

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

BOARD MEETING MINUTES | MAY 26, 2016  
1000 Kentucky Street, Fairfield | 10:00AM-12:00PM

**JPA BOARD MEETING MINUTES**

**1. Call to Order at 10:05 a.m. by Chair Dawn La Bar.**

**2. Roll Call**

Members are: The Cities of Benicia, Fairfield, Rio Vista, Suisun City, Vacaville, Vallejo, and Solano County. In attendance:

- a. City of Fairfield
  - i. Dawn La Bar, Chair
- b. City of Vallejo
  - i. Anne Putney, Secretary
- c. Solano County
  - i. Ronald Grassi
- d. City of Vacaville
  - i. Emily Cantu, Vice-Chair
- e. City of Suisun City
  - i. Kathy Lawton
- f. City of Benicia
  - i. Matt Hart
- g. City of Rio Vista
  - i. Issac George
- h. Other Attendees
  - John Evalle, District Director for Congressman John Garamendi
  - Marie Libeson, HomeBase, JPA Staff
  - John Melis, HomeBase, JPA Staff
  - Karen Tedford, District Representative for Solano County Supervisor Skip Thompson

**3. Presentations**

- a. John Evalle, District Director for Congressman Garamendi and Housing First Solano CoC Board Member, introduced himself. He initially got involved with homelessness relating to veterans and was pleased to have the opportunity last year to join the CoC Board. He shared that it is an important priority for Congressman Garamendi to prevent and end homelessness in his district and that the Congressman had held a forum last year with all of the counties in the district to work regionally on ending homelessness.

**4. Public Comments**

- a. There were no comments from the public.

## **5. Additions or Deletions from the Agenda**

- a. There were no additions or deletions from the agenda.

## **6. Approval of the Agenda – Action**

- a. Kathy Lawton moved to approve the Agenda; Anne Putney seconded. All in favor, none opposed, no abstentions. Motion carried.

## **7. Consent Calendar - Action**

- a. Approve JPA Minutes of Regular Meeting from April 21, 2016.
  - Emily Cantu moved to approve the minutes, Anne Putney seconded. All in favor, none opposed, no abstentions. Motion carried.

## **8. Old Business**

### **a. JPA Insurance Coverage Update – Discussion**

- Dawn La Bar discussed State-mandated insurance coverage for the JPA. During the April JPA meeting, the Board authorized Board Member Ron Grassi to search for general liability insurance and authorized the Chair to expend up to \$2,000 for purchasing insurance.
- Per their authority, Ron Grassi located a general insurance policy for \$1,300 per year and Chair La Bar purchased the policy. The policy is on a September-September year schedule and was prorated so that the JPA only paid \$500 for remainder of this year.
- The next bill will come in September for September, 2016 to September, 2017.
- The JPA's new insurance policy covers \$1 million dollars in liability.
- This progress was reported, as required, to the State.

### **b. 2016 Community Services Block Grant Funding Update – DISCUSSION**

- Presentation
  - o Emily Cantu, Fiscal Agent/Vice-Chair, presented the CSBG funding update.
  - o The current contract is for \$191,428 and the JPA is expecting additional funding soon to bring it up to the full grant amount.
  - o The JPA has currently spent about \$50,000 and still has approximately \$140,000 left to spend.
  - o In addition, the JPA is expecting a \$17,000 targeted initiative, or discretionary grant, which can be spent on homelessness, agency capacity building or Earned Income Tax Credit efforts.
  - o Since the JPA did not budget for this increase, Emily Cantu raised the issue of whether the Board wanted these funds to go to direct services. She stated that she was confident that the JPA had enough funding remaining for the other expenses and that it could use that money for direct services if desired.
- Board Discussion
  - o Matt Hart expressed concern about the spending on administrative costs versus direct services and previous criticism in this area.

- There was Board discussion about what percentage of the budget was spent on administrative costs historically and currently, anywhere from 85% at one time down to what one Board member estimated at 50%.
- It was clarified that the JPA also receives \$1.1 million in CoC funding from HUD. The CoC is administered by JPA staff and the required HMIS system and its staffing is supported by CSBG funds.
- John Evalle urged that the board post the CoC funding information on the JPA website in order to inform the public.

**c. JPA 2016 Budget Update – DISCUSSION AND ACTION**

- Presentation and Discussion
  - Emily Cantu, Fiscal Agent/Vice-Chair, presented an updated budget.
  - The total contracts and expenditures were outlined.
  - It was reported that the JPA expected to receive up to \$38,647.88 for the next CSBG disbursement.
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- Board Action
  - Dawn La Bar moved to approve designating the targeted initiative funds to direct services, Emily Cantu seconded. All in favor, none opposed, no abstentions. Motion carried.
  - Plans for how to distribute the discretionary funds will be discussed at a future board meeting.
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**d. Community Services Block Grant Organizational Standards Compliance Update -- DISCUSSION**

- Staff informed the JPA regarding the discussion at the Tripartite Advisory Board meeting, including the input the Board gave regarding the JPA’s 2016 goals, such as improving HMIS data access and implementing coordinated entry. Staff informed the JPA that two positions on the Tripartite Advisory Board needed to be filled. These positions were for elected members or their representatives. Thus, the JPA needed to identify potential appointees for the positions.

**e. JPA 2014 Audit Update – PRESENTATION**

- Emily Cantu informed the JPA that Solano County was conducting the audit for 2014. The audit should be completed in July of 2016.
- The JPA had also engaged the City of Vacaville’s auditor, Badawi and Associates, to conduct the audit for calendar year 2015. That audit would be completed at the end of 2016. Badawi and Associates would issue findings and recommendations upon completion of the audit.
- Badawi and Associates will also be conducting a half year audit for the period running from January through June of 2016 to shift the JPA onto a July to June fiscal year schedule.

