

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

BOARD MEETING MINUTES | APRIL 23, 2015  
1000 Kentucky Street, Fairfield | 10:00AM-12:00PM

## JPA BOARD MEETING MINUTES

- 1. Call to Order at 10:13 a.m. by Chair Dawn La Bar**
- 2. Roll Call** – Members are: The Cities of Benicia, Fairfield, Rio Vista, Suisun, Vacaville, Vallejo, and Solano County. In attendance:
  - a. City of Fairfield
    - i. Dawn La Bar, Chair
  - b. City of Suisun
    - i. Kat Lawton
  - c. City of Vacaville
    - i. Emily Cantu, Vice Chair
  - d. Solano County
    - i. Ronald Grassi
  - e. Nonprofit/Other Attendees
    - i. Sandra Dalida, Assistant Director, County Health & Social Services
    - ii. Carol Elliott, Senior Staff Analyst, County Health & Social Services
    - iii. Keetra Welling, CAN-B
    - iv. Greg Schwei, Veterans Unlimited Services of Solano County
    - v. Carolyn Wylie and Sophia Lai, HomeBase
- 3. Presentations – None**
- 4. Public Comments**
  - a. Greg Schwei – requested update on the revisions to the Bowman HMIS contract that Board member Isaac George had suggested and on the copy of those changes that he had requested. JPA Staff noted that the Board had voted to sign the Bowman contract as written given that it was over two months overdue to ensure HMIS service was continued and to pursue changes in the next contract. Staff also stated that they were waiting on confirmation from Board member George before distributing detailed notes representing his comments, but that they would follow up with him.
  - b. Keetra Welling –
    - i. CAN-B is concerned about not receiving promised allocations for the Solano Housing Project 2013 from CSBG Discretionary Funds due to financial issues with CAP Solano Inc.
    - ii. This is now impacting 10 people (\$25,000) who have been waiting since August of last year to obtain financial assistance. Some people are getting their utilities cut off, and this is jeopardizing their housing

- iii. Dawn La Bar responded that this contract was with the past CAP Solano Inc. and requested that CAN-B please send a copy of the contract to verify the situation
- iv. Emily Cantu noted that these contracts were funded under a program originally set up in 2013, and then expanded in 2014. There are roughly 19 agencies that were supposed to receive funding, but the JPA does not have records indicating whom/what has been paid. The JPA is only receiving notice of the non-payment when agencies contact them.
- v. Dawn La Bar suggested that if any other agencies did not receive their allocation, that this be considered in upcoming RFP.
- vi. JPA Staff reminded the Board that it could not use the upcoming funding to pay for past work, but suggested that one solution would be for past recipients to receive bonus points in scoring in the next funding cycle.

## **5. Additions or Deletions from the Agenda – None**

## **6. Approval of the Agenda**

- a. Motion to approve agenda made by Emily Cantu and seconded by Kat Lawton. None opposed, no abstentions, motion carried.

## **7. Consent Calendar**

- a. Approve JPA Minutes of Special Meeting from March 26, 2015, with correction to the spelling of Greg Schwei's last name.
- b. Approve JPA Minutes of Special Meeting from April 8, 2015.
- c. Approve JPA Minutes of Special Meeting from April 14, 2015.
- d. Motion to approve the consent calendar made by Emily Cantu, Ron Grassi seconded. None opposed, no abstentions, motion carried.

## **8. Old Business**

- a. COMMUNITY SERVICES BLOCK GRANT (CSBG)
  - i. The State Community Services & Development Agency released a Notice of Funding Availability for a CSBG Discretionary Funding Targeted Initiatives grant on March 27, which was due April 21.
  - ii. The JPA had a special meeting on April 8 to decide to apply for the grant and to determine the RFP process. 8 agencies sent notification of an intent to apply, and 7 submitted applications.
  - iii. The JPA had a special meeting on April 14 to review the submitted RFPs, following the scoring rubric set out by the State for the grant. The JPA Board selected CAN-B's proposal to expand its Housing Express project to provide rapid re-housing and homeless prevention financial assistance and supportive services to a broader population range.

