

# COMMUNITY ACTION PARTNERSHIP OF SOLANO, JOINT POWERS AUTHORITY (JPA)

THURSDAY, JULY 27, 2017  
10:00 AM TO 12:00 PM

1000 KENTUCKY STREET, FAIRFIELD, CA 94533  
VISTA CONFERENCE ROOM

## MINUTES

### 1. CALL TO ORDER

Kathy Lawton-Caesar called the meeting to order at 10:05 AM.

- 2. ROLL CALL** - Quorum consists of representatives from at least 4 member entities. Members are the Cities of Benicia, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo and Solano County.

#### Board Members and Board Alternates:

- Kathy Lawton-Caesar, Chair, City of Suisun City
- Emily Cantu, Vice Chair, City of Vacaville
- Anne Putney, Secretary, City of Vallejo
- Issac George, City of Rio Vista
- Sandy Rose, Solano County Health and Human Services (Board Alternate)

#### Other attendees:

- Joanie Erickson, Solano Coalition for Better Health
- Kimberly Fu, *The Reporter*
- Rachel Iskow, Mutual Housing
- Chris Kughn, Caminar
- Anna Louzon, Solano County Board of Supervisors District 5
- Ed Lowe, NorthBay Healthcare
- Katrina Morrow, Circle of Friends
- Tamera Owens, Solano Coalition for Better Health
- Joan Planell, Solano Coalition for Better Health
- Noel Vargas, Solano County Health and Social Services
- Debbie Vaughn, Solano County, County Administrator's Office

### 3. PRESENTATIONS

The meeting attendees introduced themselves to each other. There were no other presentations.

**4. GENERAL PUBLIC COMMENTS – 2 Minutes per person**

There were no public comments.

**5. ADDITIONS OR DELETIONS FROM THE AGENDA – ACTION**

There were no agenda additions or deletions offered.

**6. APPROVAL OF THE AGENDA – ACTION**

Emily Cantu moved to approve the agenda as presented. Anne Putney seconded the motion. There were no objections or abstentions. The motion carried.

**7. CONSENT CALENDAR – ACTION**

**a. Consider JPA Minutes of Regular Meeting from June 22, 2017**

Anne Putney moved to approve the minutes from the JPA Board Meeting on June 22, 2017. Emily Cantu seconded the motion. There were no objections or abstentions. The motion carried.

**8. OLD BUSINESS & STANDING AGENDA ITEMS**

**a. JPA Audit Updates**

**i. 2014 JPA Audit – DISCUSSION AND ACTION**

Emily Cantu provided an update that the California Department of Community Services and Development (CSD) issued a letter regarding the 2014 audit, requesting that the JPA pay \$70,838 back to the State. Emily Cantu reported that Senator Dodd's office had reached out to CSD on behalf of the JPA.

Debbie Vaughn confirmed that on July 27, 2017 Solano County took an item to the Board of Supervisors (BOS) requesting that the BOS make the payment to the State.

JPA members discussed how to access the County's pledge of funding. Once CSD did receive the County's check, it would hold the check for 30 days for additional time to find the missing 2014 audit documentation. After that 30-day period, the check would be sent to the Federal government and there would be no way to retrieve the funding.

Debbie raised the issue of whether or not the JPA thought the missing 2014 information could be recovered. In response, Kathy Lawton-Caesar reminded the JPA Board that CAP Solano Inc. was a dissolved organization, and that multiple

JPA Board members had reached out to the former Executive Director and staff; they were informed all CAP Solano Inc. records had been sent to the City of Vallejo.

Debbie Vaughn informed the JPA that the BOS resolution to cover the \$70,838 occurred on July 26, 2017 and that the BOS was prepared to issue its check to CPD at any time. Debbie Vaughn suggested that the BOS send a check to the JPA with a request for remittance if paid to state, and that any future refund for additional documentation sent to the State be sent back to County.

