

**COMMUNITY ACTION PARTNERSHIP OF SOLANO
JOINT POWERS AUTHORITY (JPA)**
BOARD MEETING MINUTES | JULY 23, 2015
1000 Kentucky Street, Fairfield | 10:00AM-12:00PM

JPA BOARD MEETING MINUTES

1. Call to Order at 10:03 a.m. by Vice Chair Emily Cantu

2. Roll Call

Members are: The Cities of Benicia, Fairfield, Rio Vista, Suisun, Vacaville, Vallejo, and Solano County. In attendance:

- a. City of Rio Vista
 - i. Issac George
- b. City of Vacaville
 - i. Emily Cantu, Vice Chair
- c. City of Vallejo
 - i. Anne Putney, Secretary
- d. Solano County
 - i. Ronald Grassi
- e. Nonprofit/Other Attendees
 - i. Karen Tedford, County Supervisor Skip Thomson's Office
 - ii. Roosevelt Daymon III, Veterans Resource Centers of America
 - iii. Natalie Siva, Berkeley Food & Housing Project
 - iv. Carolyn Wylie, Sophia Lai, HomeBase

3. Presentations - None

4. Public Comments - None

5. Additions or Deletions from the Agenda

- a. Ron Grassi proposed to add an update to negative cash balance from CAP Solano, JPA Fund 173 to 8.c.
 - i. Ron Grassi moved to add this item; Issac George seconded.
 - ii. All in favor, none opposed, no abstentions. Motion carried.

6. Approval of the Agenda

- a. Ron Grassi moved to approve the agenda with the additions made; Issac George seconded.
- b. All in favor, none opposed, no abstentions. Motion carried.

7. Consent Calendar

- a. Anne Putney moved to approve the JPA Minutes from the June 25, 2015 meeting; Ron Grassi seconded.
- b. All in favor, none opposed, no abstentions. Motion carried.

8. Old Business

a. Community Services Block Grant (CSBG)

1. *Update on Annual Allocation Awards; Final decision regarding outstanding balance – DISCUSSION and ACTION*

- Staff Presentation
 - o JPA staff made offers to all of the potential awardees as reflected in the Annual Allocation Chart, contingent upon the agencies committing to try to attain the outcomes that they set [See 2015 CSBG Annual Allocation Funding & Projected Outcomes Chart]. All of the agencies accepted these offers and terms.
 - o The exception was A Place 2 Live, for which the initial response regarding adjusted outcomes, based on the budget offered, was significantly below the proportional reduction of persons served due to not meeting the agency's funding request. After being notified that the JPA Board would have to reconsider the offer, A Place 2 Live provided a revised set of outcomes that were more expansive and focused on employment rather than on housing as initially stated in their application.
 - o The JPA Board must decide whether to offer A Place 2 Live the \$25,000 initially allocated, based on the agency's latest response, to provide a partial award, or whether to award all of the funds elsewhere.
 - o Note: Fighting Back Partnership proposed serving fewer people proportionally because the agency elected to provide fuller amounts of funding to recipients over serving more people with lighter touch. They can do either.
- Board Discussion
 - o Issac George – Prefer to put funding toward housing rather than employment, so would consider reallocating the \$25,000 to programs that provide housing.
 - o Emily Cantu – From implementing program reports, it is important that we demonstrate that we met the goals that we told the state (Community Services & Development) we would meet.

- Ron Grassi – How do we measure outcomes?
 - Emily Cantu – Monthly reporting.
- Ron Grassi – How long has A Place 2 Live been around? How do we consider its track record?
- Emily Cantu – 100 clients seems too high. Another agency receiving CSBG funding served with just light touch rental assistance and covered 30 people in one month, with ongoing case management. With only 5 months left to implement this award, the agency will have to serve 20 people per month.
- Ron Grassi – Propose giving the benefit of the doubt and providing the funding to A Place 2 Live.
 - Emily Cantu – Agrees. So far, all of the agencies have worked really hard and appear to have the best intentions in doing everything they have committed to.
- Public Comment
 - Roosevelt Daymon - Has there been any record with A Place 2 Live in the past? What is the rapport with the community?
 - Anne Putney – A Place 2 Live started out small and has worked its way up. It is part of the Vallejo Housing Collaborative working to provide permanent supportive housing units. They include master leases for Section 8 and there are no issues she is aware of.
- Board Action
 - Emily Cantu moved to approve the \$25,000 award to A Place 2 Live with their commitment to meet the new objectives in their most recent proposal. Ron Grassi seconded.
 - All in favor, none opposed, Anne Putney abstained. Motion carried.

b. Discuss Annual Audit required by the California Department of Community Services and Development for 2014 – Update and recommendation by Treasurer – DISCUSSION and ACTION

- Presentation: Emily Cantu
 - Update: State has been very helpful to JPA staff. Emily Cantu has been working with the state to determine costs, which she will have by the end of the week. Her high cost estimate for the audit is \$5,121.05.
 - In terms of preparing for the audit, former staff member P.J. Davis will provide the necessary information by August 10, 2015. Treasurer Emily Cantu is working with the bookkeeper now. HomeBase has obtained client files from storage.

