

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

BOARD MEETING MINUTES | FEBRUARY 25, 2016
1000 Kentucky Street, Fairfield | 10:00AM-11:30AM

JPA BOARD MEETING MINUTES

1. Call to Order at 10:00 a.m. by Chair Dawn La Bar.

2. Roll Call

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

- a. City of Fairfield
 - i. Dawn La Bar, Chair
 - ii. Nicole Holloway
- b. City of Vallejo
 - i. Guy Ricca
- c. City of Benicia
 - i. Matt Hart
- d. Solano County
 - i. Ronald Grassi
- e. City of Suisun City
 - i. Kathy Lawton
- h. Other Attendees
 - o Karen Tedford, Supervisor Skip Thomson's Office
 - o Sophia Lai, HomeBase
 - o Marie Libeson, HomeBase
 - o Amanda Stempson, HomeBase

3. Presentations – None

4. Public Comments – None

5. Additions or Deletions from the Agenda –

- a. Ron Grassi proposed changing 9.a. Regional Planning from “Presentation” to an action item because, following a City/County Managers meeting, there is interest in establishing a contract with HomeBase to implement the Regional Planning strategy.
 - o Kat Lawton moved to amend 9.a. from Presentation to Discussion and Action to delegate authority to the Chair to sign a contract with HomeBase to implement the Regional Planning services. Guy Ricca seconded. All in favor, none opposed, no abstentions. Motion carried.

6. Approval of the Agenda – Action

- a. Kat Lawton moved to approve the Agenda; Guy Ricca seconded. All in favor, none opposed, no abstentions. Motion carried.

7. Consent Calendar - Action

- a. Approve JPA Minutes of Regular Meeting from January 28, 2016
 - Kat Lawton moved to approve minutes, Guy Ricca seconded. All in favor, none opposed or abstained.

8. Old Business

a. 2015 CAP Solano JPA Annual Report – DISCUSSION & ACTION

- Presentation:
 - o Staff presented revised 2015 Annual Report for approval from the Board.
- Board Discussion
 - o Dawn La Bar: Please reformat page 11 so the entire page is filled.
 - o Matt Hart: The “over 75%” positive rating may be misleading/confusing. Please change description.
 - o Ron Grassi: Please maintain the separate categories for the survey for clarity.
 - o Staff: Timeline is to revise Annual Report by the end of this week.
 - o Dawn La Bar: We should issue a press release with the Annual Report and have the JPA members take this to their respective city managers, Mayors, etc. and the Board of Supervisors.
 - o Ron Grassi: We can put this in the significant issues section, which will go to the Board of Supervisors.
 - o Guy Ricca: Send this to me/Anne Putney, and we can have this go to the City Managers Report.
 - o Dawn La Bar: This will go to the Tripartite Advisory Board – and to the CoC. JPA Staff will prepare press release with the key highlights from the Report.
- Board Action:
 - o Kat Lawton moved to approve the final draft of the Annual Report with Staff authorized to make the revisions requested above to draft a press release to disseminate to the JPA Board’s respective jurisdictions. Ron Grassi seconded. All in favor, none opposed, none abstained. Motion carried.

b. 2016 Community Services Block Grant Allocation Update – PRESENTATION

- Presentation:

- All of the agencies awarded grants accepted the offer. We are now waiting for the State contract to be executed to disburse the funding.
- All of the unsuccessful agencies will receive a general letter with detailed feedback and individualized scores. They will have an opportunity to reach out to receive more specific feedback.
- Board Discussion
 - Kat Lawton: Hope that the agencies that did not receive the grants will receive more specific feedback because many applicants do not realize the weaknesses of their grants.
 - Dawn La Bar: We received the approved, executed contract from the state, but only the initial \$95,000, not the full \$300,000 amended version. It appears to be just a formality to obtain the second part of the contract from the State to start distributing the funds.
 - Matt Hart: What will the unsuccessful applications receive? Did we change what we've been asking for in the funding?
 - Ron Grassi: I like the idea of sending general feedback.
 - Dawn La Bar: Staff should also send the feedback to the JPA.
 - Matt Hart: There's a disconnect in what we're asking for and what the agencies provide. It may take awhile for everyone to get the message. This way we can ensure that agencies know what it is that the JPA is prioritizing.
 - Dawn La Bar: One of the good things about the grant writing workshop is that it was not just for CAP Solano JPA funds. For this reason, the information was broadly applicable and can help them with other grants.
 - Guy Ricca: Can the agencies receive copies of successful applications?
 - Dawn La Bar: They can ask the successful agencies for copies.
 - Ron Grassi: Will check with County Counsel to see if the applications are public record. All JPA members can check with their legal counsel to see if the applications are public record.
 - Dawn La Bar: We should hold more workshops to help make the grants more successful.
- Public Comment
 - Karen Tedford: I recommend giving unsuccessful applicants the list of successful recipients/projects.

