

CAP SOLANO, JPA

COMMUNITY ACTION PARTNERSHIP OF SOLANO JPA

"Strengthening Agencies Working To End Poverty and Homelessness"

REGULAR MEETING

Monday, July 14, 2014 1:00 pm – 2:30

**SUISUN CITY COUNCIL CHAMBERS;
701 CIVIC CENTER DRIVE, SUISUN, CA**

REVISED A G E N D A

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 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 Combined Meeting June 9, 2014
and Special JPA Meeting June 16, 2014
8. **OLD BUSINESS -**
 - 8.1 CAP Solano, JPA Confirm Designation as CAA Effective January 1, 2015 **ACTION**
 - 8.2 July 30, 2014 Housing First Solano General Meeting **DISCUSSION**
 - 8.3 Update on Negative Cash Balance **DISCUSSION**
 - 8.4 Renewal of Memorandum of Understanding between Solano County and CAP Solano, JPA **DISCUSSION**
 - 8.5 Collaborative Applicant **DISCUSSION**

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- 9. **NEW BUSINESS:**
 - 9.1 Grand Jury Report **DISCUSSION**
 - 9.2 Election of Vice-Chairperson **ACTION**
 - 9.3 Draft Budgets for CAP Solano, JPA **DISCUSSION/ACTION**
- 10. **COMMENTS FROM BOARD MEMBERS** **COMMENTS**
- 11. **STAFF REPORT**
- 12. **ADJOURNMENT**

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Item 7: CONSENT CALENDAR	ACTION
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7.1: Approve Minutes of Combined CAP Solano, JPA and CAP Solano, Inc. meeting June 9, 2014 and Special JPA meeting June 16, 2014

Purpose: To approve the Minutes of Combined CAP Solano, JPA and CAP Solano, Inc. meeting June 9, 2014 and Special JPA meeting June 16, 2014

Recommendation from staff: Approve the Minutes of the Combined CAP Solano, JPA and CAP Solano, Inc. meeting June 9, 2014 and Special JPA meeting June 16, 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.

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**COMMUNITY ACTION PARTNERSHIP OF SOLANO, JPA
And
COMMUNITY ACTION PARTNERSHIP OF SOLANO, INC.
Combined Meeting June 9, 2014
MINUTES**

MINUTES COMBINED MEETING JUNE 9, 2014

1. **Call to Order:** Meeting was called to order by Kat Lawton, Chairperson of CAP Solano JPA at 12:20 pm
2. **Roll Call: JPA AND INC MEMBERS:** Kat Lawton; Matt Hart; Moira Sullivan; Guy Ricca; Ron Grassi; Lisa Martin; Patrick Stasio; Brigid Reilly; Terry Ann Steffen

Public: Emily Cantu; Anne Putney; Carolyn Wylie; Ashley Hart McIntyre; Cynthia Nagendra; Carol Elliott; Craig Whittom; David White; Sean Quinn; Jeff Tschudi; Ruth Matz; Suzanne Bragdon; - others were in attendance but did not sign the sign-in sheet.

Staff: 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 (Hart/Steffen) and hearing no further discussion the motion carried unanimously to approve the Agenda.
7. **CONSENT CALENDAR:** **NONE**
8. **OLD BUSINESS:**
 - 8.1 **Response to July 2013 HomeBase Evaluation Report of Housing First Solano Continuum of Care:** Report and power-point presented by Ruth Matz, Chairperson of the Housing First Solano Board. (See copy of power point attached). Ruth mentioned it is the responsibility of Housing First Solano (the Continuum of Care) and the Housing First Solano Board to work on the recommendations presented by HomeBase and as identified in the power point.

Ron Grassi initiated a discussion regarding the closed session at the last HFS meeting as well as the process for selecting new Board Member to the HFS Board. Additional discussion came up around communication, transparency and conflict of interest.
 - 8.2 **Information of CAP Solano, JPA Financial History:** Presented by PJ Davis, Executive Director – a timeline of events relating to the negative cash balance Solano County reflects as owed by CAP Solano, JPA. Documents were

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presented (see attached) that included a timeline of events over the years, the original language of the initial Memorandum of Understanding (MOU) between Solano County and CAP Solano, JPA and between Solano County Auditor's Office and CAP Solano, JPA. At present CAP Solano, JPA is disputing the amount and will undertake an investigation to confirm or deny the amount owed. Comments were presented from the County that it was the responsibility CAP Solano, JPA to process claims. CAP Solano, JPA relied on the County Auditor's office to communicate in a timely manner instances of insufficient funds. CAP Solano, JPA and Solano County Health & Social Services were notified by the County's Auditor's Office in 2011 of a high negative cash balance ranging from 2001 to 2011.

