

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

THURSDAY, JUNE 22, 2017
10:00 AM TO 12:00 PM

1000 KENTUCKY STREET, FAIRFIELD, CA 94533
VISTA CONFERENCE ROOM

MINUTES

1. CALL TO ORDER

Kathy Lawton-Caesar called the meeting to order at 10:07 AM.

2. ROLL CALL

JPA Board Members

Kathy Lawton-Caesar, JPA Chair, City of Suisun City
Emily Cantu, JPA Vice Chair, City of Vacaville
Anne Putney, JPA Secretary, City of Vallejo
Tonya Nowakowski, County of Solano
Dawn La Bar, City of Fairfield

Other attendees

Ed Lowe, NorthBay Health at Home
Carolyn Wylie, HomeBase, JPA Staff
Genevieve Herreria, HomeBase, JPA Staff

3. PRESENTATIONS

There were no presentations.

4. GENERAL PUBLIC COMMENTS – 2 Minutes per person

There were no presentations.

5. ADDITIONS OR DELETIONS FROM THE AGENDA – ACTION

Staff recommended that a discussion about a renewal project application under the annual Emergency Solutions Grant competition be added to the agenda; and that items 9(e)(i) and 9(e)(ii) discussion about the Vallejo MOU and Vallejo Contract be stricken from this agenda.

Emily Cantu asked that item 9(a) be changed to ACTION.

Emily asked to add item 9(c)(i): January – June 2016 Audit.

Emily asked that item 9(d)(iii) be changed to ACTION.

Emily asked that item 10(b) move to the JPA's July 2017 meeting agenda.

Dawn La Bar moved to approve the proposed amendments to the agenda. Anne Putney seconded the motion. All in favor, none opposed. The motion carried.

6. APPROVAL OF THE AGENDA – ACTION

7. CONSENT CALENDAR – ACTION

- a. Consider JPA Minutes of Regular Meeting from May 25, 2017

Emily Cantu moved to approve the draft minutes from the May 25, 2017 JPA Board meeting. Tonya Nowachowski seconded the motion. All in favor, none opposed. The motion carried.

8. JPA BOARD GOVERNANCE – DISCUSSION AND ACTION

- a. Policies and Procedures Updates
 - i. Financial Policies
 - ii. Programmatic Policies

Genevieve Herreria introduced a draft set of policies and procedures that covered the JPA's CoC Program activities with respect to program operations, financial management, and grant compliance. The board discussed financial record-keeping in acknowledgment of the role that the City of Vacaville had been playing as Fiscal Agent.

Dawn La Bar made a motion to approve the draft CoC Policies and Procedures with the allowance that staff could still make corrections for typos and other small clerical errors. Emily Cantu seconded the motion. All in favor, none opposed. The motion carried.

9. OLD BUSINESS & STANDING AGENDA ITEMS

- a. JPA Audit Updates – DISCUSSION
 - i. 2014 JPA Audit

Emily Cantu reported that the JPA has received a letter from the State of California Office of Community Services and Development asking the JPA to remit \$70,838 in unaccounted for funds from fiscal year 2014. The Board discussed whether audit reports reviewing the years prior and after 2014 could be used to suggest that except for the misplacement of financial records from 2014, the JPA has documented its proper use of funds.

Anne Putney asked that a records retention policy be considered at the July 2017 JPA Board, including clarity around how long documents had to be kept on file. The Board

agreed that the topic would be discussed in July as a potential amendment to the JPA Bylaws.

ii. January – June 2016 Audit

Emily Cantu presented the JPA’s January through June 2016 audit. The auditors had no findings.

Emily explained that if the JPA’s budget ever exceeds a threshold \$750,000 it would have to switch to focused single audits. Instead, for this period, certification letters showing the JPA to be under the threshold already had been sent out.

Anne Putney moved to accept the January through June 2016 audit. Kathy Lawton-Caesar accepted the motion. All agreed, none opposed. The motion carried.

b. Community Services Block Grant (CSBG) Funding – DISCUSSION

i. 2016 Annual Funding & Programmatic Update

Emily Cantu presented the Fiscal Agent’s summary of the performance on the 2016 CSBG awardees. As of the date of the meeting, only \$8.28 of the total allocated program funding remained unspent. All grant recipients had met or exceeded their outcome projections. Kathy Lawton-Caesar noted that the JPA had spent 62.44 percent of its 2016 CSBG funding on direct services. Dawn La Bar acknowledged the significance of spending that amount of money on homeless individuals and families across the region.

Emily notified the Board that the final 2016 CSBG performance report was due to the State by the end of September.

ii. 2016 Targeted Initiative Funding & Programmatic Update

Emily Cantu reported that the Vacaville Police Department – Family Resource Center had \$6,163.25 left to spend in its \$32,078 grant. The agency had spent most of its award in the first month. The Fiscal Agent would report again to the JPA in July as to whether the agency was able to spend down the full amount before the end of the grant period.

iii. 2017 Annual Funding & Programmatic Update

Emily Cantu reported that the Fiscal Agent had the final proposed State amendment in hand with JPA Chair Kathy Lawton-Caesar’s signature ready for submission to the State.

c. JPA Budget – DISCUSSION and ACTION

Emily Cantu asked the Board members to make sure that their jurisdictions had submitted their contributions towards the 2017 Point-In-Time Count. Dixon, Rio Vista, and Vacaville have paid. Anne Putney noted that the City of Vallejo signed its payment the previous week so it was pending. Tonya Nowachowski said that she would follow up with her office.

Anne asked for an update on the PIT report. Carolyn Wylie reported that staff were still wrapping up final questions and would be sharing the final report soon.

