

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

BOARD MEETING MINUTES | NOVEMBER 16, 2015
1000 Kentucky Street, Fairfield | 2:00 PM – 4:00 PM

JPA BOARD MEETING MINUTES

1. Call to Order at 2:00 p.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 Fairfield
 - i. Dawn La Bar , Chair
- b. City of Vacaville
 - i. Emily Cantu, Vice Chair
- c. City of Vallejo
 - i. Guy Ricca
- d. Solano County
 - i. Ronald Grassi
- e. City of Rio Vista
 - i. Issac George
- f. City of Suisun City
 - i. Kathy Lawton
- h. Other Attendees
 - Carolyn Wylie, HomeBase
 - Sophia Lai, HomeBase
 - Daniel Del Monte, County of Solano
 - Mark Fink, Deputy Director of Library Services, Solano County
 - Natalie Woodard, Senior Coalition

3. Presentations – None

4. Public Comments –

- a. Natalie Woodard, member of the Senior Coalition and representing County Supervisor Erin Hannigan
 - Working on affordable housing for senior poverty working group
 - Chairs legislative committee and wants to put together a platform and have affordable housing be a priority
 - Dawn La Bar: Please share the legislative platform with us, and this can be sent to the JPA list
 - Ronald Grassi: Consider shared housing; talk to Michelle Sherlock

- b. Mark Fink, Deputy Director of Library Services, Solano County
 - New to Solano County, previously from Santa Clara County
 - Would like to consider how to serve people who use library services, including homeless persons
 - Looking for partners on homelessness, including community stakeholders to be partner regarding where services are offered since part of the population uses our facilities.
 - Here to network and discuss problem solving.
- c. Daniel Del Monte, Solano County
 - In four months with County has seen a lot of progress

5. Additions or Deletions from the Agenda - Action

6. Approval of the Agenda – Action

- a. Emily Cantu moved to approve the Agenda with the deletions made; Issac George seconded.
 - All in favor, none opposed, no abstentions. Motion carried.

7. Consent Calendar - Action

- a. Two corrections were proposed: On Page 2, item 7B, “chair” was corrected to Chair. On Page 3, B. “reallocation” was changed to “reallocate.”
 - Emily Cantu moved to approve the JPA Minutes from the October 20, 2015 meeting with these changes; Kathy Lawton seconded.
 - All in favor, none opposed, Issac George abstained. Motion carried.

8. Old Business

a. 2016 Community Services Block Grant (CSBG) Annual Allocation Committee Meeting Update and Approval for Request for Proposal Process and Timeline – DISCUSSION AND ACTION

- Staff presented the recommendations of the CSBG Joint Ad Hoc Committee for the Request for Proposal and Timeline. One of the key objectives of this process is to encourage agencies new to grant writing to submit proposals.
- Board Discussion:
 - o Dawn La Bar: Is the administrative effort burdensome?
 - Emily Cantu: No
 - o Kathy Lawton: This RFP helps to clarify areas that were less clear last year
 - o Dawn La Bar: What does the financial audit entail? Should this be included in the letter?

- Guy Ricca: Include either audit or financial statement.
 - Public Comment: Include any audit findings of deficiencies from the last 3 years
- Issac George: This RFP is comprehensive in the way that it is presented
- Public Comment: None
- Board Action:
 - Motion by Issac George to approve of the Request for Proposal and Timeline; Kathy Lawton seconded.
 - All in favor, none opposed, no abstentions. Motion carried.

