

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

BOARD MEETING MINUTES | JUNE 23, 2016
1000 Kentucky Street, Fairfield | 10:00AM-12:00PM

JPA BOARD MEETING MINUTES

1. Call to Order at 10:02 a.m. by Chair Dawn La Bar.

2. Roll Call

Members are: The Cities of Benicia, Fairfield, Rio Vista, Suisun City, Vacaville, Vallejo, and Solano County. In attendance:

- a.** City of Fairfield
 - Dawn La Bar, Chair
 - Nicole Holloway
- b.** City of Vallejo
 - Anne Putney, Secretary
- c.** Solano County
 - Daniel Del Monte
- d.** City of Vacaville
 - Tamara Colden
- e.** City of Suisun City
 - Kathy Lawton
- f.** Other Attendees:
 - Carolyn Wylie, HomeBase
 - Gillian Morshedi, HomeBase

Quorum present.

3. Presentations

There were no presentations.

4. Public Comments

There were no public comments.

5. Additions or Deletions from the Agenda

Discussion

- a.** Chair requested addition: 9c. Request from County for CAP Solano to draft a letter of support for County's application for Whole Person Care pilot funding.
- b.** Chair requested addition: 8.a.4. Need for Secretary to sign Board's assurances needed for contracts with subcontractors/payees certifying scopes of work.
- c.** Chair requested modification to item 9.b: to change from discussion item to action item.

Action

- d. Kathy Lawton moved to amend the Agenda to include 8.a.4 and 9.c. and to amend 9.b as described above. Anne Putney seconded. All in favor, none opposed, no abstentions. Motion carried.

6. Approval of the Agenda – Action

- a. Kathy Lawton moved to approve the Agenda with amendments 8.a.4, 9.c. and 9.b, as noted above. Anne Putney seconded. All in favor, none opposed, no abstentions. Motion carried.

7. Consent Calendar - Action

- a. Approve JPA Minutes of Regular Meeting from May 26, 2016.

Discussion about needed edits to minutes:

- Edit 1: Carolyn Wylie noted that 8c. does not state who made the motion or who seconded it. Also, Dawn remembered that the discussion involved targeting initiative funds to direct services as part of the budget approval. According to Carolyn, Dawn La Bar made the motion and Emily Cantu seconded. No other member present remembered the discussion differently, so the Board agreed to amend the minutes. Minutes should be changed to say: Dawn La Bar moved to approve the amended budget, with the inclusion of targeting initiative funds to direct services. Emily Cantu seconded. All in favor, none opposed, no abstentions. Motion carried.”
- Edit 2: Remove the first bullet under 8c that says “T” and nothing else.

Action

- Kathy Lawton moved to approve the JPA Minutes of Regular Meeting from May 26, 2016, with the two edits above. Anne Putney seconded. Five in favor, none opposed, one abstention (Daniel del Monte). Motion carried.

8. Old Business

a. 2016 Community Services Block Grant Funding Update – DISCUSSION

i. 2016 Annual Funding Update

- Tamara Colden provided copies of budget form. Current form does not include targeting initiative funds to direct services. Second column is what’s been budgeted; third is what’s been spent overall. Information is broken down by county contributions for first and second half of the year. CoC planning grant has been budgeted; nothing spent. HMIS licensing fees are shown: budgeted vs. spent. At bottom of form:
 - o Total CSBG Advance: actual cash on hand.
 - o Middle Column: what has been approved from state contract.
 - o Second amended amount is included, even though contract is not yet final. Dawn noted the second amendment has been sent to the State and we are waiting for state to sign.

Tamara informed the members that, as of this week, grantees have received Memoranda of Understanding (MOUs). Appointments are scheduled this week and next to ensure all grantees understand and accept the MOUs before signing.