8.3 Renewal of Memorandum of Understanding between Solano County and CAP Solano, JPA: This item was pulled from discussion as there was no report identifying scope of work to be included in a renewed MOU. The County stated they would not entertain renewing said MOU until all issues presented were resolved.

8.4 Collaborative Applicant Responsibilities: Due to lack of time - staff provided a link to the power point presentation by HUD regarding the role and responsibilities of a Collaborative Applicant. There were items mentioned by the County to merge the CAP Solano, JPA board with the Housing First Solano Board. Kat Lawton advised Ron Grassi that it was not up to CAP Solano JPA nor the County to appoint or designate the JPA as the Housing First Board as the HFS Board is an independent entity. This option will be strongly recommended by the County at the next Housing First Solano Board meeting and Housing First Solano General meetings as well as future CAP Solano, JPA and CAP Solano, Inc. board meetings.

9. NEW BUSINESS:

9.1 Draft Budgets for CAP Solano, JPA and Draft Budgets for CAP Solano, Inc. – Extending Budgets for the New Fiscal Year Ending December 31, 2014: Due to lack of time this item was moved to future board meetings.

10. Administrative: None

11. Staff Report: Provided a written report to all present

12. Comments from the Board: None

13. Set Agenda for Next Meeting: CAP Solano, JPA and CAP Solano, Inc. will set their own Agenda Items.

14. Adjourn: 2:42 pm

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COMMUNITY ACTION PARTNERSHIP OF SOLANO, JPA

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

MINUTES OF June 16, 2014 **SPECIAL MEETING CAP Solano JPA**

1. **Call to Order:** Meeting was called to order by Kat Lawton, Chairperson of CAP Solano JPA at 9:15 am

2. **Roll Call:** A quorum was reported by staff.

Members Present: Kat Lawton; Dawn LaBar; Matt Hart;; Guy Ricca; alternate Ron Grassi; Moira Sullivan arrived later

Members Absent: None

Staff Present: PJ Davis; Kari Rader

3. **Public Comment:** None

4. **Additions/Deletions to the Agenda:** None

5. **Approval of the Agenda:** On a motion and second (LaBar/Grassi) and hearing no further discussion the motion carried unanimously to approve the Agenda.

6. **Consent Calendar:** None

7. **Old Business:**

7.1 Request State of California Re-Designate CAP Solano, JPA to be the Community Action Agency for Solano County: Community Action Agencies have the power to designate an eligible entity. CAP Solano, JPA designated through the MOU drafted by the State of California, the power to CAP Solano, Inc. (nonprofit) to be the eligible entity for Solano County in December 2012. There was general discussion regarding moving the designation of the Community Action Agency eligible entity for Solano County away from CAP Solano, Inc. (the nonprofit) and back to the CAP Solano, JPA. Ron Grassi mentioned the Memorandum of Understanding between the State of California, Office of Community Services and Development – CAP Solano, JPA – and CAP Solano, Inc. was not illegal, but that the County did not like it. On a motion and second (LaBar/Ricca) – discussion continued with Matt Hart asking what will be the process and how will the CAP Solano, JPA board comply with the requirement of the Tripartite Board regulation? Kat Lawton also questioned the process and next steps. Matt Hart and Kat Lawton stated they did not like voting without all the information on process and what next steps would include. Hearing no further discussion the motion carried 3 in favor and 2 against. Staff was directed to send all information from the State to the board members regarding next steps.

