

**COMMUNITY ACTION PARTNERSHIP OF SOLANO, JPA**

**1545 North Texas Street, Suite 201, Fairfield, CA 94533**

**MINUTES OF DECEMBER 18, 2014  
CAP Solano JPA**

1. **Call to Order:** Meeting was called to order by Dawn La Bar , Vice-Chairperson of CAP Solano JPA at 10:07 am

2. **Roll Call:** A quorum was reported by staff.

**Members Present:** Dawn La Bar; Anne Putney, Ron Grassi, Emily Cantu,

**Members Absent:** Tim Chapa, Anne Cardwell, Kathy Lawton, Matt Hart

**Public:** Carol Elliott, Ashley McIntyre, Maureen Sarver, Jennifer Hamilton, Gina Eleccian, Nicole Holloway

**Staff Present:** PJ Davis, Kari Rader

3. **Presentations:** La Bar requested introductions of attendees

4. **Public Comment:** None

5. **Additions/Deletions to the Agenda:** Cantu questioned the transition letter, it will be discussed in 8.4. Cantu stated that item 8.3 is an update item not an action item.

6. **Approval of the Agenda:** On a motion and second (Putney/Cantu) and hearing no further discussion the motion carried unanimously to approve the Agenda as amended.

7. **Consent Calendar:**

**7.1 Approve JPA Meeting Minutes of Regular Meeting from November 20, 2014.**

La Bar requested that in the minutes, 8.7 should be added that there was a disagreement on the amount of funding CANB says is needed to be sent to them. La Bar had asked staff to send CANB accounting information which staff did and staff is working with CANB to seek a resolution.

8.4 Correction, Lingenfelter stated that they have 12 positions open for the Tripartite Board, not 12 filled.

8.5 Correction; the RFP for the HIC/PIT, the JPA is contracting with RSA.

On a motion and a second (Cantu/Grassi) the meeting minutes were approved as they stand with corrections.

## **8. Old Business --**

### **8.1 Approve Award for CAP Solano, JPA staffing**

Two vendors applied for the RFP. HomeBase and Mission Solano. Grassi stated that General Services did an excellent job of expediting the RFP. HomeBase is the best evaluated proposer. Summary two proposals best is HomeBase. The subcommittee met through emails and general services tallied the scores. Each individually scored the vendors, then the scores were tallied.

Putney had a question since she did not get to meet with the agencies. The HomeBase proposal did not completely cover all of the scope of work regarding administration and operations of the HMIS. Page 12 of the RFP states the specific area and would HomeBase speak to how they are going to cover that work as there is no additional funding available. Hart-McIntyre stated that HomeBase is willing to provide HMIS administration and oversight, but not perform HMIS staff work for on sight and day to day operations. They would be happy to find staff to make that happen and make sure the CoC is in compliance, at additional cost to the JPA. La Bar asked, how do you see this HMIS happening? It was stated that possibly someone from County IT could do the day to day work. Grassi mentioned the two new positions with the County. He stated that perhaps the Community Services Coordinator position could assist with the HMIS. Grassi asked HomeBase if this would be a full time position. Hart-McIntyre said it would be a minimum of half time preferable full time to get the data quality. With Coordinated Assessment the more real time data quality the better. La Bar stated that with more HMIS users (non HUD funded agencies) there would be more work to do. La Bar asked Rader about time used on HMIS. A discussion about the HMIS system staff time requirements and shelter point ensued. Grassi stated that he would not mind using the Community Services Coordinator position to do the HMIS work. Cantu clarified that the JPA would pay HomeBase to staff the JPA and Solano County would pay for a county person to do the HMIS work. Grassi said part of it. La Bar asked if it would take up a lot of time. La Bar wants that person to be working more with resources and

working with HOT teams and PIT teams than doing hands on HMIS. 20% or 30% of the time doing HMIS but not over 50%. That would take away from what that position is meant for. Grassi stated that there are two positions, one dedicated to mental health would be in the field 100% and the other position could be 50% HMIS and 50% the other stuff. Davis stated that due to high agency staff turnover staffing could be needed for frequent training. There are general trainings and agency training, a lot of ongoing training. Hart-McIntyre stated that Sacramento has one full time staff as well as interns. Humboldt County is half the size of Solano and they have a full time HMIS staff person. Davis stated that Bowman's recommends a full time person for Solano. Grassi asked if CSBG money could be used to fund the HMIS position. Davis stated that the reason why the nonprofit CAP Solano did not apply for the RFP for this contract was because we are aware of how much time and money is required to do HMIS - and that the \$86,975 would not have been enough money to cover all of the work required. Had CAP Solano, Inc., the nonprofit, known the scope of work would not include the HMIS operations portion of the RFP, they would have applied, as would other nonprofits. Grassi suggested awarding the RFP to HomeBase and work with them on contract negotiations to work out the details. La Bar stated it would not change the RFP. Davis stated it does change the scope of work from the original RFP. HomeBase's proposal stated they would oversee the HMIS. JPA needs to figure out how to cover it or fund it. Grassi made a motion to approve the award of the RFP to HomeBase and work out the details on data entry and ongoing training. Cantu seconds the motion, motion carries. Grassi said that HMIS administration should be put on next month's agenda. It was decided that the language to be used for describing the HMIS work would be "HMIS Operations". Grassi stated that Bowman's system is working better and Bowman has been more responsive.

