

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

THURSDAY, APRIL 27, 2017  
10:00 AM TO 12:00 PM

1000 KENTUCKY STREET, FAIRFIELD, CA 94533  
VISTA CONFERENCE ROOM

## MINUTES

### 1. CALL TO ORDER

Kathy Lawton-Caesar called the meeting to order at 10:02 AM.

2. **ROLL CALL** – Quorum consists of representatives from at least 4 member entities. Members are the Cities of Benicia, Dixon (Pending), Fairfield, Rio Vista, Suisun, Vacaville, and Vallejo and Solano County.

#### JPA Members

Kathy Lawton-Caesar, Chair, City of Suisun City  
Emily Cantu, Vice Chair, City of Vacaville  
Dawn La Bar, City of Fairfield  
Anne Putney, City of Vallejo  
Tonya Nowakowski, Solano County

#### Other attendees

Shanna Hughes, COO, Mission Solano  
Elaine Saldana, Solano County H&SS  
Tranine Chisom, Caminar, Solano Coordinated Entry System  
Carolyn Wylie, JPA Staff, HomeBase  
Genevieve Herreria, JPA Staff, HomeBase

### 3. PRESENTATIONS

There were no presentations.

### 4. GENERAL PUBLIC COMMENTS – 2 Minutes per person

Tonya Nowakowski introduced Elaine Saldana as the Homeless Services Coordinator for Solano County. Elaine takes over the position from Daniel Del Monte. Elaine has worked on Solano's Community Outreach Team assisting approximately 30 families obtain housing. Solano County is excited to have her in her new role with the County.

## **5. ADDITIONS OR DELETIONS FROM THE AGENDA – ACTION**

Staff asked to add Vallejo’s contribution to the Coordinated Entry System of a half-time Coordinated Entry staff person to Old Business as Item 9H.

## **6. APPROVAL OF THE AGENDA – ACTION**

Dawn La Bar moved to approve the agenda with Old Business Item 9H added. Emily seconded the motion. All voted in favor with no abstentions or opposition. The motion carried.

## **7. CONSENT CALENDAR – ACTION**

- a. Consider JPA Minutes of Regular Meeting from March 23, 2017

No members proposed any amendments to the March 23, 2017 minutes.

Tonya Nowakowski moved to approve the March 23, 2017 regular meeting minutes. Emily Cantu seconded the motion. All voted in favor with no abstentions or opposition. The motion carried.

## **8. JPA BOARD GOVERNANCE**

- a. Preparation for Upcoming HUD Monitoring Visit of the JPA

Staff notified the Board that HUD would conduct a monitoring visit during the last week of June, specifically June 26 – June 30. The visit would include an analysis of how the JPA monitors activities conducted under the planning grant as well as the coordinated entry grant. The JPA will need to ensure it has all required policies and procedures in place for the new Coordinated Entry grant prior to the monitoring visit.

## **9. OLD BUSINESS & STANDING AGENDA ITEMS**

- a. JPA Audit Updates – DISCUSSION

- i. 2014 JPA Audit

Emily Cantu provided an update on the 2014 JPA audit. The 2014 audit is now ready except for some minor changes to the narrative and description of the JPA. The audit cost the maximum amount quoted of \$17,700. Kirk, with the County Auditor’s Office, said his staff exceeded the contracted amount, but did not bill for it. In total, the audit required 50 hours to complete. In the end, the audit revealed \$70,838 in ineligible expenses, meaning the auditors could not find documentation which supported the expenses.

The audit will include two findings. First, that financial reports were submitted up to a month late. Second, a lack of documentation to support reported costs. The JPA will need to prepare a response to each of those findings. Dawn La Bar agreed to draft a response to the first finding and Emily Cantu agreed to draft a response to the second finding. Those responses will then be sent to the California Community Services & Development Department who will determine the next course of action.

b. Community Services Block Grant (CSBG) Funding – DISCUSSION

i. 2016 Annual Funding & Programmatic Update

Emily Cantu presented the 2016 Annual Funding & Programmatic Update. As of the end of May, Children’s Network still had \$7,000 of CSBG funding to spend while the other four providers, Berkeley Food and Housing Project, Caminar, Community Action North Bay, and House of Purpose, have all spent their allocation. Emily Cantu suggested that the Fiscal Agent reach out to Children’s Network in the next two weeks and ask if they will be able to spend down the funds. If not, Emily recommended that the remaining funds be spent equally among the CSBG funded agencies. The Board agreed with this approach.

Staff clarified this item does not need a motion as the Board has previously authorized the Fiscal Agent to modify funding allocations to ensure spend down of all funds.

ii. 2016 Targeted Initiative Funding & Programmatic Update

Emily Cantu presented the 2016 Targeted Initiative Funding & Programmatic Update. The City of Vacaville signed the Memorandum of Understanding for the funding on April 3, 2017. The City must spend approximately \$30,876 in funding before May 31, 2017. The City has already served 14 people with the funds. Tranine Chisom offered to inform the Continuum of Care general membership of this opportunity and will send clients to the City to ensure spend down. There are no extensions available for these funds.

iii. 2017 Annual Funding & Programmatic Update

Emily Cantu presented an update on the 2017 Annual Funding. The contracts are all awarded, however the California Community Services & Development Department still has not finalized the contract with the JPA. Emily Cantu will check on the status of the contract.

