

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

THURSDAY, JANUARY 26, 2017, 10:00 AM TO 12:00 PM

1000 KENTUCKY STREET, FAIRFIELD, CA 94533  
VISTA CONFERENCE ROOM

## MINUTES

### 1. CALL TO ORDER

Chair Dawn La Bar called the meeting to order at 10:03 AM.

### 2. ROLL CALL

#### Board Members:

- Chair Dawn La Bar, City of Fairfield
- Vice Chair Emily Cantu, City of Vacaville
- Kathy Lawton-Caesar (Chair-Elect), City of Suisun City
- Kristin Kamm, City of Benicia
- Issac George, City of Rio Vista
- Daniel Del Monte, Solano County
- Guy Ricca, City of Vallejo

#### Other attendees:

- John Evalle, District Director for Congressman Garamendi
- Anna Louzon, District Representative for Solano County Supervisor Skip Thomson
- Tamara Colden, Housing & Redevelopment Specialist, City of Vacaville
- Carolyn Wylie, HomeBase, JPA Staff
- Adam Kol, HomeBase, JPA Staff

### 3. PRESENTATIONS

No presentations.

### 4. GENERAL PUBLIC COMMENTS

No public comments.

### 5. ADDITIONS OR DELETIONS FROM THE AGENDA – ACTION

Approved on February 23, 2017.

HomeBase | Advancing Solutions to Homelessness | [solano@homebaseccc.org](mailto:solano@homebaseccc.org)

Kathy Lawton-Caesar moved to change item 9(c)(v) to an “Action” item. Daniel Del Monte seconded the motion. All in favor, none opposed, no abstentions. The motion carried.

## **6. APPROVAL OF THE AGENDA – ACTION**

Emily Cantu moved to approve the agenda as amended. Daniel Del Monte seconded the motion. All in favor, none opposed, no abstentions. The motion carried.

## **7. CONSENT CALENDAR – ACTION**

- a. Consider JPA Minutes of Regular Meeting from December 15, 2016

Emily Cantu moved to approve the minutes of the December 15, 2016 JPA meeting. Kathy Lawton-Caesar seconded the motion. All in favor, none opposed, no abstentions. The motion carried.

## **8. JPA BOARD GOVERNANCE**

- a. Review JPA Officer Positions and Conduct Officer Elections – ACTION
  - Dawn La Bar is Chair;
  - Emily Cantu is Vice Chair;
  - Anne Putney is Secretary;
  - The City of Vacaville is the Fiscal Agent.

Daniel Del Monte thanked the JPA officers and everyone involved, suggesting maintaining the same teams to maintain momentum. Dawn La Bar said she must step down as Chair. Guy Ricca said he could not speak for Anne Putney.

Emily Cantu said that she could commit to another year as Vice Chair, and she/the City of Vacaville could commit to another year as Fiscal Agent. Emily and Tamara were willing and able to take on a little bit more of the CSBG administration, coordinating more with the Chair so that the Chair’s role could be reduced. They reported that HomeBase provides significant support.

Kathy Lawton-Caesar was asked if she would be willing and agreed to serve as chair. JPA Staff said the main tasks would be planning the agenda with staff and reviewing minutes/documents and reviewing and signing contracts. Dawn said an important piece of being Chair is having a good relationship with the State. Kathy asked whether it would conflict with her recent re-election as Vice-Chair of the CoC Board and JPA Staff stated it did not on the face of it, but the issue could be discussed at the next Board meeting.

Dawn La Bar moved to appoint Kathy Lawton-Caesar as Chair; Emily Cantu as Vice Chair; Anne Putney as Secretary; and the City of Vacaville as Fiscal Agent/Treasurer. Dawn La Bar seconded the motion. All in favor, none opposed, no abstentions. The motion carried.

## 9. OLD BUSINESS & STANDING AGENDA ITEMS

### a. Receive JPA Audit Updates– DISCUSSION

Dawn La Bar reported that the Solano County Office of the Auditor-Controller is preparing a report on the partial 2014 data that they have for submission to the state by the deadlines agreed upon.

The 2015 Audit report will be presented at the next JPA meeting.

