

**COMMUNITY ACTION PARTNERSHIP OF SOLANO  
JOINT POWERS AUTHORITY (JPA)**  
BOARD MEETING MINUTES | JULY 18, 2016  
FAIRFIELD ADULT RECREATION CENTER,  
1200 CIVIC CENTER DRIVE, FAIRFIELD, CA 94533  
1000 AM- 1200 PM

**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
  - Ronald Grassi
- d.** City of Vacaville
  - Emily Cantu, Vice-Chair
- e.** City of Suisun City
  - Kathy Lawton
- f.** City of Rio Vista
  - Issac George
- g.** City of Benicia
  - Matt Hart
- h.** Other Attendees:
  - Tracee Stacy, Area Agency on Aging
  - Keetra Welling, Community Action-North Bay
  - Carolyn Wylie, HomeBase
  - John Melis, HomeBase
  - Genevieve Herreria, HomeBase

Quorum present.

**3. Presentations**

There were no presentations.

**4. Public Comments**

There were no public comments.

## 5. Additions or Deletions from the Agenda

### Discussion

- a. No one brought up any additions or deletions to the agenda.

## 6. Approval of the Agenda – Action

- a. Kathy Lawton moved to approve the Agenda. Issac George seconded. All in favor, none opposed, no abstentions. Motion carried.

## 7. Consent Calendar - Action

- a. Approve JPA Minutes of Regular Meeting from June 23, 2016.

### Discussion

- There were no additions or deletions to the minutes.

### Action

- Emily Cantu moved to approve the JPA Minutes of Regular Meeting from June 23, 2016. Daniel Del Monte seconded. Six in favor, none opposed, one abstention (Issac George). Motion carried.

## 8. Old Business

### a. 2016 Community Services Block Grant Funding Update – DISCUSSION

#### i. 2016 Annual Funding Update

##### Discussion

- Emily Cantu presented an update on the annual funding. The JPA has currently spent approximately \$127,000 of the total approximately \$399,000 annual budget. The JPA is on track to spend down all funds by the end of the grant period. Dawn La Bar noted the Amendment 2 for the contract from the State was signed, meaning the JPA can draw down the rest of the CSBG funding.
- Emily Cantu asked the status of the CSBG Targeted Initiative Contract from the State. Staff explained there is a draft RFP that is focused on housing and streamlined based on the JPA discussion from the June meeting. The Draft is ready for review. Once the funds are received by the State, the RFP will be sent out.
- No further action or discussion.

#### ii. Tripartite Advisory Board Appointment – DISCUSSION AND ACTION

##### Discussion

- Anne Putney informed the Board that the Vallejo City Council would like to recommend that the JPA select Councilmember Katy Meissner to serve on the Tripartite Advisory Board.
- Issac George informed the Board the Rio Vista City Council reappointed him to the JPA Board. Matt Hart informed the Board he would no longer be participating in the JPA and the City of Benicia was working to appoint his replacement.

- Emily Cantu asked whether the City of Dixon had appointed someone to the JPA Board. Staff informed the Board they had reached out to Dixon, but had not heard about whether the City of Dixon would appoint someone to the JPA Board. Ronald Grassi suggested reaching out to Cookie Powell. Tracee Stacy suggested reaching out to Marge Litzinger.

**Action**

- Emily Cantu moved to appoint Katy Meissner to the Tripartite Advisory Board. Kathy Lawton seconded. All in favor, none opposed, no abstentions. Motion carried.

**b. JPA 2016 Budget Update – DISCUSSION**

- Emily Cantu noted that all budget information was covered during the update for the CSBG budget as part of agenda item (a)(i).

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

- Update provided by John Melis. Mr. Melis notified the Board that the State was requiring Community Action Agencies to report on CSBG Organizational Standards compliance by July 29, 2016. The JPA has met most of the organizational standards. However, the JPA will not meet the standards relating to strategic planning and auditing by the July 29, 2016 reporting date. The JPA will meet both of these objectives by the end of 2016 or January 2017. Staff will include a technical assistance plan with the reporting submission per the State’s requirements.
- Ron Grassi asked whether the CoC’s ten-year plan affected this process. The group agreed that the plan was not a robust document (it had no clear recommendations for strategies and action items) and that it had been decided that it would be better to pursue a new regional strategic plan that would allow collaboration among all stakeholders rather than update the ten-year plan.

**d. JPA 2014 Audit Update – PRESENTATION**

- Emily Cantu gave an update on the audit of CAP Solano Inc. for 2014. Emily Cantu noted there is a problem with completing the 2014 audit for CAP Solano, Inc., the successor agency to the CAP Solano JPA. The JPA entered into a contract for the County to conduct the 2014 audit of CAP Solano, Inc. The County is unable to locate documentation that supports the financial reports submitted to the State. This includes receipts, paystubs, and draw down information. The County has discussed this with former staff members, PJ Davis and Kari Rader, but neither can provide any additional information.
- Matt Hart stated he would contact PJ Davis to see if he can jog her memory about documentation. Tracee Stacy suggested the JPA locate the W2 forms for the employees of CAP Solano, Inc. and create payroll information that way. Emily Cantu stated this would not work because the costs needed to be accounted for on a monthly basis. Issac George suggested the JPA investigate who was required to report the information, then ask them for the documentation. Ronald Grassi suggested reaching out to the former auditor for CAP Solano, Inc., to see if she has

the documentation. Chair Dawn La Bar ended the discussion by asking staff to research and prepare a plan for the possibility that the information cannot be found.