The JPA has not distributed funding to the agencies because of the lack of clarity in what the total allocation for the year will be. Agencies will be able to claim eligible costs incurred back to the date of their notice. These funds must be spent down by December 31, 2017.

c. JPA Budget – DISCUSSION and ACTION

Emily Cantu presented on the JPA budget. Regarding the 2016 CSBG budget, the Fiscal Agent needs to submit a budget modification to the California Community Services & Development Department to ensure spend down. The Fiscal Agent would like Board authorization to move extra monies of \$333.93 from website hosting fees to the audit costs.

Tonya Konowalski moved to allow the Fiscal Agent to submit an amended budget to the California Community Services & Development Department which moves \$333.93 from Acker Design and Web Services to audit funding. Dawn La Bar seconded the motion. All voted in favor with no abstentions or opposition. The motion carried.

Regarding the 2017 budget, Emily Cantu said the JPA would receive an advance of \$95,714. Current spending on that advance is approximately \$70,000 and includes payable expenses to the City of Vacaville, CalCAPA membership, and HomeBase for JPA staffing. Beyond the \$95,714 no other expenses will be paid. As the Fiscal Agent, Emily Cantu will follow-up with the California Community Services & Development Department for clarification.

Dawn La Bar asked if the City of Dixon had paid for the Regional Strategic Plan. Emily Cantu said they did not and still owe \$1,745.87. The Board directed the Fiscal Agent to issue an invoice to the City of Dixon for the outstanding fee.

Emily raised the issue the need to pay for the contract with Applied Survey Research for the Point-in-Time count. The contract was for \$65,000 and the JPA agreed to pay approximately \$12,000. The Board asked how the other approximately \$53,000 would be paid. Staff noted that the other jurisdictions has agreed to proportionally for the PIT count. The Board directed the Fiscal Agent to invoice the jurisdictions for the outstanding fees.

The Fiscal Agent also noted that they could no longer float funds as they had been doing in small amounts occasionally and stated that there would need to be conversation in the future about how to deal with that for the CSBG funding.

#### d. Regional Strategic Plan – DISCUSSION and ACTION

##### i. Implementation

Staff informed the Board that they were in the process of creating an implementation workgroup for the Regional Strategic Plan. That group would be responsible for overseeing the implementation and planning for the Regional Strategic Plan. Membership in this group was informed by guidance from the JPA, CoC Board, Tripartite Advisory Board, and community members. The group will convene in early June.

The Board suggested a few other individuals for the implementation group: Isaac Blackstone, Sandy Rose and Elaine Saldana (sharing a seat), and a to-be-announced staffer from the City of Vallejo. Tonya Nowakowski commented that she would have to check with the CAO's Office before committing someone. Emily Cantu confirmed that Tim Mattos would represent the Police Chiefs Board rather than the City of Suisun. Because the Board felt the group would be too unwieldy if not limited in some way, they agreed that each stakeholder group should have no more than two representatives. For the homeless or formerly homeless representative category, they prioritized the currently homeless representatives who had been referred as candidates for the workgroup.

Dawn La Bar moved to approve the people who already agreed to serve on the implementation group and for staff to continue to approach pending members with

exceptions as discussed. Anne Putney seconded the motion. All voted in favor with no opposition or abstentions. The motion carried.

#### Approved Implementation Group Members

- Cherita Dilley, Vallejo USD
- Christopher Celestine, Resident
- David White, City of Fairfield
- Dawn La Bar, City of Fairfield
- Debbi Davis, Special Care Supported Living Services, Fairfield-Suisun Chamber of Commerce, Children’s Nurturing Project (former)
- Debi Tavey, Fairfield-Suisun Chamber of Commerce
- Gretchen Mayer, City of Suisun City
- Emily Cantu, City of Vacaville, CAP Solano PA, Housing First Solano CoC Board
- Jack Batchelor, Congressman Garamendi’s Office, Former Mayor of Dixon
- Joanie Erickson, Solano Coalition for Better Health, Tripartite Advisory Board
- Keetra Welling, Community Action North Bay
- Maurilio Leon, Community Housing Opportunities Corporation, Housing First Solano CoC Board
- Norma Ramos
- Steve Huddleston, NorthBay Healthcare, Fairfield-Suisun Chamber of Commerce
- Tim Mattos, City of Suisun City Police Department, Police Chiefs’ Group
- Tina Encarnacion, Vallejo Police Department – Community Services Section
- Tranine Chisom, Caminar, Housing First Solano CoC Board

#### Pending Implementation Group Members

- Kristin Kamm, Benicia Family Resource Center, CAP Solano JPA, Housing First Solano CoC
- Laura Escobar, United Way, Tripartite Advisory Board
- Natalie Siva, Berkeley Food and Housing Project
- Nicola Parr, Solano County Office of Education
- Rochelle Sherlock, Senior Coalition, Potentiate
- Sandra Sinz, Solano County Mental Health
- Sandy Rose / Elaine Saldana, Solano County, Department of Health and Social Services
- Vivian Bresnahan, Sutter Health

Tonya Nowakawski asked whether the political bodies in the County had adopted the plan. Staff informed Tonya there will be a meeting in September in which the political stakeholders will weigh in on the plan. Until then, the workgroup will lay the foundation for further implementation efforts.

