

CAP SOLANO, JPA

COMMUNITY ACTION PARTNERSHIP OF SOLANO JPA

"Strengthening Agencies Working To End Poverty and Homelessness"

REGULAR MEETING

Monday, September 8, 2014 **1:00 pm – 2:30**

1545 N. TEXAS ST., SUITE 201, FAIRFIELD, CA.

AGENDA

If you wish to address any item listed on the Agenda, please feel free to participate in the discussion so CAP Solano can fulfill its purpose of being a forum for interagency cooperation and coordination of efforts designed to strengthen agencies working to end poverty and homelessness. CAP Solano does not discriminate against persons with disabilities and holds meetings in accessible facilities. If you wish to attend this meeting and you require assistance in order to participate, please call CAP Solano at (707)422-8810 at least 48 hours in advance of the event to make reasonable arrangements to ensure accessibility to this meeting. For items not listed on the Agenda, please see items from the public comment section below.

1. **Call to Order**
2. **Roll Call – Quorum consists of representatives from at least 3 member entities.**
Members are: Fairfield, Vallejo, Benicia, Suisun, and Solano County
3. **Presentations – None**
4. **Public Comments – 2 Minutes**
This is your opportunity to address the members on matters not listed on the Agenda, but it must be within the subject matter jurisdiction of CAP Solano. Please limit your comments to two minutes so that CAP Solano may complete its agenda in a timely fashion.
5. **Additions to or Deletions from the Agenda** **ACTION**
6. **Approval of the Agenda** **ACTION**
7. **CONSENT CALENDAR -** **ACTION**
7.1 Approve JPA Minutes of Regular Meeting August 11, 2014
8. **OLD BUSINESS -**
 - 8.1 Update on Negative Cash Balance **DISCUSSION**
 - 8.2 Status of Request for Funding from Solano County 2013-14 - 2014-15 **DISCUSSION**
 - 8.3 Renewal of Memorandum of Understanding between Solano County and CAP Solano, JPA **DISCUSSION**
 - 8.4 CAP Solano, JPA Board and Housing First Solano Board **DISCUSSION**

CAP SOLANO, JPA

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| 8.5 Renewal of Memorandum of Understanding between CAP Solano, JPA and CAP Solano, Inc. | DISCUSSION |
| 9. NEW BUSINESS: | |
| 9.1 2014 Biennial Notice for Conflict of Interest Codes | ACTION |
| 9.2 Elect Secretary/Treasurer | ACTION |
| 9.3 Community Action National Standards for Public CAAs | DISCUSSION |
| 9.4 HUD NOFA – Technical Assistance for NOFA | DISCUSSION/ACTION |
| 9.5 PIT Point In Time Count | DISCUSSION/ACTION |
| 9.6 HMIS (Homeless Management Information System) | DISCUSSION |
| 9.7 Tripartite Board for CAA
Formation of New Tripartite Board | DISCUSSION/ACTION |
| 9.8 CSBG CAP – Community Action Plan | DISCUSSION |
| 10. COMMENTS FROM BOARD MEMBERS | COMMENTS |
| 11. STAFF REPORT | |
| 12. ADJOURNMENT | |

CAP SOLANO, JPA

Item 7: CONSENT CALENDAR	ACTION
7.1: Approve Minutes of Regular Meeting of August 11, 2014	

Purpose: To approve the Minutes of Regular Meeting of August 11, 2014



Recommendation from staff: Approve the Minutes of the Regular Meeting of August 11, 2014

Discussion: The action of approving the Minutes is a requirement of the JPA Bylaws and funding sources.

This is a routine action item handled after each regular meeting of CAP Solano, JPA.

This action will maintain compliance with federal, state and local requirements.

Financial Impact: None.

CAP SOLANO, JPA

COMMUNITY ACTION PARTNERSHIP OF SOLANO, JPA

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

MINUTES OF August 11, 2014 CAP Solano JPA

1. **Call to Order:** Meeting was called to order by Kat Lawton, Chairperson of CAP Solano JPA at 12:59pm
2. **Roll Call:** A quorum was reported by staff.

