



# CAP SOLANO, JPA

## 9. NEW BUSINESS:

9.1 Renewal of Memorandum of Understanding between  
CAP Solano, JPA and CAP Solano, Inc.

DISCUSSION

9.2 Budget for CAP Solano, JPA

DISCUSSION

## 10. COMMENTS FROM BOARD MEMBERS

COMMENTS

## 11. STAFF REPORT

## 12. ADJOURNMENT

# CAP SOLANO, JPA

<b>Item 7: CONSENT CALENDAR</b>	<b>ACTION</b>
<b>7.1: Approve Minutes of Regular Meeting of July 14, 2014</b>	

**Purpose:** To approve the Minutes of Regular Meeting of July 14, 2014

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**Recommendation from staff:** Approve the Minutes of the Regular Meeting of July 14, 2014

**Discussion:** The action of approving the Minutes is a requirement of the JPA Bylaws and funding sources.

This is a routine action item handled after each regular meeting of CAP Solano, JPA.

This action will maintain compliance with federal, state and local requirements.

# CAP SOLANO, JPA

COMMUNITY ACTION PARTNERSHIP OF SOLANO, JPA

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

## MINUTES OF July 14, 2014 CAP Solano JPA

1. **Call to Order:** Meeting was called to order by Kat Lawton, Chairperson of CAP Solano JPA at 1:07pm

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

**Members Present:** Kat Lawton; Dawn LaBar; Guy Ricca; alternate Ron Grassi; Moira Sullivan arrived later

**Members Absent:** None

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

3. **Presentations –** None

4. **Public Comment:** None

5. **Additions/Deletions to the Agenda:** None

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

7. **Consent Calendar:**

7.1 Approve JPA Minutes of Combined Meeting June 9, 2014 and Special JPA Meeting June 16, 2104

On a motion and a second (Ricca/Lawton) motion passed by a majority with one abstention (LaBar) to approve the minutes of the June 9, 2014

On a motion and a second (LaBar/Ricca) motion passed to approve the minutes of the June 16, 2014 meeting

8. **Old Business:**

**8.1 CAP Solano JPA Confirm Designation as CAA Effective  
January 1, 2015**

**ACTION**

On a motion and a second (LaBar/Sullivan) motion passed to designate the JPA as the CAA effective January 1, 2015

**8.2 July 30, 2014 Housing First Solano General Meeting**

**DISCUSSION**

# CAP SOLANO, JPA

Discussion on developing a work group to look at the structure of the JPA and HFS so that they are both as efficient as possible.

## **8.3 Update on Negative Cash Balance**

### **DISCUSSION**

Board of Supervisor's waived the \$102,178 owed by the individual agencies. The County was the grant recipient and will therefore assume responsibility. CAP Solano JPA Auditor will contact County Auditor/Controllers Office to follow up on remaining balance in question.

## **8.4 Renewal of Memorandum of Understanding between Solano County and CAP Solano, JPA**

### **DISCUSSION**

Ron Grassi stated that the County will not be renewing the MOU until all of the issues are resolved and it will then be determined which services will be offered. The funding has been appropriated.

## **8.5 Collaborative Applicant**

### **DISCUSSION**

Discussion regarding the following question: Does the JPA still want to be the Collaborative Applicant? What is plan B, if HFS is not on board with CAP Solano being the collaborative applicant?" If HFS does not like the merge idea, does CAP Solano still want to be the Collaborative Applicant? The Board does want to remain as the Collaborative Applicant. This topic is being put in the HFS July agenda.

## **9. New Business:**

### **9.1 Grand Jury Report**

Discussion regarding responding to the Grand Jury Report Fund 173. JPA is only required to answer #12 but has decided to answer Finding #6, #7, a portion of #8 and #12.

### **9.2 Election of Vice-Chair for CAP Solano, JPA**

A motion and a second (Lawton/Sullivan) to elect Dawn LaBar to the position of Vice Chair passed.

