

CAP Solano JPA Tripartite Advisory Board  
First Quarterly Meeting  
March 9, 2015, 2:00-4:00pm  
Fairfield Community Center

TAB Members:

Tom Bartee, Assemblyman Bill Dodd's Office  
Pam Bertani, Fairfield City Council  
Joanie Erickson, Solano Coalition for Better Health  
Laura Escobar, United Way of the Bay Area  
Dee Gilliland, City of Vacaville Housing Authority  
Erin Hannigan, Solano County Board of Supervisors  
Lisa Martin, California Tribal TANF  
Patrick Stasio, Solano County  
Scott Tonnesen, Superior Home Loans  
Keetra Welling, Community Action North Bay

Absent:

Kay Tracy, SSI Attorney

Additional Attendees

Dawn La Bar, Chair, CAP Solano JPA Board  
Emily Cantu, Vice-Chair, CAP Solano JPA Board  
Michael Wilson, District Representative for Solano County Supervisor Erin Hannigan  
Kari Rader  
Carolyn Wylie, HomeBase  
Sophia Lai, HomeBase

1. Welcome & Introductions
2. Brief Overview of the CSBG Program & Role of Tripartite Advisory Board
3. Review & Revise Draft of the new Bylaws
  - Comments:
    - o LE – Articles I-III – how do they relate?
      - Staff Response: They demonstrate the relationship of the JPA Board to the Tripartite Board and define the roles
    - o EH – There are no staggered terms – should all 2 year terms begin/end at the same time?
      - Response: That is definitely an option to consider
      - Board: may consider at a later time
  - Revisions
    - o ST – Strike Article V, Clause 3 “The members present at a meeting at which a quorum is present may continue to transact business until adjournment, even if enough members have withdrawn to leave less

than a quorum, if any action taken (other than adjournment) is approved by at least a majority of members.”

- ST – Strike Article IV. 2. d.
  - ST – Edit Article IV. 2. c. to “Two unexcused absences from regular meetings in a 12 month period.”
  - PB - Article I. paragraph 3, revise to “The objective of the Solano County Community Action Agency is to provide services and resources in coordination with existing services providers, including but not limited to non-profit organizations and faith-based providers, to promote and encourage self-sufficiency to the most vulnerable members of the community.”
- Note: Bylaws be revised on an as-needed basis
  - ST: Motion to approve bylaws as amended
  - EH: Second
  - In Favor: 9
  - Opposed: 0

#### 4. Elect Officers According to the New Bylaws

Chair:

- TB: Motion to elect Scott Tonnesen Chair
- EH: Second
- In Favor: 9
- Opposed: 0
- Abstentions: 0

Vice-Chair:

- TB: Motion to elect Erin Hannigan Vice Chair
- PT: Second
- In Favor: 9
- Opposed: 0
- Abstentions: 0

#### 5. Debrief on Current Contracts

- Staff reviewed the contract and allocations
- LE: The amount remaining for direct service allocation is \$176,309
- EH: Why is the \$150,000 subcontract not itemized?
  - Because the RFP was expanded to encompass additional tasks, but did not have that level detail. The detailed contracting process is still in progress.
- PB: Contract is between HomeBase and whom?
  - CAP Solano JPA
- EH: Will the \$150,000 be a consistent expense?
  - Answer: No, some of the tasks are biannual or are capacity building or are planning tasks that may only need to be done every few years.

