

**COMMUNITY ACTION PARTNERSHIP OF SOLANO  
JOINT POWERS AUTHORITY (JPA)**  
BOARD MEETING MINUTES | JUNE 25, 2015  
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, Vacaville, Vallejo, and Solano County. In attendance:

- a. City of Benicia
  - i. Matt Hart
- b. City of Fairfield
  - i. Dawn La Bar, Chair
- c. City of Rio Vista
  - i. Isaac George
- d. City of Suisun
  - i. Kathy Lawton
- e. City of Vacaville
  - i. Emily Cantu, Vice Chair
- f. City of Vallejo
  - i. Anne Putney, Secretary
- g. Solano County
  - i. Ronald Grassi
- h. Nonprofit/Other Attendees
  - i. Keetra Welling, CAN-B
  - ii. Greg Schwei, Veterans Unlimited Services of Solano County
  - iii. Carolyn Wylie, Sophia Lai, Katrina Hite, HomeBase

**3. Presentations - None**

**4. Public Comments - None**

**5. Additions or Deletions from the Agenda**

- a. Emily Cantu proposed to add an action item to New Business after 9c related to the requirement of the Department of Community Services and Development (CSD) for the Board to provide assurances related to Community Services Block Grant (CSBG) funding.
  - i. Kat Lawton moved to add this item; Ron Grassi seconded.
  - ii. All in favor, none opposed, no abstentions. Motion carried.

- b. Dawn La Bar proposed to add to New Business Item 9f to consider a press release on the Point In Time Count.
  - i. Kat Lawton moved to add this to the agenda; Anne Putney seconded.
  - ii. All in favor, none opposed, no abstentions. Motion carried.

## 6. Approval of the Agenda

- a. Emily Cantu moved to approve the agenda with the additions made; Kat Lawton seconded.
- b. All in favor, none opposed, no abstentions. Motion carried.

## 7. Consent Calendar

- a. Emily Cantu moved to approve the JPA Minutes from the May 28, 2015 meeting; Kat Lawton seconded.
- b. All in favor, none opposed, no abstentions. Motion carried.

## 8. Old Business

### a. Community Services Block Grant (CSBG)

#### *1. Presentation of the Tripartite Advisory Board's recommendations on the Draft Needs Assessment and Community Action Plan for 2016-2017 – DISCUSSION and ACTION*

- Board Discussion
  - o Emily Cantu requested revisions be made to the Homelessness Section on Pg. 17 as follows
    - Change county-wide from county-side
    - Change to 712 instead of 711
    - Include Transitional Housing Beds
    - Add White/Caucasian category to race and ethnicity
    - Update numbers to reflect final PIT count
    - Matt Hart raised the question of using “people” versus “persons”
      - Staff noted that although “people” might be more colloquial, “persons” is a term more frequently used by government agencies in these instances.
      - The Board discussed various options and opted to leave it as written in the draft (people).
  - o Matt Hart raised a question regarding how the PIT count results differed from past counts.

- Staff noted that this year’s methodology was more aligned with the methodology recommended by HUD than that of the previous year. For example, two years ago, staff’s understanding was that the past count did not utilize homeless guides, counted people at soup kitchens and food pantries versus a strict street count, and included people who were doubled up and in hotels/motels, which likely significantly inflated numbers.
  - Public Comment: Keetra Welling noted that ASR did not have sufficient staff and training for Fairfield. She raised concerns regarding working with ASR, including surveying persons a month after the PIT count.
  - Dawn La Bar noted that local volunteers know where to count people, so they were able to conduct the PIT count effectively, despite the usual challenges. She noted the lack of planning due to time crunch, and that the next unsheltered count will be planned well in advance.
  - Kat Lawton noted concern that Old Town Suisun persons might not have been counted, although it is possible that they were counted in the adjacent Grizzly Island, which is in the unincorporated area.
  - Staff noted that it is important to review the surveys before jumping to conclusions regarding the methodology or the results and that they will check in with ASR regarding the Suisun numbers and report back.
  - Matt Hart expressed concern that the PIT count could have been better executed, especially given the amount of funding spent.
- Public Comment
    - Keetra Welling – Remove Fairfield –Suisun CAC from the CAP because it is the same as Community Action North Bay
  - Board Action
    - Emily Cantu moved to approve the Community Action Plan for 2016-2017 with the changes that recommended. Kat Lawton seconded.
    - All in favor, none opposed, no abstentions. Motion carried.

