

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

BOARD MEETING MINUTES | AUGUST 27, 2015
1000 Kentucky Street, Fairfield | 10:00AM-12:00PM

JPA BOARD MEETING MINUTES

1. Call to Order at 10:06 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 Benicia
 - i. Matt Hart
- b. City of Fairfield
 - i. Dawn La Bar, Chair
- c. City of Rio Vista
 - i. Issac George
- d. City of Suisun City
 - i. Kathy Lawton
- e. City of Vacaville
 - i. Emily Cantu, Vice Chair
- f. City of Vallejo
 - i. Anne Putney
- g. Solano County
 - i. Ronald Grassi
- h. Nonprofit/Other Attendees
 - i. Tamara Colden, City of Vacaville, CSBG Program
 - ii. Sandra Dalida, Solano County Health & Social Services
 - iii. Daniel Del Monte, Solano County Health & Social Services
 - iv. Laura Escobar, United Way of the Bay Area
 - v. Kari Rader, Mission Solano
 - vi. Natalie Siva, Berkeley Food & Housing Project
 - vii. Karen Tedford, County Supervisor Skip Thomson's Office
 - viii. Carolyn Wylie, HomeBase
 - ix. Sophia Lai, HomeBase

3. Presentations – None

4. Public Comments –

- a. Laura Escobar, United Way
 - i. The Safety Net Summit has been working on food security issues in Vallejo due to significant inequality of food distribution.

- ii. United Way has been distributing food enhancement grants since March, starting in Vallejo initially and expanding to Solano County moving forward. In addition to food banks, these grants support food pantries and pay for equipment.
- iii. This funding has covered 70,000 extra pounds in produce, and 121,000 extra pounds of total food for Vallejo. The food is available through food banks and food pantries.
- iv. There has not yet been as much partnership with community gardens.
- v. Comments: Dawn La Bar requested having more regular updates on food security; Laura Escobar noted that they can report back mid-way through the food enhancement grants.

5. Additions or Deletions from the Agenda

- a. Matt Hart proposed to add an update to the former negative cash balance from CAP Solano, JPA to 8.b. Kat Lawton seconded
 - i. All were in favor, none opposed, no abstentions. Motion carried.

6. Approval of the Agenda

- a. Kat Lawton moved to approve the agenda with the addition made; Issac George seconded.
- b. All were in favor, none opposed, no abstentions. Motion carried.

7. Consent Calendar

- a. Issac George moved to approve the JPA Minutes from the July 23, 2015 meeting with the following edits; Emily Cantu seconded.
 - i. Corrections:
 - B. P. 4 Item C – change from “CAP Solano JPA Inc.” to “CAP Solano Inc.”
 - C. P. 4 Discussion – bottom of the paragraph, change “or” to “and”
 - D. P. 4 If the County does not approve, not JPA
- b. All were in favor, none opposed. Dawn La Bar, Kat Lawton, and Matt Hart abstained. Motion carried.

8. Old Business

- a. **California Department of Community Services and Development Organizational Standards and on actions needed for the JPA to meet them by 2016 – DISCUSSION**
 - Staff Presentation
 - o JPA Board must meet organizational standards by October 2016
 - o JPA Staff will discuss best strategies to address over the next several months
 - Board Discussion

- Issac George: Staff should make recommendations on strategies, discuss with Chair and Vice-Chair, and report to the JPA Board.
- Public Comment
 - Natalie Siva: Offered to share BFHP's Consumer survey