b. 2016 CSBG Funding Available and JPA Budget – DISCUSSION AND ACTION

- Presentation of Budget by Emily Cantu, Vice Chair and Fiscal Agent for CAP Solano JPA – Part 1
 - Emily Cantu presented the proposed JPA budget, including the 2016 CSBG funding. \$3,475 was added to the July 1 to June 30 County Contribution to cover the budgeted audit.
 - \$10,000 will be allocated to cover the 2014 audit of CAP Solano Inc. because this is required by the State Community Services & Development Department in order to obtain Community Services Block Grant funding. As fiscal administrator for the JPA, the City of Vacaville is gathering information from P.J. Davis, Sue Goranson (previous auditor for CAP Solano JPA), and Doreen. The City of Vacaville will close the books for CAP Solano Inc., and this has been a challenging process.
 - Solano County will conduct the audit for \$10,000. This will include review of every transaction because of the Grand Jury investigation. This is also necessary because CAP Solano Inc. no longer exists, so the staff will not be available to answer questions.
- Board Discussion:
 - Emily Cantu: The state representative is aware of the issues. The County will be easy to work with to complete the audit and to close the books for CAP Solano Inc. Future audits will be much simpler; for example, 2015 will cost the City of Vacaville \$5000 to conduct, especially because all the records are complete.
 - Kathy Lawton: Can we consider Sue Goranson for this 2014 audit because her past work on this issue may enable her to complete the audit more quickly. Her relationship with the CAP Solano Inc. staff may also make it easier for her to collect information. The maximum we should approve for this work is \$10,000. There is

- still \$1000 left in the CAP Solano Inc. account in case there are any outstanding debts.
 - Dawn La Bar: The priority is to have an accurate audit to resolve this issue. There is some concern that working with past parties involved in the CAP Solano Inc. controversy will reopen problems. We must make sure that the public has access to the final audit report. Let us make sure that we clear our process by the State.
 - Guy Ricca: The County would be more neutral in reviewing for the audit. \$10,000 is a very affordable cost for the County to review every transaction. It is very important that everything is conducted properly for public records.
 - Issac George: Is the County's auditor independent? Please have Emily Cantu confirm with the State that the County is truly independent, rather than as internal audits.
 - Ronald Grassi: The County does not have a conflict of interest because the auditor is independent/separately elected.
- Presentation of Budget by Emily Cantu, Vice Chair and Fiscal Agent for CAP Solano JPA – Part 2
 - Other changes include moving HomeBase contract staffing services from the County contribution to Community Services Block Grant in order to put the HMIS budget into the County contribution. This enables the JPA to reach the match and leverage requirement for the CoC Program funding for HMIS, Coordinated Entry, and Planning project applications. The result is a decrease of around \$9,000 for direct services.
 - The total for direct services from CSBG will be \$210,657, with some additional carry over from 2015 grants.
- Board Discussion:
 - Issac George: What are the HomeBase duties under the contract?
 - Emily Cantu: Technical assistance workshop, HMIS data management, reviewing project applications, preparing the CoC collaborative application, facilitating Review and Rank, facilitating CoC meetings, developing policies needed to score strongly in the competition.
 - Issac George: What are HomeBase's duties as staff?
 - Emily Cantu: Staffing CoC, JPA, and Tripartite Advisory Board meetings, 4 standing committees for the CoC, and 4 ad hoc committees
- Public Comments: None
- Board Action:

- Ronald Grassi moved to approve the budget, including the audit for \$10,000; Guy Ricca seconded.
- All in favor, none opposed, no abstentions. Motion carried.

9. NEW BUSINESS –

a. 2015 Collaborative Applicant and Homeless Management Information Systems Lead Survey Results

- Staff Presentation:
 - CAP Solano JPA is both the HMIS Lead and the Collaborative Applicant for Solano’s Continuum of Care. As HMIS Lead, the JPA coordinates HMIS implementation and services. As Collaborative Applicant, the JPA coordinates the local CoC competition process and submits the Consolidated Application for the CoC.
 - 15 responses received for the HMIS and Collaborative Applicant survey results (see attachment). Almost all responses were positive about performance for both roles. Respondents noted more training is desired; Staff may put together a committee to address areas of improvement.
- Board Discussion:
 - Dawn La Bar: Surprised more people did not find the HIC and PIT count useful, and JPA should follow up on this. I thought it was a fantastic report because of the specifics. We provided the information extensively, so it does not seem like the issue was dissemination.
 - Staff: Some people question the validity of the report and the way that the process was implemented. Everyone agreed the report was fantastic, but there was negativity regarding how the count was implemented.
 - Kathy Lawton: I understand why people were less positive about the HIC/PIT Count because of their perspectives as front-line staff, and their frustrations regarding the challenge of homeless persons. The HIC/PIT counts do not provide solutions, so the responses can be very frustrating if the numbers are worse than they thought.
 - Staff: Often, direct service providers do not find the tools as useful because the primary benefit is presenting information to the public, which they do necessarily do.
 - Kathy Lawton: If we could use the HIC/PIT count to demand more funding, then this might be useful.