c. Community Services Block Grant Eligible Entity Organizational Standards Update – PRESENTATION

- Presentation
 - Staff presented a timeline for complying with outstanding CSBG eligible entity organizational standards to meet or to improve.

- Board Discussion
 - o Dawn La Bar: Please make this a standing item on the agenda so we can track progress. Note: Leslie Taylor from State Community Services & Development Department said that CAP Solano JPA will receive a site visit this year, so it is important to show that we are meeting all standards.

d. JPA 2014 Audit Update - PRESENTATION

- Presentation on behalf of Fiscal Agent Emily Cantu
 - o The City's Finance Department spoke with the County Auditor's Office earlier in the week. Together, they are finalizing the scope of work for the County Auditor-Controller's Office to complete an audit of the CSBG grants administered by CAP Solano, Inc. for 2014 per CSD's requirement that the JPA have this task completed. Once the scope of work is approved by the County Auditor's office, a plan will be made for fieldwork which will launch the actual audit. There is no timeline yet.

9. New Business -

a. Regional Planning - DISCUSSION & ACTION

- Presentation by Ronald Grassi:
 - o This is an idea that has been ongoing. The City Managers met yesterday (with the exception of Dixon) at the City Managers meeting. They are very interested in moving forward with this regional plan. The objective is to move beyond just what the cities and County are doing, but to bring in more partners.
 - o One of the objectives is to identify the cost of homelessness. We will reach out to Solano Coalition for Better Health to determine costs. We also want to reach out to Kaiser North Bay and Sutter Health to determine emergency room and other costs. This would help us to obtain more medical community support to put forth a regional goal.
 - o This should not just be a document to sit on the shelf; this should be an attainable action plan.
 - o Funding for implementation of the regional plan: We are currently trying to determine this. The State is giving funding for some other cities. We hope that if we have a regional plan ready, we can obtain funding for this from the state or reach out to other philanthropic agencies. There might be programs, such as shared housing, that don't require as much funding. The County will put in 50% and then ask the cities to put in 50%, divided based on population.

- The City Managers asked why CAP Solano JPA wasn't paying for this. Dawn La Bar explained the purpose of JPA's money is to go toward direct services.
- The City Managers decided that CAP Solano JPA would hold the contract. County Counsel would draw up the contract. This would kick start the project and move forward with working collaboratively, not to detract from any individual city's effort, but to try to leverage efforts.
- This is only a 5 year plan that will be re-examined each year.
- One of the goals is to see how this fits with CSBG, U.S. Department of Housing and Urban Development, and other funding sources. This way, when we examine the funding, we can determine how to coordinate funding disbursement.
- Presentation – Nicole Holloway, City of Fairfield
 - Working with County Health & Human Services to locate sites to establish housing facilities, i.e. Step Down for the Crisis Residential Treatment, working with Fairfield to establish 16 beds, etc.
 - Trying to coordinate across cities. Right now the information is not being shared across the County, so regional coordination would help.
 - This Regional Plan is what is needed to move forward – having the blessing of working together. Right now, agencies are duplicating work re: identifying data (i.e. identifying the cost of homelessness). This information should be shared.
- Presentation – Amanda Stempson, HomeBase
 - HomeBase's approach: start with an environmental scan
 - Work with an implementation group with representatives from all jurisdictions, as well as JPA and CoC, to inform areas of focus
 - Create an initial design for 5 year plan
 - Engage the community on the initial design – solicit input from stakeholders, educate on best practices, building buy-in to make sure the plan is feasible
 - Host up to 4 summits to convene stakeholders to engage on key issues identified
 - Draft plan with clear action items, goals, strategies identified, outcomes, progress
 - Timeline would have a plan ready for approval by Fall and assist with presentations to the relevant boards and parties
- Board Discussion
 - Guy Ricca: When would this plan be completed?