- No questions. No action needed at this time.

ii. 2016 Targeted Initiative Contract, including possible allocation methods and steps necessary for contracting

Discussion

- Chair Dawn La Bar has received the contract. It is for approximately \$17,000. Dawn expressed her desire to be ready to proceed as soon as the contract is signed and others agree.
- Staff explained that the three areas for spending on this are capacity building, earned income tax credit, and homelessness. During the last meeting, the Board agreed to spend the funds on homelessness. Staff also suggested targeting it more specifically toward housing, since other funds are currently directed at employment programs and there are still annual housing targets that will otherwise be unmet.
- Daniel Del Monte asked whether there would be interest or ability in using these funds to make coordinated entry funding more robust. Carolyn stated you might could use it as capacity building and supplement coordinated entry planning. He also asked about using the funds to support the Point in Time Count, but Carolyn explained that is outside the areas allotted for spending these funds.
- The Discussion resulted in the following options to consider:
 - o Use the funds to supplement the coordinated entry planning
 - o Re-release the initial Request for Proposals (RFP) and get new applications.
 - o Revise the initial RFP to be more tailored specifically toward homelessness housing.
 - o Re-consider applicants from initial RFP to fund someone who did not receive funds last round, or to give more funds to one or more who was funded last round.
- The Board discussed the various options, noting that the administrative burden of responding to an RFP is significant, and for some organizations, may outweigh the funds available. Dawn La Bar noted that Nicole Holloway receives a lot of requests from people who want to start shelters, which led to a discussion about the fact that the relatively small amount available could be a very significant amount for a program that wanted to (or had recently) started a new emergency shelter or transitional shelter.
 - o As an example, Dawn referred to a person who attended the grant workshop last year, wanting to start a shelter for girls escaping human

trafficking. They did not respond to the initial RFP, but did end up applying for and receiving a \$16,000 grant from Kaiser. Dawn shared copies of a Newsletter from that shelter to provide an update on their progress.

- The Board also discussed the possibility of reviewing applications from new agencies less stringently, as some new agencies may not be good (or have sufficient administrative infrastructure) to submit an application that matches their potential. The Board also discussed doing another grant workshop, possibly focusing on technical aspects, where each participant could bring a sample grant application for review and workshopping.
- Tamara Colden inquired about the timing for spending the funds. Low vacancy rates mean finding housing, which can often take months.
 - Side conversation: Dawn noted that she would like to add an item for the July Board meeting agenda to come up with a legislative strategy relating to affordable housing. CAP Solano represents the County, and the County should have a voice in what the Governor decides to do with respect to affordable housing. If we can put statistical information together (like the number of people on waiting lists; vacancies; units lost each month; rental costs of various types of units), that would help. Kat Lawton said she has been pulling information from Housing Authorities since January and presenting the information to her City Council each month. She also noted the existence of a recent study about nine counties in the state, surveying rents of various unit types, from studios to 4-bedroom units.

Action

The Board members discussed which of the options they would pursue for allocating the \$17,000.

- Tamara Colden's would prefer funding someone from the initial RFP round, without releasing another RFP. Her second choice would be re-releasing a revised version of the initial RFP, with more specific focus on housing.
- Dawn La Bar, Anne Putney, Kathy Lawton, Nicole Holloway, and Daniel Del Monte all preferred the option of re-releasing a revised version of the initial RFP, with more specific focus on housing.
- Carolyn Wylie recommended skipping interviews and having one review meeting for the applications, which was met with general agreement.

Kat Lawton moved to release a revised version of the initial RFP with more specific information relating to homeless housing. Daniel Del Monte seconded. All in favor, none opposed, no abstentions. Motion carried.

- Staff (HomeBase) will draft the revised RFP, simplifying it and focusing the scoring on housing, and circulate for review.

iii. Tripartite Advisory Board Appointment(s)

Discussion

- 2 openings in elected official category: Vacaville and Vallejo.
 - o Vacaville: Emily has proposed replacing Dee Gilliland with Daniel Huerta. Daniel is in charge of CDBG, affordable housing developer; part of Vacaville Homelessness Roundtable.
 - o Vallejo: Anne Putney is taking issue to City Council on July 12 to ask for an appointment.
- Next Tripartite Board meeting is July 25. New appointees can attend but will not be on the Board unless and until JPA Board approves them. Next JPA Board meeting was scheduled for July 28, but due to conflicts by Chair, Dawn La Bar, and Anne Putney, the Board meeting will be rescheduled to July 21. This will allow for both new appointees to be approved by Board before the July 25 Tripartite Board meeting.