b. Update on the Negative Cash Balance – DISCUSSION

- Presentation – Ronald Grassi
 - The County Board of Supervisors voted to write-off the negative cash balance, so there is now a \$0 balance on Fund 173.
 - The County only ever received a preliminary draft of the review and findings from Sue Goranson, the auditor hired by CAP Solano, Inc., despite repeated follow-up contact.
 - The County sent a demand letter to P.J. Davis to obtain the outstanding balance, but he return correspondence from P.J. Davis stated that CAP Solano Inc. (the non-profit) had been dissolved.
 - Given that there was no longer any non-profit entity to work with, the County agreed to write off the debt.
- Board Discussion
 - Matt Hart: The JPA could have obtained a final report from Sue Goranson, so it was premature to shut down the issue.
 - Dawn La Bar: Having a final report would not have changed the situation and they had notice of the deadlines.
 - Matt Hart: P.J. Davis could have provided evidence, but she might not have been aware of this process.
 - Dawn La Bar: P.J. Davis has been aware for at least a year that the JPA has been trying to resolve this, so it does not seem likely that she would have delayed submitting evidence.
 - Ron Grassi: The County sent a demand letter to P.J. Davis saying the non-profit CAP Solano Inc. owed \$129K. The response from P.J. Davis was that the non-profit was dissolving. This letter was presented to the JPA Board at its July meeting.
 - Matt Hart: Had a written statement on his conclusions from this process, which he referenced and agreed to submit to the JPA for the record.
 - He again expressed his concerned that this issue was being closed and his opinion that Solano County bears significant responsibility for the events that transpired (see written statement for details).
 - Dawn La Bar: These questions have been asked and answered. We should focus on new issues. This is not a productive use of time. We have spent a year talking about this.
 - Matt Hart: I think it was a mistake to move forward.
 - Dawn La Bar: Please contact P.J. Davis to try to get more information on the deficit.
 - Matt Hart: I am a believer in right and wrong, and I think some wrongs have happened. I am just stating this on the record.

- Public Comment – none

9. NEW BUSINESS –

a. North Bay Stand Down – PRESENTATION AND DISCUSSION

- Presentation – Karen Tedford, County Supervisor Skip Thomson’s Office
 - o The North Bay Stand Down is an event to help homeless veterans by providing a broad range of services, including health, dental, legal, and career
 - o Volunteers still needed, as well as storage space
 - o Website: northbaystanddown.org – can sign up there
 - o Note: Veterans must sign up ahead of time to receive services
 - o Jeff and Lynn Jool and Patrick Stasio are the coordinators
 - o Karen Tedford will send flyer to Staff; Staff will send over CoC listserv

b. Continuum of Care Planning Grant – DISCUSSION AND ACTION

- Presentation – Carolyn Wylie
 - o JPA serves as the Collaborative Applicant for Solano County Continuum of Care (CoC). Only the Collaborative Applicant can apply for the CoC Planning Grant and they can pursue the Coordinated Entry Application.
 - o This year, the U.S. Department of Housing and Urban Development (HUD) is allowing the CoC to apply for up to 3% for Planning Grant and is allowing the CoC to apply for a Coordinated Entry Grant. Solano County CoC decided not to allow new HMIS grant applications for this year. HUD has not yet announced whether the Coordinated Entry grant application must come from reallocation of other grants.
 - o The planning grant allowed is \$34,397. Sample activities covered include CoC Program Competition (NOFA) staffing costs, performance measurement development and monitoring, HMIS administration, etc. Note that many of these activities are currently covered by CSBG funding.
- Board Discussion
 - o Ron Grassi: Can the Planning Grant be used for CSBG strategic planning?
 - Staff: The CoC Planning Grant should not be used for CSBG planning, unless it is specifically related to the 10 year plan. Note: This will not be executed until 2015-2016, so the planning will happen prior to the grant’s applicability.

- Emily Cantu: Agrees it would be helpful to have the CSBG funding freed by using CoC Planning Grant.
 - Kat Lawton: Agreed.
- Kat Lawton: Do we have enough activities to be covered by the funding?
 - Emily Cantu: Yes. Even the CoC Program Competition (NOFA) costs are greater than the amount in the grant.
- Public Comment
 - Karen Tedford: Could the funding be used on grant workshops?
 - Staff: As part of the CoC Program Competition (NOFA), we run two technical assistance workshops, including for new applicants. Also, we will discuss a general grantwriting workshop that the JPA is sponsoring later in the agenda.
- Board Action
 - Kat Lawton moved to approve the pursuit of the application for the Planning Grant for the maximum amount allowed focusing on CoC Program Competition costs. Ron Grassi seconded.
 - All were in favor, none opposed, none abstained. Motion carried.

