked to participate in joint planning and send one staff member to attend their meetings and help in their planning efforts. The JPA could potentially be asked to pay for a portion of the infrastructure costs of Internet access at a later date.

Board member Anne Putney noted that the attachments referenced in the document were not included in the packets. As a result, the Board asked that this item be moved to the next JPA meeting.

10. NEW BUSINESS - none

11. STAFF REPORT

a. Federal Updates - DISCUSSION

Staff reported that federal activity remains slow in Washington, DC.

b. Funding Opportunities - DISCUSSION

Staff did not have any information on the timing of the federal budget or any funding programs dependent on that budget.

12. COMMENTS FROM BOARD MEMBERS

There were no Board comments.

13. ADJOURNMENT

Anne Putney moved to adjourn the meeting at 12:06 PM. Kristin Kamm seconded the motion. There were no abstentions or opposition. The motion carried.