

COMMUNITY ACTION PARTNERSHIP OF SOLANO, JPA

1545 North Texas Street, Suite 201, Fairfield, CA 94533

**REVISED MINUTES OF October 29, 2014
CAP Solano JPA**

- 1. Call to Order:** Meeting was called to order by Kat Lawton, Chairperson of CAP Solano JPA at 10:03 am
- 2. Roll Call:** A quorum was reported by staff.

Members Present: Kat Lawton; Dawn La Bar; Anne Putney, Ron Grassi, Matt Hart

Members Absent: None

Public: Emily Cantu, Carol Elliott, Nicole Holloway, Samina Masood, Peggy Nelson, Pamela Harrison, Ashley McIntyre, Dan Marshall, Terry Anne Stephen, Brigit Reilly, Ann Cardwell, Joe Uchishiba. **Staff Present:** PJ Davis, Kari Rader

- 3. Public Comment:** None
- 4. Additions/Deletions to the Agenda:** Grassi requested that item 6 on the agenda be moved to after item 9 and before item 10 and that 10b. be moved to the Agenda for the next meeting. He mentioned that the designation of the CAA is now with the JPA which is a local issue not necessary to be discussed with the State representative. Pamela Harrison is here from the State and she will help us with moving forward. La Bar seconded the change.

Hart requested a review of things that have transpired over the last months so that we can get a sense of where we are coming from and where we are going. Specifically how things are going to transition by January 1, 2015 which is the effective date for the change in designation. Grassi said that perhaps it could be put in the November agenda. Lawton seconded. Item number 7. Putney opposed. Carries.

- 5. Approval of the Agenda:** On a motion and second (Hart/Lawton) and hearing no further discussion the motion carried unanimously to approve the Agenda. Putney opposed. Agenda is approved with proposed changes.

Review of what has happened to this point:

Hart discussed 2003 to 2011 we were approximately \$750,000 in the hole. He mentioned that the County was tracking our funds. Grassi asked if a Bank was responsible for clients writing checks without funds. Our auditor controller was acting as your bank. If bank is overdrawn Hart said that the county never let us know we were behind. Grassi stated that CAP Solano Auditor is going to meet with the County Auditor office and that has not yet happened. Hart sees it that the County came to us and then suddenly the amount went down the \$350,000. Grassi said that it did not just go down, but that it was a mismanagement of HUD funds which Carol Elliott tracked. Hart said it was reduced and we asked for an accounting of the \$350,000, but that you did not give us an accounting for that amount. Grassi said that all the accounting available was made available to CAP Solano Accountant. Hart asked if Davis had seen the information. She said she did but the auditor had to physically go to the County because a lot of the activity says journal entry and she has no way of backing that up. Grassi stated that everything is in "Documentum". Grassi stated that the County was happy to have Sue Goransen come and look at their records. La Bar said that in a previous meeting Hart had requested this accounting. She wants to get to where we are now and see what is the status of the auditors meeting so we can get to the bottom line. No sense in arguing about a number that we don't know what it is. Hart wants to define that and La Bar supports him. Davis said that according to our Auditors records she cannot figure out how that amount is owed. Hart thinks we made a mistake in agreeing to pay anything back before we solve what it is we actually owe on paper. Grassi is waiting for auditors to get together. Hart is disturbed that for several years the county did not let us know we were behind. Grassi said that the client should be responsible for checks that are written. Hart asked how can this go one for 7 years without anyone noticing it? Hart again asked why it took so many years for this to come up. Grassi stated that that was a discussion for the auditors and he did not have an answer for that.

Hart also wanted to mention that the original plan when Grassi came in was to combine the HFS and JPA Boards. La Bar said original goal was to see if it would be a fit and that is why we had the working groups to determine that. And the working group worked out all of those issues. It was determined that it would not move forward. Grassi stated that it was not possible for the two Boards to join because the JPA is a legal entity. There were several meetings and now the HFS Board has modified their Board to include each of the JPA members. By a unanimous vote it was agreed to have each city and the county on the HFS Board. JPA is now imbedded with the HFS Board so we can all work closely with the community based organizations. We need a collaborate approach to solve homeless needs and increase affordable housing. Hart asked if that was the only charge. Grassi said yes and it was voted on by the entire COC general membership. Hart asked who makes ultimate decisions and what is the role of the JPA now? Grassi stated that the JPA is a collaborative of the cities and county, our roles are the Community Action Agency, to transition the CSBG funding, the JPA is the HMIS lead and the Collaborative Applicant for the HUD grant. Hart said the JPA is taking over those responsibilities, and it was stated that the JPA has always had these responsibilities. Hart asked how all of the leg work will work now? Grassi stated it is all being done. We have a contract with HomeBase to provide technical assistance for the

HUD NOFA, HMIS is the JPA's and always had the responsibility for this and the CAA is reverting back from where it had been originally. The State is here to help us move forward with the CSBG funding. Hart referred to the HUD application which is due tomorrow. Then there is the PIT Count, and the Board had already discussed contracting out some of that work. Hart's concern is that the infrastructure is in place. Grassi stated there will be an RFP going out for staff in November.

6. CSBG Contract Transition from Non Profit to JPA.

Grassi stated that Harrison is here to help us with the transition and not to debate the designation. Ron Kaiser from the State has the letter reverting the designation back to the JPA. Pam is here to give us an idea of the items and things that may have to go on the agenda in November to possibly modify the strategic plan and increased funding into the community. But that would be a JPA decision.