### b. 2016 Community Services Block Grant (CSBG) Funding

#### i. Receive 2016 Annual Funding & Programmatic Update – DISCUSSION

Emily Cantu delivered the Fiscal Agent's report. The CAP Solano JPA was granted an extension to May 31, 2017 to spend down \$221,547 in direct services funding under the 2016 annual CSBG competition. She reported that subcontractors have a plan in place and the spending is well underway. Children's Network is still behind in expenditures. Tamara is working closely with them to ensure they expend the funds or to reallocate the funds per prior Board approval.

In addition, she reported that the 2014 planning grant money is just now available and will be used for the Point-In-Time Count. The 2015 Coordinated Entry is budgeted but does not yet have a contract; the 2016 Coordinated Entry is not budgeted yet nor have a contract.

#### ii. Receive 2016 Discretionary Funding & Programmatic Update – DISCUSSION

Tamara Colden reported on the 2016 annual and discretionary funding. Per the authority granted to it by the JPA, the Fiscal Agent distributed \$22,000 in unprogrammed funding to four of the five 2016 CSBG subcontractors who indicated that they would be able to spend the funding; Children's Network abstained from the opportunity.

An additional \$32,078 in targeted initiative funding for creating more access to affordable housing was given to the Vacaville Police Department – Family Resource Center (FRC). Pending final contracting with the state, the FRC plans to start spending on 2/1/17.

### c. 2017 CSBG Funding

#### i. Receive 2017 Annual Funding Update – DISCUSSION

Emily Cantu reported that she has a proposed budget, which she distributed and reviewed. The top line had all the funding sources accounted for, including the \$6,200 carry-forward County contribution funds, the 2014 planning grant, the new County contribution, etc. The left column had all the bills they need to pay except General Liability Insurance, which she said she would add -- \$1,362.79 last year; rounded up to \$1,500 this year. She recommended that we officially budget the 2015 and 2016 Coordinated Entry grants and

the 2016 planning grant. She also reported that they had collected \$700 in HMIS license fees and were working on \$13,000 in 2016 licenses.

She reported there were several items that were changing slightly under the CSBG annual funding. Under audits, the CSBG annual amount is \$5,450. The invoice from CALCAPA is going up to \$1,466,67. HomeBase proposal: Administration; NOFA; Needs Assessment; Community Action Plan (due by June). Carolyn Wylie noted that the CAP amount is only for half as much as last time because we can leverage our strategic planning process work.

Emily noted that for the City of Vacaville, they spend approximately \$50,000 annually working on the CSBG programs, budgeting, audits, keeping track, etc. She entered a \$25,000 amount to take to the Board/Council; the city will contribute \$25,000, and the JPA can reimburse the other half. Other items included direct service contracts; Bowman HMIS; Acker Design (for our websites); audit expenses; supplies and postage ( put in a small amount even though no expense in 2016); \$50,000 to implement the Regional Strategic Plan (aim to get a lot of the work done in the first year; maybe cities will contribute); CalCAPA membership; incentives for new HMIS users to achieve the regional priority of getting everyone onto a coordinated platform; PIT count (suggest spending the full amount and on one particular thing). We should get the RFP out and keep the JPA bank balance as a reserve.

JPA Staff announced that the JPA had finally received documents from HUD regarding the Coordinated Entry and 2015 Planning Grants the day before. Emily Cantu noted that those funds should be available soon.

Guy Ricca reported that Anne Putney has been asking the Vallejo City Council to allocate some local sales tax funding to do coordinated entry work for Vallejo.

Kathy Lawton-Caesar said that the account the JPA had with the Community Business Bank has been closed; the JPA had not used it, and they sent us a \$1,000 check to close it out. The Board agreed to Emily Cantu's suggestion to leave all funds with the Fiscal Agent, including putting the \$1,000 in a separate fund.

ii. Consider 2017 Request for Proposal Release and Allocation Timeline – ACTION

JPA Staff announced that we were ready to release the 2017 CSBG Annual Competition Request for Proposals, pending JPA approval, with a two-week turnaround timeline. The Allocations Committee would meet the week following the proposed deadline, and the Tripartite Advisory Board and the JPA would meet the week following the Allocations Committee's convening.

