

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

THURSDAY, DECEMBER 15, 2016, 10:00 AM TO 12:00 PM

1000 KENTUCKY STREET, FAIRFIELD, CA 94533
VISTA CONFERENCE ROOM

REGULAR JPA MEETING MINUTES

1. CALL TO ORDER

Dawn La Bar called meeting to order at 10:03 AM

2. ROLL CALL

Board Members:

- Chair Dawn La Bar, City of Fairfield
- Vice Chair Emily Cantu, City of Vacaville
- Secretary Anne Putney, City of Vallejo
- Kathy Lawton-Caesar, City of Suisun City
- Daniel Del Monte, Solano County

Other attendees:

- Tom Cashman, Catholic Charities of Solano
- Natalie Siva, Berkeley Food and Housing
- Genevieve Herreria, HomeBase, JPA Staff
- John Melis, HomeBase, JPA Staff

3. PRESENTATIONS

No presentations.

4. PUBLIC COMMENTS

Introductions

5. ADDITIONS OR DELETIONS FROM THE AGENDA – ACTION

No additions or deletions

6. APPROVAL OF THE AGENDA – ACTION

Kathy Lawton-Caesar moved to approve the agenda. Emily Cantu seconded the motion. All in favor, none opposed, no abstentions. The motion carried.

7. CONSENT CALENDAR – ACTION

- a. Approve JPA Minutes of Regular Meeting from November 17, 2016

Daniel Del Monte moved to approve the JPA meeting minutes from November 17, 2016. Anne Putney seconded the motion. All in favor, none opposed, no abstentions. The motion carried.

8. OLD BUSINESS & STANDING AGENDA ITEMS

- a. 2016 Community Services Block Grant (CSBG) Funding

- i. 2016 Annual Funding Update – DISCUSSION

Emily Cantu reported that Tamara Colden continued to work with the 2016 CSBG annual funding subrecipients on spending down their grant funds by the end of May 2017.

The 2016 CSBG award also included a reserve for direct services funding. The Fiscal Agent (Vacaville) had been granted the authority by the JPA Board to decide how to allocate that funding, and the Fiscal Agent decided that any 2016 CSBG annual subrecipient that was on track to spend 90% of its award by the end of the 2016 calendar year would be eligible to apply. The subsequent scoring criteria was designed to be fair to all eligible service providers, and included factors like meeting the goals and national standards set by the CSBG program and a track record of spending down awards in a regular and timely fashion. CANB and Berkeley Food and Housing had expressed interest in the funding.

- ii. 2016 Discretionary Funding Update – DISCUSSION

Emily Cantu reported that the Fiscal Agent was still waiting to receive the final executed agreement from the California Department of Community Services and Development (CSD) regarding the allocation of the 2016 CSBG Discretionary Funding. The Vacaville Police Department – Family Resources Department, which was selected to receive the award, would have until the end of May 2017 to spend down its allocation.

- b. CSD On-Site Monitoring Report - DISCUSSION

Genevieve Herreria reported that the California Department of Community Services and Development's annual audit of the JPA resulted in no adverse findings or recommended changes.

Emily Cantu described the audit process to the Board: CSD staff met with JPA staff, Fiscal Agent staff, and CSD-funded service providers for four days. CSD staff observed and remarked on the passion behind the work that the agencies were doing. CSD staff also attended a JPA board meeting and a Tripartite Advisory Board meeting. Following these activities and an internal analysis of what they had seen, CSD staff hosted an exit conference with the Fiscal Agent and JPA staff.

c. JPA 2016 Budget Update – ACTION

Emily Cantu reported that the Fiscal Agent annually invoices service providers who have HMIS licenses, but the current way it does so – by sending out invoices in September – was not working well for various reasons. As such, the Fiscal Agent wanted to request the authority to invoice HMIS license holders in January for February – January licenses.

Emily also reported that many agencies had asked if they could pay their license fees monthly. The Fiscal Agent did not foresee any problem with monthly invoicing. As such, the Fiscal Agent wanted to request the authority to allow monthly payment plans.

Dawn La Bar asked if it monthly invoicing would create more work for the Fiscal Agent. Emily said doing so would not. Daniel Del Monte asked if the first cycle of payments would be prorated. Emily responded that she was not sure.

Emily noted that some agencies were having trouble paying for licenses.

