

THIRD QUARTERLY MEETING

JULY 25, 2016

2:00 – 4:00 PM

FAIRFIELD COMMUNITY CENTER

1000 KENTUCKY STREET, FAIRFIELD, CA 94533

VISTA CONFERENCE ROOM

- 1. Call to Order – 2:05 PM**
- 2. Roll Call – A quorum currently consists of six representatives.**
 - a. Members of the Board Present:
 - Scott Tonneson, Chair
 - Erin Hannigan, Vice-Chair
 - Lisa Martin
 - Patrick Stasio
 - Paul Newman
 - Keetra Welling
 - Kay Tracy
 - Daniel Huerta
 - b. Public Present
 - Carolyn Wylie, HomeBase, TAB Staff
 - John Melis, HomeBase, TAB Staff
- 3. Programmatic Report**

Keetra Welling from Community Action North Bay presented on the permanent supportive housing program funded by CSBG funds. The program has had great success over the past year, rapidly rehousing 29 individuals on a permanent basis with only one person returning to homelessness. The program focuses on pairing housing vouchers with supportive services to prevent a return to homelessness. Additionally, even after the housing voucher has expired, the program continues to provide case management to ensure voucher recipients are successful long term. In addition to the rental assistance, the program provided 10 other clients with only supportive services to locate suitable housing, further maximizing the impact of the CSBG funds. The Tripartite Advisory Board expressed their satisfaction with the program noting the housing placement rate as a laudable success.

- 4. General Public Comments – None**
- 5. Additions or Deletions from the Agenda – None**
- 6. Approval of the Agenda**

- i. Vice Chair Erin Hannigan moved to approve the agenda, Kay Tracy seconded the motion.
- ii. All voted in favor, none opposed, and no abstentions. The motion carried.

7. CONSENT CALENDAR – ACTION

a. Approve Tripartite Advisory Board (TAB) Minutes from April 25, 2016

- i. Vice Chair Erin Hannigan moved to approve the minutes from the April 25, 2016 meeting of the Tripartite Advisory Board; Lisa Martin seconded.
- ii. All were in favor, none opposed, and no abstentions. The motion carried.

8. OLD BUSINESS

a. Collect any remaining signed Conflict of Interest forms and Form 700s

- i. The staff collected any remaining signed conflict of interest forms.

9. NEW BUSINESS

a. Introduction of the New TAB Board Members – Update

- i. Staff introduced the newest appointees to the Tripartite Advisory Board. Daniel Huerta is a project manager in the Housing and Services Department for the City of Vacaville and helps to administer the Community Development Block Grant funding. City Councilmember Katy Miessner represents the City of Vallejo.

b. FISCAL REPORT: 2016 Community Services Block Grant (CSBG) Funding – Update and Action

i. Updates regarding discretionary funding

- (1) Staff presented on this topic. Staff informed the TAB the State was providing all Community Action Agencies with \$17,000 in Targeted Initiative funds. These funds can be used for either capacity building, earned income tax credit projects, or homeless services. The CAP Solano JPA recommends using the money for providing housing assistance to persons experiencing homelessness.

ii. Review Request for Proposal and solicit feedback

- (1) The CAP Solano JPA directed staff to create a Request for Proposals that focused primarily on housing. Staff presented the RFP to the TAB for review, comment, and approval. Staff noted the RFP was focused on housing rather than employment services.
- (2) Vice Chair Hannigan thanked staff for drafting the RFP and agreed with the JPA suggestion to focus on homeless services for this funding.

- (3) Vice Chair Hannigan moved to approve the RFP for use in determining the funding distribution for the Targeted Initiative Grant funds. Lisa Martin seconded the motion.
- (4) All in favor, none opposed, no abstentions. The motion carried.

c. Community Service Block Grant Organizational Standards – Update and Discussion

i. Updates regarding progress on the Community Action Plan/Outcomes

- (1) Staff presented an update to the Tripartite Advisory Board on the Community Action Plan and the National Performance Indicators. The Community Needs Assessment conducted in 2015 identified affordable housing as a key concern. The Community Action Plan/National Performance Indicators identify housing as the primary goal for the CAP Solano JPA. A recent environmental scan conducted as part of the regional strategic planning process noted that housing is still a major need in the community.
- (2) Staff reminded the TAB that the programs recommended for funding with the annual allocation direct funding focused equally on employment services as housing and, thus, we were unlikely to meet all NPI housing goals for 2016. In addition, some of the programs who were funding for supportive housing are having trouble using all of the funding due to severe housing shortages (vacancy rate below 1%) so that will be an ongoing challenge and issue for consideration moving forward. The full data regarding program achievements will be available by the end of the year which will allow for a thorough analysis of Community Action Plan implementation.

ii. Updates regarding Strategic Planning Process

- (1) Staff presented a summary of the recent Strategic Planning Workgroup Meeting held on July 18, 2016 including representatives of the TAB, CAP Solano JPA, Housing First Solano, the City Managers, low-income/homeless stakeholders, and City and County Departments. The Workgroup discussed the initial strategic plan structure and information to be contained within the strategic plan. Staff highlighted the priorities identified by the Workgroup, including deeply affordable housing, improved collaboration and system navigation, economic development, and community engagement.
- (2) TAB members discussed topics they would like to add to the strategic plan. Kay Tracy identified severely mentally ill persons as a subpopulation requiring special outreach efforts. Vice Chair Hannigan noted she would like to see better coordination between the

municipalities for service delivery rather than relying on non-profits to provide the intake and services coordination.

- (3) Discussion regarding potential locations for focus groups, survey design and distribution, and consumer involvement:

The Tripartite Advisory Board provided input regarding locations for the consumer focus groups. Suggested locations included the Global Center for Success, Christian Help Center, Community Action North Bay, First Baptist Church in Vallejo.

Patrick Stasio suggested the consumer outreach occur during the day, particularly at locations when the consumers were receiving other services, such as medical or dental treatments. Patrick Newman suggested staff reach out to the Better Way Navigators as a resource for identifying consumer populations.

iii. Updates regarding CSBG reporting requirements

Staff informed the Tripartite Advisory Board that the State has required all Community Action Agencies to report on Organizational Standards implementation by July 29, 2015 via a web reporting tool. Staff informed the Tripartite Advisory Board that staff believed that the Organizational Standards had all been met with the exception of the audit requirements and strategic planning requirements, which were both expected to be met by the end of 2016. However, the State would communicate back through the web reporting tool and work with us to ensure compliance.

d. Grant Writing Workshop Planning—Discussion

The Board discussed last year's well attended grantwriting workshop and ways to expand the next one in order to serve an even broader range of low-income service providers. Ideas included focusing more on specific writing examples, using interactive breakout groups, and utilizing actual application submissions for examples (with written permission). The next workshop would be held prior to the next Annual Funding allocation process.

10. Next Steps for Tripartite Advisory Board

- a. Next Meeting Date - October 24, 2016 from 2-4pm**

11. Adjourn Meeting - 3:14 p.m.