



COMMUNITY ACTION PARTNERSHIP SOLANO JOINT POWERS AUTHORITY

CAP SOLANO BOARD MEETING MINUTES

THURSDAY, JUNE 22, 2023

6:30 PM TO 8:00 PM

601 Texas Street, Conference Room A, Fairfield, CA 94533

1. CALL TO ORDER/FLAG SALUTE

Chair Mashburn called the meeting to order at 6:33pm. Supervisor Vasquez led the salute to the flag.

2. ROLL CALL

Present Board Members:

Supervisor Mitch Mashburn, Solano County Board of Supervisors, Board Chair

Councilmember Tom Campbell, City of Benicia

Mayor Steve Bird, City of Dixon

Councilmember Don Hendershot, City of Dixon

Mayor Ron Kott, City of Rio Vista

Mayor Alma Hernandez, City of Suisun City

Councilmember Jenalee Dawson, City of Suisun City

Supervisor John Vasquez, Solano County Board of Supervisors

Councilmember Jason Roberts, City of Vacaville

Vice Mayor Rozzana Verder-Aliga, City of Vallejo

Councilmember Mina Loera-Diaz, City of Vallejo

3. GENERAL PUBLIC COMMENTS

Heather Theaux, Director of Emergency Services and Trauma at NorthBay Emergency Department stated she had the following concerns about Resource Connect Solano: do not receive calls back; have been unable to get any patients referred for placement; sent a patient by ambulance for assessment and was told assessment was done poorly. Heather also expressed concerned that Resource Connect staff don't leave their office, have limited hours, and don't have appointments available. Heather asked if the hospital can do assessments to assist.

4. ADDITIONS OR DELETIONS FROM THE AGENDA – DISCUSSION AND ACTION

5. APPROVAL OF THE AGENDA – ACTION

Supervisor Vasquez asked 6bi be pulled from consent. Item 6bi became item 6.5. Mayor Kott moved the item with this change, Councilmember Roberts seconded the motion. There were no abstentions or objections. The motion was approved.

6. CONSENT CALENDAR – ACTION

- a. Approve the CAP Solano JPA Meeting Minutes from May 25, 2023
- b. Accept the Coordinated Entry Reports for the month of May 2023
 - i. Resource Connect Solano (RCS) Coordinated Entry Monthly Report
 - ii. Domestic Violence Coordinated Entry (DV-CES) Monthly Report
- c. Approve a first amendment to the Homebase Technical Assistance Services contract to modify the scope of work for 2023 to provide full scope Continuum of Care Notice of Funding Opportunity (NOFO) support with no fiscal impact

Mayor Kott moved the consent calendar without 6bi. Councilmember Henderson seconded the motion. There were no abstentions or objections. The motion was approved.



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6.5 Approve the Coordinated Entry Report for the month of May 2023—Resource Connect Solano Coordinated Entry Monthly Report

Supervisor Vasquez asked if staff had any comments on 6.5.

Megan Richards, JPA facilitator, responded that there may be some confusion as to what Resource Connect Solano (RCS) can provide or not provide. RCS does not provide immediate housing on hospital discharge, but instead coordinates referrals for placements for beds which are funded by federal or state funds, such as permanent supportive housing. The concept is that everyone who needs housing comes through one system and gets an assessment with the same criteria so that those who need it most are placed first. In addition, there are specific referral criteria with each bed based on funding source that must be taken into consideration. In addition, RCS does not connect clients to substance use treatment facilities, that is through County Behavioral Health.

RCS has had a challenge in keeping staff and JPA staff has been working with the director to understand the staffing model and secure additional funds such as HHIP to increase staffing to assist with more assessments and phone coverage.

Additionally, there is a Coordinated Entry Subcommittee of the Continuum of Care where direction is provided on Coordinated Entry policies and procedures. At the Subcommittee, it was proposed to decentralize assessments to allow other sites to perform the assessments to assist. However, the Subcommittee had concerns about assessment fidelity and data quality so this is currently being piloted at three locations and may be rolled out to other sites in the future.

One other concern is that the current assessment tool (the VI-SPDAT) is not equitable so all Coordinated Entry systems are working on transitioning assessment tools. In addition, if the JPA approves the new HMIS system, there is concern with training everyone right now on an assessment and system that will be obsolete which would require everyone to be retrained.

