

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

BOARD MEETING MINUTES | APRIL 21, 2016
1000 Kentucky Street, Fairfield | 10:00AM-12:00PM

JPA BOARD MEETING MINUTES

1. Call to Order at 10:09 a.m. by Chair Dawn La Bar.

2. Roll Call

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

- a. City of Fairfield
 - i. Dawn La Bar, Chair
- b. City of Vallejo
 - i. Anne Putney
- c. Solano County
 - i. Ronald Grassi
- d. City of Vacaville
 - i. Emily Cantu
- e. City of Suisun City
 - i. Kathy Lawton
- f. Other Attendees
 - Daniel Del Monte, County of Solano Health and Social Services
 - Carrie Sager, HomeBase, JPA Staff
 - John Melis, HomeBase, JPA Staff

3. Presentations – None

4. Public Comments – None

5. Additions or Deletions from the Agenda

- a. Staff proposed adding a discussion and action item to section 9.c. regarding the insurance requirement for the JPA. Staff proposed a resolution for the JPA to review and vote on as well as a potential addition to the bylaws language for the JPA to review and vote on. Because having insurance language in the bylaws is necessary for the JPA to receive CSBG funds from the State, and because this requirement was not made explicit until after the agenda was published, the item could be added to the agenda in compliance with the Brown Act.
 - o Kat Lawton moved to add section 9.c. to the agenda for discussion and action. Emily Cantu seconded. All in favor, none opposed, no abstentions. Motion carried.

6. Approval of the Agenda – Action

- a. Emily Cantu moved to approve the Agenda; Anne Putney seconded. All in favor, none opposed, no abstentions. Motion carried.

7. Consent Calendar - Action

- a. Approve JPA Minutes of Regular Meeting from February 25, 2016.
 - Emily Cantu moved to approve the minutes, Kat Lawton seconded. All in favor, none opposed, Anne Putney abstained from voting as she was not present at the February 25, 2016 meeting. Motion carried.

8. Old Business

a. 2016 Community Services Block Grant Funding Update – PRESENTATION

- Chair Dawn La Bar presented an update regarding the CSBG funding. The State notified the Chair it is withholding the funding until the JPA provided proof of insurance and/or had bylaws stating the JPA was insured. Chair La Bar stated if the JPA passed a resolution clarifying the JPA did in fact have insurance then the State would release the funding pending adoption of the bylaws.

b. JPA Budget Update, including pending invoices – DISCUSSION & ACTION

- Presentation:
 - o Emily Cantu provided two handouts regarding the CSBG funding. The first was an explanation of the funds distributed in 2015. Emily Cantu clarified that \$7,621 in unspent funds rolled over to 2016.
 - o Emily Cantu also clarified that the State of California had closed out all of the 2015 contracts upon satisfactory review of JPA performance and documentation.
 - o Emily Cantu then presented a proposed revised budget for 2016. This was an updated version of the budget than the one the JPA had approved as it included the roll-over amount as well as an adjustment of expenditures.
 - o Emily Cantu also reminded the JPA that the procedure for JPA expenses was not to pay for things and get reimbursed, but rather get the JPA to pay for the item through an invoice in the first place.
- Board Discussion
 - o Dawn La Bar clarified that checks could be written through the JPA account for any expenses related to JPA business.
 - o Ronald Grassi raised the issue of budgeting for the regional strategic planning process.
 - o Dawn La Bar said that Emily Cantu was drafting the invoices for the strategic planning process to present at the next meeting with the city managers and county administrative office.
 - o Emily Cantu asked if the JPA budget should include the strategic planning monies. Dawn La Bar said yes.
- Board Action

- Emily Cantu asked for a motion to approve the 2016 revised budget and to include monies from the countywide regional strategic planning process in the budget.
 - Kathy Lawton made the motion
 - Ronald Grassi seconded the motion
 - All voted in favor, no opposition or abstentions. The motion carried.

c. Community Services Block Grant Organizational Standards Compliance Update – PRESENTATION

- Staff presented an update on the CSBG organizational standards compliance. In particular, staff informed the JPA that at the upcoming Tripartite Advisory Board meeting staff would present the whistleblower policies for the local government entities as well as information regarding the availability of the audit for the JPA.