Harrison said this process goes along with item 8. You have to have a Tripartite Board that is administering the CSBG contract, determines the plan and implements and evaluates the plan. Paperwork such as the resolution designating who is authorized to implement the contract needs to be done. Regarding changing the Community Action Plan, Harrison has read through our plan and there was a needs assessment conducted. We are currently going into the second year of our contract. The needs assessment was conducted in 2013 so she recommends having the new plan be in line with that needs assessment. In January 2015 will need to start the plan for 2016 and 2017. Plan will be due to the State of CA by June 30, 2015. Topics of transportation, housing, income, food and employment were in the needs assessment so she recommends not to change the plan but to change the 2015 contract work plan. Harrison stated that when we receive the contract it will be a blank plan and on the form it has the problem statement, the activity and the projection of how many clients you will serve. Complete those forms. Grassi stated that our main issues are housing and employment with a focus on housing and that fits in with our discretionary contract as well. Harrison said she does not think there needs to be a change in the Community Action Plan.

Another issue the Board needs to be aware of are the Organization Standards that go into effect in 2016. There will be additional training by the State and by CAL NEVA offering community action plan training. Harrison recommends we are familiar with them as they are mandatory in 2016. Contracts should be sent out from the State on November 15, 2014 and are due back within 45 days but it must be before January 1, 2015, so they are due by the end of the year.

Contract work plan forms have not changed, the 801's NPI's, so we can actually start looking at those and not wait for the contract. Davis can email these to the Board.

Grassi asked if we needed an RFP process if you are going to provide funding to community based organizations, the answer was yes. Grassi asked if CSBG funds could be used to leverage HUD funding, such as projects we could fund and feel there is still a need. Could we use this funding to piggy back, Harrison said yes. Could the housing be emergency, transitional, supportive services or rapid rehousing, Harrison said it could be all of these.

Elliott asked if HMIS could be covered, so we know who needs what and what is available, La Bar gave an example, Harrison said it could be used for licenses.

Grassi asked if some of the funding could be used for the Point In Time Count, Harrison said yes. La Bar asked about licenses for Fairfield Task force. Yes.

Grassi asked about guidelines that the state has for the Tripartite Board? Harrison said that in order to be considered an eligible entity it has to be a public process. Term limits are decided at a local level. From the state no less than 12 members no more than 30. State would look at if you have a fully seated board, that you send minutes of meetings after they are approved, and that reports and presentations are being made to the Board. Is the Board actively involved? It could be an Advisory Board and make recommendations to the JPA.

Harrison suggested that the same person not be on both Boards. She said that the Board must be comprised of 1) Four members elected or appointed from a City or the County, 2) Four members are from the private/ public sector, and 3) Four members who are democratically elected by low income individuals. No less than 12 members at the minimum but you can have more low income than private. Next meeting the JPA will look at this, and the next meeting is Nov 10. Lawton said that gives them less than 6 weeks to get everything done.

7. Approve new Tripartite Board Member Policy

Cantu said it takes two Council Meetings to get something through. Davis said the actually appointment to the Tripartite Board can come from any elected official, so it does not take city council action. Lawton said that may be true but individual cities have different policies. Davis can give a copy of the Non Profit

By Laws and HomeBase said they will help. Understanding is that the Membership is built first and then the By Laws.

8. RFP Process

Grassi requested RFP be on the Nov 10th agenda for approval. Window for comments will be very small. Grassi said that the county has a purchasing department as far as the administration of the RFP process, public notice etc. Lawton asked if there is any JPA member who objects to using the county to do that work, and there were no objections.

9. Conference Call

Grassi stated that at first there was a conference call to discuss having a public hearing and that was a mistake. He stated that to do a conference call would be difficult due to the Brown Act. La Bar said the purpose of the conference call was to discuss the transition.

Davis stated that there was a call to the state to ask about the process for having a public hearing. La Bar said she had a problem with Davis contacting the State without this body being aware of it. La Bar said that if the Nonprofit Board was considering having a public meeting that the JPA Board should be aware of that. Davis said she was only asking for information. Lawton said this should be a separate conversation. La Bar said if you are communicating with the State that this body should be aware of it. Davis said she would.

10. Comments from Board Members

Elliott gave an update on the HUD application, many of the projects have not been submitted to E-SNAPS and the County is working closely with HomeBase to get it all done. Lawton asked when was the deadline, it was the 24th. The button should be pushed today. Nonprofits need to understand the urgency of getting things done on time. Lawton wants to make sure everyone meets the deadline.

Elliot asked if the JPA got the planning grant. Matt asked who was responsible for getting a hold of everyone, HomeBase is responsible.

Masood requested that the process for readiness start earlier in the year. La Bar stated that the JPA wants to help strengthen the grants. Davis stated that CAP Solano offered an E-SNAPS practice class.

Grassi said that YFS is closing their doors which encompasses Rosewood House. He explained the house value and loans.

10b. Agenda for next JPA meeting

1. Solicit membership for Tripartite Board
2. RFP Finalization
3. Vendor for PIT
4. Piggy back RFP process with in the last year.
5. ACTION- Extend the MOU from Dec 20 to Dec 31, 2014
6. Tim Chapa from Rio Vista will be joining the Board
7. Vacaville is now on the JPA

Grassi mention that the new Director of H&SS, Jerry Uber will begin on December 10, 2014

11. On a motion and a second (La Bar/Lawton) the meeting was adjourned at 11:15 am

Respectfully submitted: Kari Rader

Adopted: _____