

FIRST QUARTERLY MEETING MINUTES
FEBRUARY 21, 2017
10:00 AM TO 12:00 PM
FAIRFIELD ADULT RECREATION CENTER
1200 CIVIC CENTER DRIVE, FAIRFIELD, CA 94533
CONFERENCE ROOM

1. Call to Order

Due to the absence of the Chair and Vice Chair, Staff called the meeting to order at 10:04 AM.

2. Roll Call – A quorum currently consists of six representatives.

Board members

- Tom Bartee, Office of State Senator Bill Dodd
- Lisa Martin, California Tribal TANF Partnership
- Laura Escobar, Director of Safety Net Programs at the United Way
- Councilmember Katy Miessner, City of Vallejo
- Paul Newman, Mission Solano
- Patrick Stasio, Solano County
- Kay Tracy, Private Business
- Keetra Welling, CAN-B

Other attendees

- Altheia Lindsey, House of Purpose
- Tamara Colden, City of Vacaville
- Carolyn Wylie, HomeBase, JPA Staff
- John Melis, HomeBase, JPA Staff

3. Triparte Advisory Board Officer Elections—(two year terms)

a. Chair of the Board

b. Vice-Chair of the Board

Tom Bartee moved to appoint Supervisor Erin Hannigan for Chair of the Board and Councilmember Katy Miessner as Vice Chair of the Board; Laura Escobar seconded the motion. All voted in favor with no abstentions or opposition. The motion carries.

4. Presentations – None scheduled

5. General Public Comments – 2 Minutes per person

No public comments.

6. Additions or Deletions from the Agenda – ACTION

No additions to or deletions from the Agenda were suggested.

7. Approval of the Agenda – ACTION

Tom Bartee moved to approve the agenda; Kay Tracy seconded the motion. All voted in favor with no opposition or abstentions. The motion carried.

8. CONSENT CALENDAR – ACTION**a. Approve Tripartite Advisory Board Minutes from October 24, 2016**

Tom Bartee moved to approve the draft minutes; Patrick Stasio seconded. All voted in favor with no opposition. Laura Escobar abstained from voting. The motion carried.

9. OLD BUSINESS/STANDING ITEMS**a. Community Action Agency Executive Director’s Report – Update****i. Present JPA’s Draft 2016 Annual Report**

Staff presented a summary of the Draft 2016 Annual Report. Staff highlighted the work done by the CAP Solano JPA including serving as the Collaborative Applicant for the Continuum of Care grant and serving as the Homeless Management Information System lead. Staff highlighted how the CAP Solano JPA organize the coordinated entry system in Solano County and spearheaded the strategic planning effort.

Laura Escobar asked for Community Services Block Grant programmatic outcomes in the annual report. Staff could not provide programmatic outcomes for the 2016 report because the CSBG funding had been extended through May of 2017 due to an inability to spend down funds. Staff indicated a supplement would be issued once that information was made available.

Tamara Colden asked Staff to include the funding allocation of the targeted initiative grant funding. Staff indicated they would include that information.

b. Fiscal Report – Update**i. 2016 Community Services Block Grant (CSBG) Funding—Update**

Tamara Colden presented on the 2016 CSBG block grant funding. She informed the Board that the State had granted an extension to the CAP Solano JPA to spend the

2016 funding. The CAP Solano JPA asked agencies to submit a plan for how they would spend the funds in order to receive the extension. Four out of the five currently funded agencies submitted proposals. Based on those proposals, each agency received an additional \$5,491 in funding.

Tamara Colden provided an update on project performance. Most of the projects had fully spent down their grants and exceeded the number of persons served under the grant agreement. House of Purpose was only serving four out of their six required persons and had money left to spend on the grant.

Laura Escobar asked if the CAP Solano JPA would lose House of Purposes's money if they failed to spend it. Staff said the money would be lost. Laura Escobar suggested the CAP Solano JPA should either reallocate the money or find another funding category for House of Purpose to spend down the funds. The majority of Board members supported this suggestion.

Tom Bartee asked why House of Purposes's cost per person served was higher than the other programs. Keetra Welling clarified that House of Purpose provided permanent supportive housing with a large amount of services whereas the other programs provided light touch services with rapid re-housing money.

Tamara Colden stated the Memorandum of Understanding for the Targeted Initiative Grant will be effective as of November 1, 2016. The program will have until May 31 to spend down on the extra funds.

c. Community Services Block Grant Organizational Standards Update

Staff reported on the Community Services Block Grant Organizational Standards. Staff noted only the standards relating to the strategic plan, CAP Solano JPA audit, and employee training were outstanding. Staff had spoken with Cha Xiong at the California Department of Community Services and Development (CSD) regarding the employee training standards. CSD asked the CAP Solano JPA staff to provide documentation from the City of Vacaville for those standards.

Staff has uploaded the required documentation for each standard and will complete the reporting by the end of February.

