

# COMMUNITY ACTION PARTNERSHIP SOLANO

JPA REGULAR BOARD MEETING | JANUARY 22, 2015

1000 Webster St., Fairfield | 10:00 a.m. – 12:00 p.m.

## MEETING MINUTES

1. Call to Order
2. Role Call – Members are: Fairfield, Vallejo, Benicia, Suisun, Rio Vista, Vacaville, and Solano County
  - a. City of Fairfield
    - i. Dawn La Bar
    - ii. Nicole Holloway
  - b. City of Vallejo
    - i. Anne Putney
  - c. City of Benicia
    - i. Matt Hart
    - ii. Blanche Hilman (guest)
  - d. City of Suisun
    - i. Kathy (Kat) Lawton
  - e. City of Rio Vista
    - i. Tom Chapa
    - ii. Isaac George
  - f. City of Vacaville
    - i. Emily Cantu
  - g. Solano County
    - i. Carol Elliott
    - ii. Ronald Grassi
    - iii. Josette Lacey
  - h. Nonprofit/Other Attendees
    - i. Collen Erdes, Vacaville Social Services
    - ii. PJ Davis, CAP Solano
    - iii. Kari Rader
    - iv. Ashley Hart-McIntyre, HomeBase
    - v. Carolyn Wylie, HomeBase
    - vi. Maureen Sarver, HomeBase
3. Presentations – None
4. Public Comments – None

5. Additions to or Deletions from the Agenda - Matt Hart requested discussion of the recent JPA Staffing Request for Proposal (RFP). (This will be discussed under 9.2.a.)
6. Approval of the Agenda – The order of New and Old Business has been switched. (Please note that this changes the numbers from the agenda). The agenda was approved with the addition of the discussion of the RFP under 9.2.a.
7. New Business
  - 7.1 Elect board officers
    - a. Designate new duties of officers –
      - Duties of chair: The duties of the Chair has included agenda management, meeting facilitation, sitting on auxiliary boards, signing contracts and letters on behalf of the JPA, approving invoices, and renewing memberships
      - JPA Officers include: Chair, Vice Chair, Secretary, and Treasurer-Auditor
      - Carolyn Wylie (HomeBase) reviewed JPA membership agreement and duties of Treasurer/Auditor- (It was noted that the JPA is not currently utilizing the Treasurer/Auditor per the JPA agreement).
        - Treasurer-Auditor must be CPA (with experience specific and tied to regulations) or must be a City or County Treasurer/Auditor. In the past it was the Treasurer-Auditor of the County through an MOU. JPA has a bank account through Community Business Bank that needs to be managed by a Treasurer-Auditor of a city or CPA familiar with regulations (CoC, CSBG, etc.).
          - Ron Grassi will determine cost estimates of having CPA do it based on: amount and types of funds to be managed, scope of work, billable hours, and attendance at meetings.
          - Ron Grassi will also approach City Managers, including Fairfield and Vacaville, and bring an action item to JPA meeting in February.
      - Secretary- Group discussed administrative tasks required (i.e. mail) and discussed that the Secretary’s role should be more active, including the possibility of acting as a liaison with the State.
      - 2015 Elections:
        - Ron Grassi nominated Dawn La Bar for JPA Board Chair. Anne Putney seconded. None opposed. Motion approved.
        - Matt Hart nominated Emily Cantu for JPA Vice Chair. Kat Lawton seconded. None opposed. Motion approved.
        - Dawn La Bar nominated Anne Putney for Secretary. Emily Cantu seconded. None opposed. Motion approved.
        - JPA will need to send a new board roster to the State.
8. Consent Calendar

