

# COMMUNITY ACTION PARTNERSHIP OF SOLANO, JOINT POWERS AUTHORITY (JPA)

THURSDAY, FEBRUARY 23, 2017  
10:00 AM TO 12:00 PM

1000 KENTUCKY STREET, FAIRFIELD, CA 94533  
VISTA CONFERENCE ROOM

## MINUTES

### 1. CALL TO ORDER

Chair Kathy Lawton-Caesar called the meeting to order at 10:08 AM.

### 2. ROLL CALL

#### Board Members:

- Kathy Lawton-Caesar, Board Chair, City of Suisun City
- Tamara Colden, alternate for Vice Chair Emily Cantu, City of Vacaville
- Kristin Kamm, City of Benicia
- Dawn La Bar, City of Fairfield
- Guy Ricca, City of Vallejo
- Tonya Nowakowski, Solano County

#### Other attendees:

- Keetra Welling, Community Action North Bay
- Carolyn Wylie, HomeBase, JPA Staff
- Adam Kol, HomeBase, JPA Staff

### 3. PRESENTATIONS

No presentations.

### 4. GENERAL PUBLIC COMMENTS

No public comments.

### 5. ADDITIONS TO OR DELETIONS FROM THE AGENDA – ACTION

No additions to or deletions from the agenda.

### 6. APPROVAL OF THE AGENDA – ACTION

Dawn La Bar moved to approve the agenda. Tamara Colden seconded the motion. All in favor, none opposed, no abstentions. The motion carried.

## **7. CONSENT CALENDAR – ACTION**

- a. Consider JPA Minutes of Regular Meeting from January 26, 2017

Dawn La Bar requested that we revise the minutes to show that she made the motion to appoint Kathy Lawton-Caesar as JPA Chair and that Daniel Del Monte seconded it.

Dawn La Bar moved to approve the minutes of the January 26, 2017 JPA meeting with the revision clarifying that she had moved to appoint Kathy Lawton-Caesar as JPA Chair and that Daniel Del Monte had seconded the motion. Guy Ricca seconded the motion. All in favor, none opposed, no abstentions. The motion carried.

## **8. JPA BOARD GOVERNANCE**

- a. Review Notice from Local Agency Formation Commission – DISCUSSION

Carolyn Wylie explained that the Local Agency Formation Commission (LAFCO) is required to have on file all JPA formation documents. SB 1266, which took effect on Jan. 1, 2016, seeks to remedy information gaps where LAFCO does not have all updated documents. LAFCO asked the JPA to send in all missing documents, which included Vacaville and Dixon's (if applicable) recent resolutions to join the JPA and the original JPA MOU from 1999. LAFCO wanted all documents submitted within the next month.

Kathy Lawton-Caesar noted that the county has the 1999 MOU.

Dawn La Bar said that she had Vacaville's signed resolution and could look for a copy of Dixon's resolution. Carolyn Wylie also noted that she could reach out to Vacaville and Dixon.

- b. Tripartite Advisory Board Appointments – ACTION

Carolyn Wylie explained that the Tripartite Advisory Board (TAB) members' terms were up, and that the JPA was responsible for re-appointing the Private and Elected Sector members of the TAB. All except Scott Tonnesen, former Chair, were interested in reapplying. JPA staff recommended that the JPA reappoint all of them and consider who could replace Scott Tonnesen.

Carolyn Wylie added that the new TAB Chair was Erin Hannigan, and the Vice Chair Katy Miessner. The TAB also modified its bylaws to create a new Secretary position; this change will become official at the TAB's next meeting if accepted. The Low-Income Sector TAB seats were to be filled through an open CoC election, which JPA staff would run.

Dawn La Bar suggested Debbie Davis as one possibility for Scott Tonnesen's vacated seat. Carolyn Wylie suggested that the JPA consider various people and discuss them at the next JPA meeting.

Dawn La Bar moved to reappoint all the sitting TAB members as they were interested in reapplying and she thanked them for their service. Tamara Colden seconded. All in favor, none opposed, no abstentions. The motion carried.