Emily Cantu noted that the JPA direct services budget was going down from \$243k to \$166k and suggested focusing the competition's priorities and targets this year so that the funds could have more impact and be better-directed. Tamara Colden noted the five priorities in the annual plan, including employment search assistance; job training; and supportive services for housing. Collectively, the five selected agencies ran programs that

addressed all five priorities, and that the CoC exceeded its projections to the state for the last two years. The California Department of Community Services and Development (CSD) had instructed the Fiscal Agent to report goals that match the JPA's contract with the state, prompting Staff to clarify that the JPA should not submit the contract with this year's goals until the Board decides what those goals are. Kathy Lawton-Caesar said the JPA should look at the projected outcomes and see if the JPA would meet its goals.

Kathy Lawton-Caesar moved to leave the RFP as it stands. Emily Cantu seconded this motion. All in favor, none opposed, no abstentions. The motion carried.

- iii. Consider Board Resolution 2017-1 granting the Authority to the JPA Board Chair and the Vice Chair to act on behalf of the JPA with the State of California, Department of Community Services and Development (CSD) – ACTION

JPA Staff noted that we need to change the letterhead to reflect the new Chair. Discussion ensued about how to structure the Vice Chair and Fiscal Agent positions around signing forms and contracts and providing data to the state. The Board agreed that the Fiscal Agent and Vice Chair both should be able to enter data and speak with the state. Staff suggested amending the last sentence to read, "The JPA Board Chair, and the Vice-Chair in the absence of the Chair, may sign any documents necessary."

Dawn La Bar moved to revise the last sentence to read, "The JPA Board Chair, and the Vice-Chair in the absence of the Chair, may sign any documents necessary." Issac George seconded the motion. All in favor, none opposed, no abstentions. The motion carried.

- iv. Consider Board Resolution 2017-2 granting the Authority to the JPA Board Chair and the Vice Chair to sign Contractor Certification Clauses (CCC-307) for the State of California.

Dawn La Bar moved to approve the resolution. Emily Cantu seconded the motion. All in favor, none opposed, no abstentions. The motion carried.

- v. Consider Board Resolution 2017-3

Dawn La Bar moved to approve the resolution. Kathy Lawton-Caesar seconded the motion. All in favor, none opposed, no abstentions. The motion carried.

- d. Receive and Consider JPA 2017 Budget Proposal – DISCUSSION AND ACTION

JPA Staff noted that they would follow up with ASR the following Monday regarding the \$65,000 total contract; ASR had requested some modifications.

Dawn La Bar said that her understanding was that the cities and County would cover up to \$60,000. Staff acknowledged this is correct, but the idea here was alleviating more if possible, which they approved up to \$10k. Dawn asked if we are approved up to \$10k, then why did we budget \$12k. Emily Cantu acknowledged that the \$12k is a new

recommendation today; we need to make sure the other \$2,000 is grant-approved. Staff reiterated that it needs to be something CoC-related because they are CoC funds; something safe was a larger allocation toward the PIT Count. Dawn asked if we could put it towards HMIS licenses; Staff said it was unlikely, as the contract was specifically for planning. Kathy Lawton-Caesar pointed out that being able to request less now from the cities/County leaves us in a better position to ask them for more money later.

Carolyn went over a HomeBase proposal regarding the implementation of the Regional Strategic Plan in Solano County. The parties present reviewed the document.

Issac George inquired if it was possible to wait until the Strategic Plan comes in before deciding on next steps with respect to plan execution. The Board acknowledged that timing would be crucial. The Board discussed whether the CoC, JPA, and the Planning Directors Roundtable, which meets monthly, could help with the housing side of things – could be asked, when the report comes, what they could do to augment the document regarding housing. The Board next discussed the potential budget for the execution of the strategic plan.

