

SECOND QUARTERLY MEETING

APRIL 24, 2017

2:00 PM TO 4:00 PM

VISTA CONFERENCE ROOM

FAIRFIELD COMMUNITY CENTER

1000 KENTUCKY AVENUE, FAIRFIELD, CA 94533

If you wish to address any item listed on the Agenda, we encourage you to participate in the **Public Comment Period that will be held at the end of each agenda item for public comments and questions.** CAP Solano JPA fosters accessibility for persons with disabilities. Meetings are held in accessible facilities; however, if you require additional assistance in order to participate, please contact HomeBase at least 48 hours in advance of the meeting at 415-788-7961 or at Solano@homebaseccc.org with your specific needs.

- 1. Call to Order**
- 2. Roll Call – A quorum currently consists of six representatives.**
- 3. Welcome new board members**
 - a. **Private Representative: Lauren Crutsinger**, Solano County Program Director for Seneca Family of Agencies, private
 - b. **Low Income Representative: Jill Sowards**, Staff Attorney at Legal Services of Northern California
- 4. Community Services Block Grant Recipient Programmatic Presentation**
- 5. General Public Comments – 2 Minutes per person**

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 the Tripartite Advisory Board. Please limit your comments to two minutes.
- 6. Additions or Deletions from the Agenda – ACTION**
- 7. Approval of the Agenda – ACTION**
- 8. CONSENT CALENDAR – ACTION**
 - a. **Approve Tripartite Advisory Board Minutes from February 21, 2017**
- 9. OLD BUSINESS/STANDING ITEMS**
 - a. **Community Action Agency Executive Director’s Report – Update**
 - b. **Fiscal Report (Fiscal Agent)– Update**
 - i. **CSBG Budget Report**

- ii. **Community Services Block Grant Programmatic Outcomes**
- iii. **2017 Community Services Block Grant (CSBG) Funding Update**

c. Organizational Standards Reporting—Update

10. NEW BUSINESS

a. Vote on Tripartite Advisory Board Bylaws Changes—DISCUSSION AND ACTION

- i. **Vote on changes proposed during the February 21, 2017 meeting pursuant to the TAB Bylaws.**

b. Hold election for new Secretary position on the Board—ACTION

- i. **Note: This item will only occur if the Board successfully votes to adopt the revised Bylaws**

c. Strategic Plan Implementation—UPDATE

d. Community Needs Assessment—DISCUSSION

(1) Review 2016/2017 Community Action Plan

(2) Review 2017 consumer surveys and community input

(3) Determine issue areas for additional information and target populations for outreach

e. Reschedule Third Quarterly Meeting to approve the Community Needs Assessment—DISCUSSION AND ACTION

- i. **Vote to move the Third Quarterly Meeting to the end of June to Review and Approve the 2018/2019 Community Action Plan**

f. Sign updated Conflict of Interest Forms as needed

11. Staff Updates

a. Update on 2017 Point-In-Time Count Status

12. Upcoming agenda items

a. 2018/2019 Community Action Plan Review and Approval

13. Adjourn Meeting – Next meeting June 2017