Anne Putney moved to accept funds from the County, request proof of remittance from CSD, and pay for the JPA's current obligation to the State. Isaac George seconded the motion. There were no objections or abstentions. The motion carried.

**b. Community Services Block Grant (CSBG) Funding – DISCUSSION**  
**i. 2016 Targeted Initiative Funding & Programmatic Update**  
**ii. 2017 Annual Funding & Programmatic Update**

Emily Cantu reported that all 2016 annual CSBG funds had been spent in full. Closeout reports had been sent to and accepted by CSD.

The City of Vacaville Police Department – Family Resource Center (FRC), which received additional CSBG funding through a targeted initiative, also had been able to spend its grant funding by the end of May 2017. The FRC served 51 unduplicated clients with its award.

Emily reported that the Fiscal Agent finally had received a contract for 2017 CSBG funding. MOUs had been sent to selected subrecipients: House of Purpose, Community Action North Bay, and Berkeley Food and Housing.

**c. JPA Budget – DISCUSSION**

Emily Cantu presented budget projections which showed that 2016 CSBG funds had been spent in full. Of the 2017 CSBG \$382,856 budgeted amount, \$142,155.53 had been spent already. The HMIS license budget would need to be spent in full by end of year, so the Board needed to decide how to do so. Emily confirmed that the JPA's 2014 Planning Grant had been spent in full on the 2017 Point-In-Time count.

Carolyn Wylie added that Vallejo Lords Fellowship still had an outstanding 2016 HMIS license payment due. HomeBase had turned off Vallejo Lords' HMIS subscriptions and was working on getting the outstanding payment.

The Board recognized that of many of the 2017 HMIS license invoices remained outstanding. The Fiscal Agent would send out notices for receipt of payment. Carolyn confirmed that the JPA's 2016 Continuum of Care Planning Grant had

gone towards the development of the 2018-2019 Community Action Plan and the 2016 NOFA.

**d. Regional Strategic Plan**

**i. Implementation Work Group Update – DISCUSSION**

Carolyn Wylie presented the draft Implementation Strategy to the Regional Strategic Plan. An implementation work group had convened individual meetings and smaller work groups focused on the three goals of the Plan plus Advocacy and Outreach for the Plan.

Carolyn informed the Board that they would occasionally see the JPA, JPA staff, and the Coordinated Entry Systems Operator listed as responsible parties in the Implementation Strategy. Carolyn requested that the JPA read over the draft of the Implementation Strategy by next week and provide more in-depth feedback. Ed Lowe asked the JPA to consider contributions that could be made by additional parties such as healthcare providers and Habitat for Humanity, who is building housing stock.

**ii. Funding update – DISCUSSION AND ACTION**

Carolyn Wylie took questions from the JPA about funding specific items of the Implementation Plan, including compiling data on deeply affordable housing stock, measuring the cost of housing; a public relations campaign, as well as a Housing First fidelity assessment tool. Carolyn reminded the JPA that it already had committed \$50,000 towards implementation.

Emily Cantu reported that the City of Vacaville had no further feedback on the implementation plan at this time. Emily further reported that the JPA doesn't have any additional funds to allocate.

Kathy Lawton-Caesar reported that the City of Suisun City had no further feedback on the implementation plan at this time either. Kathy suggested that the JPA go to the City Managers to determine whether the Cities had the resources to offer. Emily added that splitting \$50,000 among seven jurisdictions created small amounts on which to decide. Emily also reminded the JPA that Dixon still owed money towards the creation of the Regional Strategic Plan in the amount of \$1,745.87.

Anne Putney moved to have the JPA raise the issue of funding at an upcoming City Managers' meeting. Emily seconded the motion. There was no opposition and no abstentions. The motion passed.

**e. Coordinated Entry**

**i. Revised JPA Subrecipient Agreement with Caminar for Coordinated Entry – DISCUSSION AND ACTION**

Genevieve Herreria presented proposed revisions to the JPA Subrecipient Agreement with Caminar for Coordinated Entry. The proposed changes were to add an Addendum clarifying that Caminar’s relationship with the JPA was one of a subrecipient with a recipient and relevant specifications related to HUD compliance.