Kathy Lawton-Caesar moved to approve the budget as presented, including the General Liability Insurance and CalCAPA, to contribute all of Planning Grant towards the ASR contract and for the JPA to contribute \$50,000 towards the implementation of the Regional plan. Dawn La Bar seconded this motion. All in favor, none opposed, no abstentions. The motion carried.

e. Receive Regional Strategic Planning Update – DISCUSSION

Carolyn Wylie reported that HomeBase had facilitated a meeting with County and City Managers on the Regional Strategic Plan and that the participants supported the Plan, but that one challenge discussed was the fact that the implementation phase would look different and likely proceed at a different pace in each jurisdiction. Each member of the County Board of Supervisors listed homelessness in their jurisdiction's top three priorities. Carolyn also reported that the Regional Strategic Plan Work Group approved all the Plan metrics, and that the Work Group would be reviewing a full draft at their next convening. Dawn La Bar thanked the staff for their work. Dawn further commented that Supervisor Thompson had said when we commit to housing, we must have the political strength to stand by what we are doing.

## **10. NEW BUSINESS**

a. Receive 2017 Point-In-Time Count Report – DISCUSSION

JPA Staff reported that over 100 volunteers helped with the PIT Count and that it was very successful. She thanked the Board for helping to publicize the count. She noted that the CoC conducted a youth count for the first time. The data is being compiled, and the surveys were going out over the next couple of weeks to get the subpopulation data. John Evalle noted that ASR did a great job this time. JPA Staff were present at each deployment site and

no one reported any concerns. Staff noted that some Solano County Departments paid their staff to participate, which was very helpful.

b. Consider Solano Employment Connection Request to Sign Partner Agreement Memorandum of Understanding as a CSBG Recipient – DISCUSSION AND ACTION

JPA Staff explained that as a recipient of CSBG funds, the statute requires us to be a partner with the Workforce Development Board (WDB), which the JPA is happy to do; however there are questions as to what that entails. The relevant MOU that they would like the JPA to sign, as the Board has previously discussed, is now ready for signature. Staff identified a few issues, including the MOU's provisions on insurance, future infrastructure costs, and a Phase II MOU with unspecified resource commitments.

Emily Cantu moved to refrain from signing the MOU now and direct JPA staff, as the representatives of the JPA on this issue, to work further with the WDB on it. Dawn La Bar seconded this motion. All in favor, none opposed, no abstentions. The motion carried.

c. Consider CoC/Housing and Services Access Concern Regarding Language-based Discrimination – DISCUSSION AND ACTION

JPA Staff relayed that Legal Services of Northern California had informally communicated concerns that multiple service providers in Solano County were turning away consumers seeking help based on their inability to speak English, particularly monolingual Spanish speakers. This was especially the case at Emergency Shelter providers, including Christian Help Center, Heather House, and then at Opportunity House's PH/TH programs. The JPA discussed how to respond, including ensuring future CSBG funded and City/County funded agencies were providing adequate culturally/linguistically competent services.

Isaac George suggested a written response. Kathy Lawton-Caesar agreed and suggested inviting Legal Services of Northern California to attend a CoC General Membership meeting and present the issue to provide the widest audience of possible service providers. Dawn La Bar seconded this motion. All in favor, none opposed, no abstentions. The motion carried.

## **11. STAFF REPORT**

a. CSD On-Site Monitoring Report Recommendations - DISCUSSION

JPA Staff reported that CSD had noted in their annual audit that two members of the Tripartite Advisory Board (TAB) have been past CSBG funding applicants. CSD noted that the proper protocols are in place, but suggested that all TAB members continue to sign the appropriate conflict of interest policies annually, and that any CSBG applicants abstain from any discussions relating to relevant CSBG allocations and voting on those allocation decisions where a conflict of interest might present itself or appear to.

b. Funding Opportunities - DISCUSSION

JPA Staff reported that there were not many funding opportunities available because of the change-over in the administration. Staff would inform all board members of any potential funding opportunities in the future.

## **12. COMMENTS FROM BOARD MEMBERS**

JPA Staff reported that they were preparing a 2016 annual report for the JPA to review at its next meeting.

The Board discussed CoC Board nominations from the jurisdictions. Staff noted that nominees do not need to be city staff, but rather could be someone who works in the field. JPA Staff requested that the Board send an email notification of whomever they choose to nominate.

## **13. ADJOURNMENT**

Chair Kathy Lawton-Caesar moved to adjourn the meeting. Daniel Del Monte seconded. All in favor, none opposed, no abstentions. The motion carried.

The meeting adjourned at 12:15 PM.