## **9. OLD BUSINESS & STANDING AGENDA ITEMS**

### **a. JPA Audit Updates – DISCUSSION**

#### **i. 2014 JPA Audit – Receive Update Regarding Status**

Tamara Colden reported that the JPA received a new engagement letter from the County reflecting the maximum allocation to complete the 2014 audit. The revised 2017 budget reflected the change. Tamara was asked about when the audit would be complete and stated that she would confirm the estimated timeline for the audit and report on it at the next JPA meeting.

#### **ii. 2015 JPA Audit – Review Completed Report**

Tamara Colden explained that the 2015 audit observed some minor errors in the coding of the accounting periods for JPA revenues and expenditures and that this issue had been resolved. She stated that the final report would be accompanied with a letter explaining the 2015 audit process.

### **b. 2016 Community Services Block Grant (CSBG) Funding**

#### **i. 2016 Annual Funding & Programmatic Update – DISCUSSION**

Tamara Colden reported on a \$48,000 remaining balance, the same as previous month.

The JPA discussed SparkPoint/Children’s Network of Solano (“SparkPoint), which had been granted \$51,000 and had only spent \$17,000 to date. The JPA considered SparkPoint’s proposal to reserve \$2,000 per month for services provided at the SparkPoint location and to send the remaining \$28,000 in funds to family resource centers the agency operates around the county for crisis rental and utility assistance. Alternatively, the JPA considered reallocating the unused funds to the other housing providers already funded by CSBG annual funds. After extensive discussion, the JPA agreed to suggest to the City of Vacaville, the Fiscal Agent, that it reallocate SparkPoint’s \$28,000 in unused funds to Caminar, Community Action North Bay, and House of Purpose under the authority previously given it by the JPA.

#### **ii. 2016 Discretionary Funding & Programmatic Update – DISCUSSION**

Tamara Colden reported that the Fiscal Agent expected its MOU with the Vacaville Police Department - Family Resource Center (FRC) to be completed in the next 24 hours or so. Tamara had met with the FRC the previous month to brief its staff on contracting and reporting. The FRC was also checking to see if there were any services they provided that

could be claimed back to November 1, the starting date of the grant period. The FRC has until May 31 to spend the discretionary grant.

c. 2017 CSBG Funding

i. Tripartite Advisory Board and Allocations Committee recommendations for 2017 CSBG Annual Funding – DISCUSSION AND ACTION

The JPA discussed the Allocations Committee's 2017 CSBG funding recommendations, which would award \$53,680 to Berkeley Food and Housing Project, which scored a 90.60; \$51,300 to House of Purpose, which scored an 86.60; and \$57,699.37 to Community Action North Bay, which scored an 85.80.

After discussion, Dawn La Bar moved to approve the funding recommendations made by the Tripartite Advisory Board and Allocations Committee. Guy Ricca seconded. All in favor, none opposed, no abstentions. The motion carried.

d. JPA 2017 Budget – DISCUSSION AND ACTION (after amendment discussed below)

Tamara Colden presented an updated version of the 2017 budget. There was a small increase in direct services contracts from \$162,679.37 to \$162,968.37. The most significant change was increasing the maximum allocation for the 2014 audit to \$23,200. To accommodate the increase in funding available for the 2014 Audit, the Fiscal Agent suggested lowering the amount of funds available to pay for HMIS licenses. Offering subsidized HMIS licenses had been a way to encourage providers to join the CoC and participate in Coordinated Entry. Kathy Lawton-Caesar noted that the auditors may not use all those funds, in which case the funds could go back toward HMIS licenses. Staff was asked about the cost of a typical audit so the Board could anticipate costs moving forward. Staff explained that many agencies typically allocate \$3,000-\$5,000 for simple annual audits, and part of why this one is more expensive is because the switch from calendar year to fiscal year reporting means it covers about a year and a half.

Dawn La Bar moved to make an amendment to her original motion to approve the agenda so that the JPA could make a modification to agenda item 9d making it a Discussion and Action item. Guy Ricca seconded. All in favor, none opposed, no abstentions. The motion carried.