- Guy Ricca: We had meetings coming to complain about point-in-time counts generally because it is just a one-time count. Providers were frustrated with the concept / methodology required by HUD.
- Staff: If we take the information and turn this into something useful, then this might change the perspective of CoC members.
- Staff: The sheltered count was not as well-executed because it was conducted after the fact. Many of the CoC providers were part of this count, so they might have not found the process helpful. The HIC/PIT counts were also conducted separately, so the providers might have considered this frustrating.
- Emily Cantu: Providers also think they already know the information, so they find this data less useful.
- Dawn La Bar: We should conduct the survey again, not during the CoC Competition.
- Public Comment:
 - Daniel Del Monte: Providers' negative view of HIC/PIT might be because having data without more money is useless.

b. Regional Strategic Planning – DISCUSSION

- Board Discussion:
 - Ronald Grassi: Propose giving direction to Staff to start working on a Regional Strategic Planning proposal. This came up at the City/County Manager's meeting to try to coordinate efforts. We need more permanent supportive housing, but how can we do that? Since HomeBase is already conducting strategic planning for CoC, this could be wrapped in. Then this should be brought back to the City/County Managers to approve this initiative to cover costs.
 - DLB: Fairfield, Vacaville, & Vallejo would like to work together to address homelessness on a regional level. As the Community Action Agency, the JPA should be overseeing or driving this, with the major cities and county in partnership. I agree this should go to City/County Managers meeting, and think HomeBase should come up with the outline or proposal on this.
 - Issac George: Rio Vista's (2015 certified) housing element includes one element of including JPA connection to low-income housing production. I have not yet brought this up to the JPA, and had planned to move forward in 2016. Rio Vista is supportive of this regional effort. I am currently updating the 2015 planning codes to comply with this plan. The critical part is to see what the possibilities are, and have HomeBase write a grant application to California Housing and Community Development to coordinate.

- Dawn La Bar: It would be great if other cities would follow Rio Vista's example. Also, it would be helpful to look into federal and state funding, foundation funding, and private-public partnerships.
- Ronald Grassi: City/County Manager meetings are third Thursday. Must run proposal by them in advance to obtain buy-in.
- Staff: Will have something by January meeting.
- Public Comment: none

10. STAFF REPORT

a. Continuum of Care (CoC) Program Competition Local Review & Rank Panel Recommended Final Priority Listings – UPDATE

- See attached.

b. CoC Projects Sponsored by JPA – UPDATE

- Coordinated Entry project application scored very highly, but fell in the middle of the list (Tier 2) because permanent supportive housing projects received more bonus points.
- Tier 2 funding will depend on the Solano CoC Consolidated Application score. Coordinated Entry will receive full points based on the type of project

c. Emergency Solutions Grant Process

- The State of California Department of Housing and Community Development is restructuring the ESG program. Staff will notify the JPA Board regarding developments.

d. Grant Workshop – UPDATE

- The grant writing workshop is scheduled for early December.

e. Upcoming Funding Opportunities – (See Materials Distributed)

11. COMMENTS FROM BOARD MEMBERS –

- Dawn La Bar: The CoC has elected a new Chair – Tranine Chisolm, Vice Chair – Kathy Lawton, and Secretary – John Evalle (Congressman Garamendi's Office).

12. ADJOURNMENT

- a. Emily Cantu moved to adjourn; Kathy Lawton seconded.
- b. All in favor, none opposed, no abstentions. Motion carried.
- c. Meeting adjourned at 4:16 p.m.

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