

**FOURTH QUARTERLY MEETING**  
**DECEMBER 9, 2015**  
**2:00 – 3:30 PM**  
**FAIRFIELD COMMUNITY CENTER**  
**1000 KENTUCKY STREET, FAIRFIELD, CA 94533**  
**VISTA CONFERENCE ROOM**

- 1. Call to Order – 2:02 PM**
- 2. Roll Call – A quorum currently consists of six representatives.**
  - a. Members of the Board Present:
    - Scott Tonneson, Chair
    - Tom Bartee
    - Laura Escobar
    - Dee Gilliland
    - Lisa Martin
    - Patrick Stasio
    - Keetra Welling
  - b. Members with Excused Absence
    - Erin Hannigan
  - c. Members with Unexcused Absence
    - Pam Bertani
    - Joanie Erickson
    - Paul Newman
    - Kay Tracy
  - d. Public Present
    - Jonathan Harvey, Salvation Army
    - Althea Lindsey, House of Purpose
    - Carolyn Wylie, HomeBase
    - Sophia Lai, HomeBase
- 3. Presentations – None**
- 4. General Public Comments – None**
- 5. Additions or Deletions from the Agenda – None**
- 6. Approval of the Agenda**
  - a. Tom Bartee moved to approve the agenda; Patrick Stasio seconded. All in favor, none opposed; motion passed.
- 7. CONSENT CALENDAR – ACTION**

**a. Approve Tripartite Advisory Board Minutes from September 8, 2015**

- i. Tom Bartee moved to approve the minutes; Lisa Martin seconded. All in favor, none opposed; motion passed.

**8. OLD BUSINESS – NONE**

**9. NEW BUSINESS**

**a. Updates from 2015 Community Services Block Grant (CSBG) Recipients – PRESENTATION**

- i. Jonathan Harvey, Salvation Army
- (1) Project Overview: Provided housing assistance to families so that they could maintain their housing or quickly obtain new housing. This enabled those who lost their jobs or faced other challenges to regain stability.
  - (2) Clients Served: Salvation Army to serve 22 families, totaling 69 individuals. Client demographics mirrored the community. The Salvation Army was generally able to serve people in need unless they were not qualified.
  - (3) Geography: County-wide; clients were served from all three Salvation Army locations in Vacaville, Fairfield, and Vallejo and from a mobile vehicle. The funds were managed through the central office.
- ii. Altheia Lindsey, House of Purpose
- (1) Project Overview: Over 2-3 months, was able to provide permanent supportive housing to help clients be stabilized: 4 out of the 5 people are still in the program. All are on medication, and all were able to obtain SSI. There is no limit on how long people can stay. The one person who left went to live with her family. CSBG funding enables House of Purpose to provide housing for free. \$11,000 for 5 people was put toward rent and utilities. House of Purpose provides meals for clients, but not employment or toiletries. The residents receive \$50 a week to spend for their own purposes.
  - (2) Clients Served: 5 people who have a dual diagnosis, were homeless, and had no income. There are now 5 people on waiting list.
  - (3) Discussion with Board
    - (a) It is common for clients not to know how to access services, so this is one of the services provided by House of Purpose.
    - (b) Tracking outcomes and reimbursements was not difficult; easy to complete paperwork on a monthly basis.
    - (c) The challenge of the grant is the wait to find out whether the grant will come through. House of Purpose is privately funded and does not have other grants.

- (d) How do people get on the waiting list? Work with Fairfield Police Department, Adult Protective Services, Solano County, and Mission Solano. There are always potential clients looking for a bed.
- (e) Program model: House of Purpose rents houses and then rents out the rooms to clients. The rent cost is \$650 per person, covering housing, utilities, and food. This is the lowest cost in the County. House of Purpose has four houses of 5 to 6 people.

**b. Approval of Request for Proposal for 2016 CSBG Allocations – DISCUSSION & ACTION**

- i. After reviewing the Request for Proposal proposed by the Ad Hoc Joint CSBG Committee; the Board recommends the following modifications:
  - (1) Maximum Amount: No maximum amount will be set, but will state that the grant intends to broadly cover the needs across the County and encourage partnerships
  - (2) Notice of Intent: Ask for initial proposed amount
  - (3) Collaborative Applications: Allow partnerships
  - (4) Reimbursements: Make clear to applicants that the money is provided as reimbursement, not advance
  - (5) Proportionality of Proposal: Ensure RFP language is clear in requesting the range of funding the applicants will accept and still serve a proportional number of clients
  - (6) Budget Amount: Direct Services will be \$221,457 in 2016. This is compared to \$152,606 in 2015 Annual Allocation funding. Overhead expenses for 2017 are projected to remain the same because this covers Continuum of Care staffing as well as CSBG and JPA staffing.
- ii. Tom Bartee moved to approve the RFP with the modifications listed above; Patrick Stasio seconded. All in favor, none opposed; motion passed.

**c. Tripartite Advisory Board By-Laws Attendance Policy – DISCUSSION & ACTION**

- i. The Board discussed the proposal to amend the Attendance Policy in the By-Laws to clarify what constitutes an Unexcused Absence
  - (1) Board Members must notify TAB Staff about a valid absence in advance of the TAB meeting in order for the absence to be excused. There will be an exception in case of emergency.
  - (2) Examples of valid Excused absences will be added to the By-laws.
  - (3) TAB Staff will notify Board members once they have one Unexcused Absence to inform them that if they incur another Unexcused absence within 12 months, they will be subject to removal from the Board.

- ii. Tom Bartee moved to approve the amended By-laws with the modifications listed above; Patrick Stasio seconded. All in favor, none opposed; motion passed.
  - iii. The Board discussed the attendance record of TAB Members who have one or more Unexcused Absences.
    - (1) Councilmember Pam Bertani will have incurred two Unexcused Absences after this meeting.
    - (2) Several other Members will have incurred one Unexcused Absence after this meeting (see attendance above).
    - (3) Staff will follow up with all Members with Unexcused Absences to provide notice that they will be subject to removal proceedings if they incur two or more absences.
    - (4) Staff will provide written notification of removal proceedings at the initiation of the Chair of the TAB for members with two or more Unexcused Absences, to be voted on at the January TAB Meeting.
- d. Report on Grant Writing Workshop sponsored by JPA – UPDATE**
- i. The Grant Writing Workshop will be held on Monday, December 14 at 10 to 11:30 a.m.

## **10. Next Steps for Tripartite Advisory Board**

- a. **Next Meeting Date – Monday, January 25, 2-4pm**

## **11. Adjourn Meeting – 3:39pm**