8.1 JPA Minutes of Regular Meeting December 18, 2014 approved unanimously.

## 9. Old Business

### 9.1 Approve elected and private sector Tripartite Board nominees

- The JPA has been working to establish Tripartite Board in accordance with state regulations. Representatives must include: 1/3 low-income, 1/3 elected officials, 1/3 private sector.
- Review of process so far: Since CAA is transitioning to a public entity, there are 4 options for designating low-income representatives. JPA chose designating a community group to elect members, and selected the CoC as a group representing people who are low-income. HomeBase facilitated that process with the CoC and four representatives who met the state requirements have been located.
- The JPA board members recruited the elected and private sector representatives. All of the listed nominees are committed to serving.
- Dawn La Bar requested that JPA members recruit for the 1 remaining elected official seat.
- Discussion regarding possible representatives: Fairfield is considering nominating someone, but is not able to get it on an agenda with City Council until March. Dawn La Bar requested that those doing outreach communicate their outreach efforts to the rest of the Board. Benicia has an elected Treasurer – Matt Hart will contact them to gauge their interest and report to HomeBase. How often does tripartite board meet: required to meet quarterly but may meet more often in the next few months because the workload is more intensive.
- PJ Davis asked if Keetra Welling is on the Tripartite Board, will CANB be allowed to receive CSBG funds. Carolyn Wylie confirmed that CANB has been advised and has agreed not to receive CSBG funds while their staff serves on the Tripartite Board.
- **Dawn La Bar asked for motion to approve the listed members; Ron Grassi moved, Kat Lawton seconded.** Matt Hart requested approval pending missing members. Emily Cantu suggested amending motion to include an elected member from Benicia or Fairfield. **Ron Grassi amended the motion: approve the slate of nominees as recruited with the addition of an elected representative from Benicia or Fairfield. Motion passed, no abstentions or dissent.**

### 9.2 Transition Items

- a. Approve contract for staffing and CoC Services- As a reminder, Ron Grassi provided an overview of the JPA board discussion at the January meeting: The JPA released an RFP, HomeBase and Mission Solano responded. Ron

Grassi, Dawn La Bar, and Anne Putney participated on a review committee and found the HomeBase proposal to be more comprehensive and would be an asset to JPA, even though the response did not include all of the services that CAP Solano, Inc. had been providing. The County had been contracting with HomeBase to provide Technical Assistance (TA) for HUD funding. Also missing was Homeless Management Information System (HMIS) administration. Matt Hart asked whether that was in the original RFP and Ron Grassi responded that it was. Matt Hart asked whether that was in the other proposal, Ron Grassi replied that it was on a limited basis. It became clear to the review committee that HMIS administration will take almost a full-time person. Matt Hart said maybe some people didn't apply at all because they couldn't do it for that funding, and maybe missed some proposals. Ron Grassi responded that he initially thought that the \$86,000 from County would be sufficient; in reality it never has been, because a lot of money was coming from CSBG and a lot of things weren't being done. The work will require more resources than \$86,000. Matt Hart thought perhaps JPA sent invalid proposal because the amount was insufficient. Dawn La Bar responded that the JPA had no understanding that staff would be included in \$86K. Ron Grassi explained that out of the County contract for HUD funding and other work totaling \$290,000, 10% went out for cost. Review process requires the most qualified candidate, not necessarily the cheapest. JPA wanted in-depth response, expertise. Mission Solano does not compare to HomeBase in terms of expertise on HUD work, work on multiple counties, extensive resources Solano then has access to. He then explained to Matt Hart the role of HMIS and how HomeBase would be doing that as well, on top of the \$86K responded to in the RFP. It takes a full time person to lead HMIS. Vacaville agreed yesterday that we need systematic use and coordination of HMIS. The JPA also needs a strategic plan. All three additional services cost \$150K (HMIS \$70-80K). Strategic Plan (\$20-30K) + NOFA. Total would be \$150K + 86K = \$236K, which is a discount from what HomeBase normally costs. Matt Hart was concerned that Grand Jury thought JPA spent too much in the past. Ron Grassi explained that this amount is less than we have spent in previous years. Matt Hart expressed that HomeBase is a team of lawyers, very expensive, and may have additional costs come up down the road that JPA doesn't anticipate. He cautioned that the JPA should be vigilant and stay within scope. Ron Grassi reiterated that JPA negotiated a very reasonable package that costs less than what they paid before, and will allow us to go after Emergency Solutions Grant and other grant opportunities. Once the community (JPA/CoC) has an updated strategic plan in place, the JPA and/or CoC can apply for additional funding. The updated plan can help the County

