

# CAP SOLANO, JPA

## MINUTES OF October 6, 2014 CAP Solano JPA

1. **Call to Order:** Meeting was called to order by Kat Lawton, Chairperson of CAP Solano JPA at 1:06 pm
2. **Roll Call:** A quorum was reported by staff.

**Members Present:** Kat Lawton; Dawn La Bar; Anne Putney, Ron Grassi

**Members Absent:** Matt Hart

**Public:** Cynthia Nagendra, Carolyn Wiley, Emily Cantu, Carol Elliott, Nicole Holloway, Representative from Benicia and representative from Supervisor Erin Hannigan's Office **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 (La Bar/Grassi) and hearing no further discussion the motion carried unanimously to approve the Agenda.
7. **Consent Calendar:**
  - 7.1 Approve JPA Minutes of the regular meeting, September 8, 2014  
On a motion and a second (La Bar/Putney) the minutes were approved.

### 8. **Old Business:**

#### 8.1 **Update on Negative Cash Balance**

#### **DISCUSSION**

Davis update as of this morning, Oct 6, 2014, that the CAP Solano auditor was working in a backward motion to see how the County came up with the original amount of the negative cash balance. Grassi offered the CPA to come to the County. The CPA is saying, according to Davis that based on her audits she does not see how the JPA could have had that high of a negative cash balance. Grassi requested the Auditor complete her research before giving a response. Grassi and the H&SS Auditor met and said the CAP Auditor would be given access to the County's system "In - Documentation." Davis asked if the 2013 \$86,975 was used to offset the negative cash balance. Grassi said that the \$86,975 from 2013 is being held to post against negative cash balance. Davis then asked about the HAC's amount of \$5,628.75. Grassi stated it is being held in accrual and will also be held against the negative cash balance. Grassi will ask auditors to send out a formal letter. He also stated that until the CAP Auditor is finished everything will be on hold. Grassi was asked to put all activities in writing for CAP Solano JPA members.

#### 8.2 **Transition of CAA Designation to CAP Solano JPA**

#### **DISCUSSION**

##### a. **Status of RFP for MOU Scope of Work**

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- 1) Staffing
- 2) Scope of Work
- 3) Funding Available

Grassi stated that the RFP is a work in progress. He also stated that he got a call from the State and they are willing to help us. They want to meet on the 13<sup>th</sup> or 15<sup>th</sup>. Grassi will confirm time and date with the State. It was stated that we cannot have 3 Board members at the meeting because of the Brown Act. La Bar cannot make it on the 15<sup>th</sup> so Grassi and Lawton will be the Board members in attendance. That will start the process of planning for CSBG funding.

Grassi brought up the building of the tripartite board. La Bar said applications should be submitted to the JPA. Davis stated there is a State approved process for finding low income members, it is in the By Laws and is a State approved process.

Membership is made up of:

- 1/3 governmental elected appointed by any official
- 1/3 business professional (can be COC members)
- 1/3 low income (also can be COC members)

Davis said she would send out the State's process to the JPA Board. Davis asked if the Board had a process for accepting members, there should be a document stating this is the process. It was suggested maybe a call to the State would help, or we could have a special meeting. There will be a meeting on Monday October 20, 2014 at 9:30 am to approve the membership policy for the JPA Tripartite Board. The meeting will be followed by the HFS Solano meeting to approve the HUD NOFA Rank and Review to approve the Priority Listing for the HUD NOFA from the Rank and Review Committee. La Bar has the key to the office as staff may not be there by 9:30 that morning. LaBar requested that Davis send out the policy today.

## **b. Items to Address**

**DISCUSSION**

- 1) Office Space – Identify New Office
- 2) Equipment – Copier – Computers
- 3) Furniture
- 4) Phone Number – Internet

## **c. Establish New Tripartite Board**

**DISCUSSION**

**d. Communication with State CSD Office on new community action plan.**

**DISCUSSION**

Davis stated that she gave six months notice which will mean the space is secure until the end of February. She also said that the JPA will have to house whoever they have as staff and mentioned that years ago the County supplied office space for she and Deb Williams at no cost. It is not clear if the RFP will include staff or rent dollars. Davis stated that the discussion needs to begin on how to resolve these upcoming issues. CSBG covers the copier and the computers. La Bar asked what was leased or purchased, Davis responded that only the copier is on a lease and can be cancelled at any time with 30 day notice. Items were purchased under the Non Profit under the scope of work from the JPA. The majority of the furniture was donated other than the tables and chairs in the training/meeting room. Grassi said he would talk to the State about it.

