

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

BOARD MEETING MINUTES | OCTOBER 20, 2015
1000 Kentucky Street, Fairfield | 11:00AM-1:00PM

JPA BOARD MEETING MINUTES

1. Call to Order at 11:00 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
 - ii. Nicole Holloway
- b. City of Vacaville
 - i. Emily Cantu, Vice Chair
- c. City of Vallejo
 - i. Anne Putney, Secretary
- d. Solano County
 - i. Ronald Grassi
- e. City of Benicia
 - i. Matt Hart
- f. City of Suisun
 - i. Kathy Lawton
- h. Other Attendees
 - i. Carolyn Wylie, HomeBase
 - ii. Lila Abdul-Rahim, HomeBase

3. Presentations – None

4. Public Comments – None

5. Additions or Deletions from the Agenda - Action

- a. Dawn La Bar proposed to delete from the Agenda Item C under the Consent Calendar and postpone discussion thereof.
 - i. Kat Lawton moved to delete this item; Anne Putney seconded.
 - ii. All in favor, none opposed, no abstentions. Motion carried.

6. Approval of the Agenda – Action

- a. Kat Lawton moved to approve the Agenda with the deletions made; Anne Putney seconded.

- i. All in favor, none opposed, no abstentions. Motion carried.

7. Consent Calendar - Action

- a. Anne Putney proposed to add to the Minutes of the August 27, 2015 meeting:
Anne Putney for Vallejo was present at this meeting.
 - i. Kat Lawton moved to approve the JPA Minutes from the August 27, 2015 meeting with this addition; Anne Putney seconded.
 - ii. All in favor, none opposed, no abstentions. Motion carried.

- b. Motion to Approve the Board Resolution Granting Authority to the JPA Board Chair and Vice Chair to act on behalf of JPA with respect to State of California Dept. of Community Services and Development 2016.
 - i. Kat Lawton moved to approve the Board Resolutions; Anne Putney seconded.
 - ii. All in favor, none opposed, no abstentions. Motion carried.

- c. Motion to Approve Board Resolution Granting authority to JPA Board Chair and Vice Chair to sign Contractor Certification Clauses for State of CA.
 - i. Kat Lawton moved to approve the Board Resolutions; Anne Putney seconded.
 - ii. All in favor, none opposed, no abstentions. Motion carried.

8. Old Business

a. *Continuum of Care Planning Grant-Discussion and Action*

- Staff Presentation by Lila Abdul-Rahim of draft application for Planning Grant for the Continuum of Care.
- Board Discussion:
 - o Staff responded to Board questions regarding various portions of the application. There was general affirmation that these grant funds for technical assistance for planning and developing systems for monitoring and assessing results would free up CoC funds for other uses, and that Board approval for submitting the application was appropriate.
- Public Comment:
 - o None
- Board Action:
 - o Ron Grassi moved to approve the Application with granting Staff the discretion to make technical adjustments as needed to strengthen the application; Kat Lawton seconded.
 - o All in favor, none opposed, no abstentions. Motion carried.

b. Coordinated Entry System Application – Discussion and Action

- Staff Presentation by Carolyn Wylie:
 - o Staff sought confirmation that the Board plans to submit this Coordinated Entry System application for funding.
 - o This application will compete with all of the other projects, including both reallocated and new projects. This is the only application for Coordinated Entry (CE). The housing projects have slight preference in the competition.
 - o The application indicates that the JPA will RFP for a subrecipient to conduct the program.
 - o The grant requested is \$80,000 and the activities to be funded are described quarter by quarter. It is a renewable grant.
- Board Discussion:
 - o Matt Hart: What do we do now in absence of this grant?
 - o Staff: Some agencies use VI-SPDAT tool for planning and assessment of persons. However, this CE system must be implemented throughout CoC system. We will lose points in the CoC competition because the CE system is not yet running this year; however, the CoC will receive some partial credit because it has a pilot CoC program. This is first year HUD has provided funding for CE projects.
 - o Matt Hart: Question about the budget: Will \$20,000 will be used as leverage?
 - o Staff: That is money already being put towards related activities
- General discussion:
 - o There is no downside to applying, and we need to implement CE. There is no guarantee we will get the funds, but we have to try in order to do due diligence.
- Board Action:
 - o Motion by Kat Lawton to submit the Coordinated Assessment Application, giving HomeBase the discretion to make necessary changes; Anne Putney seconded.
 - o All in favor, none opposed, no abstentions. Motion carried.

c. 2016 Community Services Block Grant (CSBG) Annual Allocation Request for Proposal Process and Timeline – Update

- Staff presentation by Carolyn Wylie
 - o Staff presented the proposed timeline. Staff plan to coordinate the general grantwriting workshop after NOFA and Thanksgiving holiday. Staff proposed forming a joint committee of JPA and Tripartite Advisory Board (TAB) members to develop the Request

for Proposal, process, timeline to review applications; and to make recommendations to the JPA Board and TAB.

- Board Discussion:
 - o Board approved of the timeline
 - o Dawn La Bar: Noted February is good for disbursements.
 - o Total amount available from CSBG for 2016: \$367,098; unspent funds from 2015 can be carried over.
 - o Question: When is the CSBG process?
 - o Staff: Hopefully allocations will be out earlier next year; if so, JPA can start the CSBG process even earlier next year.
 - o Board directed JPA Staff to move forward with developing the RFP and process for the next meeting.