- Recommendation: Authorize \$3,475 from the 2015 County contribution to cover the audit, and any additional funds for the 2016 year.
- Board Discussion
 - Ron Grassi – Is all of the funding allocated?
 - Staff – yes, for this year
 - Ron Grassi – Will we need another \$236,975 for next year for HomeBase?
 - Emily Cantu – Not as high because we will not have to do the Community Action Plan / Needs Assessment.
 - Ron Grassi – would you prefer the County provide its contribution in one lump sum?
 - Emily Cantu – Yes, prefer one lump sum.
- Public Comment
 - Natalie Siva – Is the CSBG allocation an annual contribution to which organizations can regularly apply?
 - Emily Cantu – You have an opportunity to reapply, but it is not a renewal.
 - JPA Staff – The process for 2016 grants will start soon.
- Board Action
 - Ron Grassi moves that the JPA allocate the \$3,476 from the 2015-2016 County contributions to cover the audit. Anne Putney seconded.
 - All in favor, none opposed, no abstentions. Motion carried.

c. Update on the Negative Cash Balance

- Ron Grassi Presentation –
 - Ron Grassi worked with the County Administrator and County Auditor Controller’s Office. PJ Davis provided an audit but it is a “preliminary draft, 1/30/15”, so it will not be provided as a public document yet.
 - CAP Solano Inc. sent a letter on June 12, 2015 stating they had dissolved and that from their point of view, the County owed them money, not the other way around, but that the JPA could take that up if they wanted to.
 - County Staff do not have any final documentation or final audit from CAP Solano Inc. or from PJ Davis; therefore, they are recommending that the County write off the debt.
 - The proposal to write off the debt will go to the County Board of Supervisors on July 28, 2015. If approved, when they close the 2015-2016 fiscal year, they will write off this amount from General Fund. Vacaville has assumed administration of the fiscal piece. If the County does not approve, someone will either have to sue the JPA and the non-profit.

- The proposal will be on the County Board of Supervisors' consent calendar to use County General Funds from the ending balance of the fiscal year to write off this negative cash balance of \$129,713. This would complete the process as far as the County is concerned.
- Board Discussion
 - Anne Putney – is there any response pending to the non-profit since they claim that they are owed \$50,463 by the JPA?
 - Ron Grassi – No, because their claim is not against the JPA. They claim that the County owes that money, not the JPA.
- Public comment
 - None

9. NEW BUSINESS – None

a. Introduction to the new California Department of Community Services and Development Organizational Standards and on actions needed for the JPA to meet them by January, 2016 – Discussion

- Presentation
 - The Community Services Block Grant (CSBG) organizational standards provide a standard foundation of organizational capacity for all CSBG Eligible Entities across the United States.
 - These standards characterize an effective and healthy organization and reflect many of the requirements of the CSBG Act, applicable Federal laws and regulations, good management practices, and the values of Community Action.
 - There are 50 Public Standards that fall in the following 3 categories:
 - Maximum Feasible Participation
 - Consumer Input and Involvement
 - Community Engagement
 - Community Assessment
 - Vision and Direction
 - Organizational Leadership
 - Board Governance
 - Strategic Planning
 - Operations and Accountability
 - Human Resource Management
 - Financial Operations and Oversight
 - Data and Analysis
 - These standards must be met by October 2016
- Board Discussion
 - Ron Grassi – In strategic planning, the JPA should consider the housing need for different communities and collaborate with them

on the plan to incorporate them into the process. For example, August 18, the City of Fairfield is having a meeting.