- iv. JPA staff completed the application for “Housing Express Plus,” and hand-delivered the application to CSD on April 21.
  - v. CSD will announce awardees on May 15. The project time period is June 30, 2015 to May 31, 2016.
  - vi. Chair Dawn La Bar commended JPA staff and all applicants who submitted strong proposals in such a short turnaround time.
- (1) Update on conflict of interest provisions for the Tripartite Advisory Board
- a. JPA staff clarified that TAB members’ organizations can apply for CSBG funding, but must follow specific restrictions to avoid conflict of interest, which include:
    - i. Outside consultant must run the application process
    - ii. Member must disclose conflict and recuse self from decision-making process
    - iii. Member cannot receive financial benefit from funds
    - iv. Member cannot use knowledge of TAB/JPA as an opportunity to shape the RFP
  - b. JPA staff will draft the conflict of interest policy and present it to both JPA Board to approve and to TAB for members to sign at their June meeting
- vii. Ad Hoc Allocations Committee to Present Recommendation for a Process to Allocate the CSBG Discretionary & Direct Funding – DISCUSSION/ACTION
- 1. Available funding for direct services:
    - a. \$71,380 in Discretionary Grant for Emergency Funds – must be expended by June 30
    - b. \$152,606 in Annual CSBG funding – must be expended by 12/31
  - 2. Proposal on allocation method:
    - a. Release both RFPs simultaneously
    - b. JPA Board will meet to review applications
    - c. TAB Committee will meet to review the top applications and provide their input on what aligns with the Community Action Plan priorities
  - 3. Comments:
    - a. Dawn La Bar noted that she appreciated having JPA Board be a part of the last process because they had the opportunity to learn more about what the agencies are doing, who they are serving.
    - b. Ron Grassi suggested that the scoring rubric give priority for the Emergency Funds Grant to fund programs which did not receive their promised allocation with the last Discretionary Grant. The agencies would be required to show – for the past Discretionary Grant contracts – prior contract,

demonstrated need, request for reimbursements, and successful outcomes of those contracts.

c. Notes:

- i. Special Meeting to Review Applications and allocate
- ii. TAB Committee or Whole will review and recommend
- iii. Use the Workplan (NPIs) and Tripartite Advisory Board priorities statement to draft the scoring tool

4. Motion by Emily Cantu, second from Kat Lawton for the following:

- a. Approve JPA staff to prepare two RFPs – one for the Discretionary Grant Emergency Fund and the other for the Annual Allocation – to release at the same time
- b. The grants will have a minimum and maximum amount.
- c. There will be bonus points/priority for past contract awardees that did not receive funding as promised, if they can produce their prior contract, successful outcomes of the contract work, and demonstrated current need

Motion approved by all, no abstentions or opposition.

viii. Update on the Needs Assessment Process – DISCUSSION

1. The needs assessment process includes

- a. 3 consumer focus groups (Opportunity House, Global Center for Success, Community Action North Bay)
- b. 2 community forums (one following the JPA meeting and one on April 30, 6-8pm at Vallejo's John F. Kennedy Public Library)
- c. Consumer (English & Spanish) and Provider surveys
  - i. Over 50 provider surveys completed so far and 30 consumer surveys
- d. Interviews of stakeholders

b. POINT IN TIME COUNT / HOUSING INVENTORY COUNT

- i. HUD extended the submission deadline to May 15
- ii. HomeBase received a draft but has not started entering data into HDX (HUD's online interface). Will as soon as we have final data.
- iii. The Final Report will be released at the end of May
- iv. Ron Grassi expressed concern about the timing of information release and requested that there is coordination so that the Board of Supervisors can see the report before or at the same time as public release. He also is interested in incorporating affordable housing perspectives beyond just homeless persons.
- v. JPA staff noted that they are responsible for inputting data into HDX from raw data, whereas contractor ASR is responsible for the final

report and can work with the County on the timing of the information release. Ron Grassi said he would work with ASR to release to the counties and cities and to organize an event during the day.

**c. Negative Cash Balance Update**

- i. Ron Grassi brought updates.
- ii. This item was tabled to next month.

**9. NEW BUSINESS – None**

**10. STAFF REPORT – Carolyn Wylie**

- a. UPCOMING FUNDING OPPORTUNITIES
  - i. See document attached.
- b. COC UPDATE
  - i. This item was tabled to next month.

**11. COMMENTS FROM BOARD MEMBERS – None**

**12. ADJOURNMENT**

- a. Kat Lawton moved to adjourn, and Ron Grassi seconded. All in favor, no oppositions, no abstentions. Meeting adjourned at 11:03 to continue on to the Community Services Block Grant Needs Assessment Community Forum portion of the day.

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