Councilmember Dawson ask what the process was if hospitals need housing for a patient as it is very costly to keep them in the hospital. Megan stated there is state mandate that hospitals are required to provide housing plans for homeless patients, but it is challenging as there are not enough beds to discharge people to.

Councilmember Hendershot stated not calling people back is a concern. Megan stated that this is something that is being addressed with RCS to have more staffing for the phones.

Mayor Hernandez asked when we expect the pilot program to expand. Megan stated the pilot has started with Vacaville Solano Services Corporation, SHELTER Solano, and Solano County Behavioral Health. Once we have data from the pilot, it will have to go back to the Coordinated Entry subcommittee to evaluate the data before expansion.

Councilmember Campbell asked if there was a visual of the referral decision tree. Megan responded not as this time.



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During public comment, Dre Richard from Resource Connect Solano provided information on how to access RCS services, including hours of service. Dre noted appointments are not necessary and often it takes multiple visits or calls to complete the full assessment.

Supervisor Vasquez moved the item and Mayor Kott seconded. There were no abstentions or objections. The motion was approved.

7. REGULAR CALENDAR AGENDA ITEMS

a. CAP Solano JPA Budget– **ACTION**

- i. Receive a quarterly budget update on CAP Solano Grants
- ii. Approve the CAP Solano JPA FY2023/24 Budget
- iii. Approve the allocation for the Community Services Block Grant (CSBG) Discretionary funds

Emily Cantu, from the City of Vacaville Fiscal Agent provided an overview of the quarterly budget update.

Councilmember Dawson ask if the JPA considered applying for Encampment funding. Megan Richards responded that there was not staff capacity to apply for, manager, or distribute the funding at this time. There were some cities that reached out and they were encouraged to apply.

Emily provided an overview of the FY2023/24 CAP Solano budget. Emily noted that the Point in Time Count has been traditionally paid for by the jurisdictions with the county paying 50% and the other jurisdictions paying a proportionate amount by population. She is seeking authorization through passing this budget to continue this practice. Emily also noted that there is one change to HHAP3 amount for SHELTER, Inc. This amount should be \$89,455.43.

Councilmember Dawson asked if the ESG funding be spent by September. Emily responded that we are working with the grantees to be on track for full expenditure by then and will come back to the Board if needed to reallocate.

Mayor Hernandez asked where the JPA can find the deliverables associated with each of the grant opportunities. Emily responded that this can be found in each individual contract or in the quarterly grant reports.

Supervisor Mashburn asked if it would it be possible to get the grant applications and scopes of work on the contracts. Emily responded yes. In addition, there are also reports to the granting agency. Board members expressed support for receiving additional information on grant specifics.

Supervisor Mashburn also noted that there were a lot of funds going to SHELTER Solano so asked if SHELTER Inc could come give an update on services or set up a visit to SHELTER Solano. Megan responded that they can set up a presentation and may be able to set up a visit with some JPA members. The full Board cannot go together unless it is noticed as a meeting.

Supervisor Vasquez moved the item and Councilmember Loera-Diaz seconded the motion. There were no abstentions or objections. The motion passed.



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Emily presented the CSBG budget update. Megan noted the CSBG budget update is being recommended by the Tripartite Advisory Board.

Mayor Hernandez made the motion and Councilmember Henderson seconded the motion. There were no abstentions or objections. The motion passed.

- b. Receive a presentation on the Homeless Management Information System (HMIS) transition to Clarity – **ACTION**
 - i. Approve an allocation of funding of up to \$599,700 for a five-year agreement with Bitfocus for the Clarity HMIS
 - ii. Approve an allocation of funding of up to \$15,000 to Pathways MISI for project management to assist in the HMIS transition
 - iii. Delegate authority to the Chair to sign both agreements

Megan provided a [brief presentation](#) on the transition of the HMIS from Servicepoint to Clarity. Each CoC is responsible for implementing HUD compliant software to track homeless services and housing. This helps decrease duplication and enables staff to connect with and serve clients more efficiently. The transition to Clarity was recommended by the HMIS Users Committee in 2022. At that time, the JPA started seeking funding for the transition.

Megan shared the reasons for the transition include a better coordinated entry workflow and it will be easier to make and manage referrals in the system. Resource Connect Solano has been instrumental in exploring systems and Dre is here if there are detailed questions on the system. The timeframe for the transition is to have the new system in place by the time the current contract for Service Point expires in Feb 2024. The costs for the transition as well as increased costs for the system will be paid by grant funds from HHAP and HHIP.