- PB: Make sure there are clear outcomes that are delineated
- LE: In some other counties this work is done by county staff vs. consultants but for this year we need this level of staffing to build capacity
- KW: Original RFP was for \$86,000 so unclear how did this jump to \$150,000
- LM: Reason was County was going to take on more responsibility for HMIS so that would have cut down on the fees
- EH: Can follow up on the HMIS and why the County did not take it on
- PB: Would be helpful to have %s/projections corresponding to each goals – didn't HB recently conduct an assessment. Couldn't that serve as needs assessment and cut down on the need for this work.
  - o Staff: That assessment was valuable and can provide information, but was an assessment of the CoC and their progress in meeting the regulatory requirements of the HEARTH Act.
  - o The Needs Assessment is a biannual requirement in order to continue to receive Community Service Block Grant funding. It is not optional and is an evaluation of the needs within the broader community.
- LE: Try to maximize the amount going to direct services in the future, but going forward must discuss how to pay for the structure of staffing
- LE: What does City of Vacaville administration entail?
  - o Emily: To execute the contracts, will do all reporting (6-7), bimonthly reports, cutting checks
- Dawn: Chair of the JPA
  - o JPA Board wanted to shift the funding to direct services
  - o Previous structure – CAP Solano JPA - \$200,000 + was going toward staff and had external NOFA contract in addition, so decided to move away from staff structure because too costly
  - o JPA Board chose to fund contract for consultant services for this year, but will likely change in the longer-term
  - o JPA Board has considered a broad range of ways to increase funding for direct services
  - o Now has \$100,000 more going to direct services than last year

## 6. Recommendations for Community Action Agency Spending Priorities in 2015

### Questions:

- LE: Were any agencies funded to advance these goals
  - o Solano Housing Program – Funding
  - o CANB – Emergency assistance / rental assistance
- LM: How can we prioritize issues like housing
- LE: We need to engage in the needs assessment before we can set these priorities.
  - o Staff: the Needs Assessment will inform the 2016-17 contract. This advice and guidance will be for the 2015 allocations.
- Brainstorm Priorities
  - o Housing
    - LE, EH: Housing – rental assistance, deposits, prevention

- JE: 2 pockets of homelessness: need help with housing, vs. need supportive services (mental health, substance use)
  - KW: Lack of affordable housing
  - KW: Solano Housing First – county-wide discretionary grant – allowed funding to be stretched for people who otherwise didn't qualify for other funding sources
- Employment Training
  - TB: Employment - job training, help people become self-sufficient
- Food
  - LE: Food insecurity – increase food availability
  - PB: Coordinating food pantry services – spend \$ on helping coordinating services
  - PS: Coordination of services is key to give people what they need
  - EH: What would it take to coordinate the food services?
  - LE: Create virtual hubs, incentive grants to serve more often on coordinated days
  - PB: Provide leadership on food donations – because the timing
  - Emily: Vacaville coordinated food distribution effort - run by Father's House – Vacaville Store House, coordinated through HMIS
  - TB: Incorporate roundtable to coordinate county-wide services on food issues, seek grant money, similar to senior roundtable using volunteers, try to enable volunteers to move forward
  - LE: Do we want to spend \$ on coordinating groups?
  - EH: Bring people together, coordinate available services, etc.
  - LE: would need to fundraise for incentive grants
  - KW: Already had map on where the food is being distributed from food bank
  - PS, KW, Emily, etc.: Many resource booklets available ex. Vacaville – challenge is keeping updated
- Mental Health & Substance Use
- LE: process
  - These recommendations will be brought to JPA, which will then set priorities and then issue and likely issue an RFP
  - The JPA will set up process shortly
  - Funding must be spent by Calendar Year
- Brief Summary of Recommendations:
  - **1. Housing Supports**
    - Rental assistance, deposits, prevention
    - Consider flexible funding grants that can be used for things like furniture, move-in help, etc. that others usually cannot be used for

- Mental Health and Substance abuse treatment to maintain housing stability
- **2. Employment Training**
  - Connect people to jobs and encourage self-sufficiency
- **3. Food Insecurity**
  - Support local food efforts
  - Consider broad effort to coordinate services and have a bigger impact – i.e. virtual hubs, grants to encourage service on certain days or to participate in HMIS, etc.

7. Briefly Review Key Action Items Occurring in 2015

a. Needs Assessment

- Committee volunteers
  - Erin Hannigan
  - Scott Tonnesen
  - Pam Bertani
  - Tom Bartee
  - Lisa Martin

b. Public Hearing

c. Development of 2016-2017 Community Action Plan

8. Next Steps for Tripartite Advisory Board

- Next Meeting: June 8, 2-4pm

Follow Up Notes for HB:

- Immediate:
  - Send Contact List of JPA