

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

BOARD MEETING MINUTES | AUGUST 25, 2016
1000 Kentucky Street, Fairfield | 10:00AM-12:00PM

JPA BOARD MEETING MINUTES

1. Call to Order at 10:03 a.m. by Chair Dawn La Bar.

2. Roll Call

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

- a.** City of Fairfield
 - Dawn La Bar, Chair
- b.** City of Vallejo
 - Anne Putney, Secretary
- c.** Solano County
 - Daniel Del Monte
- d.** City of Vacaville
 - Emily Cantu, Vice-Chair/Fiscal Agent
- e.** City of Suisun City
 - Kat Lawton
- f.** Rio Vista
 - Issac George
- g.** Dixon
 - DeAndre Wells
- h.** Other Attendees:
 - Mark Fink, County Library
 - Keetra Welling, CANB
 - Ryan McCarthy, Daily Republic
 - Carolyn Wylie, HomeBase, JPA Staff
 - Hank Crook, HomeBase, JPA Staff

Quorum present.

3. Presentations

There were no presentations.

4. Public Comments

There were no public comments.

5. Additions or Deletions from the Agenda

There was no discussion. There were no actions taken.

6. Approval of the Agenda – Action

- a. Daniel Del Monte moved to approve the Agenda. Emily Cantu seconded the motion. No abstentions or opposition. Motion carried.

7. Consent Calendar - Action

- a. Approve JPA Minutes of Regular Meeting from July 21, 2016.

Action

- Kat Lawton moved to approve the JPA Minutes of Regular Meeting from July 21, 2016. Emily Cantu seconded the motion. No abstentions or opposition. Motion carried.

8. Old Business

a. 2016 Community Services Block Grant Funding Update – DISCUSSION

i. 2016 Annual Funding Update- Discussion and Action

Fiscal Agent Emily Cantu stated that the CSBG annual grant amount awarded for direct services was \$243,514. She shared that the JPA had spent almost \$168,000 to date, but some of the direct service providers were having trouble spending down their awards because there were very few units available (vacancy rate below 1% in parts of the County). This is a major challenge because housing is the number one need identified in the needs assessment and the highest priority goal for the JPA. In order to stay on track to meet those goals and to expend the money, she anticipated that at the next meeting the JPA would need to discuss possible reallocation of funds to other agencies.

The Board asked whether the funds could be moved from one agency to another and confirmed that the funds needed to be used prior to December 31, 2016. Emily verified that and stated that she would report back with more information on the progress of the grantees in September. She explained that to move forward, if necessary, the Board would need to give her authority to reallocate direct services funds to existing, selected agencies without changing the scope of the services. If she did move money over from one to another, she would ensure that the recipient agreed to a commensurate increase for the allocation and that Work Plan goals submitted to CSD were considered.

Kat Lawton made a motion authorizing the fiscal agent to make changes to existing MOUs of grantees to move funds to other existing grantees to achieve the goals those funds were intended to achieve. Daniel seconded the motion. No abstentions or opposition. Motion carried.

ii. 2016 Discretionary Funding Update- Discussion and Action

Update

Dawn La Bar reminded the Board that they had initially reported that the State had made \$17,000 in CSBG Discretionary Funding available to CAP Solano and that the Board had elected to use those funds for direct services to address homeless housing and service needs in the community. Additionally, she stated that staff had prepared an RFP and were ready to release it. However, she reported that the JPA had received the good news that the State has provided an additional \$15,078 in discretionary funds for a total amount of \$32,078. The

State extended the time that the JPA had to expend the discretionary funds from December 31, 2016 to May 31, 2017. Therefore, the item up for discussion was then whether to include the entire amount in the RFP or utilize the additional funds for another purpose.

Dawn requested that the JPA include the total \$32,078 in the RFP for homeless housing and services.

- a. Vice-Chair Emily Cantu moved to make the additional \$15,078 available for homeless housing and services and include it in the RFP. Issac George seconded the motion. No abstentions or opposition. Motion carried.

b. JPA 2016 Budget Update – DISCUSSION

Emily Cantu reviewed the budget for the year, including the total expected income sources and expenditures and those to date. She discussed a few small changes or needs.