c. Coordinated Entry Application – DISCUSSION AND ACTION

- Presentation – Carolyn Wylie
 - Is the JPA interested in applying for the funding for a Coordinated Entry system? This system is required, and the deadline is coming up. HomeBase has been helping the CoC implement a pilot Coordinated Entry assessment system, but the process has been moving slowly due to capacity building. At some point, there will need to be additional funding for coordinated entry.
 - Note: this is the first time that HUD is allowing CoCs to apply for this kind of funding in over 3 years. If it is obtained, it is a grant that can be renewed in the future. It does not have as high priority / points as other types of projects, such as housing.
 - Question: if you want to apply for coordinated entry, what do you want to have funded? Options include:
 - Contracting with someone to implement coordinated entry system.
 - Strengthening the 211 system.
- Board Discussion
 - Dawn La Bar: The timing for this is very critical since the referral system is something that needs to be strengthened. I receive frequent calls about housing, rent, utilities, etc., and this is not even counting the Fairfield homeless intervention team, which

does this full time. We should consider partnering with 211 to strengthen the system. I would love to see us strengthen the referral system.

- Staff: Coordinated Entry would involve both strengthening the referral system (i.e. 211) and having more agencies on HMIS to ensure that the referrals can be automated. If we want to issue a request for proposal from a partner, we should do this relatively quickly.
- Kat Lawton: What do you think is the likelihood of obtaining the grant? Should we conduct an RFP before this grant has been awarded? I would hate to see staff effort put toward this RFP without knowing that we would receive this funding.
 - Staff: We do not need to have a named partner, but we need to state an intention to obtain a subrecipient
- Ron Grassi: The County uses a system called “Network of Care,” which might be a way to implement referrals. I have heard complaints regarding HMIS that there is too much information that needs to be put into the system.
 - Staff: The CoC must continue using HMIS as the intake tool, but another system could be added.
 - Sandra Dalida: Network of Care does not yet have the functionality for homelessness, but the plan is to build this out over time.
- Emily Cantu: What is the competition process? The CoC voted to allow coordinated entry, but there was some concern about reallocating funding to this type of project. There seemed to be an assumption that the JPA would cover the costs of implementation.
 - Staff: The first step is to go through the local competition. Then the grant application can be modified before the national competition process.
- Ron Grassi: Is this part of the HUD current funding?
 - Staff: Yes, this would come from reallocation of other funds. It seems likely there could be other reallocation.
- Dawn La Bar: This would benefit the entire County.
- Matt Hart: If this funding is not received, will you find other funding for this? This is in competition with direct services funding.
 - Staff: Yes, at some point the CoC will have to find another funding source. This is a CoC requirement, not a JPA requirement.

- Public Comment:
 - Natalie Siva: All of the non-profits are required to use coordinated entry.
 - Staff: There is a CoC coordinated entry pilot committee.
 - Daniel Del Monte: Sonoma County used 211 and partnerships with the community, so he can reach out to them about how they implemented their system.
 - Laura Escobar: There is a 211, but no contract in place. United Way runs 211. Any coordinated entry application should focus more on the planning side. There is a pilot in Alameda County that they plan to use as the future model base on housing resource centers.
 - Staff: By the time that this is Coordinated Entry grant will be executed, the planning should be complete.
 - Natalie Siva: Currently working with Alameda County, and they are using hubs/housing resource centers that would replace case management and referral in emergency shelters and transitional housing, which is a challenge. This prevents case management from different sources and navigation challenges. Is that what this will look like for Solano County?
 - Staff: It depends on the planning.
- Board Action
 - Emily Cantu moved that the JPA submit a coordinated entry application. Kat Lawton seconded.
 - All were in favor, none opposed, none abstained. Motion carried.

d. Report on Community Services Block Grant (CSBG) \$71,380 Discretionary Grant – UPDATE

