

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

THURSDAY, MAY 25, 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, Vacaville, and Vallejo and Solano County.

JPA Members

Kathy Lawton-Caesar, Chair, City of Suisun City
Emily Cantu, Vice-Chair, City of Vacaville
Anne Putney, Secretary, City of Vallejo
Kristin Kamm, City of Benicia
Dawn La Bar, City of Fairfield
Tonya Nowakowski, Solano County

Other attendees

The Honorable Monica Brown, Solano County Board of Supervisors
Debbie Vaughn, Office of the County Administrator, Solano County
Isaac Blackstock, Solano Coalition for Better Health
Christopher Kughn, Caminar, Coordinated Entry System Administrator
Tranine Chisom, Caminar, Coordinated Entry System Administrator
Tamara Colden, City of Vacaville
Ed Lowe, NorthBay Healthcare

Carolyn Wylie, JPA Staff, HomeBase
Genevieve Herreria, JPA Staff, HomeBase

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. Dawn La Bar seconded the motion. There were no objections or abstentions. The motion carried.

7. CONSENT CALENDAR – ACTION

- a. Consider JPA Minutes of Regular Meeting from April 27, 2017

Emily Cantu moved to approve the minutes from the JPA Board Meeting on April 27, 2017. Tonya Nowakowski seconded the motion. There were no objections or abstentions. The motion carried.

8. JPA BOARD GOVERNANCE – DISCUSSION AND ACTION

- a. Policies and Procedures Update

Carolyn Wylie explained that staff had undertaken a fresh consideration of the JPA's Bylaws given the recent execution of several grant contracts with the U.S. Department of Housing and Urban Development (HUD). Pursuant to a review of the Interim Rule and other regulations pertinent to HUD contracting and grants management, staff wished to present several additions to the Bylaws for the Board's consideration. Those changes included language on officers and employers, Neighbors Helping Neighbors: Forward Together (the JPA's recently approved five-year regional strategic plan to respond to homelessness), conflicts of interest, record keeping, financial management systems, internal controls, procurement, the JPA's role as HMIS lead, subrecipient monitoring, and the JPA's commitment to being a drug-free workplace.

Supervisor Brown asked whether the JPA had written protocols for an appeal process for decisions to remove board members, and whether such activities could be done in closed session. Carolyn noted that Article III of the bylaws refers to the possible removal of an Officer from the Board, and that the current draft of the bylaws provides that "the Board may remove an Officer for cause by a 2/3 majority vote of filled seats. Cause must be presented to the Officer and they must have an opportunity to respond prior to a motion for removal being made or considered." Carolyn also noted that the JPA has never gone into closed session because they followed the Brown Act and typically aired on the side of transparency in all deliberations thus far and would likely want any mandated policy requiring closed session to first be reviewed by County Counsel. JPA Board members discussed the matter and agreed that they were satisfied with the officer removal language as it appeared in the draft before them. Supervisor Brown expressed favor for requiring

notice before any motion to remove. Because the draft included language that cause must be presented to the Officer and they must have the opportunity to respond and given the noticing requirements of the Brown Act, the Board felt the draft adequately provided for notice prior to the motion to remove.

Carolyn pointed out that the newly drafted language in the bylaws on Neighbors Helping Neighbors required participation by a stakeholder experiencing homelessness in the JPA's policy-making processes.

Dawn La Bar asked where the JPA's governing documents were being kept. Carolyn answered that JPA staff was storing them, but that they would be accessible on the JPA's website and in hard copy as assembled and collated by staff. Supervisor Brown recommended that the JPA's governance documents would be kept somewhere beyond the regulatory requirement that records be kept for five years.

Dawn La Bar moved to approve the drafted bylaws incorporating typo corrections pointed out on pages nine, ten, and 13. Anne Putney seconded the motion. There were no objections or abstentions. The motion passed.

JPA staff agreed to circulate the final JPA bylaws once the approved edits were incorporated.

9. OLD BUSINESS & STANDING AGENDA ITEMS

- a. JPA Audit Updates – DISCUSSION
 - i. 2014 JPA Audit

Emily Cantu reported that the 2014 audit had been submitted to the California Department of Community Services and Development's (CSD) audit division approximately two weeks prior. CSD followed up with Solano County with a few questions. The Fiscal Agent expected the next development would be the receipt of a letter from CSD by Kathy Lawton.

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

Emily Cantu reported on the 2016 Annual CSBG funding recipients' status as of April 30. Berkeley Food and Housing Project, Caminar, and House of Purpose had fully spent their awards. Community Action North Bay was just short of being fully spent, but was understood to have receipts coming in that would fully draw down its award. Children's Network of Solano had \$5,000 remaining; the amount was being disbursed to the other awardees who could spend down the amount by the end of May.

Emily further reported that Vacaville Police Department – Family Resource Center, the awardee of the 2016 CSBG Targeted Initiative competition, was on track to spend down its grant by the end of May.