Tonya Nowakowski asked how the Regional Strategic Plan implementation was being paid for. Staff explained planning grant funds from the Continuum of Care competition cannot be used for this effort, so the Board will need to find another funding source. The full implementation proposal was quoted at \$100,000. The Board asked HomeBase to recirculate that proposal and consider the proposal next month.

e. Coordinated Entry System

i. Update on Progress from Caminar – DISCUSSION

Tranine Chisom discussed the progress from Caminar. Caminar had six objectives for the first month:

- 1) Recruit the coordinated entry staffer
  - a. The job description is on the website and distributed through the Housing First Solano listserv. Caminar had already received a few applications and was planning on holding interviews soon.
- 2) Begin program design and development through Technical Assistance
  - a. Caminar had conference with HomeBase to develop a timeline for implementing the system and building the HMIS system necessary for coordinated entry.
- 3) Create financial reporting system
  - a. Caminar had developed billing codes for the new agency and had accommodated the program within their internal budget tracking system. Caminar will be ready to start paying and invoicing as soon as the staff member is hired.
- 4) Attend Coordinated Entry meetings with Community Stakeholders
  - a. Caminar hosted a Coordinated Entry workgroup meeting on April 19. Caminar also guided a discussion at the General Membership Meeting at the General Membership meeting on April 25.
- 5) Establish HMIS licenses
  - a. Still in progress. Will be acquired once staff are hired to operate the project.
- 6) Policies and procedures and creating forms and promotional plans
  - a. Still in progress

Anne Putney informed the Board the City of Vallejo recently appropriated \$30,000 to pay for a half-time coordinated entry person for Vallejo.

Emily Cantu raised the issue of Vacaville's administration of JPA grants. She estimates that as Fiscal Agent her staff contribute \$25,000 per year in time to administer the JPA grants. The Board agreed to put an item on the June agenda to further discuss how to support Vacaville in its duties to the JPA as fiscal agent.

Dawn moved to allow the City of Vallejo to transfer up to \$38,000 towards a Coordinated Entry staff person. Anne seconded.

ii. Contract Review and Approval – ACTION

Staff introduced the contract with Caminar for the Coordinated Entry grant. Anne Putney noted the contract would need to be amended to include the Vallejo funds. Emily Cantu noted the \$80,000 in the grant needed to be distributed.

Emily Cantu moved to allow the Chair and Fiscal Agent to work with Caminar on the final contract with the understanding that there might be small modifications. Dawn La Bar seconded the motion. All voted in favor with no abstentions. The motion carried.

f. Solano One-Stop Partner MOU – DISCUSSION and ACTION

Staff presented the revised One-Stop Partner MOU with attachments.

Dawn La Bar moved to sign the One-Stop Phase 1 Partner MOU. Anne Putney seconded. All voted in favor with no abstentions. The motion carried.

g. 2016 JPA Annual Report – DISCUSSION and ACTION

Staff discussed the 2016 JPA Annual Report. Staff suggested the addition of programmatic outcomes after May is over. Kathy Lawton-Caesar approved of the idea.

Anne Putney moved to approve the annual report and allow staff to add in the 2016 programmatic outcomes after the reporting period is complete. Dawn La Bar seconded the motion. All voted in favor with no abstentions. The motion carried.

h. Vallejo Coordinated Entry Staff Person

The Board noted that they had agreed and discussed Vallejo's contribution towards Coordinated Entry under the Coordinated Entry update.

## 10. NEW BUSINESS

a. 2017 Continuum of Care Program Competition – DISCUSSION

Staff introduced this item. The Department of Housing and Urban Development is still messaging that the application will be released in May. Staff have prepared the Continuum of Care so that they are ready on that timeline. The scoring tools and policies for the Continuum of Care competition were approved at the April 23 meeting of the Continuum of Care general membership meeting.

## 11. STAFF REPORT

a. Point-in-Time Count Update – DISCUSSION

Staff informed the Board the Point-in-Time count numbers will be submitted on May 1. The numbers are anticipated to increase due to the improved count methodology and the dedicated youth count. Staff will await HUD feedback and anticipate the full PIT report from ASR by early June after which time we will conduct a full analysis on the findings.

## **12. COMMENTS FROM BOARD MEMBERS**

There were no Board comments.

## **13. ADJOURNMENT**

Emily Cantu moved to adjourn the meeting at 11:39 AM. Tonya Nowakowski seconded the motion. All voted in favor with no abstentions. The motion carried.