Action

- Kathy Lawton moved to appoint Daniel Huerta to the Tripartite Board. Daniel Del Monte seconded. All in favor, none opposed, no abstentions. Motion carried.

b. JPA 2016 Budget Update – DISCUSSION AND ACTION

- Discussion about whether targeting initiative funds to direct services needs to be added. As this is a standing agenda item, Emily can report on how she wants to incorporate that into the budget during the next meeting, possibly after contract is signed.
- It was decided that no action is required at this meeting.

c. Community Services Block Grant Organizational Standards Compliance Update -- DISCUSSION

- Update provided by Carolyn Wylie: There will be a required training on June 30, 2016, which Carolyn Wylie and John Melis from HomeBase will participate in for the JPA. An update will be provided at the July meeting.
- No questions or further discussion.

d. JPA 2014 Audit Update – PRESENTATION

- Tamara Colden informed the members that the audit is still underway and will hopefully be completed in July.
- No questions or further discussion.

e. Regional Strategic Planning Update—DISCUSSION AND ACTION

- Gillian Morshedi, Lead Staff for the Regional Strategic Planning Process, presented data gathered as part of the environmental scan for the regional strategic plan

- Gillian also reported that a planning phone call would take place the following week with key members of the Implementation Work Group to plan the agenda for the July meeting
- Gillian reported that a mid-July in-person meeting would take place of the Implementation Work Group with members from each jurisdiction invited and representatives from the JPA Board, the CoC Board, the Tripartite Advisory Board, the County/City Manager's Group, and with other key stakeholder's
- Gillian asked for assistance in gathering the cost survey information from each jurisdiction. She asked that the JPA Board members talk with her after the meeting about how to help expedite the process of gathering the necessary information so that HomeBase would be able to compile and analyze the information in a timely manner.

f. JPA Board Member Appointments Requirement: Update from Board Members on Status - DISCUSSION

- Vallejo's (Anne Putney) is July 1st.
- Suisun City is done.
- Vacaville is done.
- County is done.
- Issac George's is either done or calendared.
- Benicia's is needed. Chair Dawn La Bar will follow up.

9. New Business -

a. 2017 Point-In-Time Count Planning Report and Discussion - DISCUSSION Presentation and Discussion

- Carolyn Wylie reported to the Board about PIT Count planning. The CoC wants to plan ahead and has created a Committee under the CoC at the direction of the CoC Board. The Committee reports back to general CoC membership and the Board. The Committee has met once so far, and is considering what questions should contribute to data produced as well as ways to gather more adequate data (e.g. from 10pm-2am may not want to go to certain places; so going to some places earlier in the day), how to get the word out to agencies, what data is important to have afterwards, and how to ensure buy-in from service providers with respect to the process. The Committee is also considering how the PIT count should be done. The current preferred method by the committee is to issue an RFP for someone to design and run the PIT count process. The primary question right now is how to pay for it. Two years ago, the JPA eventually paid for it with CSBG funds, so the CoC Committee asked whether the JPA would be interested/able to do so again for the upcoming PIT count. A question was asked about CAP Solano's obligations to fund the PIT Count as the CoC's Collaborative Applicant. Carolyn responded that, as the Collaborative Application, CAP Solano is responsible for ensuring that there is a PIT count, but is not responsible for paying for it as the JPA. Tamara Colden, who was at the Committee meeting, stated she does not believe the Committee has an expectation that CAP Solano will pay, but has asked because they need to determine

whether sufficient funds will be available before deciding whether to release an RFP or to have the CoC handle the PIT count itself. Carolyn Wylie noted that if the CoC does issue an RFP, it should do so fairly quickly, and that, likewise, if the CoC is going to be running the PIT count locally, a more robust committee needs to be built immediately to determine the process.

- Nicole noted that a PIT count is a lot more intensive than many people think. It is essentially a full time job to oversee the process, so it would be good to avoid having to shoulder that burden locally.
- Kathy Lawton suggested we provide something very soon to the general membership of the CoC about the importance of the PIT count (including the relevance of the count and what it is used for) and the need to get moving very soon, including getting their input.
- The group discussed that there may be a misunderstanding by some about how all the parties fit together (e.g. roles and responsibilities of each). Dawn La Bar requested that Carolyn Wylie send her a copy of the Responsibilities and Obligations of Collaborative Applicants.
- Daniel Del Monte noted that, regardless of funding decisions, it is important to keep in mind that our community is making great strides and that we collectively work together to figure out how to ensure the count is good and reliable. The members discussed and agreed that the method for conducting the PIT count in the past (prior to the last one) was not resulting in reliable numbers. The members also agreed that ensuring an accurate and reliable count is important.
- The Board agreed they could not currently commit to funding an RFP, especially at the same level as last time, and that, any money committed to the PIT count would reduce money for direct services. The Board therefore requested that Staff suggest to the Committee that its discussions include options for how else the RFP could be funded (for example, by approaching the County and Cities and considering creating a funding poll), as well as how the PIT count would be done if it is determined there is not sufficient funding to issue an RFP.