Several Board members noted that the budget does not necessarily reflect that the CSBG funding is being leveraged to support the necessary components for the HUD Continuum of Care (COC) Program (the Homeless Management Information System - HMIS, the CoC annual grant application, CoC staffing, etc.), which brings over \$1.2 million dollars for homeless housing and services into the community. The Board proposed trying to incorporate that into the next presentation and into the JPA's written documentation, like the website and annual reporting, to foster a better understanding of the balance of funding, especially with the collaborative efforts on the Regional Strategic Plan and coordinated entry efforts over the next six months to a year.

In addition, members stated that it seemed like the community does not have an adequate understanding of the good work the JPA is doing and hoped that the Board and staff can look for future opportunities to promote the efforts of the JPA and the service providers.

Emily continued to report that there is \$16,000 not budgeted yet. We put some money into admin because we had unplanned expenses last year. We have some money for the audits, HMIS license fees. However, we have under-budgeted for general liability, so we need \$650 more in line item.

The Fiscal Agent proposed using the 2014 planning grant to cover the \$640.53 and giving the Fiscal Agent the authority to contribute up to \$10,000 towards the Point-In-Time count, if necessary, using whatever is remaining from the 2014 planning grant or from the CSBG remainder (in that order), and move whatever is necessary to pay for the remaining balance to cover the \$640.53.

Kat Lawton moved to authorize expenditure of up to \$10,000 of the 2014 Planning Grant (\$12,216) for the 2017 PIT Count or alternatively, if that is not available, the use of \$3,618.6 from the 7/1/16-12/31/16 County Contribution for the PIT Count; and authorize expenditure of \$640.53 from the 7/1/16-12/31/16 County Contribution for the General Liability Insurance. Anne Putney seconded the motion. No abstentions or opposition. The motion carried.

c. Community Services Block Grant Organizational Standards Compliance Update -- DISCUSSION

Update provided by Carolyn Wylie: Everything regarding the JPA's compliance with the organizational standards had been input into an online system. All standards had been met that are relevant to the JPA with the exception of the audit and strategic plan, which are in progress. Staff to check for instructions from CSD and proceed accordingly.

d. JPA Audit Update – Discussion

Staff reported that they continue to attempt to progress on the audit, including working with former staff and tracking down documents. It was reported that the auditors would be done by the end of the calendar year with an audit of 2015.

e. Regional Strategic Planning Update—DISCUSSION

Carolyn Wylie reported that staff had begun community outreach on the Regional Strategic Plan, with the goal of engaging as many people involved as possible.

Affordable housing, system navigation, and strengthening support systems to assist residents in maintaining housing has been identified as priorities, along with prevention.

Community engagement would include consumer focus groups, community meetings, and one-on-ones. Outreach materials would be available in English and Spanish.

Focus groups would consist of 30-minute to one-hour question and answer sessions in a confidential manner so as not to be suggestive of who may comment.

The Board asked whether CANB had an area where focus groups could take place; Keetra Welling affirmed that CANB does have the space.

Carolyn asked the Board for help connecting to other stakeholders.

Mark Fink mentioned that the County Library would like to offer its assistance.

f. Review Draft Responses for June 2016 Solano County Grand Jury Report – “Homelessness-Omnipresent and Invisible?”- DISCUSSION & ACTION

Dawn La Bar presented the final draft of responses to the Grand Jury Report. She said there were no significant changes from the last draft; staff only made changes based on comments made at the last Board meeting, including changing the wording about findings and adding a section at the top explaining the role of the JPA.

Based on Board discussion, the following additional changes were made:

- Clarified that CSBG funding could range from \$350,000-\$500,000: “for oversight and allocation of CSBG funding ranging from \$350,000 to \$500,000 annually to agencies working to end poverty and homelessness.”
- Recommendation 2, second paragraph: “CAP Solano does not agree with this, that the recommended drop-in day centers does not increase need for shelters.”
- CAP Solano agrees to continue to work with HUD to secure additional funding and resources for permanent supportive housing, but CAP Solano does not agree that an increase in drop-in centers will reduce homelessness.
- On drug and alcohol treatment centers: “it is not a mandate of the JPA.”