Anne Putney moved to accept the Addendum that Caminar’s relationship with the JPA was one of a subrecipient with a recipient. Isaac George seconded the motion. There were no objections or abstentions. The motion carried.

**ii. City of Vallejo Memorandum of Understanding with the JPA – DISCUSSION AND ACTION**

Genevieve Herreria reported on a proposed Memorandum of Understanding (MOU) between the JPA and the City of Vallejo for the provision of Coordinated Entry services in the City of Vallejo. The MOU addressed the City of Vallejo’s intention to contribute \$30,000 to the JPA to fund a 0.5 FTE Coordinated Entry staffer dedicated to providing Coordinated Entry services to the people of Vallejo.

Isaac George moved to accept the proposed MOU between the JPA and the City of Vallejo. Emily Cantu seconded the motion. Anne Putney abstained. The motion carried. The effective date of the MOU would be July 27, 2017.

**iii. JPA Subrecipient Agreement with Caminar for Coordinated Entry Services in Vallejo – DISCUSSION AND ACTION – DISCUSSION**

Genevieve Herreria presented a JPA Subrecipient Agreement with Caminar for Coordinated Entry services in Vallejo.

Emily Cantu flagged that the agreement should be pro-rated to align with Caminar’s 2017-2018 agreement end-date of March 22, 2018, versus the City of Vallejo’s agreement end-date of July 27, 2018.

Emily moved for approval of the JPA Subrecipient Agreement with Caminar for Coordinated Entry Services in Vallejo. Kathy Lawton-Caesar seconded the motion. Anne Putney abstained from the motion. There were no additional objections or abstentions. The motion carried.

The effective date for this Subrecipient Agreement would be July 27, 2017.

Chris Kughn reported that Coordinated Entry staff had been spending time getting trained on Coordinated Entry-specific skills, including the administration of the VI-SPDAT and use of HMIS to record consumer data. Caminar continue to pursue community outreach, including with City and County staff. To date, staff had met with all but one of the Permanent Supportive Housing Continuum of Care providers. Caminar had begun to facilitate Coordinated Entry Work Group meetings and presenting to Fairfield and Vacaville collaborators.

Caminar was preparing to make its first quarter draw downs on the JPA's 2015 CoC Coordinated Entry grant. The agency also was working on marketing materials and aimed for a Fall 2017 launch event.

## **9. NEW BUSINESS**

### **a. 2017 Point-In-Time Count – DISCUSSION i. General Report**

Carolyn Wylie presented the 2017 Point-In-Time count. Carolyn covered methodology, trends, and new activities, including outreach to encampments and a first-ever dedicated youth count. Key statistical findings included a count of 1,232 total homeless, which amounted to a 14 percent increase from 2015.

Debbie Vaughn flagged HUD's definition of Chronic Homelessness (CH) and asked whether there were non-chronically homeless people who were left out of the PIT breakdown. Staff explained that the count would have covered all literally homeless, but that Debbie's point in flagging the precision of the official CH definition was important.

### **ii. Breakdown by Jurisdiction**

A report was provided with each jurisdiction's count of homeless. Joanie Erickson reminded the JPA that the CoC had never previously done a PIT Count including encampments. Kathy Lawton-Caesar reported that in Fairfield there were 115 individuals in encampments counted by police, which amounted to 77 adults and 52 youth. The question was raised as to how JPA members wanted to disseminate the jurisdictional data. Emily Cantu noted that the Vacaville City Manager would release its update on the city's Point-In-Time count to its Council. Anne Putney reported that the City of Vallejo planned to do the same.

### **b. Partnership HealthPlan Funding Opportunity – DISCUSSION AND ACTION**

Tonya Nowakowski introduced the conversation by noting that she considered the Partnership HealthPlan funding announcement as a funding opportunity for Housing First Solano. An eligibility requirement for this funding is for candidates to form partnerships and align resources among local collaboratives working on poverty and homelessness. Tonya felt like the JPA fit this role. Tonya acknowledged that the turnaround time would be short, but felt that the funding opportunity was too important to miss.