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7.2 Memorandum of Understanding between Solano County and CAP Solano, JPA: Ron Grassi stated there would be no further discussion of renewing the MOU until all outstanding issues were resolved – including the negative cash balance. Ron Grassi mentioned an outstanding amount of \$102,778.00 was on the calendar for the Board of Supervisors to waive the amount owed by Youth & Family Services; Caminar, Inc.; and Vacaville Social Services. That brings the negative cash balance owed by CAP Solano, JPA to \$220,560.00. This amount is in dispute at this time. Matt Hart requested CAP Solano, JPA send our Independent Auditor to the County Auditor Controller's Office and perform a full investigation of proposed amounts due and when they became due. With the information from this investigation, CAP Solano, JPA will be able to make better informed decisions moving forward. Dawn LaBar and Kat Lawton agreed we need to confirm or deny the amounts in question.

Discussion continued regarding how to address the requirement by the State of California CSD for the Tripartite Board. If the JPA is the designated CAA then that board could either become the Tripartite Board (increase numbers and positions to comply) or use another board as their Tripartite Advisory Board. If the JPA becomes the Tripartite Board they would comply with all regulations including have equal numbers of 1/3 elected-appointed; 1/3 low-income; and 1/3 business professional. If the JPA decided to use an Advisory Board, the CAP Solano, Inc. board has been working as the Tripartite Board since 2009. This would be a good option to consider.

7.3 Consider Offering to the Continuum of Care that CAP Solano, JPA become the Housing First Solano Board: Discussion included the fact that the JPA cannot assume a merger would take place. A presentation to the full Housing First Solano General Membership was appropriate at this time. Ron Grassi will present at the next HFS General Membership meeting. There was consensus from the board members to move forward with considering enlarging the CAP Solano, JPA board to include members of the Housing First Solano board to form a larger more encompassing board. Some of the members of the JPA board may serve dual purpose for the Housing First Solano Board as long as all aspects of the membership are addressed.

7.4 Request Meeting with Board of Supervisors and Others Regarding the Negative Cash Balance: This item was postponed pending the results of the Independent Auditor's investigation. However there was brief discussion regarding Ron Grassi having authority to forgive \$102,178 owed by Youth & Family Services; Caminar, Inc. and Vacaville Social Services Corps. Matt Hart mentioned as a point of record that CAP Solano, JPA was not well served – that this matter was not handled in a timely manner. Ron Grassi responded that his point was taken.

7.5 CAP Solano, JPA as Collaborative Applicant: This item will be discussed at the next CAP Solano, JPA board meeting. However, there was brief discussion that perhaps the Collaborative Applicant may be extended for a period of 5 years.

8. New Business: None

9. Comments from Board Members: Matt Hart thanked Moira Sullivan and Ron Grassi for their input. Ron Grassi apologized if he seemed aggressive at times. Kat Lawton mentioned some members have felt they were being held hostage at previous

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meetings and hoped future meetings would deal more with finding resolutions and not so much blaming.

10. Adjourned: 11:30 am

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Item 8: OLD BUSINESS**ACTION****8.1: CAP Solano, JPA Confirm Designation as CAA Effective January 1, 2015**

Purpose: To approve option provided by the State of California to make the effective date of the transition for CAA from the nonprofit to the JPA January 1, 2015

Recommendation from staff: To approve option provided by the State of California to make the effective date of the transition for CAA from the nonprofit to the JPA January 1, 2015

Discussion: Staff requested information on next steps in the process to transition the designation of Community Action Agency to the CAP Solano, JPA. Information received had two options:

1. Make the effective date of the change to be at the time of the next contract which begins in January 2015. This would allow for time for the JPA to set up the advisory board and for the JPA/CSD to execute or exchange the needed documents, prepare budgets, etc.
2. Make the effective date immediately. We would need documentation effecting assignment of the contracts, assumption of liability, perhaps budget documents, plans to transition books of account and other financial process. (Auditors, for example, must be able to track everything from one entity to the other).