Guy then moved to approve the budget with the changes to 2014 and FY 2016-2017 audits, the HMIS budget, and the direct services budget. Tonya Nowakowski seconded. All in favor, none opposed, no abstentions. The motion carried.

e. Regional Strategic Planning Update – DISCUSSION

Carolyn Wylie led a discussion of the draft of the Solano County Regional Strategic Plan, with its working title, Forward Together: Neighbors Helping Neighbors. The JPA discussed next steps for implementation, including scope of and funding for support, and the best way

to get full buy-in from the various jurisdictions. Multiple JPA members requested additional time to review, so Carolyn offered to send out a Word version of the plan and requested feedback by March 3 so that any edits could be incorporated ahead of the Strategic Planning Workgroup meeting on March 6, 2017.

- f. Review Draft Letter prepared at Board Direction regarding CoC Access for those with Limited English Proficiency – ACTION

The JPA reviewed the proposed letter, which encouraged Legal Services of Northern California to bring its concerns about limited access to housing and services for those with Limited English Proficiency to the CoC Board, and considered alternative actions. After discussion, Dawn La Bar moved to: (1) include in the letter a cc to Tranine Chisholm, CoC Board Chair; and (2) authorize Kathy Lawton-Caesar to sign it. Tanya Nowakowski seconded. All in favor, none opposed, no abstentions. The motion carried.

## **10. NEW BUSINESS**

- a. 2015 Coordinated Entry Grant RFP – DISCUSSION AND ACTION

Carolyn Wylie explained that HUD published a new notice which requires all CoCs to have their Coordinated Entry running and compliant by January 23, 2018. JPA staff confirmed that they will keep abreast of all related regulations, tools, guidance, and webinars and work with the Coordinated Entry provider to make sure that Housing First Solano is compliant by the deadline.

Carolyn also reported that staff had made a few changes to the Coordinated Entry RFP since the JPA last saw a draft, including ensuring the language was compliant and changing the timelines. The Notice of Intent to apply had also been changed to constitute a percentage of an applicant's score instead of being an absolute cutoff.

It was agreed that the Allocations Committee would meet on March 16 from 12:00 – 4:00 PM to review the submissions to this RFP. Kathy Lawton-Caesar agreed to see if a room was available in Suisun City.

Kathy moved to accept the updated Coordinated Entry Grant RFP. Guy Ricca seconded. All in favor, none opposed, no abstentions. The motion carried.

- b. 2016 JPA Annual Report – DISCUSSION AND ACTION

Carolyn Wylie presented the draft of the 2016 JPA Annual Report and noted that the draft already received feedback from the Tripartite Advisory Board. Kathy Lawton Caesar suggested moving this item to next month's agenda. The Board agreed.

- c. JPA Letter of Support for Solano County Bringing Families Home Grant Application

Kathy Lawton-Caesar noted that she sent out a letter of support as requested by Solano County, who reached out to her and the Housing First Solano CoC Board, for a potential \$832,000 grant over 2 years to work on reunification of families.

## **11. STAFF REPORT**

### **a. Federal Updates – DISCUSSION**

Carolyn Wylie announced that based on survey results, staff will now provide monthly Federal updates with relevant releases/information, including about: Coordinated Entry; Families and Children; Data Collection/Data Quality; and Miscellaneous Federal announcements from HUD and HHS. Carolyn requested that the JPA let JPA staff know if there is anything additional they would like for staff to include.

### **b. Funding Opportunities – DISCUSSION**

Carolyn Wylie noted that JPA staff also will be sharing available funding opportunities at each meeting.

## **12. COMMENTS FROM BOARD MEMBERS**

None.

## **13. ADJOURNMENT**

Dawn La Bar moved to adjourn the meeting. Kathy Lawton-Caesar seconded. All in favor, none opposed, no abstentions. The motion carried. Kathy Lawton-Caesar adjourned the JPA Board Meeting at 11:56 AM.