Allison Ullrich presented on the Partnership HealthPlan funding opportunity. It consisted of a one-time award of \$4.9M. Its housing innovation grants would align with Medi-Cal programs, as well as the work of one division of Solano County Health and Human Services. Allison noted that there was no matching requirement for the funding opportunity. Both for-profit and non-profit organizations are eligible for the funding.

Chris Kughn informed the JPA that he had spoken with Tonya Nowakowski and Jerry Huber of Solano County and MidPen Housing in San Mateo. MidPen was willing to write the grant. Representatives from the Solano Coalition for Better Health and Sacramento also stated that they were willing to take part in grant-writing.

Rachel Iskow, the Executive Director of Mutual Housing California, reported that Mutual would like to build affordable housing in Solano but accessing state funding sources was difficult. Solano could apply next year for No Place Like Home funding for pre-development housing.

Kathy Lawton-Caesar commented that it would be foolish not to pursue this opportunity, particularly given Solano's 2017 PIT count results. Partnership HealthPlan aligned the JPA's stated goals in an area under which the JPA had authority. Sandy Rose added that developing housing under Partnership HealthPlan would align with the JPA's five-year strategic plan for addressing homelessness.

The competition called for a collaborative approach from Solano County. Several stated that the County did not want to lead in executing this plan. Tonya Nowakowski had indicated outside the meeting that she felt the JPA should be the lead on this matter.

Anne Putney moved to have the JPA collaborate with Solano Coalition for Better Health, Caminar, and other interested agencies. Emily Cantu seconded the motion. There were no objections or abstentions. The motion carried.

**c. Role of the City of Vacaville as Fiscal Agent – DISCUSSION AND ACTION**



Emily Cantu indicated that she would like to table this issue until later in the fall. The Fiscal Agent currently was busy shifting staffing and executing on grant reporting.

**d. Draft Amendment to JPA Bylaws Regarding Records Retention Policy – DISCUSSION AND ACTION**

Genevieve Herreria reported on the draft amendments regarding its records retention policy. The proposed amendments set a five-year retention policy for all records.

In response to requests from several JPA members, staff agreed to create a form for the Secretary to log record destruction.

Emily Cantu moved to approve the amendment to the JPA Bylaws regarding its Records Retention Policy. Isaac George seconded the motion. There were no objections or abstentions. The motion carried.

**10. STAFF REPORT**

**a. 2017 Continuum of Care Program Competition – DISCUSSION and ACTION**

**i. Overview**

**ii. JPA Applications:**

**(1) Coordinated Entry Renewal**

**(2) Planning Grant**

**(3) Possible Application Opportunity: Additional CE Funding**

Carolyn Wylie reported that staff were preparing three project applications from the JPA for the 2017 Continuum of Care Program competition: one to renew its 2015 Coordinated Entry project, one for Planning, and potentially one to expand its Coordinated Entry work.

Chris Kughn commented that having only two full time employees to staff Coordinated Entry for the region was difficult.

Carolyn Wylie noted that given the competition deadlines, the JPA would not convene again in time to review draft applications before they were due.



Anne Putney moved to instruct staff to prepare the three project applications for later review by the JPA Officers. Emily Cantu seconded the motion. There were no abstentions or oppositions. The motion carried.

**b. Funding Opportunities & Federal Updates – Available in Packet, if any**

No new funding opportunities nor Federal updates were presented.

**11. COMMENTS FROM BOARD MEMBERS**

Emily Cantu and Sandy Rose informed the JPA that the Rocky Hill Veterans housing project was under construction with planned completion in the Spring.

**12. ADJOURNMENT**

Anne Putney moved to adjourn the meeting at 12:17 PM. Emily Cantu seconded the motion. There were no abstentions or oppositions. The motion carried.