**2. Presentation of the Tripartite Advisory Board's (TAB) recommendations on the Annual CSBG applications – DISCUSSION (allocation decisions will be made later)**

- [See attached recommendations by Tripartite Advisory Board]
- Summary: TAB recommended funding all organizations except for Global Center for Success and House of Purpose due to concerns expressed about the organizations.
  - o One TAB member mentioned concern about Global Center for Success due to its association with Christian Help Center and capacity and management issues.
  - o One TAB member mentioned concern regarding House of Purpose because clients have to pay for services.
- Board Discussion
  - o Anne Putney stated that she is not concerned about the capacity of Global Center for Success. She expressed concern that the TAB made this funding decision based on one person's misgivings without clear evidence of lack of capacity.
  - o Dawn La Bar stated she was troubled by the TAB member's concern regarding House of Purpose because it seems to be an effective organization. She noted that many agencies have clients pay for services.
  - o Matt Hart noted that if a disproportionate number of homeless persons are in Vallejo, he wants to ensure funding is directed toward that need.
- Further conversation was tabled to discuss New Business.

**9. NEW BUSINESS – None**

**a. Discuss Annual Audit required by the California Department of Community Services and Development for 2014 – DISCUSSION and ACTION**

- Board Discussion
  - o Emily Cantu, Treasurer, stated that the 2014 annual audit is due by September 30, 2015. The JPA is now responsible for funding this because CAP Solano, Inc. is now defunct. Since the JPA's 2015 budget has already been fully allocated, the JPA needs to find funding for the audit.
    - Emily Cantu estimates the cost at \$3000 to \$5000, but it is hard to determine the actual cost because the documents are scattered: PJ Davis has electronic documents, Anne Putney has a couple dozen boxes in Vallejo, and Emily Cantu has some boxes.

- The question is where to find the funding – since the direct services funding has not yet been allocated, this is an option.
  - Kat Lawton noted that she will pull all of the bank records before she closes the account.
  - Ron Grassi stated the County Board of Supervisors has approved of \$86,975 for August 1. This was expected to make up the funding for the HomeBase staffing contract.
  - Matt Hart asked if the JPA has identified someone to conduct the audit.
  - Emily Cantu stated the JPA would try to work with Vacaville’s auditor to complete the audit for this year and next year.
  - Isaac George stated the auditors should be able to estimate the cost. The funding should come from the County allocation to the JPA, and future budgets should include a contingency fund for these emergency expenditures.
  - Emily Cantu said the County allocation to the JPA paid last year’s NOFA contract.
  - Ron Grassi said the County allocation to the JPA paid for HMIS and for last year’s NOFA and part of this year’s contract.
- Board Action
  - Emily Cantu moved that the Treasurer bring back 2015 budget information and a recommendation on how to cover the audit from the budget (not from the direct services funding) at the July meeting. Matt Hart seconded.
  - All in favor, none opposed and no abstentions. Motion carried.

**b. Review CSBG Annual application rankings, the Tripartite Advisory Board’s recommendations, and the budgetary information and make allocation decisions for the CSBG Annual funds – DISCUSSION and ACTION**

- Board Discussion
  - Ron Grassi recommended following the TAB recommendations, including the stipulation requiring agencies to direct their funding toward direct services.
  - Board members expressed concern about deciding not to allocate funding to certain agencies without providing sufficient explanation and identified the priority as being a focus on objectives and outcomes.
  - Dawn La Bar suggested allocating the remaining funding for the top 4 ranked agencies.
  - Emily Cantu noted the TAB recommendation would result in significantly cutting the budgets for all of the proposed projects.
  - Kat Lawton calculated that based on the TAB recommendation, a proportional reduction of persons served would be as follows:

Fighting Back Partnership 100, CANB 4, Caminar 4, A Place 2 Live 29. At best it would be 177 people.