Daniel Del Monte moved that staff further modify the final response to include the above-mentioned recommended changes and submit response. Kat Lawton seconded. No abstentions or opposition. The motion carried.

g. 2017 Point-In-Time Count Planning Update- Discussion and Action

Carolyn Wylie reported that Solano County and the Cities agreed to a 50-50 split of the PIT count funding with the county paying 50% and the cities splitting the other 50% based on population, and they agreed to budget for the 2019 count. The County and Cities agreed that having a professional count with consistent methodology would be advantageous and that being able to accurately track homeless via the PIT count would be important. Carolyn stated that the County and Cities hoped that the JPA Board would take action immediately so that a contractor could be hired and start training on performing the PIT count. To streamline the contracting process, the County and Cities proposed a competition by informal RFP. Carolyn reminded the Board that Housing First Solano would be doing a separate youth count to gauge the number of homeless youth in the community (this is also funded by the County and Cities).

The Board discussed having an informal RFP go out in a day's time with a one-week deadline to apply. It was noted that if JPA contributed \$10,000 towards the count, as previously approved, all the costs for each city would go down.

The Board discussed potential RFP outcomes. Anne Putney stated that for the record, she was not comfortable with ASR due to their performance in Vallejo in 2015. She said she believed their performance was inhibited by not having a full staff person to do the count in 2015 because the community put the count together at the last minute. She stated that she had heard complaints that ASR did not get back to people and did not follow through on promises.

Dawn La Bar stated that she understood Anne's concerns and that if things did not go well this year they would not go with ASR again under any circumstances, but that she felt they needed to give this a chance.

Kat Lawton moved for staff to release an informal RFP to find an agency to conduct the PIT counts via a contract not to exceed \$65,000, to authorize Dawn La Bar and Emily Cantu to review bids received, and for the JPA to contribute \$10,000 to the costs, and to approve proposals. Issac George seconded the motion. No abstentions or opposition. The motion carried.

The Board noted that First Five was very happy with ASR as were the other Bay Area communities staff spoke with.

Dawn stated that the more time the community gave an agency to prepare for the PIT counts, the more it would help.

9. New Business –

a. JPA Continuum of Care Funding Applications Review- Discussion and Action

Carolyn Wylie reported that HUD had contacted the JPA about issues and conditions regarding the JPA's 2015 coordinated entry application during that year's CoC competition. Staff had begun to make those

corrections, but needed the JPA Board's permission to re-submit the application as requested and the authority to make any technical corrections.

Carolyn clarified that Housing First Solano's 2016 consolidated CoC application did include one reallocated project because one agency did not file for renewal. That reallocation went towards the JPA's coordinated entry expansion application. The expansion would enable the community to turn a part-time case manager into a full-time employee and to hire another outreach person who would reach more remote areas of the CoC to help get consumers more housing ready to help them become more stable.

The Board asked that they receive final copy of the application after staff finished making technical corrections. Staff agreed.

Anne Putney moved to give staff the authority to proceed with the 2015 coordinated entry technical corrections. Daniel Del Monte seconded the motion. No opposition or abstentions. The motion carried.

b. 2016 Planning Grant

The Board discussed the 2016 Planning Grant and what those funds would be budgeted for. Over the past two years, CSBG funds have been used for HMIS and staffing because those have multijurisdictional benefits, whereas the Continuum of Care application costs are more specific to the CoC. Therefore, the planning funds have been budgeted for the costs of applying for Continuum of Care funding. The Board directed staff to write the application with that specific focus again for the 2016 grant.

10. STAFF REPORT

a. General CoC Update

- i. 2016 Performance Measure Submission
Carolyn Wylie: Report was submitted on time.
- ii. CoC 2016 Funding Summary- Brief overview of CoC Priority Listing
Carolyn Wylie: CANB applied and was awarded those funds. Cash flow is still an issue that is being addressed.

b. Upcoming Funding Opportunities Review

- A Funding Opportunities handout was included in the meeting packet. Carolyn referred members to that handout.

11. COMMENTS FROM BOARD MEMBERS

- It was reported that HCD planning funds from the state might be used for the PIT and needs assessment if the CoC qualifies.

12. ADJOURNMENT

- a.** Kat Lawton moved to adjourn. Daniel Del Monte seconded the motion. No oppositions or abstentions. The motion carried.
- b.** Meeting adjourned at 12:09 p.m.

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