b. Review June 2016 Solano County Grand Jury Report - "[Homelessness - Omnipresent and Invisible?](#)" - DISCUSSION & ACTION

Presentation and Discussion

- The Grand Jury report contains some items for the JPA Board to respond to.
- Carolyn Wylie from HomeBase referred to the handout in the meeting packet that lists the findings and recommendations that require a response from the Board. Response is not due until September, but there was general consensus that it would be good to decide sooner rather than later about how to respond.
- Dawn La Bar stated she would like to begin drafting the response now, for the Board to approve before it is sent. Staff and Chair will work on the draft and bring it to the July Board meeting for comments and input, likely providing the draft to Board members before the meeting. Following the July meeting, Staff and Chair can make changes, if necessary, and bring final back to August meeting for approval, if needed.

Action

- Kathy Lawton moved to have Chair and Staff begin drafting a response and bring a draft to the July Board meeting for Board to provide comments, suggestions, revisions, or potentially approve. Daniel Del Monte seconded. All in favor, none opposed, no abstentions. Motion carried.

c. Request from County for Letter of Support for Whole Person Care Pilot Program Application. – DISCUSSION AND ACTION.

Discussion

- Daniel Del Monte described the Whole Person Care Pilot funding opportunity, which is only available to Counties and hospitals. The program is intended to reduce frequent use of high cost public services. The County is applying and requests a Letter of Support from CAP Solano JPA. The CoC has agreed to provide a letter of support.

Action

- Anne Putney moved to provide a letter of support, that Chair Dawn La Bar will draft. Kathy Lawton seconded. All in favor, none opposed, no abstentions. Motion carried.

10. STAFF REPORT

a. 2016 PIT Count and Housing Inventory Count Update

- Carolyn Wylie from HomeBase informed the group that the data was submitted to HUD; HUD asked for a few revisions, which HomeBase made and provided to HUD. Final numbers are expected within a week.

b. Coordinated Entry Planning and Continuum of Care Competition Update

- Carolyn Wylie from HomeBase informed the group that multiple steps have been made in the past few weeks with respect to Coordinated Entry Planning. HomeBase has met or made an appointment with CoC providers to gather information and help prepare them. A VI-SPDAT (the Coordinated Entry assessment) training by OrgCode is taking place today and tomorrow for case managers and managers to help providers prepare. A large planning session occurred last week to discuss what providers and staff want and need, and to discuss how to best move the process forward.
- The Continuum of Care Competition is expected to be announced very soon.

c. Upcoming Funding Opportunities Review

- A Funding Opportunities handout was included in the meeting packet. Carolyn referred members that handout.

11. COMMENTS FROM BOARD MEMBERS

- Daniel Del Monte: For purposes of the PIT count, Daniel has the opportunity to work with the County’s technology group to potentially develop a mobile application to help with the count by allowing counters to enter information while out in the field. Would allow a mapping report. Daniel noted that, if the CoC hires a contractor for the PIT count, they may not be interested in using it. However, if there ends up being an opportunity, he is happy to pursue it. There would be no cost to the CoC or CAP Solano JPA. Carolyn Wylie from HomeBase noted that type of technology could also be used for

- outreach, outside the context of the PIT count. Daniel confirmed he plans to move forward with it, regardless of whether the PIT-count-related functions are ultimately pursued.
- Anne Putney shared that Vallejo received 11 new VASH vouchers, bring the total up to 66.

12. ADJOURNMENT

- a.** Kathy Lawton moved to adjourn. Anne Putney seconded. All in favor, none opposed, no abstentions. Motion carried.
- b.** Meeting adjourned at 11:52 a.m.

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