10. NEW BUSINESS

a. 2017 Community Services Block Grant Funding Allocation—Discussion and Action

i. Committee Report: presentation from Allocation Committee regarding funding recommendations

Laura Escobar reported out from the Allocations Committee discussion on this item. She informed the Board that they had received seven applications in total. In reviewing the applications, the Committee realized that three of the proposals aligned closely with the CAP Solano JPA's goal of increasing permanent housing placements or directly increasing housing stability. The other four projects did not directly assist those outcomes and their project design was not well thought out.

ii. Board discussion regarding applications and Allocation Committee recommendations

Tom Bartee wondered if the issues with the applications were due to a lack of training and asked if the applicants were required to go through a training. Staff informed Tom Bartee there were two grant writing workshops held in the past two years which applicants were free to attend. Laura Escobar suggested staff hold a training specifically for the CSBG grant in order to improve the quality of the applications.

iii. Create final allocation recommendations – Action

After discussion, Tom Bartee moved to approve the funding allocations as recommended by the Allocations Committee. Kay Tracy seconded the motion. All voted in favor with no opposition. Paul Newman and Keetra Welling abstained from both the vote and discussion as they were conflicted project applicants.

b. CAP Solano JPA Audit—Discussion and Action

i. Review 2015 Audit

Tamara Colden gave an update on the 2015 audit. The audit is substantively complete. The only issues the auditors found was that some expenses in Fiscal Year 2015 should have been recorded in Fiscal Year 2014 and the same with expenses in Fiscal Year 2016 and Fiscal Year 2015. This was due to some of the expenses being recorded in the year they were paid rather than invoiced. Those expenses are identified and the Fiscal Agent is working to remedy those errors.

The auditors are still waiting on an updated sequence of events before issuing the final report.

Laura Escobar asked if this audit included Continuum of Care grant funding. Staff indicated it did not.

Katy Miessner asked if it was a single audit for federal funds. Staff said it was not enough money for a single audit and that the audit was just a general organizational update.

ii. Provide feedback to CAP Solano JPA based on audit information

The Board did not have any feedback for the CAP Solano JPA regarding the audit findings.

Tom Bartee moved to accept the report letter created by the City of Vacaville Department of Finance. Laura Escobar seconded it. All voted in favor, no opposition or abstentions. The motion carried.

**c. Review Tripartite Advisory Board Governance Documentation—
Discussion and Action**

i. Review TAB Bylaws

Staff presented revised bylaws for the Board. Substantive changes included:

- Creating a Secretary officer position,
- Specifically enumerate that there are 12 members of the Board, and
- Remove the two-step process for amending the bylaws.

All other changes were stylistic in nature.

Kay Tracy said she wanted to keep the two-step process for amending the bylaws. She also expressed concern with adding a Secretary position.

Patrick Stasio did not like the language about removing a Board member for mental or physical incapacity to serve as a Board member.

Kay Tracy moved to strike the Board member removal language regarding mental or physical capacity, keep the two-step bylaws amendment process, add the specific enumeration of 12 Board members, and accept all of the other changes proposed by staff. Tom Bartee seconded the motion. All voted in favor with no opposition or abstentions. The motion carried.

Per the existing Board Bylaws, Staff will revise the Bylaws as suggested by the Board and present this item for final vote during the April 24, 2017 meeting.

ii. Review Conflict of Interest Policy

Staff presented on an updated Conflict of Interest Policy. The Policy remains largely unchanged with formatting for readability being the major change.

The only substantive change is making sure that conflict Board members may not participate in public comment during any discussion regarding funding allocation. Currently, the Policy prohibits conflicted members from participating in the Board discussion or vote on a conflicted matter, but still allowed the conflicted Board members to make a comment during public comment, thus nullifying the exclusionary effect. The policy clarifies the conflicted member may not make comment, but that a different person from the conflicted member's organization may make public comment.

Patrick Stasio moved to approve the Conflict of Interest Policy as amended by staff. Lisa Martin seconded the motion. All voted in favor with no opposition or abstentions. The motion carries.

d. Strategic Planning & Community Needs Assessment—Discussion and Action

i. Regional Strategic Planning Presentation - Update

Staff presented an update on the Regional Strategic Plan. Staff for the CAP Solano JPA held two issue summits as well as a number of community meetings and consumer focus groups for individuals currently experiencing homelessness. Staff incorporated feedback from these events into the strategic plan. The CAP Solano JPA are now circulating the plan among the cities and the County and are working on drafting a year-one implementation plan.

Staff presented the plan to the Tripartite Advisory Board for their review and comments.

Laura Escobar asked if the plan was going to create shelter beds as that is a need in Solano County. Staff stated the housing tock element discusses the need for both permanent housing and the increase of shelter beds. Staff also noted that those shelter beds need to be low barrier.

Laura Esobar also encouraged the plan to use the term “homeless crisis resolution system” for the strategic plan. This term frames the issue of homelessness as a temporary crisis rather than a long term state of being.

ii. Create Committee for Assistance with Needs Assessment/CAP

Staff asked the Tripartite Advisory Board if they wanted to form a committee for assisting with creating the 2018/2019 Needs Assessment and Community Action Plan. Staff asked for volunteers. Patric Stasio and Keetra Welling agreed to be on the Committee.

Tom Bartee moved to create a Community Action Planning committee with Patric Stasio and Keetra Welling. Patrick Stasio seconded. All voted in favor with no opposition or abstentions. The motion carries.

e. Sign updated Conflict of Interest Forms

The Members signed the updated Conflict of Interest forms.

11. Staff Update

a. Board Membership

Staff informed the Members that their two-year terms were ending. Staff confirmed that all of the Members present wanted to continue with the Board. All of the Members present stated they wanted to continue. Staff informed the Board the CAP Solano JPA will vote to reappoint the private sector and elected representative Members. Meanwhile, a vote will be held across the Continuum of Care for the non-profit representatives.

12. Upcoming Agenda Items

a. 2018/2019 Community Action Plan

Staff informed the Board that the 2018/2019 Community Action Plan has not been released, but will likely be due at the end of June. Staff will provide an update at the next meeting regarding the status of the Community Action Plan and solicit feedback from the Board.

13. Adjourn Meeting—Next Meeting April 24, 2017

Katy Miessner adjourned the meeting at 11:55 AM.