Davis stated that the JPA/Nonprofit MOU ends December 20, 201~~4~~<sup>5</sup> and asked does it end there or do we extend it to December 31, 2014? Lawton stated yes we should

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extend it. Davis requested that technology be addressed on the next JPA meeting agenda. The New Tripartite Board was discussed and staff will send language from the CAP Solano Inc. By Laws. December 31, 2015 the current plan expires, changing scope of work, budget etc. Lawton asked that the current CAA Plan be sent to members. Davis stated she had just sent it 6 weeks ago. Lawton stated that a needs assessment typically starts in November of 2014 for the period of January 2016 through 2018. Davis confirmed the planning process would normally begin October 2014 with a full needs assessment; planning; writing the Community Action Plan with Scope of Work and Budget; submitted to CSD by June 30, 2015 to be approved and implemented January 1, 2016. Lawton questioned having enough time to evaluate a needs assessment and write a new plan to be submitted and approved by CSD and implemented by January 1, 2015. Grassi said that was a good question for the State and wants to talk to the State first. La Bar wants everything on the agenda for everyone to review. Internally we need to make the decision to make a change. La Bar suggested the Board:

- 1) Look at what Davis sent out (CAA Plan)
- 2) Review and see what needs to be changed,
- 3) It may be fine as it is.

Discussion ensued regarding needing to make a collective decision on any change, setting up the tripartite board, that everyone should have input before we present it to the State and what is the procedure for change. La Bar questioned the process for change, not what is changing.

## **8.3 New Memorandum of Understanding between Solano County and CAP Solano JPA**

### **DISCUSSION**

The MOU is in process and may include staffing. HomeBase will provide technical assistance for the NOFA. There is a question as to the cost of doing the Point In Time (PIT) Count. Grassi suggested that half of the \$86,975 go to HomeBase for the HUD NOFA process and half go towards PIT and staff for ½ a year. Davis asked how much staff \$ need for three Boards.

## **8.4 2014 Biennial Notice for Conflict of Interest Codes Draft Conflict of Interest for CAP Solano, JPA**

### **DISCUSSION**

Davis stated that the HFS Conflict of Interest took CAP Inc. off and added JPA. She said it needs to be approved by December and she could put it on the November agenda. Grassi would like to have County Council review it. Davis just needs to know if she should put it on the agenda for or discussion/action. Yes, will be put on the November JPA Agenda for approval.

## **8.5 HMIS (Homeless Management Information System)**

### **DISCUSSION**

Staff gave update that software upgrades have been completed and that all users have been trained on the updated system.

## **9. NEW BUSINESS:**

### **9.1 Community Action Standards**

### **DISCUSSION**

Davis discussed the CAA Public Standards for Community Action, versus the private standards we are accustomed to. She stated that it should not be too difficult to adjust

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to, however the standards need to be met for funding purposes. She discussed the procedure for funding from the State, 50% of the funding will be awarded to those in compliance with the standards, and the other 50% will go into a competitive pool. The JPA will have to get up to speed on the public standards. She mentioned the Theory of Change link and that policies will need to be approved by the Board. She also stated that there are compliance issues with ROMA and that ROMA is built into the standards.

## **10. Comment from the Board**

## **COMMENTS**

Grassi mentioned that he attended the Steering Committee meeting for the Solano Safety Net and that he got the contact for an Affordable Housing Contractor. La Bar recognized Rader for the minutes.

## **11. Staff Report**

- a. Davis stated that the Non Profit is itself a NP Organization and recommends revising or revamping it to provide training that may be needed and suggested that a name change should take place.
- b. Elliott offered to help with the NOFA process and requested access to e-snaps.

**12. On a motion and a second (La Bar/Lawton) the meeting was adjourned at 2:24 pm**

**Respectfully submitted: Kari Rader**

**Adopted: \_\_\_\_\_**