- Matt Hart proposed contacting the agencies and asking them what they can accomplish with the amount allocated based on the TAB recommendation.
- Matt Hart noted a preference for funding agencies that serve more people relative to funding. Dawn La Bar and Isaac George agree.
- Matt Hart proposed reducing each project's allocation even further so that the JPA can fund Global Center for Success and House of Purpose.
- Dawn La Bar and Ron Grassi expressed concern that this would spread the funding too thinly. Emily Cantu noted that the JPA did not necessarily have to fund all of the agencies in the top 8 and noted that it might be easier to provide light touch / emergency assistance so that the JPA could more easily get the number served to match the budget goals (stated in the CSBG National Performance Indicators (NPIs)).
- Dawn La Bar proposed the following allocations, assuming that the number served is proportionally reduced to what was initially proposed:

Agency	Funding	Estimated Number served
Fighting Back	\$25,000	100
CANB	\$30,000	6
Caminar	\$17,091	2
A Place 2 Live	\$25,000	29
Global Center for Success	\$11,000	4
House of Purpose	\$11,000	3
Mission Solano	\$16,758	3
Berkeley Food	\$16,757	15
Total	\$152,606	

- Dawn proposed that HomeBase contact the agencies to determine if they will accept the award and meet those outcomes.
- Matt Hart requested that HomeBase state the proposal as, "This money may be available for your project; what can you do?"
- Dawn La Bar noted that if Global Center and House of Purpose reject these smaller amounts, the JPA should follow the TAB's recommendations

- Public Comment

- Greg Schwei requests redacted copies of the top applications be made available to the public to have as models of successful grant applications.
  - JPA staff is checking to see whether these are public documents; if they are available
- Keetra Welling, CANB

- Some programs already receive extensive federal and other funding, so they do not need these awards.
  - It is unlikely an organization can serve 200 people for \$50,000 because that would barely cover rental, utility, and other costs for that many people.
  - House of Purpose should receive some funding because they do a lot of good work with dual diagnosis clients. Global Center is also doing a good job and should receive funding.
  - The TAB board did not ask for performance outcomes, they just made assumptions / conclusions about their opinion on organizational capacity. It is inappropriate to make decisions based on rumors or biases.
  - The TAB recommendation to require expenditures only on direct services would mean agencies would struggle to cover salaries for staff. The JPA should consider this and ensure that staff at agencies are funded to provide the services, especially because of greater compliance and reporting requirements, that result in more staff time needed.
  - If CANB receives \$30,000, Keetra Welling will do her best to serve all 8 people even with reduced funding. Less funding might go toward furniture. She requested that the JPA not tie the agency's hands regarding expenditures.
- Altheia Lindsey, House of Purpose
  - House of Purpose serves people that no one wants – those with dual diagnoses and mental illnesses, using a Housing First model and helping people get a chance.
  - She noted that they do charge people rent, but they do everything including providing 3 meals a day, case managing, getting people to all appointments. They have very low turnover and work closely with other organizations to help people in whatever way possible.
  - Matt Hart asked if the \$11,000 is enough to help people?
  - She responded affirmatively, noting that this can cover part of the rent for 5 people, and that she would leverage other resources.
- Board Response to Public Comment
  - Isaac George asked how the JPA can know which agencies are performing well and which agencies need funding?
  - Ron Grassi asked whether requiring audited financial statements could be included in the next RFP? Dawn La Bar agreed.
  - Kat Lawton asked how the JPA could consider what funding is available and what is not funded.

- Isaac George asked to place factors for consideration on future RFPs on a future JPA agenda. He wants to make sure that the JPA make informed decisions.
  - Dawn La Bar noted that veracity is difficult to determine from applicants.
  - Emily Cantu noted that she thinks it is acceptable to provide supplemental funding to large agencies with other significant funding. Anne Putney agreed that the priority is that people are served
  - Matt Hart suggested having agencies come in for an interview, which would allow the JPA Board members to ask questions that would give them better insight. Dawn La Bar agreed that the process can be expanded and improved next year. Isaac George agreed.
- Board Action
- Kat Lawton moved to set the proposed funding levels as follows:

Agency	Funding
Fighting Back	\$25,000
CANB	\$30,000
Caminar	\$17,091
A Place 2 Live	\$25,000
Global Center for Success	\$11,000
House of Purpose	\$11,000
Mission Solano	\$16,758
Berkeley Food	\$16,757
Total	\$152,606

Staff would be directed to contact agencies and let them know the amount that is available, asking them how many clients they can serve and what objectives they can meet for that amount of funding. The funding is contingent upon serving a relatively proportional number of clients to the original application within reason. Staff will also note that providing employment services that help the JPA meet the NPI objectives for 2015 is a priority.

