

FOURTH QUARTERLY MEETING MINUTES

OCTOBER 24, 2016

2:00 – 4:00 PM

FAIRFIELD COMMUNITY CENTER

1000 KENTUCKY STREET, FAIRFIELD, CA 94533

VISTA CONFERENCE ROOM

1. Call to Order

Scott Tonnesen called the meeting to order at 2:02 PM.

2. Roll Call – A quorum currently consists of six representatives.

Board members

- Tom Bartee, Office of Assemblyman Bill Dodd
- Joanie Erickson, Solano Coalition for Better Health
- Supervisor Erin Hannigan, Solano County Board of Supervisors
- Daniel Huerta, City of Vacaville
- Lisa Martin, California Tribal TANF Partnership
- Councilmember Katy Miessner, City of Vallejo
- Paul Newman, Mission Solano
- Patrick Stasio, Solano County
- Scott Tonnesen, Superior Home Loans, Chair, Tripartite Advisory Board
- Kay Tracy, Private Business
- Keetra Welling, CAN-B

Other attendees

- Leslie Taylor, California Department of Community Services and Development
- Cha Xiong, California Department of Community Services and Development
- Emily Cantu, City of Vacaville, Vice Chair, CAP Solano JPA
- Tamara Colden, City of Vacaville
- Carolyn Wylie, HomeBase, JPA Staff
- Genevieve Herreria, HomeBase, JPA Staff
- Gillian Morshedi, HomeBase, HomeBase

3. Introduction of New TAB Board Member Councilmember Katy Miessner (City of Vallejo)

Staff welcomed new TAB member Councilmember Katy Miessner who introduced herself briefly.

4. Presentations – Community Service Block Grant Recipient Programmatic Update

Carolyn Wylie stated that she shortly would request that a staff programmatic update be added to the agenda.

5. General Public Comments – 2 Minutes per person

No public comments.

6. Additions or Deletions from the Agenda – ACTION

Carolyn Wylie requested that a staff programmatic update on CSBG grant opportunities be added to the agenda.

7. Approval of the Agenda – ACTION

Tom Bartee moved to approve the agenda with that addition; Kay Tracy seconded the motion. No abstentions or opposition. The motion carried.

8. CONSENT CALENDAR – ACTION

a. Approve Tripartite Advisory Board Minutes from July 25, 2016

Joanie Erickson moved to approve the draft minutes. Tom Bartee and Katy Miessner seconded the motion. No abstentions or opposition. The motion carried.

9. OLD BUSINESS/STANDING ITEMS

a. Community Action Agency Executive Director’s Report (JPA Chair Dawn La Bar) – Update

Dawn La Bar was unable to attend due to an emergency.

b. Fiscal Report (Fiscal Agent Emily Cantu) – Update

i. 2016 Community Services Block Grant (CSBG) Funding—Update

Emily Cantu presented the 2016 CSBG budget versus expenditures. She reported that direct services contracts had been almost 50% spent, and that the remaining subcontractors were working on spending down their funds before the currently scheduled end of the program. She also reported that the JPA hoped to apply for an extension through May 2017. She noted that some of the subcontractors had a hard time spending down because of the delayed start date of the program. Emily confirmed that program audits were not yet due but rather would carry over to 2017.

Emily further reported that \$32,078 would be available for the 2016 CSBG Targeted Initiative grant, versus the original \$15,000.

Emily noted other funding coming in to Solano County:

- JPA total budget = \$800,000. \$369,000 from other funding sources (federal, Solano County).
- CAN-B and JPA won \$450,000 for Rapid Re-Housing in ESG funds.

There were no questions from the Board for Emily.

c. Community Services Block Grant Organizational Standards Update

Carolyn Wylie reported that staff had been working with the California Department of Community Services and Development (CSD) on Solano's organizational standards. Category Seven of the standards ensures the CAA properly manages staff. The JPA previously notified the state that it has no staff members and that these standards are inapplicable. In return, the State had asked the JPA to provide responsive documents used by the County. The JPA was now in the process of collecting that documentation and reporting it to the State.

Category Six of the standards asks Community Action Agencies, the role that the JPA performed, to participate in a strategic planning process. Carolyn reported that the JPA had not yet met the Organizational Standards for Category Six, but that the State had agreed with the JPA that this category would be met upon the completion of the Regional Strategic Plan in early 2017.

Other standards were either already met or would be met now through the audit that CSD staff were conducting that week.