**e. Regional Strategic Planning Update—DISCUSSION AND ACTION**

- Carolyn Wylie presented the update. She informed the Board the Regional Strategic Planning committee met on July 18, 2016 to discuss the regional strategic plan. The Committee has members from Housing First Solano, the JPA, the various municipal jurisdictions in the County, the Tripartite Advisory Board and other relevant stakeholders serving the homeless system of care. Carolyn Wylie presented the handouts that were given to the Committee, which included information on the strategic planning process, federal policy priorities, Solano County demographics related to homelessness and poverty, cost information, and examples of other strategic plans. Carolyn Wylie noted the Committee identified the following issues for the strategic plan to address: affordable housing, better services system navigation, job creation and employment services, collaboration and coordination among providers, and community engagement. The Committee will hold a number of forums with the Solano community to discuss some of these issues. The three forum topics identified by the Committee include: affordable housing, system navigation and collaboration, and serving subpopulations including veterans, families, youth, and the chronically homeless.
- Tracee Stacy suggested the Committee ask each jurisdiction to come to a unified definition of what “affordable” housing means for use in the General Plan. She also noted there are no services for persons who are 45 to 59. Keetra Welling expressed concern regarding the lack of emergency shelter beds in the County. Chair La Bar and staff recommended to Tracee Stacey she participate in the CoC meetings and various subcommittees to share ideas regarding coordinated entry.

**9. New Business –**

**a. 2017 Point-In-Time Count Planning Report and Discussion – DISCUSSION Presentation and Discussion**

- Carolyn Wylie reported to the Board about PIT Count planning. Staff talked to Applied Survey Research (ASR) regarding the cost to do the PIT Count. ASR clarified it would cost \$65,000-75,000 to include a youth count and to do a thorough planning and training ahead of time, as it should be. The \$50,000 cost in 2015 was a special arrangement that no longer applied. Daniel Del Monte had researched some funding sources, but it would require a 501(c)(3) to apply for the funds. ASR also analyzes the data and creates a final report for community use. Rather than paying ASR, the community could organize the PIT count itself. This would not be revenue neutral and would require at least one agency to act as the lead organizer. The other concern would be a difference in methodology. By using a consistent vendor the JPA and CoC could guarantee consistent data. If the community does the count this would lead to inconsistencies in methodology and end product. Data generated by the PIT count relates to approximately half of the points on the CoC application.

- Chair Dawn La Bar noted the PIT count is very important, but that \$75,000 is too much for the JPA to pay on its own. Keetra Welling expressed concern about using ASR as the providers did not work well with the company when they conducted the PIT in 2015.
- b. Review Draft Responses for June 2016 Solano County Grand Jury Report – “Homelessness – Omnipresent and Invisible?” – DISCUSSION AND ACTION Presentation and Discussion**
- Chair Dawn La Bar presented her draft responses to the Grand Jury Report. The Board responded to the draft with changes in some of the language. Chair Dawn La Bar directed staff to make the changes to the draft and that the language would be voted on at the next Board meeting.
  - The Board took no further action.
- c. Develop Legislation Strategy Regarding Affordable Housing – DISCUSSION Discussion**
- Chair Dawn La Bar asked the Board to form a subcommittee to discuss legislative strategy. Issac George, Emily Cantu, Kathy Lawton, Anne Putney, and Ronald Grassi all stated they would be interested in participating. Staff offered to send out a doodle poll to figure out availability for the committee to meet. Chair Dawn La Bar noted the legislature goes into session in August and that she would like to have a plan ready by the August 25 JPA board meeting.

## 10. STAFF REPORT

- a. 2016 PIT Count and Housing Inventory Count Update**
- Carolyn Wylie from HomeBase provided the Board with the draft summaries of the 2016 HIC and PIT data. The summaries are still in draft form as HUD has not given final approval yet. However, the numbers will likely not change as HUD is asking for clarification on subpopulation data.
- b. Coordinated Entry Planning and Continuum of Care Competition Update**
- Genevieve Herreria informed the Board the Technical Assistance Workshop for the Continuum of Care Competition occurred on July 14. Attendance at the Workshop was good and included some organizations interested in new projects. She informed the Board HomeBase would draft the coordinated entry renewal project application and that the CoC’s planning grant is unranked.
- c. Upcoming Funding Opportunities Review**
- A Funding Opportunities handout was included in the meeting packet. John Melis referred members to the handout.

## 11. COMMENTS FROM BOARD MEMBERS

- Issac George informed the Board the City of Rio Vista asked him to draft an ordinance which would prohibit loitering in parks. Issac George asked for any current ordinances from the other jurisdictions. He is drafting the ordinance to minimize its impact on the homeless population essentially only outlawing tenting in parks.

- Daniel Del Monte asked the JPA to send out a notice through the JPA list serve regarding the County's attempts to identify landlords for the CalWORKs HSP project.

## **12. ADJOURNMENT**

- a.** Kathy Lawton moved to adjourn. Anne Putney seconded. All in favor, none opposed, no abstentions. Motion carried.
- b.** Meeting adjourned at 12:00 P.M.

For more information, please contact [Solano@homebaseccc.org](mailto:Solano@homebaseccc.org).