d. JPA 2014 Audit Update – PRESENTATION

- Fiscal Agent Emily Cantu updated the JPA on the status of the 2014 audit. The County Auditor-Controller’s Office signed the contract to complete the 2014 audit on the morning of April 21, 2015. It will cost \$5252 to complete the audit for 2014.
- Emily Cantu also stated the Finance Department for the City of Vacaville was contacting the City’s audit vendor to conduct the 2015 audit. That contract was still in negotiation.

e. Northern California Housing & Healthcare Policy Academy Update – PRESENTATION

- Staff informed the JPA of the upcoming Northern California Housing & Healthcare Policy Academy sponsored by the California Department of Housing and Community Development and facilitated by HomeBase. The academy will focus on coordinating housing providers with hospitals and other medical institutions to ensure clients receive appropriate care, which also helps to ensure better housing outcomes.
- Board Discussion
 - Ronald Grassi asked if the JPA could receive an update regarding the content of the program at the next meeting.

f. Regional Strategic Planning Update—Discussion

- Staff provided an update to the JPA regarding the regional strategic plan. Staff requested the JPA members reach out to their City and County departments to recruit individuals to assist in the regional strategic planning effort regarding costs associated with persons experiencing homelessness.

9. New Business –

a. JPA Board Member Appointments (All Members/Alternates need to be current) – DISCUSSION & ACTION

- Staff informed the JPA that, according to the JPA Agreement each member needs to be reappointed by their local government every two years. The draft bylaws mirror this two-year requirement.

- Dawn La Bar agreed to send out a template for a resolution which could be used to ensure compliance with the appointment requirement.

b. Review Draft Bylaws for JPA—DISCUSSION & ACTION

- Staff for the JPA went through each section of the bylaws and explained the basic information behind each bylaw suggestion
- Ronald Grassi noted the bylaws required the meetings to take place on Thursdays, but the JPA Agreement specifically stated the meetings needed to take place on Mondays. The JPA agreed that by formally adopting the bylaws they could reassign the meeting date to Thursday in compliance with the JPA Agreement.
- Dawn La Bar noted provisions related to meetings in Article I were duplicative of provisions in Article III. The JPA agreed to move all relevant meeting information to Article III.
- Emily Cantu suggested the agenda section be reordered to match the current agenda organization.
- Ronald Grassi asked staff to investigate how long documentation relating to the CSBG needed to be held on to rather than retaining documents for an indeterminate amount of time.

c. Resolution Regarding JPA Insurance—DISCUSSION AND ACTION

- Dawn La Bar opened discussion by stating the JPA needed to show proof of insurance to the State. The JPA could achieve this by passing a resolution demonstrating that each municipal agency would pay for their representative’s insurance.
- Ronald Grassi noted the JPA Agreement specifically says the various municipal entities would not be liable for the JPA’s actions. He noted that while each municipal entity’s insurance would cover their own representative, the individual’s municipalities would not be liable for the actions of the JPA as a whole. Thus requiring additional insurance specifically for the JPA.
- Emily Cantu suggested the JPA update the budget to allow for \$2,000 in funds to be spent to acquire additional insurance for the JPA itself.
- Ronald Grassi volunteered to search for the insurance and get a quote.
- Kat Lawton moved to authorize Chair Dawn La Bar to apply for general liability insurance for the JPA up to \$2,000. Anne Putney seconded.
- All voted in favor of the motion, none opposed and none abstaining. Motion carried.

10. STAFF REPORT

a. January 2016 Housing Inventory Count / Point-in-Time (HIC/PIT)

- Staff Presentation:
 - o Staff informed the JPA that the Point-in-Time count would be submitted by the deadline on Monday, May 2, 2016.

b. Upcoming Funding Opportunities - (See Materials Distributed)

11. COMMENTS FROM BOARD MEMBERS –

- a. Anne Putney asked if Mission Solano was closing. Ronald Grassi said they were not closing.
- b. Dawn La Bar informed the JPA that the State would be visiting the JPA in October, 2016 to conduct a desk audit.

12. ADJOURNMENT

- a. Kathy Lawton moved to adjourn; Emily Cantu seconded. All in favor, none opposed, no abstentions. Motion carried.
- b. Meeting adjourned at 12:03 PM.

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