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

Members Absent: None

Public: Jim Reese, David Cobb, Carolyn Wiley (HomeBase) Emily Cantu

Staff Present: PJ Davis; Kari Rader
3. **Presentations –** None.
4. **Public Comment:** None.
5. **Additions/Deletions to the Agenda:** None.
6. **Approval of the Agenda:** On a motion and second (La Bar/Ricca) and hearing no further discussion the motion carried unanimously to approve the Agenda.
7. **Consent Calendar:**
 - 7.1 Approve JPA Minutes of the regular meeting, July 14, 2014
 - 7.2 Accept new JPA Board Member - Anne Putney – City of Vallejo
On a motion and a second (La Bar/Grassi) and hearing no further discussion the motion carried unanimously to approve the consent calendar.
8. **Old Business:**
 - 8.1 **Grand Jury Response from CAP Solano JPA** **ACTION**
On a motion and second (Putney/La Bar) - discussion by members with minor revisions - and then motion carried with 3 votes yes and one abstained (Ron Grassi) approved to send with revisions.
 - 8.2 **Update on Negative Cask Balance** **DISCUSSION**
Cap Solano Auditor requested additional information from the County.

CAP SOLANO, JPA

8.3 Renewal of Memorandum of Understanding between Solano County and CAP Solano JPA **DISCUSSION**

No new information at this time.

8.4 Cap Solano JPA Board and Housing First Solano Board **DISCUSSION**

Discussion regarding the merger of the JPA and HFS Board - would mean a change in both the HFS Charter and the JPA agreement – Ron Grassi mentioned the Workgroup from HFS will be meeting to discuss the merger. Ron Grassi asked staff to provide the most recent HFS Charter.

9. NEW BUSINES:

9.1 Renewal of Memorandum of Understanding between CAP Solano, JPA and CAP Solano, Inc. **DISCUSSION**

Discussion regarding a survey of the providers to determine what they need. Ron Grassi mentioned the possibility of using an RFP process for the service delivery for JPA activities.

9.2 Budget Committee for CAP Solano JPA

ACTION

Set up Budget Committee: La Bar, Lawton and Grassi

10. Comments from Board Members: None

11. Adjourned: 1:32 pm

CAP SOLANO, JPA

Item 8: OLD BUSINESS

DISCUSSION

8.1: Update on Negative Cash Balance

Purpose: Receive update on status of Negative Cash Balance owed by CAP Solano, JPA to Solano County.

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Recommendation from staff: Receive update on status of Negative Cash Balance owed by CAP Solano, JPA to Solano County

Discussion: Staff will present update on status of investigation confirming or disagreement with Negative Cash Balance in the current amount of approximately \$222,767.00.

Financial Impact: **-\$222,767.00**

CAP SOLANO, JPA

Item 8: OLD BUSINESS	DISCUSSION
8.2: Status of Request for Funding from Solano County 2013-2014 and 2014-2015	

Purpose: Receive update on status of the CAP Solano, JPA request for \$86,975.00 for fiscal year 2013-2014 and 2014-2015.

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Recommendation from staff: Receive update on status of the CAP Solano, JPA request for \$86,975.00 for fiscal year 2013-2014 and 2014-2015.

Discussion: To date CAP Solano, JPA has received no funding from Solano County for either 2013-2014 or 2014-2015.

Financial Impact: \$86,975 for two years = \$173,950

CAP SOLANO, JPA

Item 8: OLD BUSINESS	DISCUSSION
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8.3: Renewal of Memorandum of Understanding between Solano County and CAP Solano, JPA
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Purpose: Receive update regarding the status of the MOU between Solano County and CAP Solano, JPA.

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Recommendation from staff: Receive update regarding the status of the MOU between Solano County and CAP Solano, JPA

Discussion: The MOU is expired June 30, 2014. A new MOU may be discussed for future service delivery for receipt of the County funding in the amount of \$86,975.00.

The discussion of the MOU is contingent upon resolution of all outstanding matters.