Emily asked the Board for ideas on how to roll out the PIT results. Carolyn reminded the Board that in 2016 it had presented the PIT Count to the County Board of Supervisors, and that the Cities and County did what they wanted individually.

Ed Lowe mentioned that health care providers would be interested in examining the 2017 PIT data to understand trends and pockets of growth in poverty and homelessness so that services could be better targeted. Ed suggested that he also could present the PIT information to Habitat for Humanity.

After discussion, the Board decided that it would decide upon individual jurisdiction options for messaging once the PIT count report was finalized by the JPA.

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Emily Cantu presented the July 1, 2016 – June 30, 2017 Fiscal Year budget. The budget totaled just under \$1M.

Dawn La Bar moved to approve the July 1, 2016 – June 30, 2017 budget. Tonya Nowakowski and Anne Putney seconded the motion. All in favor, none opposed. The motion carried.

d. Regional Strategic Plan – DISCUSSION

i. Implementation Work Group Update

JPA Staff reported that a good meeting took place the day before with the Regional Strategic Planning Implementation work group. The group was split into four groups according to the goals of the plan plus one additional group focused on advocacy, marketing, and fundraising. That group had met prior and started materials messaging for the implementation campaign. The Implementation work group is taking on the work because of their experience and expertise. Once we gather together all their comments we will present them to you for final approval.

ii. Funding update

JPA Staff reminded the Board that they had sent out a draft contract for the implementation of the Regional Strategic Plan prior to the meeting, per the Board's request at the last meeting, with the tasks broken down by cost. The decision before the JPA was to decide what activities to pursue with the \$50K approved by the JPA, which represents only a partial funding of the proposed contract for services to fund, or whether to seek to increase the JPA's budget for the implementation work.

Emily Cantu noted that she hadn't had time to review the proposal in detail, and wondered whether she could take another look at the contract in the context of the next fiscal year budget.

Dawn La Bar said she would ask David White if he could bring the subject up at the next week's City Manager's meeting.

Ed Lowe received confirmation from the Board that the proposed contract covered just the first year of implementation work. He said he would explore whether his fellow healthcare provider organizations would be interested in contributing.

iii. Clear direction regarding Dixon’s outstanding payment on Regional Plan – DISCUSSION AND ACTION

JPA Staff reminded the Board that it had decided during its May meeting that the City of Dixon should be asked one more time about its outstanding payment. The Board then decided to raise the issue with Dixon at the next City Managers’ meeting with a cover letter.

Anne Putney alerted the Board that the City of Vallejo’s check should be received no later than July 7, 2017.

Kathy Lawton-Caesar moved to have Dawn La Bar work with the City Managers to have the City of Dixon pay its portion. Anne Putney seconded the motion. All in favor, none opposed. The motion carried.

e. Coordinated Entry System Update

i. Caminar Coordinated Entry System Implementation Update - DISCUSSION

Genevieve Herreria reported that the community was scheduled to receive VI-SPDAT training from OrgCode on June 29, thereby satisfying HUD’s requirement that Coordinated Entry assessors go through training at least annually. Caminar would in turn train any providers added as Coordinated Entry access points in the year to come.

Emily Cantu asked whether only families could access Coordinated Entry in Vacaville if the Vacaville Police Department - Family Resource Center was chosen as the only entry point in Vacaville. Carolyn Wylie explained that all entry points had to accept general walk-ins, so the Vacaville Family Resource Center would indeed serve all subpopulations as opposed to only serving families.

Genevieve added that the Coordinated Entry Work Group was on track to launch Coordinated Entry in Solano by the end of the year.

Genevieve noted that staff would present a Memorandum of Understanding between the City of Vallejo and the JPA regarding Vallejo’s financial contribution towards Coordinated Entry at the JPA’s July meeting.

10. NEW BUSINESS

a. 2018 – 2019 Community Action Plan

JPA Staff presented the draft 2018 – 2019 Community Action Plan as reviewed and commented upon by the Tripartite Advisory Board and community. The Plan’s template was the same as the JPA had reviewed in past years, except that the 2018-2019 template

no longer includes the initial demographic section nor the National Performance Indicators. Staff was able to leverage a lot of research that was done for the regional strategic plan plus short surveys and feedback gathered from a community forum two weeks ago attended by approximately 30 people. That input sparked a dialogue about the overall issues as opposed to specific feedback to the written draft. The Tripartite Advisory Board was supportive of the draft and agreed with its recommended prioritization of the issues. The plan was due to the State by June 30.

Dawn La Bar asked that acronyms be spelled out on page 30 with regard to “LIH” and “LIP.”

Dawn moved approve the draft with minor adjustments by staff to correct for clerical errors and proper explanations for acronyms. Emily Cantu seconded the motion. All in favor, none opposed. The motion carried.

11. STAFF REPORT

a. 2017 Continuum of Care Program Competition – DISCUSSION

JPA Staff said that staff expected the Notice of Funding Availability to come soon, within a month.

b. Funding Opportunities & Federal Updates – Available in Packet, if any

JPA Staff pointed to the Board’s packet of materials, which included a write-up on a funding opportunity for street outreach programs targeted homeless youth.

c. ESG renewal – DISCUSSION

Carolyn Wylie reported that the 2017 ESG request for proposals had been announced suddenly with a one-month turnaround. Staff was working with Community Action North Bay to get its paperwork in for this competition, covering the second year of CAN-B’s two-year grant. The Sacramento Housing and Redevelopment Agency served as the program’s administrator and had been fantastic to work with.

12. COMMENTS FROM BOARD MEMBERS

There were no additional comments.

13. ADJOURNMENT

Emily Cantu moved to adjourn the meeting. Kathy Lawton-Caesar seconded the motion. All in agreement, none opposed. The motion passed. The meeting was adjourned at 11:53 AM.