



COMMUNITY ACTION PARTNERSHIP SOLANO
JOINT POWERS AUTHORITY

CAP² BOARD MEETING MINUTES
Thursday, February 23, 2023
6:30 – 8:00 p.m.

1. CALL TO ORDER/ FLAG SALUTE

Chair Mitch Mashburn called the meeting to order at 6:33 p.m.
Mayor Steve Bird led the Salute to the Flag.

2. ROLL CALL

Present Board Members:

Supervisor Mitch Mashburn, Solano County Board of Supervisors, Board Chair
Councilmember Trevor Macenski, City of Benicia, Board Vice Chair
Supervisor John Vasquez, Solano County Board of Supervisors
Mayor Steve Bird, City of Dixon
Councilmember Don Hendershot, City of Dixon
Councilmember Rick Vaccaro, City of Fairfield
Councilmember Doriss Panduro, City of Fairfield
Mayor Ron Kott, City of Rio Vista
Councilmember Edwin Okamura, City of Rio Vista
Councilmember Jason Roberts, City of Vacaville
Councilmember Mina Loera-Diaz, City of Vallejo

Roll call done by Reneé Parham.

3. GENERAL PUBLIC COMMENTS

Michelle Chavez stated Suisun City residents are frustrated with the lack of assistance in addressing homeless individuals in their area and feel the need to take action. Michelle Chavez expressed concern that those going to take action on their own could endanger themselves or the homeless and something needed to be done quickly.

Jodie Peters and her sister Janet addressed the Board about a family member who they stated passed away at a local shelter. They shared concerns about the condition of the shelter and food provided to residents.

Joey Carrizales addressed the Board as a person with previous lived experience of homelessness and his desire to have someone on the Board with lived experience to help the Board make better-informed decisions.



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4. ADDITIONS OR DELETIONS FROM THE AGENDA – DISCUSSION AND ACTION

There were no additions or deletions from the agenda.

5. APPROVAL OF THE AGENDA – ACTION

6. CONSENT CALENDAR - ACTION

- a. Approve the CAP² JPA Board Meeting Minutes for January 19, 2023
- b. Accept the Coordinated Entry Reports for the month of January 2023
 - i. Resource Connect Solano (RCS) Coordinated Entry Monthly Report
 - ii. Domestic Violence Coordinated Entry (DV-CES) Monthly Report
- c. Approve the extension of the timeline of the Homeless Housing Assistance and Prevention (HHAP) 2 allocations to Homebase from December 21, 2022 to June 30, 2023

Councilmember Rick Vaccaro made a motion to approve the consent calendar. Mayor Steve Bird seconded the motion. There were no abstentions or objections. The motion was approved.

7. OLD BUSINESS & STANDING AGENDA ITEMS

- a. Provide an update to the Solano County Board of Supervisors on American Rescue Plan Act (ARPA) unsolicited proposals addressing homelessness – **INFORMATION**

Chair Mashburn gave a brief update on the ARPA discussion at the Board of Supervisors meeting where of the proposed items recommended by the JPA Board were presented. The City of Fairfield/SHELTER Solano's kitchen construction and the Vacaville Social Services Corporation transition age youth shelter purchase were approved, while the other three items required more votes to be approved but would be brought back to the Board of Supervisors at the next meeting.

- b. Receive a presentation on Housing and Homelessness Incentive Program (HHIP) – **DISCUSSION and ACTION**
 - i. Approve a Memorandum of Understanding and Data Sharing Agreement with Partnership HealthPlan of California for HHIP
 - ii. Approve an allocation of up to \$10,000 to the Homeless Management Information System (HMIS) Administrator Pathways Community Network Institute to complete necessary reporting requirements



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Megan Richards gave an update on the HHIP that had been presented at the October JPA Board meeting. A Memorandum of Understanding and Data Sharing Agreement have been negotiated with Partnership HealthPlan of California and were presented for Board approval. Megan highlighted that an initial allocation will be provided to the JPA based on submission of the Local Homeless Plan and Investment Plan, but the total amount that the JPA will receive will be based on whether state measures are met.

This request also includes funding to support the work that Pathways, the Administrator of the Homeless Management Information System (HMIS), would need to assist in fulfilling the reporting requirements.

Councilmember Trevor Macenski made a motion to approve the Memorandum of Understanding and Data Sharing Agreement as well as the \$10,000 allocation to Pathways for the reporting requirements. Mayor Ron Kott seconded the motion. There were no abstentions or objections. The motion was approved.

c. Receive an update on CAP Solano Strategic Planning – **DISCUSSION**

Megan Richards asked for input on the proposed dates and times for the upcoming Strategic Planning meetings that would be divided into three phases, foundational topics, strategic priorities, and a review of the proposed Strategic Priority Report. The Board agreed upon the following dates and times:
Saturday, April 22, 2023, from 9 am – 2 pm and Thursday, April 27 from 3 pm – 8 pm.

8. NEW BUSINESS

a. Receive information on the plan and timeline for the Community Services Block Grant (CSBG) Community Needs Assessment and Action Plan – **DISCUSSION**

Kelly Shaban from Homebase reviewed the Community Needs Assessment and Action Plan that is due June 2023 to remain in compliance with the Community Services Block Grant to help the CAP Solano JPA as the Community Action Agency determine how to allocate funds most effectively in the community. Kelly Shaban explained the multiple ways data is collected and the proposed timeline that runs the span of 6 months to capture the most current demographic and socioeconomic conditions. Kelly Shaban also highlighted the importance of participation from Board Members in addition to their sharing the information with as many as possible.



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- b. Receive information on the 2023 Emergency Solutions Grant (ESG) Balance of State (BOS) Rank and Review Process and Scoring Criteria; Approve the Local Process – **DISCUSSION and ACTION**

Reneé Parham presented an overview of the upcoming ESG Program and the request for the Board to approve the preliminary Local Process, Application, and Scoring Criteria prior to the release of the Notice of Funding Allocation (NOFA) to ensure a timely process for local applicants. Reneé Parham expressed that the documents presented would be updated upon the release of the NOFA based on the Department of Housing and Urban Development (HUD) requirements.

Councilmember Rick Vaccaro made a motion to approve. Councilmember Trevor Macenski seconded the motion. There were no abstentions or objections. The motion was approved.

9. COMMENTS FROM BOARD MEMBERS

Chair Mashburn stated that CAP Solano JPA was able to secure 4 regional beds at SHELTER, Solano via ARPA funds. that could be used by any jurisdiction in need after the request from the City of Rio Vista was made for assistance in this area.

Councilmember Loera Diaz commented on the success of the first Ad Hoc meeting for Warming and Cooling centers in Solano County. Chair Mashburn added that part of the conversation centered around the safety and training of staff, pet kennels for the homeless who bring pets with them, and the provision of medical assistance.

10. Review of items referred to the Technical Advisory Committee (TAC) and Adjournment

Chair Mitch Mashburn adjourned the meeting at 7:47 p.m.