Financial Impact: Possible \$86,975

CAP SOLANO, JPA

Item 8: OLD BUSINESS	DISCUSSION
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8.4: CAP Solano, JPA Board and Housing First Solano Board
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Purpose: Discuss status of option to merge the CAP Solano, JPA Board and the Housing First Solano Board has been changed and there is no longer a merger. New information will be presented by Ron Grassi.

Recommendation from staff: Discuss status of option to merge the CAP Solano, JPA Board and the Housing First Solano Board has been changed and there is no longer a merger. New information may be presented by Ron Grassi

Discussion: At the Housing First Solano General Membership meeting on August 27, 2014, the membership voted against the item to change the HFS Board.

Financial Impact: Unknown.

CAP SOLANO, JPA

Item 8: OLD BUSINESS**DISCUSSION****8.5: Renewal of Memorandum of Understanding between CAP Solano, JPA and CAP Solano, Inc.**

Purpose: Discuss option of renewing the MOU between CAP Solano, JPA and CAP Solano, Inc. for provision of service delivery and staffing

Recommendation from staff: Discuss option of renewing the MOU between CAP Solano, JPA and CAP Solano, Inc. for provision of service delivery and staffing

Discussion: The change of Delegate Agency and Community Action Agency from CAP Solano, Inc. to CAP Solano, JPA requires addressing the operation and administration of CAP Solano, JPA.

Discuss options for service delivery process.

Financial Impact: Unknown.

CAP SOLANO, JPA

Item 9: NEW BUSINESS	ACTION
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9.1: Biennial Notice for Conflict of Interest
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Purpose: The Political Reform Act requires every agency to review its conflict of interest code biennially and to notify the code reviewing body if their current code is accurate, or alternatively, that their code must be amended. With the implementation of eDisclosure, the Biennial Review of our agency's designated positions can now be processed in the eDisclosure System

Recommendation from staff: The Political Reform Act requires every agency to review its conflict of interest code biennially and to notify the code reviewing body if their current code is accurate, or alternatively, that their code must be amended. With the implementation of eDisclosure, the Biennial Review of our agency's designated positions can now be processed in the eDisclosure System

Discussion: The Board of Supervisors is our agency's code reviewing body and must receive the biennial notice no later than October 1, 2014

Attached is our current Conflict of Interest Code for discussion.

Review and either approve existing language or draft revised language.

Financial Impact: Unknown.

CAP SOLANO, JPA

COMMUNITY ACTION PARTNERSHIP OF SOLANO CAP SOLANO – *Strengthening Agencies Working to End Poverty and Homelessness* Conflict of Interest Policy

Policy Statement:

All Officers, Directors, Employees and Contracted Representatives of the Community Action Partnership of Solano (CAP Solano), will receive and be required to sign a copy of this Code of Conduct when they begin working with or at CAP Solano. Any Agent of CAP Solano will also receive and be required to sign a copy of this Code of Conduct when they begin working on a project for which CAP Solano may potentially receive funding.

Code of Conduct¹

Officers, Directors, Employees, Contracted Representatives, and Agents of CAP Solano are prohibited from:

- Engaging in conduct that will create a real or the appearance of a conflict of interest, including:
 - Participating in the selection, award, or administration of a contract supported by Federal, State, or Local funds
 - Having, or any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the above, has a financial or other interest in the firm selected for Federal, State or Local award
- Soliciting or accepting favors, gifts or gratuities from contractors, potential contractors, or parties to sub-agreements; however gifts of insubstantial value or unsolicited gifts of nominal value may be permitted if permission is received from CAP Solano.

Administrative and disciplinary action available to remedy violations of these standards: If an Officer, Director, Employee, Contracted Representative, or Agent of CAP Solano violates this Code of Conduct, he or she will be subject to a warning in the File, Suspension, or Termination of the relationship or employment with CAP Solano, under the discretion of CAP Solano.

In addition to any other legal rights available to CAP Solano, violation of this policy will subject the concerned Officer, Director, Employee, Contracted Representative, or Agent to immediate disciplinary action up to and including termination of employment, contract, relationship or removal from board/office in the discretion of CAP Solano.