- JPA Staff: If we start now and follow the work plan, a draft would be ready in September
- Matt Hart: Where has HomeBase done similar work?
- JPA Staff: Sacramento, Santa Clara, Contra Costa, San Francisco, Shasta, etc.
- The plans are publicly available Homebase has been assisting many of these communities with annual plans
- Matt Hart: Do these plans look similar?
- JPA Staff: All are tailored, but most have a focus on housing
- Matt Hart: How do you differentiate this work from what services are already being provided?
- JPA Staff: This is a separate and additional process to what HomeBase provides with JPA and CoC staffing.
- Matt Hart: What is the City Managers' objective for this proposal?
- Ron Grassi: A true action plan for regional coordination, including preparation for seeking additional state and federal funding. We often miss opportunities because we have no plan or coordination. This would give us a road map for items that we can do on an annual basis to even coordinate our current funding sources. By working regionally, we can also bring in community-based organizations and even reach out to private businesses.
- Guy Ricca: It sounds like another benefit of this is politically, you gain buy-in from the cities and County. This cooperation and investment is critical.
- Dawn La Bar: This gives more leadership and structure to what each city is doing individually. Otherwise, the work is done largely in silos.
- Ron Grassi: Some cities might not have as much funding, but they have available pieces of land for affordable housing. The County Board of Supervisors took a significant step forward with mental health, to try to coordinate efforts across cities.
- Kat Lawton: Duplicated efforts are costly when we have such limited resources.
- Guy Ricca: What we're doing in Vallejo is small and seems like it's not getting enough done. This regional plan would help us move forward.
- Public Comment:
 - Nicole Holloway: We're very far behind where we should be. Other regions started this years ago. This is the tool that will drive this forward and hold everybody accountable.
 - Karen Tedford: Yountville has a building for homeless veterans and wants toto get more of our County's veterans into those beds.

- Action
 - o Guy Ricca moved to delegate authority to Chair Dawn La Bar to sign a contract with HomeBase to conduct the strategic planning work for a regional plan. Kat Lawton seconded. All in favor, none opposed, none abstained. Motion carried.

b. Northern California Housing & Healthcare Policy Academy – PRESENTATION

- Presentation: There will be a one-day planning session at the end of April with 10 community stakeholders from the Northern California region to discuss the intersection of housing and healthcare. The goal is to create an action plan to use moving forward. There may be two planning calls to follow.
- Example topics include housing, healthcare delivery, mainstream resources, providing targeted plan for healthcare and housing strategies.
- Once the final date and details are set, information will be forwarded to the JPA and CoC.

10. STAFF REPORT

a. January 2016 Housing Inventory Count / Point-in-Time (HIC/PIT)

- Staff Presentation:
 - o January 27 – HIC and sheltered PIT count conducted
 - o There was no unsheltered count because not required this year
 - o We’re still waiting to obtain all of the data from the agencies
- Board Discussion
 - o Ron Grassi: Has HMIS use helped with the PIT/HIC count this year?
 - o Staff: Yes. HMIS was used to generate the reports to confirm the data. If there are inconsistencies, then the data is clarified. The agencies are improving their HMIS accuracy due to improved trainings and user groups.
 - o Dawn La Bar: When will we have preliminary numbers to share?
 - o Staff: Might wait till mid-April because if data is not accurate do not want to share yet. We can provide an estimate or summary for March.

b. Upcoming Funding Opportunities – (See Materials Distributed)

11. COMMENTS FROM BOARD MEMBERS –

- a. Ron Grassi: Have the press release include regional collaboration.

- b. Dawn La Bar: Form 700 is required for all JPA Board members to submit by April 1. Please submit a copy of that to the JPA to collect for the County Registrar. Dawn will send a link to JPA staff to send to the Board.

12.ADJOURNMENT

- a. Kathy Lawton moved to adjourn; Guy Ricca seconded. All in favor, none opposed, no abstentions. Motion carried.
- b. Meeting adjourned at 11:28 a.m.

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