- Presentation – Emily Cantu and Tamara Colden, City of Vacaville – Fiscal Agent for JPA
 - Discretionary Grant - \$71,380
 - \$71,380 had to be spent by June 30, 2015
 - 4 agencies served 65 clients (21 individuals and 11 families) to obtain or maintain permanent housing, all of which were still in permanent housing as of August 20
 - Every agency fully drew down the funding
 - [See Report: CAP Solano JPA Community Service Block Grant Discretionary Grant: \$71,380, June 30, 2015]

e. CSBG Annual Grant Reporting Requirements – DISCUSSION

- Presentation – Emily Cantu and Tamara Colden, City of Vacaville – Fiscal Agent for JPA

- Annual Grant - \$152,606
 - [See Report: CAP Solano JPA Community Service Block Grant Annual Grant: \$152,606, December 31, 2015]
- Reporting Requirements
 - [See CAP Solano JPA Community Service Block Grant Reporting Requirements 07/01/2015 – 12/31/2015]
 - The JPA must determine how to report Organizational Standards 2.3, 3.2, 4.1
 - HomeBase is tracking Organizational Standards 4.1, 5.1, 6.5
 - HomeBase will send JPA email to follow up on tracking these indicators

f. Vacaville Senior Center Event on September 14, 2015 – DISCUSSION AND ACTION

- Presentation – Dawn La Bar
 - Leslie Reef invited the JPA. Is the JPA interested in being involved?
- Public Comment
 - Kari Rader: Most of the providers plan on being involved.
- Board directs HomeBase to provide staff support if needed.

10. STAFF REPORT – Carolyn Wylie

a. HMIS License Update – DISCUSSION and ACTION

- Presentation – Carolyn Wylie
 - Status
 - 54 licenses owned; 40 being used; 7-8 requested but not yet in use (Fairfield, CalWorks Bonus Grant); 7-8 free
 - Invoices: \$11,8344.70 is the 2015 cost.
 - Children in Need of Hugs used a license for 2 weeks, but had to close down, so Staff recommends not charging a prorated amount.
- Public Comment
 - Matt Hart: Are there CSBG awardees who do not use HMIS?
 - Staff: Yes because CSBG recipients are not required to use HMIS.
 - Ron Grassi: Should we require these agencies to get on HMIS?
 - Dawn La Bar & Emily Cantu: No.
 - Ron Grassi: Requests that we add discussing this requirement to a JPA Meeting. Staff will include this in the ad hoc allocations committee discussion.
- Public Comment:

- Kari Radar: Are these payments allowed in installments, as in the past.
 - Emily Cantu: These must be paid in full, unless they are not able to cover the amount, and then the JPA Fiscal Agent/Treasurer will work with them.
- Board Action
 - Kat Lawton moved to have the Treasurer bill all of the HMIS license holders, and the invoice will set the annual date for billings. Issac George seconded.
 - All were in favor, none opposed, none abstained. Motion carried.

b. Continuum of Care Update

- Presentation – Carolyn Wylie
 - It is unclear when the Notice of Funding Availability will be released; however, we are prepared for it. More information pending this process.

c. Future Community Services Block Grant Annual Allocation Request For Proposal Process and Timeline – UPDATE

- Presentation – Sophia Lai
 - Staff has drafted a proposed timeline and a framework for designing the future process to be discussed at an ad hoc subcommittee that will meet in early September

d. Grant Workshop – UPDATE AND DISCUSSION

- Presentation – Sophia Lai
 - Staff is organizing a two hour long grantwriting workshop and panel featuring funders, recipients, and stakeholders to help local organizations strengthen their grantwriting capacity. The workshop will not be targeted at any specific grant, but instead cover what funders are seeking, strategies for fund development, and best practices. There will also be an exercise for attendees.

e. Upcoming Funding Opportunities – are in the packet as usual

11.COMMENTS FROM BOARD MEMBERS – None

12.ADJOURNMENT

- a. Emily Cantu moved to adjourn, and Kat Lawton seconded.
- b. All were in favor, none opposed, no abstentions. Motion carried.
- c. Meeting adjourned at 12:01 p.m.

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