Kat Lawton, Chairperson
Authorized Official Name/Title

Phone Number

Date

Board Member

Date

¹ This Code of Conduct is intended to comply with 24 CFR 84.42, 85.36.

CAP SOLANO, JPA

Item 9: NEW BUSINESS

ACTION

9.2: Elect Secretary/Treasurer

Purpose: To elect a Secretary/Treasurer to CAP Solano, JPA

Recommendation from staff: To elect a Secretary/Treasurer to CAP Solano, JPA

Discussion: Board members will elect a Secretary/Treasurer to CAP Solano, JPA. This position became necessary with the opening of a bank account. This position will be responsible for periodic review of accounting of CAP Solano, JPA. May also be a signature on the CAP Solano, JPA bank account.

Financial Impact: None at this time.

CAP SOLANO, JPA

Item 9: NEW BUSINESS

DISCUSSION

9.3: Community Action National Standards for Public CAAs

Purpose: To review and discuss the Community Action National Standards for Public CAAs

Recommendation from staff: To review and discuss the Community Action National Standards for Public CAAs

Discussion: Board members will discuss the Community Action National Standards for Public CAAs

After review of the Standards staff will begin the process of Self-Assessment to review for compliance.

Financial Impact: None at this time.

CAP SOLANO, JPA

Item 9: NEW BUSINESS

DISCUSSION/ACTION

9.4: HUD NOFA (Notice of Funding Availability) Technical Assistance for NOFA

Purpose: In 2013, HomeBase provided technical assistance for the HUD Homeless Assistance Grants NOFA.

Recommendation from staff:

Discussion: Discussion/Action would be to receive an update for the 2014 process, and determine who will be providing technical assistance for the NOFA.

Financial Impact: Unknown at this time.

CAP SOLANO, JPA

Item 9: NEW BUSINESS	DISCUSSION/ACTION
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9.5: PIT Point In Time Count

Purpose: Since the release of the 2013 HomeBase report specific to the homeless point-in-time count led by CAP Solano, there has been much controversy regarding the accuracy of the count.

Recommendation from staff:

Discussion: Discussion/Action would include discussing the difficulty of process currently done by CAP Solano, validity and reliability of the data, and whether or not to contract out this task to a professional service for 2014.

Financial Impact: Unknown at this time.

CAP SOLANO, JPA

Item 9: NEW BUSINESS

DISCUSSION

9.6: HMIS (Homeless Management Information System)

Purpose: Since the formation of the CoC/JPA unification working group and the formation of the Fairfield Quality of Life Task Force, concerns have been raised about the ease of use and reliability of the HMIS data collection system.

Recommendation from staff:

Discussion: Discussion would include identifying what the issues are and how to address them to improve HMIS use/reliability.

Financial Impact: Unknown at this time.

CAP SOLANO, JPA

Item 9: NEW BUSINESS**DISCUSSION/ACTION****9.7: Tripartite Board for Community Action Agency – Formation of a New Tripartite Board**

Purpose: Due to several recent events, including the re-designation of the JPA as the Community Action Agency under CSBG guidelines, the HomeBase report released October 2013, and two Grand Jury Reports released July 2014 specifically addressing CAP Solano and homelessness in Solano County, many ideas have surfaced as to how to realign CAP Solano, JPA back with the goals and objectives for the Community Action Agency, including unifying the CoC/JPA boards and creating a new tripartite board in compliance with CSBG guidelines.

Recommendation from staff:

Discussion: Discussion/Action would include the formation of a new tripartite advisory board to include members from the Continuum of Care, in alignment with increased collaboration with the Continuum of Care consortium.

Financial Impact: Unknown at this time.

CAP SOLANO, JPA

Item 9: NEW BUSINESS

DISCUSSION

9.8: CSBG CAP – Community Action Plan, Performance Measures & Outcomes, Budget

Purpose: Discussion to include review strategic plan that was submitted to CSBG and receive update on performance measures, outcomes, and budget status from staff.

Recommendation from staff:

Discussion: Discussion to include review strategic plan that was submitted to CSBG and receive update on performance measures, outcomes, and budget status from staff.

Financial Impact: Unknown at this time.