Emily reminded the Board that none of the 2017 CSBG awardees had been able to start drawing down their funding yet because the Fiscal Agent was still waiting to receive the executed final contract for the funding with the State.

c. JPA Budget – DISCUSSION and ACTION

Emily Cantu reminded the Board that the JPA previously had borrowed from Solano County’s annual contribution to the JPA to pay for JPA staffing under the assumption that the JPA could reimburse the County’s contribution from the FY2016 Continuum of Care (CoC) Planning Grant. However, the JPA had recognized at its April meeting that the 2016 CoC Planning Grant could not be used to reimburse anything prior to the effective date of the contract with HUD (and could not be used on Regional Strategic Plan). The Planning Grant was executed in 2017 so that plan would not work. Additional budgetary items of note were one outstanding HMIS license; having to pay Bowman’s \$650 more for service than initially budgeted; and additional request for \$892 for two additional HMIS licenses.

The Fiscal Agent was recommending that the CoC Planning Grant instead be used to cover eligible expenses including CoC competition and CoC staffing and general work. Doing so would free up the County’s contribution and other CSBG money to use on Neighbors Helping Neighbors.

Dawn La Bar moved to approve the budget changes as presented to the Board. Anne Putney seconded the motion. There were no objections or abstentions. The motion carried.

Emily distributed the Point In Time (PIT) Count invoices. Kristin Kamm received confirmation that the jurisdictions contributed to cover the costs of the PIT count every two years. Supervisor Brown recounted her experience volunteering for the PIT count in Benicia.

In response to Anne’s query as to when the 2017 PIT count analysis would be ready for distribution, Carolyn notified the Board that staff had just received a draft report from Applied Survey Research, the firm with whom the JPA had contracted to conduct the count. Carolyn will keep the Board apprised as to the status of the PIT report.

d. Regional Strategic Plan – DISCUSSION

- i. Implementation Group update
- ii. Funding update

Carolyn Wylie reported that the Implementation Group that the JPA had directed staff to convene was scheduled to meet in a week for the first time. Staff had met the day prior with the County Administrator and City Managers, who planned to convene a meeting of

the policy-makers from all the various jurisdictions to discuss the Plan, each jurisdiction's work on the issue, and strategize about how to meet the various goals within the Plan, in concert with other key stakeholders.

Board members asked JPA staff to circulate an implementation contract with deliverables individually listed with cost prior to the JPA's meeting in June.

e. Coordinated Entry System – DISCUSSION

- i. Coordinated Entry System Implementation
- ii. Update on Progress from Caminar

Genevieve Herreria reported that the Coordinated Entry Work Group had recommended, and the CoC Board had approved, a Coordinated Entry System Model built on decentralized system entry points in Fairfield (Caminar and Seneca Family of Agencies), Vallejo (Caminar), and Vacaville (Vacaville Police Department – Family Resource Center). Street Outreach teams would also conduct assessments, and 211 would be consulted to see what role it could play. The CoC Board also approved the Work Group's recommendations that the VI-SPDAT serve as the CoC's assessment tool. The Work Group was currently considering prioritization schemes.

Dawn La Bar asked whether a consumer would be able to receive assistance at 2 AM. Christopher Kughn expressed his hope that 211 would serve that purpose.

Tranine Chisom and Christopher reported that Caminar was on target with meeting the four objectives it had set for itself. First, on employee recruitment and processing, Caminar had identified two qualified candidates. One full time employee was scheduled to start on Tuesday, May 30. The second candidate was going through a background screening process. Second, on technical assistance, Caminar had begun scheduling training sessions for its new staff, with the goal of being operational by July or August. Its two candidates already came with experience using the VI-SPDAT and HMIS. Third, Caminar had been attending all Coordinated Entry Work Group meetings and had been engaging with community stakeholders, including through participating in a recent Fairfield Homeless Collaborative meeting and a Vallejo Roundtable meeting. Fourth, Caminar had not yet developed outreach materials, but would begin doing so once its staff were fully onboarded. Caminar also was working with the Work Group to develop Coordinated Entry policies and procedures, and with JPA staff to establishing HMIS licenses.

Genevieve presented a draft contract JPA staff had drawn up to account for the City of Vallejo's \$30,000 contribution towards a 0.5 FTE Coordinated Entry Case Manager / Housing Specialist in Vallejo. Anne Putney pointed out that an MOU between the City of Vallejo and the JPA would also be needed. Staff agreed to work with Anne offline to draw up the MOU so that both the MOU and the contract could be considered by the JPA at its June meeting.

10. NEW BUSINESS

- a. JPA Letter of Support for Solano County's 2017 CalWORKS HSP Project – DISCUSS AND ACTION

Carolyn Wylie reported that the County of Solano's Department of Health and Social Services was requesting a letter of support for its application to the 2017 Housing Support Program competition. Anne Putney moved to allow Kathy Lawton-Caesar to sign the draft letter of support that JPA staff presented once it had been corrected to include the correct name of Neighbors Helping Neighbors. Emily Cantu seconded the motion. There were no objections or abstentions. The motion carried.

11. STAFF REPORT

- a. 2017 Continuum of Care Program Competition – DISCUSSION

Carolyn Wylie presented a funding opportunity for providers who did street outreach to homeless youth. She also reported that staff had heard that the FY2017 Notice of Funding Availability might be released in late summer. Carolyn encouraged the Board to spread the word about the June 6, 2017 Community Needs Assessment Forum that the JPA was hosting as required by the Community Services Block Grant program.

12. COMMENTS FROM BOARD MEMBERS

There were no comments from the Board.

13. ADJOURNMENT

Emily Cantu moved to adjourn the meeting at 11:27 AM. Kathy Lawton-Caesar seconded the motion. There were no objections or abstentions. The motion carried.