as a whole to determine county-wide priorities, how to solve homelessness, and sets up for future funding sources. PJ Davis thought that in previous years staff costs were around \$280K, not including additional work such as assistance with the HUD funding application that was contracted out to HomeBase. Also, she wanted to know if cutting checks and other administrative tasks are included in total amount or if there will be subcontractors. Ron Grassi explained that \$150K in CSBG would go towards HomeBase. Remaining amount would go to service providers. PJ Davis expressed concern about who would be doing finance admin work. Ron Grassi explained that HomeBase would not, the Treasurer will be responsible for that. PJ Davis asked who will work with grantees to determine compliance, monitoring, training, etc. Carolyn Wylie explained conflict with HUD for HomeBase to take on finance role; HomeBase cannot be both local provider and provide HUD TA. Kat Lawton said that the Fiscal agent will have substantial fee, as some of these tasks are beyond normal role of an accountant. Dawn La Bar responded that the JPA is hoping a City will take on this role. Ron Grassi will work on finding Treasurer. Matt Hart would like to put together synopsis of financial expenses for the next meeting. Ron Grassi passed out comparison of previous staffing and HomeBase cost. Matt Hart asked that it include Treasurer costs. Nicole Holloway asked if there is a set cap on administrative costs and whether the group determined how much to expend in the community. Dawn La Bar explained more about HomeBase's role as developing strategic plan, getting CoC to become more involved directly in homeless work.

Ron Grassi introduced HMIS licenses as CSBG expense; he points out that the system doesn't work unless everyone is using it. Each license costs \$1,000. That is a lot to nonprofits on a shoestring budget. There are 46 CoC members. Dawn La Bar mentioned later on, group to discuss criteria for receiving this support and cap. **Emily Cantu made a motion to approve the HomeBase amended contract for \$236,000.** This includes staffing the CoC, the CoC Board, the JPA Board, and the Tripartite Board; conducting the CSBG needs assessment and writing the CSBG Community Action Plan for 2016; conducting an update of the 10-Year Plan/Strategic Plan; the NOFA; and administering HMIS (possibly through a subcontractor). **Dawn La Bar seconded. No objections. Motion approved.**

- b. Renew Bowman Systems contract for ServicePoint HMIS - Bowman contract expires on Friday. Motion to continue to negotiate to renew contract. Matt wanted to know how many people we need on HMIS to make it useful. Ron Grassi replied that in order for it to be useful, HMIS requires the involvement of everyone working with the homeless. HomeBase will handle HMIS

administration, evaluation of system, data quality, develop report, make recommendation for staffing, train users that are low capacity. HomeBase will not make recommendations until analysis is conducted of what is going on in the data. Matt Hart inquired about the top 3 targets for HMIS participation. Emily Cantu replied that the Homeless Roundtable is discussing data entry hubs. Opportunity House might be a hub, as it has high capacity in HMIS, and will help other organizations enter data. As HomeBase finds best practices in one place, they will share with others. Matt Hart asked about client data duplication. Ron Grassi explained that that is the purpose of focusing on data quality. Also, the coordinated assessment process will serve that purpose and tie everything together. Strategic planning depends on strong data quality. **Ron Grassi made a motion to negotiate with Bowman and to bring contract to JPA in February to take action on, with the intention to get as many licenses as possible (“Costco version of Bowman”). Tim Chapa seconds. No objections.**

- c. Disposal of JPA-owned furniture and other items- Emily Cantu made list of transitioning items from CAP Solano, Inc. to JPA. Anne Putney and Ron Grassi are working on finding space for files. Copier was picked up. Ron Grassi will bring van/pickup truck to pick up boxes. PJ Davis wanted to know who to refer providers to. All referrals should be directed to Ashley Hart McIntyre until further notice. PJ Davis also asked who is handling rental assistance deposits? These referrals should be sent to Dawn La Bar. Dawn La Bar will set up P.O. Box for the mail in Fairfield today. If not possible, Kat Lawton will do it in Suisun. Nicole Holloway will be responsible for picking up mail.