Emily confirmed for Dawn that monthly invoicing would not hold up the JPA from paying their annual HMIS fees.

Dawn asked that the JPA Board meeting materials in January 2017 include a new budget with more detail about HMIS payments to see who consistently has difficulty paying. She noted that the JPA should not penalize any service providers for not paying in a timely fashion because it was important for those service providers to be on HMIS.

Emily noted that there were not many service providers using HMIS, so the amount of money collected for license fees did not amount to much. She also reported that it seemed like the State of California was moving towards requiring HMIS use, like how the State now requires service providers who receive state funding to be Housing First compliant.

Dawn suggested that a goal for 2017 might be to get more agencies on HMIS, and wondered if the JPA could identify some incentives to help. Daniel noted that Coordinated Entry rollout may necessitate additional licenses. Dawn wondered whether the JPA should require that funding recipients use HMIS.

Dawn suggested that it may be useful to form an HMIS subcommittee to consider incentives, and asked that such an item be added to the January 2017 JPA board agenda.

Kathy Lawton-Caesar moved to allow the Fiscal Agent to adjust the HMIS billing cycle to a February – January rotation as requested, and to allow the Fiscal Agent to work with agencies to adjust billing plans towards monthly payments. Daniel seconded the motion. All in favor, none opposed, no abstentions. The motion carried.

Natalie Siva asked Emily to check if Berkeley Food and Housing was up-to-date on its HMIS payments. Emily agreed to do so.

d. JPA Audit Update – DISCUSSION AND ACTION

Emily Cantu reported that 2015 calendar year audit and the audit for the first half of 2016, through June, were complete. The City of Vacaville Department of Finance just needed to complete one last thing before issuing a final report. Dawn La Bar asked when the JPA would get a certificate of completion; Emily did not know.

Emily noted that the City of Vacaville Department of Finance was in the process of changing the JPA from a calendar year to a fiscal year.

As for the 2014 audit, Emily reported that the City of Vacaville Department of Finance had connected with Solano County Auditor's Department. The County opined that a full audit of 2014 was not possible, but it was possible to audit what materials it had for 2014. The City of Vacaville Department of Finance planned to run that idea by the State audit department to see if a partial audit would be allowed and what the JPA's timeline would be if so. Dawn said that she was willing to flag the matter for CSD if instructed to do so.

Kathy Lawton-Caesar thought the proposed partial audit was a good idea and better alternative to submitting nothing for 2014. Anne Putney agreed.

Dawn asked each Board member to ask his or her city attorney and/or county attorney to look at the matter. Dawn would provide copies of the 2014 standard agreement between the State and CAP Solano Inc., as well as the Memorandum of

Understanding between the State, CAP Solano Inc., and the JPA to all JPA members for reference in those conversations.

Dawn remarked that the JPA could not let the 2014 audit issue impact the disbursement of 2017 funding.

Emily moved to allow the Fiscal Agent to contact the CSD Audit Department to discuss the 2014 audit status; to instruct Dawn to call CSD separately; and, if approved, to instruct the County Audit Department to proceed with a partial 2014 audit. Kathy seconded the motion. All in favor, none opposed, no abstentions. The motion carried.

e. Regional Strategic Planning Update – DISCUSSION

John Melis reported that both Regional Strategic Planning Community Summits that the JPA hosted were well attended. The audience included both elected officials and community members. JPA staff planned to host a few more community engagement opportunities in January 2017, and were aiming for March draft release.

Dawn La Bar, Kathy Lawton Caesar, and Emily Cantu said that several people did not realize that the JPA was behind the Summits. Moving forward, she asked that the JPA's logo be more visible on the Plan webpage, all as well as all future presentations and handouts.

Daniel Del Monte noted that JPA staff started the second Summit by saying that the JPA was sponsoring this plan. Daniel also had introduced himself as JPA Board member.

Natalie Siva asked whether Housing First Solano had reached out to Contra Costa County for guidance on Coordinated Entry, as Contra Costa was also in the process of rolling out a Coordinated Entry System. John responded that staff were indeed looking at best practices from around the country, including Contra Costa's progress, in shaping its Coordinated Entry work.

