

CAP SOLANO, JPA

**COMMUNITY ACTION PARTNERSHIP OF SOLANO, JPA
And
COMMUNITY ACTION PARTNERSHIP OF SOLANO, INC.
Combined Meeting June 9, 2014
MINUTES**

MINUTES COMBINED MEETING JUNE 9, 2014

1. **Call to Order:** Meeting was called to order by Kat Lawton, Chairperson of CAP Solano JPA at 12:20 pm
2. **Roll Call: JPA AND INC MEMBERS:** Kat Lawton; Matt Hart; Moira Sullivan; Guy Ricca; Ron Grassi; Lisa Martin; Patrick Stasio; Brigid Reilly; Terry Ann Steffen

Public: Emily Cantu; Anne Putney; Carolyn Wylie; Ashley Hart McIntyre; Cynthia Nagendra; Carol Elliott; Craig Whittom; David White; Sean Quinn; Jeff Tschudi; Ruth Matz; Suzanne Bragdon; - others were in attendance but did not sign the sign-in sheet.

Staff: PJ Davis; Kari Rader

3. **Presentations:** None
4. **Public Comment:** None
5. **Additions/Deletions to the Agenda:** None
6. **Approval of the Agenda:** On a motion and second (Hart/Steffen) and hearing no further discussion the motion carried unanimously to approve the Agenda.

7. **CONSENT CALENDAR:** **NONE**

8. **OLD BUSINESS:**

8.1 Response to July 2013 HomeBase Evaluation Report of Housing First Solano Continuum of Care: Report and power-point presented by Ruth Matz, Chairperson of the Housing First Solano Board. (See copy of power point attached). Ruth mentioned it is the responsibility of Housing First Solano (the Continuum of Care) and the Housing First Solano Board to work on the recommendations presented by HomeBase and as identified in the power point.

Ron Grassi initiated a discussion regarding the closed session at the last HFS meeting as well as the process for selecting new Board Member to the HFS Board. Additional discussion came up around communication, transparency and conflict of interest.

8.2 Information of CAP Solano, JPA Financial History: Presented by PJ Davis, Executive Director – a timeline of events relating to the negative cash balance Solano County reflects as owed by CAP Solano, JPA. Documents were

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presented (see attached) that included a timeline of events over the years, the original language of the initial Memorandum of Understanding (MOU) between Solano County and CAP Solano, JPA and between Solano County Auditor's Office and CAP Solano, JPA. At present CAP Solano, JPA is disputing the amount and will undertake an investigation to confirm or deny the amount owed. Comments were presented from the County that it was the responsibility CAP Solano, JPA to process claims. CAP Solano, JPA relied on the County Auditor's office to communicate in a timely manner instances of insufficient funds. CAP Solano, JPA and Solano County Health & Social Services were notified by the County's Auditor's Office in 2011 of a high negative cash balance ranging from 2001 to 2011.

8.3 Renewal of Memorandum of Understanding between Solano County and CAP Solano, JPA: This item was pulled from discussion as there was no report identifying scope of work to be included in a renewed MOU. The County stated they would not entertain renewing said MOU until all issues presented were resolved.

8.4 Collaborative Applicant Responsibilities: Due to lack of time - staff provided a link to the power point presentation by HUD regarding the role and responsibilities of a Collaborative Applicant. There were items mentioned by the County to merge the CAP Solano, JPA board with the Housing First Solano Board. Kat Lawton advised Ron Grassi that it was not up to CAP Solano JPA nor the County to appoint or designate the JPA as the Housing First Board as the HFS Board is an independent entity. This option will be strongly recommended by the County at the next Housing First Solano Board meeting and Housing First Solano General meetings as well as future CAP Solano, JPA and CAP Solano, Inc. board meetings.

9. NEW BUSINESS:

9.1 Draft Budgets for CAP Solano, JPA and Draft Budgets for CAP Solano, Inc. – Extending Budgets for the New Fiscal Year Ending December 31, 2014: Due to lack of time this item was moved to future board meetings.

10. Administrative: None

11. Staff Report: Provided a written report to all present

12. Comments from the Board: None

13. Set Agenda for Next Meeting: CAP Solano, JPA and CAP Solano, Inc. will set their own Agenda Items.

14. Adjourn: 2:42 pm