9.3.a. Parameters for sponsoring HMIS licenses- Dawn La Bar suggested moving discussion to February meeting. Ron Grassi agreed, as Tripartite Board will need to agree.

9.3 CSBG Workplan Update- Tripartite Board will recommend to the JPA how CSBG funding should be spent, based on Community Action Plan (CAP) the JPA already has. It will include HomeBase contract, webmaster, HMIS licenses. There are 3 contracts \$50K will go to ASR for Point in Time (PIT) count. \$20K carrying over from last year. \$357K new for this year, \$150K from there for HomeBase. There is a series of documents including the work plans, board resolution, and board rosters that need to go to the State. Once they have that, they will send funds in advance. Matt inquired about funding for 2016 PIT. Dawn La Bar replied that JPA would not need to contract with ASR for next year, as only the sheltered count is required by HUD in even years. PJ Davis expressed concern that the CAP allocated CSBG funding for rental assistance, and what should she tell people who call her. Dawn La Bar expressed that the JPA has had ongoing dialogue with State, and to refer questions from providers to the JPA. There is an outstanding

balance to CANB for direct services that needs to be paid from last year's balance. Matt Hart requested a financial breakdown. Emily Cantu replied that at next month's meeting, the Tripartite Board will have met and provided input on a work plan and budget and can report to the JPA.

9.4 Point-in-Time Count Update - 21 volunteers have signed up for PIT on Jan. 30th, including 13 from Vacaville. CANB and Mission Solano are willing to help. Peter from ASR is in charge of notifying volunteers of the process. Kari Rader sent Peter list of contacts for the youth count. Matt Hart mentioned that Catholic Social Services in Vallejo should help. Anne Putney will contact them today. Colleen Erdes offered to provide encampment outreach support. Kari Rader has a list of encampments visited last year. Anne Putney has a contact at the police department, in addition to Sister Sonja who will know where to look.

9.5 Negative Cash Balance Update - Susan, the County Auditor contacted HUD, got through CSBG. Meeting at auditor's office. Down to \$134,000 remaining negative balance. Carol Elliott has conference call with Sue Garanson on February 5 and will issue a report on January 30. They are also proposing a Feb 11 meeting with the nonprofit at Sue's office. They will provide an update at the next JPA meeting. Matt Hart asked about implications of Sue's review being different from the County's. Ron Grassi explained that the JPA wouldn't know until they determine what the findings are. If there is a difference, it will need to be reconciled. At the request of Matt Hart, Ron Grassi provided an overview of grand jury report findings and HUD claims. The \$86,000 County contribution from last year was used to reduce the deficit.

10. Select November and December 2015 meeting dates. This meeting space, Fairfield Community Center, will be used for the 2015 meetings. The February – October meetings will be on the 4<sup>th</sup> Thursday of the month from 10:00 am to 12:00 pm. The November meeting will be Monday, November 16<sup>th</sup> at 2pm. The December meeting will be Monday, December 14<sup>th</sup> at 2pm.

11. Select JPA Board Retreat Dates – Carolyn Wylie introduced idea of half-day retreat, which will include Board development, HEARTH training, planning for the year, etc. and will be part of strategic planning process. HomeBase will send out Doodle poll with March dates.

12. Comments from board members:

- Dawn La Bar brought up the issue that PJ Davis mentioned that the JPA might want to consider insurance, at least for the Board members. Some are checking with their cities to see if they are covered. Ron Grassi commented that his understanding is that if you are appointed by a municipality and are sitting on their behalf, then you are covered by their insurance. However, if you are appointed by a nonprofit, you are not. Ron Grassi recommended reference to City legal counsel.

- Tim Chapa introduced his alternate, Isaac George, that may attend at times.
- Blanche Hillman, Coordinator for Family Resource Center, from Benicia, came to take notes for police department. Anne Cardwell, from the City Manager's Office is the official alternate for City of Benicia.

13. Staff Report: None.

14. Adjourned.

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