### **9.3 Draft Budgets for CAP Solano, JPA**

Held over until August

## **10. Comments from Board Members: None**

## **11. Adjourned: 2:26 pm**

# CAP SOLANO, JPA

<b>Item 7: CONSENT CALENDAR</b>	<b>ACTION</b>
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<b>7.2: Accept New JPA Board Member Anne Putney – City of Vallejo</b>
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**Purpose:** To accept Anne Putney as the official representative on the CAP Solano, JPA for the City of Vallejo.

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**Recommendation from staff:** To accept Anne Putney as the official representative on the CAP Solano, JPA for the City of Vallejo. Guy Ricca will remain as the Alternate for the City of Vallejo.

On July 22, 2014 the City Council of the City of Vallejo appointed Anne Putney as their Member to the CAP Solano, JPA.

An email notification was submitted to CAP Solano, JPA on July 30, 2014 along with a copy of the Resolution No. 14-078 N.C.

Routine action by the board to accept the new member as appointed through the process established by the Joint Powers Agreement.

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Financial Impact: None.

# CAP SOLANO, JPA

<b>Item 8: OLD BUSINESS</b>	<b>ACTION</b>
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<b>8.1: Grand Jury Response by CAP Solano, JPA</b>
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**Purpose:** To approve the response to the Grand Jury Report “Fund 173 – As Clear As Mud” by CAP Solano, JPA

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**Recommendation from staff:** To approve the response to the Grand Jury Report “Fund 173 – As Clear As Mud” by CAP Solano, JPA

**Discussion:** At the July 14, 2014 CAP Solano, JPA, the board members discussed the draft information regarding a possible response to the Grand Jury Report. The board identified the following items requiring a response from CAP Solano, JPA:

- Item 6
- Item 7
- Item 8 (only the portion specifically to the JPA)
- Item 12

See attached draft response.

The letter requesting CAP Solano, JPA be designated as the Eligible Entity, and signed by the Chairpersons of both the CAP Solano, JPA and CAP Solano, Inc., was sent to the State of California, Community Services Department.

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Financial Impact: None.

# CAP SOLANO, JPA

## RESPONSE TO SOLANO COUNTY GRAND JURY 2013-2014 FUND 173 – AS CLEAR AS MUD

**Finding 6: Conflict of Interest of board members of JPA and Inc. serving on both boards.** **Response 6: From CAP Solano JPA:** The members of the CAP Solano, Inc. board who were also members of the CAP Solano, JPA board have resigned from the CAP Solano, Inc. board. There is no longer any conflict of interest.

**Finding 7: Dual relationship exists amongst board members of CAP Solano, JPA and CAP Solano, Inc.** **Response 7: From CAP Solano, JPA:** The members of the CAP Solano, Inc. board who were also members of the CAP Solano, JPA board have resigned from the CAP Solano, Inc. board. There is no longer any conflict of interest.

**Finding 8: A significant under reporting of \$85,949 for FY 2012 by CAP Solano, Inc.** **Response 8: From the CAP Solano, JPA:** \$86,975 – An accounting error placed \$76,975 in line item for County Funding and \$10,000 in Other The full amount of \$86,975 is reflected in the audit.

**Finding 12: CAP Solano, JPA board meets only four times a year and does not post Agenda/Minute documents on their website.**

**Response 12a: CAP Solano, JPA:** Board is now meeting monthly.

**Response 12b: CAP Solano, JPA:** Website will be active August 2014 and will include Agenda and Minutes

**Response 12c: CAP Solano, JPA:** Will comply with The Brown Act.

Respectfully Submitted:

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Kat Lawton, Chairperson

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Date

# CAP SOLANO, JPA

**Item 8: OLD BUSINESS**

**DISCUSSION**

**8.2: Update on Negative Cash Balance**

**Purpose:** Receive update on status of Negative Cash Balance owed by CAP Solano, JPA to Solano County.

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**Recommendation from staff:** Receive update on status of Negative Cash Balance owed by CAP Solano, JPA to Solano County

**Discussion:** Staff will present update on status of investigation confirming or disagreement of Negative Cash Balance in the current amount of approximately \$222,767.00.