- Issac George – Rio Vista has already incorporated some programmatic elements to work with the JPA. One recommendation is to create a Housing Trust Fund because there are very few low-income housing opportunities in the City. He will send out more information about this to discuss at a future JPA meeting.
- Ron Grassi – The JPA should be the body where all the cities and counties come together.
- Staff – The last City Managers meeting discussed what would be the appropriate forum for regional conversation.
- Issac George – Housing and shelter should have a regional focus rather than individual cities because smaller cities like Rio Vista will never address homelessness because it is impractical. These kinds of issues can be discussed at the JPA – what can we do to help develop these cities at a regional level and manage their activities. There is a lot of impetus.
- Ron Grassi – Recommends partnering with agencies that come in and help the community.
- Ron Grassi – Are there data outcomes coming out of the HMIS? Or any other data system. We want to incentivize to use HMIS.
 - Staff: HMIS can provide outcomes. However, CSD does not require use of HMIS. HMIS is still starting up around the community.
 - Emily Cantu: Vacaville is looking at other databases because they don't have the ability to use HMIS because they don't want to have that level of data collection.

- Public Comment – none

b. Future Community Services Block Grant Annual Allocation Request For Proposal Process and Timeline Discussion – DISCUSSION & ACTION

- Board Discussion

- Ron Grassi – Prefers the JPA make the initial round of recommendations on CSBG applications for the Tripartite Advisory Board (TAB) to consider.
 - Emily Cantu – Agree.
 - Anne Putney – Prefers the opposite.
 - Emily Cantu – Would be fine if the TAB had more time to review applications.
 - Staff – TAB prefers to be the initial reviewer of applications, but they are advisory.
- Ron Grassi – Can we do a committee with part TAB and part JPA?
 - Staff – No, TAB needs own meeting. They can do whatever JPA requests – i.e. initial review, or have them put in tiers.

- Issac George – If the scoring criterion had less subjectivity, he would be in favor of having TAB do initial review, and JPA makes final decision. Proposes reducing the subjective element. We need to focus on what goals are met by a certain proposal so that it is not the artwork in what is written in a proposal, but the bottom line impact. We need to focus on the goals.
 - Staff – the smaller committee can discuss how to better structure the RFP to focus criteria on objectives.
- Ron Grassi – Need to have clear guidelines for scoring.
- Emily Cantu – How will JPA allocate awards before knowing how much funding is available?
 - Ron Grassi – Use percentages
 - Staff – Can adjust calendar
- Staff asked who would be interested in joining the Planning Committee
 - Issac George – Would like to join committee
 - Emily Cantu – Would like to join committee
- Public Comment
 - Natalie Siva – Having a calendar of key dates would be helpful.
- Board Action
 - Emily Cantu moved to approve formation of a committee that includes Issac, Emily, and whichever other JPA Board members are interested to begin designing and implementing the 2016 CSBG Annual Allocation Process. Issac George seconded the motion.
 - All in favor, none opposed and no abstentions. Motion carried.
- Follow Up
 - Staff asked a clarifying question as to what to do if a project did not propose to serve a relatively proportional number of clients or meet objectives serving those within the RFP. The Board directed staff as follows:
 - If House of Purpose or Global Center of Success did not accept the award or did not agree to serve a relatively proportional amount of clients, then revert back to the original TAB distribution.
 - If another project did not agree to serve a relatively proportional amount of clients, then do not award those funds, but bring the issue back to the next JPA meeting.

10. STAFF REPORT – Carolyn Wylie

a. HMIS License Update – DISCUSSION and ACTION

- i. Issac George requested that members of the public interested in this topic be informed of it being on the agenda.
- ii. Public Comment

- iii. Anne Putney moved to table to this to the next meeting. Issac George seconded.
- iv. All in favor, none opposed, no abstentions. Motion carried.

b. Continuum of Care Update

- i. Staff noted that they are prepared for the CoC Program Notice of Funding Availability release. *The scoring tools are prepared, and the CoC Application is in process.*
- ii. Staff is holding off on scheduling CoC committees until the release. There will be a technical assistance workshop.

c. Upcoming Funding Opportunities – distributed

d. JPA Letterhead

- i. Formatting:
 - B. Move the left margin farther to the left.
 - C. Move the top down.
 - D. Add “Solano County” over the map (consider diagonally).
- ii. Staff will confirm with Dawn La Bar whether to put her name in the address to ensure she receives mail and confirm with Kat Lawton whether to change her first name to Kathy.

11. COMMENTS FROM BOARD MEMBERS – None

12. ADJOURNMENT

- a. Ron Grassi moved to adjourn, and Emily Cantu seconded.
- b. All in favor, none opposed, no abstentions. Motion carried.
- c. Meeting adjourned at 11:41 p.m.

For more information, please contact Solano@homebaseccc.org.