Mayor Kott asked if we have a contingency plan if we cannot complete the transition in 6 months. Megan responded that we would work with the two systems to revise our timeline if needed.

Councilmember Campbell asked what Clarity's track record is. Megan stated Clarity serves 7 of the 10 largest CoCs in California and Pathways administers both Clarity and Servicepoint and has done over 15 transitions.

Supervisor Vasquez moved the item and Councilmember Dawson seconded the motion. There were no abstentions or objections. The motion passed.

- c. Approve the 2024-2025 Community Services Block Grant (CSBG) Community Action Plan – **ACTION**
Kelly Shaban, Homebase

Kelly Shaban from Homebase presented on the 2024-2025 Community Service Block Grant Community Action Plan and Needs Assessment. Kelly reviewed the planning process for the CSBG Needs Assessment and Action Plan. Kelly noted that the data is in the [full presentation](#) and after review of all this data by the Tripartite Advisory Board, they are recommending the top 5 priorities in the presentation.

Supervisor Mashburn asked if under priority 3a low barrier assessment to mental health assessment and treatment could be added. Vice Mayor stated that this is mandated by CalAIM. Kelly stated this could be added.



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Mayor Hernandez stated that in a large comprehensive study that just came out today, people stated rental assistance was needed and that was in alignment with these recommendations.

Councilmember Roberts moved the item and Councilmember Hendershot seconded the motion. There were no abstentions or objections. The motion passed.

d. Finalize the Strategic Planning Summary and next steps – **DISCUSSION**

Megan shared that the feedback from the last meeting for the Strategic Planning Summary was incorporated and this was sent out to the JPA for feedback. Megan did not receive feedback so confirming this will be moving forward as the working document. The recommendation is to form an ad hoc committee to prioritize the activities and identify next steps, but this is up for discussion on how to move forward.

Supervisor Mashburn stated he liked the idea of an ad hoc and asked who might be interested in serving on the Committee. Councilmembers Dawson and Roberts volunteered. Chair Mashburn said he would also ask Rio Vista and Fairfield. Megan will work on scheduling an ad hoc meeting.

e. Receive a presentation on JPA staffing models and funding and provide direction on next steps – **DISCUSSION**

Megan shared a [presentation](#) regarding the staffing models as requested by the Board which included proposed staff functions and how staffing could be organized within jurisdictions or via contract.

Supervisor Mashburn reminded the Board that the JPA used to be made of staff of each of the jurisdiction so each jurisdiction had been paying into the JPA in a different way. If we don't have staffing we will not be able to generate additional funds.

Supervisor Vasquez stated he supported organizational chart 3 with most of the positions being contracted as this is the quickest and easiest way to start work. Supervisor Vasquez asked how the costs to cover the operations would be allocated. Supervisor Mashburn stated this has not been determined yet. Supervisor Mashburn recommended the JPA do this presentation to the City Managers as they understand the staffing and budgets of their agencies in detail. City Managers could provide the JPA a recommendation on where to locate the staff and how to cover the costs.

During Board discussion, Board Members expressed concern about adding additional activities to already overloaded staff, adding additional costs to jurisdictions, but there is also an urgency around addressing the homelessness that people are currently experiencing homelessness along with funding opportunities that are passing by.

Ultimately, Board members agreed with the recommendation to request the item be brought to the City Managers for input on staffing and funding with the recommendation from the JPA to consider organizational chart 3.

During public comment, Natalie Peterson from the City of Vallejo reminded the Board that we have the Technical Advisory Committee which has a representative from each jurisdiction who could tackle some of the activities needed by the JPA.



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f. Discuss regional approach to cooling centers – **DISCUSSION**

Supervisor Mashburn stated he would forgo this discussion due to time but shared that he is looking at what county owned space to see what was available for cooling centers this summer and will be asking for help and support with staff and volunteers to staff it.

8. BOARD COMMENT

There was one additional public comment from Nestor Aliga regarding a program where empty nest veterans with extra bedrooms could rent to unhoused veterans. Supervisor Mashburn encouraged Nestor to contact his office regarding the program.

9. ADJOURNMENT

Supervisor Mashburn announced that staff would be out much of July, so would like to cancel the July meeting. The ad hoc meeting would meet in its place in July and CAP Solano will reconvene in August.

The meeting was adjourned at 8:57pm.