10. NEW BUSINESS

a. Strategic Planning & Community Needs Assessment—Discussion and Action

i. Regional Strategic Planning Presentation – Update

Gillian Morshedi reported that the delivery date of the Regional Strategic Plan draft had been extended to March 2017 to allow for continued community engagement. Staff previously had conducted an environmental scan, and was trying to estimate the cost of homelessness by collecting information from service providers and agencies. A Strategic Plan Work Group had been meeting monthly to serve as a sounding board. Case studies of other Bay Area counties also had been helpful.

The bulk of planning process remained community engagement via focus groups, interviews, community meetings, and online outreach. Two full-day issue summits had been scheduled for the first week in December.

Once completed, the draft Plan would need to be presented to the JPA and CoC Board for approval, and also shared with the Tripartite Advisory Board, the County, and the cities for their feedback.

Kay Tracey commented that an issue to cover might be that a person's benefits get reduced if they have any income, regardless of his or her housing status.

Katy Miessner asked if a greater emphasis could be placed on subpopulations struggling with mental health and substance abuse challenges. Gillian thanked Katy for her suggestion.

Patrick Stasio expressed concern about individuals who had a source of income and therefore were being disqualified from being able to stay in a shelter.

ii. Community Needs Assessment 2017 - Update

Carolyn Wylie reported that the CAP Solano JPA (JPA) wanted input from the TAB regarding key issues, communities, and populations that should be included in the outreach and community engagement portion of a 2017 community needs assessment. In its role as the Community Action Agency, the JPA was required to conduct a Community Needs Assessment as part of the Community Action Planning process at least biannually.

iii. Discussion regarding community priorities for 2017

Kay Tracey thought the list of information types that Carolyn presented was comprehensive.

Erin Hannigan got confirmation from Carolyn that First 5 was on the list.

Katy Miessner described navigation across Vallejo. There a network of small service providers fed the homeless on a volunteer basis. She mentioned Mira Theater Guild in particular. Joanie Erickson agreed that it was important to capture the work of volunteer groups and find ways to educate, train, and support them to make sure they are as effective as possible. Carolyn said something to capture the work of these groups could be added to the Needs Assessment. Kay expressed an interest in having a list of all volunteer groups.

Erin Hannigan got confirmation that faith communities were included in the Needs Assessment.

iv. Identify recommendations to JPA for any additional priority community needs or areas for engagement - Action

Lisa recommended adding homelessness as a priority. Kay recommended adding crime as a priority.

Tom Bartee suggested adding clothing as an item separate from basic needs or emergency assistance. Carolyn thanked him for bringing up the issue and said a separate category could be made.

b. 2016 Community Services Block Grant Targeted Initiative Allocation— Discussion and Action

i. Committee Report: presentation from Allocation Committee regarding funding recommendations

Lisa Martin reported that three entities had applied for the Targeted Initiative competition. The Allocations Committee decided to award all of the grant funding available to the Vacaville Police Department - Family Resource Center (FRC) because the proposal steered more money to direct services versus staffing since FRC already had infrastructure in place and because FRC projected being able to help so many people with the award. She clarified that the people served would be in Vacaville only.

Carolyn Wylie noted that this award was a one-time, limited award funded by extra money from the State, and that the Targeted Initiative was separate from the annual CSBG competition.

ii. Board discussion regarding applications and Allocation Committee recommendations

Scott Tonnesen asked if having only three applicants was of concern. Carolyn reported that six entities had filed notices of intent to apply and noted that more applicants may not have been interested because the amount of money available was small. Kay Tracey flagged that the competition and deadline came up quickly.

The Board discussed the Allocations Committee's decision to fund FRC even though it only would serve consumers in Vacaville. Lisa reported that it was a factor that the Committee considered. Carolyn reported that the Committee also thought the other proposals would be better for the annual competition.

Kay commented that of all the communities in the county Vacaville had the least need, but that she was in favor of awarding one provider rather than dividing up the money.

Tom Bartee pointed out that FRC did not project itself as being able to deliver on any of the National Performance Indicators (NPIs) listed on the first side of the application page listing those NPIs. Patrick Stasio reported that this aspect of FRC's application wasn't one of the Allocation Committee's major concerns. Carolyn reported that the Committee was focused on FRC's ability to help families. Tom commented that volunteer hours should be a reporting requirement. Tamara Colden reported that the JPA had communicated to CSD that the community already was on track to meet the NPIs, including on volunteer hours; if so it would not be necessary to collect information on volunteer hours from FRC.