Isaac George seconded the motion.

- All in favor, none opposed and no abstentions. Motion carried.
- Follow Up
- Staff asked a clarifying question as to what to do if a project did not propose to serve a relatively proportional number of clients or meet objectives serving those within the RFP. The Board directed staff as follows:
    - If House of Purpose or Global Center of Success did not accept the award or did not agree to serve a relatively



proportional amount of clients, then revert back to the original TAB distribution.

- If another project did not agree to serve a relatively proportional amount of clients, then do not award those funds, but bring the issue back to the next JPA meeting.

**c. Board Resolution to approve of the application and contract for CSBG Targeted Initiatives Grant and giving Chair and Vice-Chair authority to submit them – DISCUSSION and ACTION**

- i. Isaac George moved to approve the Board resolution to approve the application and contract for CSBG Targeted Initiatives Grant and giving Vice-Chair authority to submit them. Ron Grassi seconded.
- ii. All in favor, none opposed, no abstentions. Motion carried.

**d. Review and Approve of the Conflict of Interest Policy – DISCUSSION & ACTION**

- i. Kat Lawton moved to approve the Conflict of Interest Policy; Anne Putney seconded.
- ii. All in favor, none opposed, no abstentions. Motion carried.

**e. Board Resolution to approve of requirement of an assurance from subcontractors to comply with JPA’s agreements with the State Department of Community Services and Development. - DISCUSSION & ACTION**

- i. Emily Cantu presented a memo to require an assurance from subcontractor agreement(s) to comply with all terms, conditions, assurances, and certifications of Agreements with the Department of Community Services and Development. Examples of requirements including following eligible expenditures, etc.
- ii. Isaac George questioned who will monitor this. Emily Cantu responded that the Treasurer would do so.
- iii. Kat Lawton moved to approve the requirement and to have the Secretary sign this requirement. Ron Grassi seconded.
- iv. All in favor, none opposed, no abstentions. Motion carried.

**f. Board Proposal to issue a press release regarding the Point-In-Time Count – DISCUSSION and ACTION**

- i. Dawn La Bar proposed that staff draft a brief description of the PIT Count and a link to the PIT Executive Summary and PIT full report to be sent to all County newspapers and the city and county public information officers to put on their website next week.
- ii. Staff noted that they will present at the homelessness roundtable and any audience that is interested in more information.

- iii. Ron Grassi noted that the City Managers want this to go to the 4 Cs – the city managers and mayors. They are interested in a greater regional focus, not just cities.
- iv. Matt Hart requested that it be made clear that this homeless count was implemented by the JPA.
- v. Dawn La Bar requested that each city confirm that they can send it to their public information officers.
- vi. Matt Hart noted that he can send it to the Benicia Herald.

## **10. STAFF REPORT – Carolyn Wylie**

### **a. HMIS License Update (time permitting) – DISCUSSION and ACTION**

- i. Kat Lawton moved to table to this to the next meeting. Anne Putney seconded.
- ii. All in favor, none opposed, no abstentions. Motion carried.

### **b. Upcoming Funding Opportunities - distributed**

## **11. Negative Cash Balance Update**

- a. Ron Grassi noted that PJ Davis sent a notice that she is no longer affiliated with the JPA.
- b. Matt Hart reported that Sue Goranson finished her audit, and he can report on this at the next meeting. It will be added to the agenda of the next meeting.
- c. Matt Hart will send this audit to the JPA Staff to circulate before the next board meeting. Staff will send him a reminder.

## **12. COMMENTS FROM BOARD MEMBERS – None**

## **13. ADJOURNMENT**

- a. Kat Lawton moved to adjourn, and Emily Cantu seconded.
- b. All in favor, none opposed, no abstentions. Motion carried.
- c. Meeting adjourned at 12:26 p.m.

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