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Financial Impact: **-\$222,767.00**

# CAP SOLANO, JPA

<b>Item 8: OLD BUSINESS</b>	<b>DISCUSSION</b>
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<b>8.3: Renewal of Memorandum of Understanding between Solano County and CAP Solano, JPA</b>
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**Purpose:** Receive update regarding the status of the MOU between Solano County and CAP Solano, JPA.

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**Recommendation from staff:** Receive update regarding the status of the MOU between Solano County and CAP Solano, JPA

**Discussion:** The MOU is expired June 30, 2014. A new MOU may be discussed for future service delivery for receipt of the County funding in the amount of \$86,975.00.

The discussion of the MOU is contingent upon resolution of all outstanding matters.

# CAP SOLANO, JPA

**Item 8: OLD BUSINESS**

**DISCUSSION**

**8.4: CAP Solano, JPA Board and Housing First Solano Board**

**Purpose:** Discuss status of option to merge the CAP Solano, JPA Board and the Housing First Solano Board

**Recommendation from staff:** Discuss status of option to merge the CAP Solano, JPA Board and the Housing First Solano Board

**Discussion:** At the Housing First Solano General Membership meeting on July 30, 2014, the membership voted to move forward with establishing a Workgroup to address the option of merging the two boards.

Update will be presented by Ron Grassi.

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Financial Impact: Unknown.

# CAP SOLANO, JPA

**Item 9: NEW BUSINESS****DISCUSSION****9.1: Renewal of Memorandum of Understanding between CAP Solano, JPA and CAP Solano, Inc.**

**Purpose:** Discuss option of renewing the MOU between CAP Solano, JPA and CAP Solano, Inc. for provision of service delivery and staffing

**Recommendation from staff:** Discuss option of renewing the MOU between CAP Solano, JPA and CAP Solano, Inc. for provision of service delivery and staffing

**Discussion:** The change of Delegate Agency and Community Action Agency from CAP Solano, Inc. to CAP Solano, JPA requires addressing the operation and administration of CAP Solano, JPA.

The current MOU between CAP Solano, JPA and CAP Solano, Inc. was established December 20, 2009 and ends December 20, 2014. The MOU designated CAP Solano, Inc. to administer Housing and Urban Development (HUD) money received by CAP Solano, JPA and define the responsibilities of the parties related to CAP Solano, Inc. activities including CSBG and other low-income grants and fiscal services obtained by CAP Solano, JPA.

CAP Solano, JPA will pass through County Contribution to CAP Solano, Inc. in support of CAP Solano, Inc.. CAP Solano, Inc. will provide administration services for HUD funding, and CSBG funding.

CAP Solano, Inc. will serve as the local Community Action Agency. – This item will change as of January 1, 2015 with the Community Action Agency designated returning to CAP Solano, JPA.

The CAP Solano, JPA will continue to be the Community Action Agency and may use the MOU process with CAP Solano, Inc. to provide service delivery and staffing support.

CAP Solano, Inc. has been supporting Community Action Agency service delivery and administration services including staffing boards, since 2009.

Renewal of MOU can include language change to identify CAP Solano, JPA as the Community Action Agency and revised Scope of Work as recommended by CAP Solano, JPA.

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Financial Impact: Unknown.

# CAP SOLANO, JPA

**Item 9: NEW BUSINESS**

**DISCUSSION**

**9.2: Budget for CAP Solano, JPA 2015**

**Purpose:** To discuss a Budget for CAP Solano, JPA for 2014-2015

**Recommendation from staff:** To discuss a Budget for CAP Solano, JPA for 2014-2015

**Discussion:** Board members will discuss possible funding and budget for July 1 2014 through June 30, 2015.

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Financial Impact: None at this time.