

SECOND QUARTERLY MEETING

APRIL 25, 2016

2:00 – 4:00 PM

FAIRFIELD COMMUNITY CENTER

1000 KENTUCKY STREET, FAIRFIELD, CA 94533

VISTA CONFERENCE ROOM

1. Call to Order – 2:00 PM

2. Roll Call – A quorum currently consists of six representatives.

a. Members of the Board Present:

- Scott Tonneson, Chair
- Erin Hannigan, Vice-Chair
- Lisa Martin
- Patrick Stasio
- Paul Newman
- Keetra Welling
- Laura Escobar
- Dee Gilliland
- Joanie Erickson
- Tom Bartee

b. Excused Absences

- Kay Tracy

c. Public Present

- Emily Cantu, Director of Housing Services for the City of Vacaville and Fiscal Agent for the CAP Solano Joint Powers Authority
- Carrie Sager, HomeBase
- John Melis, HomeBase
- Rhoda McKinsey, Berkeley Food and Housing Project
- Natalie Siva, Berkeley Food and Housing Project

3. Presentations

Rhoda McKinsey from BFHP presented on the employment specialist funded through their CSBG grant. CSBG funding brings Rhoda from part time to full time; the program serves homeless veterans and services are currently limited to clients enrolled in SSVF. The TAB expressed its gratitude towards Rhoda and BFHP for the work that it does and was impressed to learn Rhoda currently has more jobs than applicants. The TAB endeavored to refer more individuals to this program in the hopes they will receive permanent, sustainable employment.

4. General Public Comments – None**5. Additions or Deletions from the Agenda – None****6. Approval of the Agenda**

- i. Vice Chair Erin Hannigan moved to approve the agenda, Tom Bartee seconded the motion.
- ii. All voted in favor, none opposed, and no abstentions. The motion carried.

7. CONSENT CALENDAR – ACTION**a. Approve Tripartite Advisory Board Minutes from January 25, 2016**

- i. Vice Chair Erin Hannigan moved to approve the minutes from the December 9, 2015 meeting of the Tripartite Advisory Board; Tom Bartee seconded.
- ii. All were in favor, none opposed, and no abstentions. The motion carried.

8. OLD BUSINESS**a. Status of Councilmember Pam Bertani on the Tripartite Advisory Board (TAB) – Update**

- i. Staff delivered the update on Council Member Pam Bertani’s removal from the Tripartite Advisory Board. She reminded the Board that during the January 25, 2016 meeting the Tripartite Advisory Board voted to remove Councilmember Bertani. Councilmember Bertani had the right to appeal her dismissal. Instead, after the removal vote took place, Councilmember Bertani informed the Tripartite Advisory Board via email that she was resigning. As such, Councilmember Bertani waived her right to appeal.

b. Collect any remaining signed Conflict of Interest forms

- i. The staff collected any remaining signed conflict of interest forms and informed the Tripartite Advisory Board members that they needed to submit those forms as soon as possible.

9. NEW BUSINESS**a. 2016 Community Services Block Grant (CSBG) Funding – Update**

- i. Emily Cantu provided the Board with an update regarding the CSBG funding. The JPA is still waiting for the contract from the State to allow the agencies receiving CSBG funds to begin using those funds for direct services.

- ii. Tom Bartee offered to follow-up with the State in order to get the funding moving.

b. CAP Solano JPA Annual Report – Presentation and Action

- i. Staff summarized the content of the annual report. Highlights included accomplishments of the Continuum of Care, issues regarding HMIS administration, and survey responses regarding consumer satisfaction with the JPA.

c. Community Service Block Grant Organizational Standards - Discussion

- i. Present Organizational Standards Overview and Action Items Chart, including local whistleblower policies, local government audit availability information, and strategic plan representation**

Staff summarized the organizational standards chart, including updates on the regional strategic plan, providing and explaining local whistleblower policies, and developing the customer service feedback form and client data tracking.

Emily Cantu presented an update on the state of the JPA audit. She explained that the City of Vacaville is the fiscal agent for the JPA and is currently conducting the 2014 audit of the JPA. The JPA is still determining a vendor for the 2015 audit.

Tom Bartee asked if there were any implementation dates for the standards. Staff stated there are internal deadlines although all standards need to be implemented in some form by the end of 2016. However, many of the standards are ongoing compliance requirements.

- ii. Fiscal Agent present 2015 CSBG outcomes, demographic data, and other key information**

Emily Cantu presented data on the 2015 CSBG funding. The \$71,380 CSBG discretionary grant awarded funds to four agencies to provide emergency permanent housing resources and had to be expended within 30 days. 65 people were served with the funding.

The \$152,606 CSBG Annual Grant awarded funds to eight agencies. All but 1 agency was able to spend all their funding. The funds that weren't spent were rolled over into the 2016 contract. Based on the time the funding was made available from the state, the agencies had approximately six months to spend their funds. Demographic data

was also collected and compiled. Most of the people served had income and health insurance, but were below the federal poverty level.

iii. Fiscal Agent and/or JPA Chair present recommendations for any necessary operational or strategic program adjustments

Staff presented the recommendations regarding JPA operations for 2016. Recommendations included expanding coordinated entry, continuing to improve data quality, offer additional grant-writing assistance workshops, improve the CSBG allocation process, implement a plan for the 2017 Point-in-Time count in advance, participate in the Solano strategic plan, and continue developing the governance documents including a new set of bylaws.

Patrick Stasio asked for improvements to HMIS so it was more user friendly.

Joanie Erickson expressed her excitement regarding coordinated entry. Laura Escobar echoed that sentiment and expressed her desire to ensure that all housing providers were using HMIS to make the coordinated entry system more effective.

d. Collect any remaining signed Form 700s for the records

10. Next Steps for Tripartite Advisory Board

d. Plan next grant writing workshop

Patrick Stasio informed the Tripartite Advisory Board that Mission Solano would close its service center on Travis on July 1.

e. Next Meeting Date – July 25, 2016 from 2-4pm

11. Adjourn Meeting – 2:51 p.m.