Emily noted that the City of Dixon had not yet contributed towards the Regional Strategic Plan. Dawn confirmed that Dixon had been invoiced.

f. 2017 Point-In-Time Count Planning Update – DISCUSSION

Dawn La Bar reported that the cities and county had agreed to share the costs for the PIT count up to \$60,000 in a scheme that mirrored their respective contributions towards the Regional Strategic Plan. Dawn said that she would send out the formula used to calculate how much each entity would contribute.

Emily Cantu reported that the Vacaville Police Department was planning to conduct their own PIT count to compare what they see with what Applied Survey Research comes up with so that the city could produce statistics on the origins of its homeless population. Anne Putney observed that the numbers that the police would get would be different from the CoC's PIT numbers simply by doing the counts on different days.

The Board Members discussed whether Vacaville's second count would undermine the CoC's count and/or the Regional Strategic Plan.

Kathy Lawton-Caesar commented that having councilmembers at the Regional Strategic Plan Summit was helpful because they learned that Section 8 vouchers were going unused because there was not enough housing stock towards which to use the vouchers. This is happening in our cities.

9. NEW BUSINESS

- a. 2015 CoC Planning Grant and Coordinated Entry Environmental Review Exemption Certifications – DISCUSSION AND ACTION

Kathy Lawton-Caesar moved to have Dawn La Bar submit 2015 CoC Planning Grant and Coordinated Entry Environmental Review Exemption Certifications to HUD. Anne Putney seconded the motion. All in favor, none opposed, no abstentions. The motion carried.

Natalie Siva offered to have the director of Berkeley Food and Housing speak at an upcoming Coordinated Entry Workgroup meeting on her experience running Berkeley's Coordinated Entry System. The Board approved of the suggestion.

Anne Putney reported that the City of Vallejo had funding to possibly create a new navigation center and/or shelter, and potentially pay for a part-time navigator who would focus on Vallejo. The Board agreed to discuss the matter more in January.

- b. 2017 CSBG Competition Schedule – DISCUSSION AND ACTION

Dawn La Bar and Emily Cantu confirmed that the 2017 CSBG RFP could not be released until the 2014 audit matter was resolved. The Board agreed to discuss this item again in January.

10. STAFF REPORT

- a. Grant writing workshop Recap

John Melis reported that turnout was low at the recent grant writing workshop that JPA staff hosted, with only five to six people in attendance. However, those who did attend appreciated the help they received and the feedback they got from the grant writing speaker panel.

JPA staff planned to host more grant writing workshops in conjunction with future CoC general membership meetings.

Dawn La Bar and Kathy Lawton-Caesar complimented staff on their facilitation of the session and creation of worksheets and other handouts. Dawn requested that the grant writing workshop materials be posted on the JPA's website.

b. AHAR Update

John Melis explained that the Annual Homeless Assessment Report is a HUD required report on homelessness generated directly from a CoC's HMIS system so data quality is imperative. He reported that data quality has consistently improved over the past two years; however, there is still significant room for improvement. He explained that data quality could be improved by educating service providers on avoiding the creation of partial entries. JPA staff planned to provide such training, as well as to remind service providers of the importance of data quality in general. JPA staff also planned to work on revamping HMIS training materials in 2017.

c. Upcoming JPA and Tripartite Advisory Board Administrative Matters in January

John Melis reminded the JPA that board officer elections were scheduled for January 2017, per the JPA bylaws.

The JPA also would be responsible for producing a community action plan, in 2017, for 2018 - 2019. A lot of data collected for the Regional Strategic Plan would be used in the community needs assessment.

Tripartite Advisory Board elections would be held in March. Its low-income members would be elected by the CoC in January. The JPA was responsible for appointing business members. Government members would need to get their agencies to reappoint them.

11. COMMENTS FROM BOARD MEMBERS

The Board Members wished each other Merry Christmases and Happy New Years.

Anne Putney reported that Vallejo had added one more family to its TBRA program, bringing their total caseload to 16 families. She said she would share a report on the program.

Daniel Del Monte reported that the County had been collaborating with various departments to produce a quarterly one-page newsletter featuring current housing data. January 2017 would be the first release. The County would have a mobile app that would create mapping reports and story board results. Daniel planned to share the reports with JPA going forward.

12. ADJOURNMENT

Kathy Lawton-Caesar motioned to adjourn the meeting. Emily Cantu seconded the motion. All in favor, none opposed, no abstentions. The motion carried.

The meeting was adjourned at 11:34 AM.