9. NEW BUSINESS –

a. MOU between CoC and JPA as HMIS lead – Discussion and Action

- Staff Presentation:
 - o Staff recommend this standard agreement be completed so the CoC can obtain full points. Staff presented the document.
- Board Discussion:
 - o The JPA's role as the HMIS lead is to facilitate HMIS data collection, ensure participation of CoC-funded agencies, put in place necessary policies and plans, oversee HMIS Administrator, ensure compliance with data security and privacy requirements.
 - o Chair of JPA Board and chair of CoC must approve and sign the MOU. This must be provided to both parties to sign.
- Public Comment – none
- Board Action:
 - o Kat Lawton moved to approve the MOU and JPA Chair signing the MOU if accepted by the CoC; Anne Putney seconded
 - o All in favor, none opposed, no abstentions. Motion carried.

b. MOU between JPA and City Vacaville as Fiscal Agent/Treasurer- DISCUSSION & ACTION

- Presentation by Emily Cantu
 - o This MOU was reviewed and approved by County Counsel last year, so there is no need for new counsel review.
 - o The Fiscal Agent/Treasurer is reaching out to projects that have not spent all their funding.
 - o The Fiscal Agent/Treasurer will engage in more regular financial reporting, per item J.
 - o Amount increased from \$12,000 to \$30,000, which would be the maximum. They seek authority to decrease the amount for services, if it turns out the full \$30,000 is not needed.

- Board Discussion:
 - o Matt Hart: How has the fiscal job evolved related to what she expected?
 - o Emily Cantu: It was more time/labor intensive than expected; a lot of staff time spent on one-on-one explaining/training the non-profits because some are inexperienced.
 - o Matt Hart: Any issues with coordination of funds coming in versus disbursed?
 - o Emily Cantu: There were no problems with this; they are closely monitoring this.
 - o Matt Hart: Do we need to find extra money to meet this funding need?
 - o Dawn La Bar: Noted concern in significant increase from \$12,000 to \$30,000. However, she acknowledged that Vacaville staff are providing a lot of work for free.
 - o Board understands that they initially underestimated the cost.
 - o Dawn La Bar: Suggested holding off on taking action on this item until they discuss the budget and obtain clarity that funds are available.
 - o Emily Cantu: Vacaville will absorb any costs above \$30,000.
 - o Matt Hart: Agreed to look at budget first. Suggested sending a thank you to the City of Vacaville, acknowledging their great efforts.
- Public Comment: none

c. 2016 CSBG Funding Available and Funding Budget – Discussion and Action

- Presentation by Emily Cantu:
 - o Reviewed the budget, distributed at the meeting. The Board suggested some changes during meeting, and Emily noted she would revise and re-distribute a clean copy, putting Calendar Year Jan-Dec at the top of page.
- Board Discussion
 - o Ron Grassi: Have we applied for ESG?
 - o Staff: We are applying for this next year. California Department of Housing & Community Development is still working on timeline for issuing Notice of Funding Availability. Staff will double check and follow up on ESG timeline.
 - o Board requested to add to a future agenda a discussion regarding how cities can work together as a region to address these issues. Topics include how much they would contribute, list what cities are doing now to provide services, etc.
- Board Action:

- Dawn La Bar moved to adopt the budget with changes discussed, with possible reduction to City of Vacaville staffing portion and fiscal agent authorized not to exceed \$30,000; and with authorization to put any excess into Reserve account; Matt Hart seconded.
- Board Discussion:
 - The Board proposed putting any additional funding toward future planning needs.
- Board Action:
 - All voted in favor, none opposed, no abstentions. Motion carried.
- Board Discussion resumed regarding Item 9b - the MOU between the City of Vacaville as Fiscal Agent and JPA
- Board Action:
 - Kat Lawton moved to accept the revised MOU between the JPA and City of Vacaville, to accept the proposed fiscal and other changes discussed, to give Emily Cantu the authority to make the changes on the document, and to authorize the Board to sign it; Anne Putney seconded.
 - All voted in favor, none opposed, no abstentions. Motion carried.

10. STAFF REPORT – Lila Abdul-Rahim and Carolyn Wylie

a. Continuum of Care – Update

- Staff reviewed changes in the CoC Program Competition this year: Tier 2 scoring changes; bonus money coming from reducing funding in lower scoring CoCs rather than separate/set aside source of funding like prior years; types of housing prioritized.
- Matt Hart: Should redirect our work to Permanent Housing; have to pass on transitional housing; review the numbers

b. Upcoming Funding Opportunities – (See Materials Distributed)

11. COMMENTS FROM BOARD MEMBERS –

- Dawn La Bar: Note that she received at least 5 phone calls from CoC members that voiced concern to her about the last CoC meeting, which she missed because she was out of town. Reportedly, the Chair inappropriately directed critical and personal comments at HomeBase staff. The JPA Board should be supportive of HomeBase as the staff of the JPA and promote a respectful environment to maintain the progress of this past year rather than a divisive atmosphere that would hold the community back.
- Matt Hart: Asked about the nature of the concerns and noted the importance of addressing any underlying issues.
- Other Board Members: It was unclear what the issues were; seemed like personal frustrations and that any attempts to address issues were thwarted.
- JPA Staff: Noted that they met with the Chair to try to address any issues, but that attempt was met mostly with similar disrespect. Staff also noted that they have not received any complaints from other CoC members.
- Dawn La Bar: The JPA is conducting a survey on satisfaction with HMIS and the CoC.

12. ADJOURNMENT

- a. Ron Grassi moved to adjourn; Anne Putney seconded.
- b. All in favor, none opposed, no abstentions. Motion carried.
- c. Meeting adjourned at 1:04 p.m.

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