Leslie Taylor described that the disbursement of money to communities for this year's Targeted Initiative competition was unusual because the State simply decided to disburse the money evenly to all communities. She warned that the disbursement would be competitive in 2017, by contrast. As such, she recommended that the community make sure it meets the benchmarks set in its contracts. CSD would use the regular CSBG contract, and not discretionary fund outcomes, to report up to the federal government.

iii. Create final allocation recommendations – Action

Erin Hannigan moved to approve the Allocation Committee's recommendations. Kay seconded. Daniel Del Monte and Keetra Welling abstained. There were no oppositions. The motion carried.

c. 2017 Meeting Schedule—Action

i. Consider the following meeting dates and times pursuant to the Board Bylaws:

(1) January 23, 2017 from 2 PM to 4 PM

(2) April 24, 2017 from 2 PM to 4 PM

(3) July 24, 2017 from 2 PM to 4 PM

(4) October 23, 2017 from 2 PM to 4 PM

11. Upcoming agenda items

a. 2018/2019 Community Action Plan

b. Review of TAB governance documents

c. TAB Officer Elections

d. Sign updated conflict of interest forms

e. Original TAB members reappointed/re-elected by March, 2017

Scott Tonneson asked if anyone had any changes to suggest; there were none raised by the Board. Carolyn Wylie clarified that the above days and times were the TAB's standard days and times.

Erin Hannigan moved to approve the suggested days and times. Joanie Erickson seconded. There were no abstentions or objections. The motion carried.

d. Programmatic update on CSBG 2016 agency direct services funding.

Tamara Colden distributed a summary spreadsheet showing agency direct services funding and explained that her spending report added up to a little less than what Emily had because hers did not include anything past September. As of September, 30, Berkeley Food and Housing was close to spending down fully. Caminar had spent \$3,500. CANB had spent its full \$35,000. House of Purpose was on track to spend all of its \$25,000 award by October. Children's Network of Solano had spent \$6,000. Tamara requested that the agencies submit their spending plans for the remainder of the year.

Tamara reported that she also collected a monthly report from the subcontractor agencies as to where they were with the NPIs that they had identified for themselves. She distributed a summary showing these monthly disclosures. At the end of the program year the JPA would provide an outcomes report to CSD and the JPA. Agencies would be reminded that their outcomes report would be taken into account should they reapply for the 2017 CSBG competition. Outcomes had not previously affected any agency's reapplication chances but they JPA still intended to look at agency performance carefully.

Emily Cantu explained that the JPA submitted work plan goals to CSD before it received individual goals from the subcontracting agencies, so in the end goals met might exceed the JPA's original projections.

Erin Hannigan asked for the definition of a living wage as identified in NPI 1.1D. what is living wage? Tamara said she didn't know and would look it up in the NPI guide, but that in order to be served a consumer had to be below the federal poverty level. The Board recalled that the wage would be identified at a local level because it varied between geographies.

Erin received confirmation from Tamara that the community already had met its volunteer hours NPI for the year.

Keetra Welling asked whether a person aged 55 years old was a senior citizen under NPI 6.1. Tamara said she would check the NPI guide.

Katy Miessner got confirmation from Tamara that this information would be reported up to CSD.

Katy asked whether there was a way to see how the services delivered through the CSBG program were distributed around the county. The Board discussed the fact

that where services were being provided was not being tracked, but that the identifies of the subcontractors gave some hints as to geography. Joanie Erickson asked if there was any way to help the agencies with their applications. Carolyn Wylie reported that staff would soon be holding a grant writing workshop in November.

Upcoming agenda items

Carolyn Wylie reported that the Community Needs Assessment was due on June 30. TAB bylaws were up for review in January. Officer elections for the TAB would be on the agenda for early 2017, when board members would have to sign updated conflict of interest forms. Inaugural members of the TAB would need to be reelected by March 2017.

Scott Tonnesen reported that he would not be continuing on with his service on the TAB due to business reasons.

Erin Hannigan asked for an update on the 2017 Point In Time Count (PIT). Carolyn reported that the PIT was scheduled for January 24. HomeBase would be providing assistance, but Applied Survey Research was doing unsheltered count. Erin noted that it would be helpful if staff put out flyers and reminders to solicit volunteers.

There would be volunteer training in advance of the PIT, on the day of the PIT, online, and by phone. There were 2 more PIT Committee meetings scheduled before January 24; the next meeting would be focused on the separate Youth Count.

Joanie Erickson noted that consumers tend to sleep on couches in the cold months, making January a challenging month to get an accurate PIT. Carolyn said staff were happy to share the feedback with HUD.

12. Adjourn Meeting – Next meeting January 23, 2017

Scott Tonnesen adjourned the meeting at 3:09 PM.