The recommendation from State CSD office is as follows:

1. Chairs of the CAP Solano, JPA and CAP Solano, Inc. boards send a joint letter to CSD requesting a change of eligible entity and indicating the intended transition date.
2. The letter would indicate:
 - a. how the JPA will comply with CSBG low-income board participation and
 - b. how the parties intend for the JPA either to assume liability for existing contracts or become the contractor for the next contract
3. Once CSD knows the preferences, CSD will officially designate the JPA as the eligible entity for Solano, with a statement of conditions or requirements to be fulfilled before the change is effective

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REVISED SECTION

Item 8: OLD BUSINESS

DISCUSSION

8.2: July 30, 2014 Housing First Solano General Meeting

Purpose: Discuss presentation by Ron Grassi to the Housing First Solano General Membership meeting July 30, 2014

Recommendation from staff: Discuss presentation by Ron Grassi to the Housing First Solano General Membership meeting July 30, 2014

Discussion: Ron Grassi will make a presentation to the Housing First Solano General Membership on behalf of the CAP Solano, JPA asking the membership to consider merging their Housing First Solano Board with the CAP Solano, JPA board.

Presentation will be distributed July 23, 2014.

Financial Impact: None at this time.

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Item 8: OLD BUSINESS	DISCUSSION
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8.3: Update on Negative Cash Balance

Purpose: Receive update regarding the negative cash balance.

Recommendation from staff: Receive update regarding the negative cash balance.
Report

Discussion:

Negative Cash Balance now stands at approximately \$222,767.00. Solano County Board of Supervisors approved waiving the \$102,178.00 owed by Youth & Family Services; Caminar, Inc.; and Vacaville Social Service Corps.

Sue Goranson, the Independent Auditor for CAP Solano, will be connecting with Ron Grassi to begin investigating the disputed amounts to either confirm or deny the amounts reportedly owed to Solano County.

Financial Impact: None at this time.

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Item 8: OLD BUSINESS	DISCUSSION
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8.4: Renewal of Memorandum of Understanding with Solano County

Purpose: Discuss options for the renewal of the MOU between CAP Solano, JPA and Solano County

Recommendation from staff: Discuss options for the renewal of the MOU between CAP Solano, JPA and Solano County

Discussion: The current 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 funding from Solano County.

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Item 8: OLD BUSINESS	DISCUSSION
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8.5: Collaborative Applicant

Purpose: Discuss the possibility of remaining the Collaborative Applicant for the Housing First Solano (Continuum of Care).

Recommendation from staff: Discuss the possibility of remaining the Collaborative Applicant for the Housing First Solano (Continuum of Care).

Discussion: CAP Solano, JPA was designated as the Collaborative Applicant in previous years. Discussion should include the intent of CAP Solano, JPA to continue to be designated as the Collaborative Applicant for this year and future years.

The item will be on the Agenda for the Housing First Solano General Membership meeting scheduled for July 30, 2014. HFS General Membership will vote to either extend the designation for CAP Solano, JPA for up to 5 years; or use the RFP process in the HFS Charter to accept potential applicants.

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Item 9: NEW BUSINESS
9.1: Grand Jury Report

DISCUSSION

Purpose: Discuss the Grand Jury Report recently released pertaining to CAP Solano, JPA.

Recommendation from staff: Discuss the Grand Jury Report recently released pertaining to CAP Solano, JPA.

Discussion: The Grand Jury Report requires a response by September 2014. Though CAP Solano, JPA is only required to respond to one item, the board may discuss all items in the report.

Staff will be preparing information addressing each item of the Grand Jury Report and send to members under separate cover. This information may be used in conjunction with other information for discuss and possible response.

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Item 9: NEW BUSINESS

ACTION

9.2: Election of Vice-Chairperson

Purpose: To elect a replacement for position of Vice-Chairperson of the JPA

Recommendation from staff: To elect a replacement for position of Vice-Chairperson of the JPA

Discussion: The board will elect a Vice-Chairperson to replace Robert Sullens who is no longer on the CAP Solano, JPA board.

Chairperson will ask for nominations and a vote to take action to elect a new Vice-Chairperson.

Financial Impact: None at this time.

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Item 9: NEW BUSINESS

DISCUSSION/POSSIBLE ACTION

9.3: Draft Budgets for CAP Solano, JPA

Purpose: Discuss options for budgets for CAP Solano, JPA.

Recommendation from staff: Discuss options for budgets for CAP Solano, JPA

Discussion: CAP Solano, JPA will review options for budgets for 2014 and 2015.

Budget options will include various funding scenarios.

Options will be sent under separate cover.

Financial Impact: Varies with budget options.