- Recommendations from Badawi are anticipated at the completion of the audit such as the JPA adopting a formal procurement policy and closing a checking account, which had non-board member authorized signers.

#### Board Discussion

- o Matt Hart thanked Emily Cantu for organizing everything.
- o Kathy Lawton requested that the JPA ask the auditors how and when to go about closing the account.
- o Emily Cantu responded that Ken, the senior accountant, recommended that the JPA wait for the audit to be completed and for the accountants' recommendations based on the audit.
- o Dawn La Bar stated that the accountants would inform the JPA that it had an account open and recommend what to do with it.
- o Emily Cantu added that the auditors were asked to include recommendations in their audit.

### **f. Northern California Housing & Healthcare Policy Academy Update – DISCUSSION**

- Presentation
  - o Staff presented a summary of the housing and healthcare policy academy which discussed integrating health care services with housing services. Staff asked the JPA to review the handout summarizing the event and ask questions regarding the content.
- Board Discussion
  - o Emily Cantu asked what the next steps were, and requested that the JPA work with the communities to create action items for increasing access. For example, she mentioned getting more access to SOAR and getting people trained.
  - o Matt Hart stated that housing is a high priority and he recognized that spending money up front on healthcare is cheaper than using the emergency room.
  - o Matt Hart said that tiny houses are a good solution if the JPA could make it happen. He wanted to inspire some of the agencies to try this solution if possible.
  - o Staff responded that Seattle and Santa Clara have research regarding tiny houses. A major concern regarding tiny houses is that they actually create a shanty town. For example, Santa Clara had an issue with plumbing. Now these areas are also trying out efficiency apartments.
  - o Dawn La Bar brought up that Ron Grassi keeps advocating for rental sharing. She agreed that this is a good idea in other places, but said that so far the JPA just cannot seem to implement or incentivize that in Solano.
  - o Issac George reported that the state is looking at housing as a solution, either in the core, outside the core, or the priority development areas (PDA). It is a competitive process, and the emphasis in the PDA is to get people into housing that is downtown focused. The state is considering legislation that would alter the program regarding occupancy. The League of California Cities opposes something regarding certain standards. He went on to say that the JPA should lobby to build something that is livable rather than housing that circumvents health and safety codes and concerns. He said that Solano County is not looking

for suburban housing, but rather housing for more people. For example in Rio Vista, the last housing update reserved five acres for veterans or low income housing. In Rio Vista the land only costs \$85,000. Rio Vista has not sent out an RFP for a developer to develop that land yet, but once they get a plan, they will release that information.

**g. Regional Strategic Planning Update—DISCUSSION AND ACTION**

- Staff discussed the regional strategic plan and talked about getting information for the cost of homelessness. The plan will be developed across the summer with a final report in the fall. The JPA requested the strategic plan being a standing item on the agenda.
- Staff members asked if there are any unusual stakeholders or other community forums that the JPA could attend in order to discuss housing.
- Emily Cantu said that the JPA needs to make sure that all the cities pay the invoices.

**h. Review and Approve New Bylaws for JPA – DISCUSSION & ACTION**

- Dawn La Bar reminded the Board that they reviewed the draft of the bylaws, went over them last month with a fine tooth comb and made the edits, implemented them, and then staff sent out the final draft via email. There were no questions or comments.
- Issac George moved to approve the bylaws, Anne Putney seconded. All in favor, no opposition or abstention. Motion carried.

**i. JPA Board Member Appointments Policy – DISCUSSION**

- JPA board members were reminded to renew their appointments. Per the JPA agreement, appointments must be made by the governing body every two years. The fiscal year is July 1 through June 30. Dawn La Bar urged board members to add their appointment resolutions to their respective city council agendas.

**9. New Business –**

**a. 2016 Housing Inventory Count/Point-in-Time Preliminary Results – PRESENTATION**

- Staff presented the results of the 2016 HIC/PIT counts. HUD has yet to approve the numbers. Therefore, staff did not issue any formal publication.
- Dawn La Bar asked if next month the JPA would have a formal statement.
  - o Staff replied that HUD has stopped addressing other administrative tasks in the hopes of pushing the NOFA out as soon as possible. Once the numbers are final, the JPA would like something that would give the JPA the numbers for them to go back and share with the City Managers and the public.

**10. STAFF REPORT**

**a. 2015 CoC Competition Funding Awards Report**

- Staff reported on the results of the 2015 CoC Competition. Of the projects submitted, all but the lowest scoring project received funding, including all of the new projects. This resulted in an overall increase in funds for the CoC and both projects submitted by the JPA - the Coordinated Entry Project and Planning Grant – were funded.

**b. Coordinated Entry Grant**

- The CoC received a grant for implementing coordinated entry. Staff will be drafting an RFP and contacting local agencies to provide technical assistance for implementing coordinated entry. Staff also informed the JPA that the CoC was increasing the efforts of the Coordinated Entry Committee in preparation for the roll-out of the coordinated entry grant.

**11. COMMENTS FROM BOARD MEMBERS**

- a. Anne Putney said that eleven new VASH vouchers would be coming to Vallejo.
- b. Dawn La Bar informed the JPA that the State would be visiting the JPA in October, 2016, to conduct an audit and site visit.

**12. ADJOURNMENT**

- a. Kathy Lawton moved to adjourn; Emily Cantu seconded. All in favor, none opposed, no abstentions. Motion carried.
- b. Meeting adjourned at 11:45 A.M.

For more information, please contact [Solano@homebaseccc.org](mailto:Solano@homebaseccc.org).