**8.2 Approval of the Tripartite Board** - Supervisor Erin Hannigan has offered to be on the Board and Fairfield City Manager would like to appoint one of the City Council Members. La Bar wants to make sure it's not a conflict of interest. La Bar spoke with Assemblyman Dodd District Director (Todd Parti) has agreed to be on the Board. Ron Grassi said that's 3 we need one more. Cantu is willing to go to her Council (Vacaville) and ask for an appointee. There was a discussion about "Elected Officials" and who they can "Appoint" to be on the TPB. La Bar will contact Jay Yerks as a potential member. Grassi received an email from HomeBase that there are four nominations from the CoC. They are Lisa Martin, Patrick Stacio, Roger Petri and Keetra Welling. These are the low income portion. We cannot yet vote on a slate at this time. Grassi got a SSI

Attorney to be on the Board and Laura Escobar from UWBA expressed an interest on being on the Board. Grassi is going to ask Erickson from SCBH to be on the Board and Cantu is going to ask someone from the PD Family Resource Center in Vacaville. Grassi asked if this Board has to be in place by December 31<sup>st</sup>. Cantu said that it needs to be in place in order to submit the CSBG contract. But it does not have to be by the end of the year. However it could hold up the contract. Next JPA meeting is January 15<sup>th</sup> and council's meet around that time also. Democratic process was discussed for low income members. La Bar asked if we need a resolution, Grassi just got an "action". Davis stated that the Non Profit Board has By Laws, but not the JPA. Term limits were discussed. By Laws should include that information. Can JPA just nominate Private Sector, in the past an application was filled out and kept on file? Dawn will send the application. Need to determine location for the next meeting. Cantu will connect with Lawton.

### **8.3 Approve CSBG Work Plan – Change to UPDATE.**

Cantu followed through and did some research and spoke with Leslie Taylor at CSD on what needs to be done and when. TPB will have input on the Work Plan. Cantu will help staff (HomeBase) work on the plans. There will be three work plans because there are the two discretionary grants and the regular grant. There are three grants, budgets, roster, NPI's and there is a form they use to update on the CSBG web site. Cantu did not do the Work Plan as the TPB needs to take a look at it. Davis said there needs to be a resolution authorizing someone to sign the contract on behalf of the JPA. Cantu stated that there needs to be an Executive Director. Davis said it can be a Board member. Grassi stated that he also spoke with Leslie Taylor at the State and that there needs to be two people to act as the fiscal agent, one person to enter the claims and one person to approve the claims in their system. That can be staff and can be voted on next month. Grassi asked about draw downs, it was stated that it takes 30-45 days to pay an invoice. Davis stated that the state will send an advance of 25% and then claims are sent in a deduction is taken to pay back the advance. CSD will come and help with these processes.

### **8.4 Approve CSBG Transition Document from State CSD Office**

Grassi stated that the State sent a sample resolution (Grassi is to provide this). He also stated that they need a formal letter on how the contracts will be handled from the 2014 contract to the 2015 contract. The regular grants and the two discretionary grants. We will know in the first week of January what the exact number will be. Davis will send ending balances to Cantu and HomeBase for the Work Plan and Budget. A motion was made to approve the letter be sent to

CSD that remaining funds from 2014 roll into 2015 Discretionary funds from contract 3090 of \$57,677 roll over to new contract, contract 3113 of approximately \$12,000 will be reallocated to CSBG discretionary contract motioned by Grassi and seconded by Cantu.

#### **8.5 RFP for Point In Time Count –**

Grassi has been in contact with ASR and they will have an email link to sign up volunteers and Grassi will have the link this week.

#### **8.6 Negative Cash Balance**

Davis stated that the accountant is finishing the review and she wants to meet with the County before coming to the JPA meeting. County says current balance is \$122,000 Non Profit Auditor says it is less than that. Meeting will take place after the first of the year.

#### **8.7 Transition Team Process**

Davis stated that no meeting had taken place to discuss transition issues. Davis sent an email to the transition team but received no response so the JPA will have to decide by December 31 how they want things to be done. Lawton will have all the financials. Someone will have to do LOCCS. Davis asked how far back do you want the files, where do you want them and how will they get there? Davis stated that we have current information and files back to 2002. Davis offered to give current files to HomeBase, Grassi said to box everything up. Davis said there are about 30 boxes of files and 25-30 binders. Putney has space for the files. Davis will email Putney to make arrangements. Current information and monitoring from the State was brought up as well as HUD files going to Elliot. La Bar said to keep all of the files in one place. Davis stated that the Service Point Contract expires January 23, 2015 and that should be on the agenda for the next JPA meeting. Davis stated that the Non Profit Insurance with the JPA as the additionally insured will expire in February and March of 2015. The web sites are hosted by the Non Profit (HFS, CAP JPA and CAP NP) and it was agreed that the Nonprofit would host it for another month. La Bar wants sites to be updated. Davis said to give conflict of interest statement to HomeBase. Grassi stated that there will be two signatures for checks for checks and balances. Davis asked about the mailbox which belongs to the nonprofit, JPA will get their own PO Box. Bank information was given to Lawton. Grassi should get bank information as he is the new treasurer. Grassi asked when do we elect new officers. Mail will be decided by the JPA and HomeBase. La Bar requested that all Board members get a copy of the letter on close out reports.

**9. New Business**

Cantu stated that there is a CSBG contract webinar.

**10. Comment from Board Members**

Board thanked Davis. Davis said she would be available in January to help with the transition.

Meeting was adjourned at 11:15

Submitted by: Kari Rader

**Respectfully submitted: Kari Rader**  
**Adopted:** \_\_\_\_\_