

CAP SOLANO JPA TRIPARTITE ADVISORY BOARD

Monday, July 24, 2023 | 2:00 – 4:00 P.M.

MEETING MINUTES

1. Call to Order –

John Eckstrom called the meeting to order at 2:10pm.

2. Roll Call

Members in Attendance

Ashley Banta (via Zoom)

DeAndre Richard

John Eckstrom

JR Matulac

Laura Escobar (via Zoom)

Mary Decker

Tom Bartee (via Zoom)

TAB Members Absent

Elizabeth Muniz-Palomera (excused)

Jaime Wilson

Lisa Martin

Ryan Loofbourrow (excused)

Wanda Williams (excused)

Other Attendees

Ken Matsumiya, City of Vacaville

Kelly Shaban, Homebase

Angie Mora, Solano Office of Family Violence Prevention

Christina Sinohui, Solano Office of Family Violence Prevention

Reneé Parham, Solano County, JPA, TAB & CoC Coordinator

Megan Richards, Solano County, JPA Facilitator

Kathy Lawton-Caesar, Solano County Board of Supervisors District Representative

3. General Public Comments

There were no general public comments.

4. Additions or Deletions from the Agenda – DISCUSSION and ACTION

There were no additions or deletions from the Agenda.

5. Approval of the Agenda – ACTION

JR Matulac made a motion to approve the Agenda. DeAndre Richard seconded the motion. There were no abstentions or objections. The motion carried.

6. Consent Calendar – ACTION

6.1 Approve Tripartite Advisory Board Minutes from April 24, 2023 – ACTION

Tom Bartee made a motion to approve the TAB Minutes and Mary Decker seconded the motion. Ashley Banter abstained. There were no objections. The motion carried.

6.2 Approve Tripartite Advisory Board Minutes from June 12, 2023 (Special Meeting) – ACTION

Tom Bartee made a motion to approve the TAB Minutes. DeAndre Richard seconded the motion. Ashley Banter abstained. There were no objections. The motion carried.

7. Old Business/Standing Agenda Items

7.1 Coordinated Entry and Domestic Violence-Coordinated Entry (DV-CE) Report Presentation – DISCUSSION

DeAndre Richard presented the Quarter 2 monthly reports for Coordinated Entry.

During public comment, Joey Carrizales asked if there are clients who return for another 30 days after the initial 90 days. Dre clarified that the number is those without any contact in that 90-day period. He also stated his team is working on the manual cleanup of the data.

As a follow-up question, Joey asked if, during the intake process, clients are made aware of the opportunities to return and what the process is to return? Dre responded that Resource Connect does not currently have a process to ensure clients are kept current in the system unless there is a follow-up with the client, or they reach out.

Angie Mora presented the Quarter 2 monthly reports for Domestic Violence – Coordinated Entry. All reports can be found in the public folder.

7.2 Fiscal Report – DISCUSSION

2022/2023 CSBG Annual Grant Program – UPDATE

Karen Craig, City of Vacaville, reported the amendment for additional funds was submitted as recommended by the TAB at the previous meeting and they are being allocated to the staffing budget.

7.3 Community Action Agency Report

Megan Richards reported on some of the most relevant JPA action items in connection with the TAB which included the approval of the FY2023/2024 CAP Solano budget and approval of the CSBG Community Action Plan (CAP). In addition, the funding for transitioning from Service Point to Clarity for the Homeless Management Information System (HMIS) was approved which is currently in contract negotiations and Pathways will be assisting with training and migration of the data.

8. New Business

8.1 CAP Solano JPA Staffing and Funding – PRESENTATION/DISCUSSION

Megan Richards discussed the quarterly JPA Grant Report for HHAP 3, HHAP 4, and HHIP funding sources that had not yet been allocated. Other funds that are available through HHAP 3, HHAP 4, and HHIP will be presented during the August meeting.

Reviewed the Strategic Plan Action Plan for CAP Solano. CAP Solano had discussions to determine if the Board had a consensus around the immediate next steps and future planning. An ad-hoc committee has been created to work on the priorities of the plan and to continuously keep updated.

Megan provided an overview of the presentation on staffing that was presented to the JPA in June. She discussed the different funding streams that are not being accessed due to the lack of staffing available to assist with sourcing the funding. To cover the current needs at this time, it is recommended that the Board add 2.0 FTE, with an additional FTE needed to do policy work or apply for new funding. A portion of the staffing funds are allocated from the HHIP funding. The JPA directed the City Managers to provide

direction on the next steps for staffing and funding for staffing.

Kathy Lawton-Caesar asked if the \$72,000.00 coming from the County is new money or current since this is less than the actual amount of the annual contribution. Megan Richards clarified it was the number was provided by the County's Fiscal Agent, but she will follow up to clarify if that is the full amount of the current contribution.

Laura Escobar asked what became of the Housing/Homeless position that was vacated at the County and the funds for that position. Megan clarified the position was an analyst in the County Administrator's Office for Housing and Homelessness. That role is now being distributed between two positions, Ann Putney for Housing and Megan Richards for the JPA.

DeAndre (Dre) Richard asked if the two proposed positions, Grant Manager and Executive Director, will allow for the resources to pursue other funding sources. Megan responded no; this does not allow for the expansion into new funding streams.

Dre also asked if the CoC Coordinator position could be the CoC Chair. Megan responded that the CoC Chair is from within the agencies in the CoC and that funding that person creates conflicts of interest.

Dre asked is it possible to offer some feedback regarding staffing. Feedback can be provided to Megan.

Laura Escobar stated the nonprofit option is not viable. Laura recommended looking at San Mateo and Napa counties for examples.

JR Matulac asked for clarification on the Grant Admin and Monitor if this is two positions or an overlap. The FTEs potentially could be stand-alone, however, there will be some overlap in coordinating the responsibilities and how the grants are monitored.

Ashley Banta asked how the County contracting with Abode fits in. Megan explained that is a contract within Solano County Behavioral Health and will focus on people experiencing homelessness with mental health concerns. The JPA provides services for all people experiencing homelessness.

8.2 CSBG Organizational Standards Reporting – DISCUSSION

8.2a Standard 4.4: Annual Update on the 2021-2023 Community Action Plan and Analysis of Outcomes

Kelly Shaban, Homebase, explained that in the past CSBG funding has been used for direct service providers. In response the 2022-2023 Community Action Plan, the JPA prioritized utilizing the funding to hire staff for the JPA and technical support through Homebase. As part of the organizational standards, we will be looking at some outcomes associated with infrastructure.

8.2b Standards 6.1 –6.4: Strategic Plan Review (every five years)

Kelly reviewed the five-year strategic plan with the list of initial goals, action steps, and the current updates for each listed item.

8.2c Standard 6.5: Update on progress meeting the goals of Solano's Regional Strategic Plan to Address Homelessness

Kelly shared the 2024-2025 CSBG Priorities were approved at the June JPA meeting and submitted to the state before June 30, 2023 deadline. The JPA added additional details to Line Item 3a regarding the statement "and low-barrier access to mental, behavioral and physical health assessment and treatment."

Kelly reviewed the Crosswalk of CSBG CAP priorities and how they are aligned with homelessness programs and asked for feedback on moving forward or other progress made on the priorities.

Crisis Response and System Navigation Suggestions:

- Providing more services, such as education on managing basic life skills, housing navigation within the system, and what the options mean.
- Getting additional resources to have one regional access point/process to get into the shelters through Coordinated Entry.

Services to Support Housing and Stability:

- More shelter resources to provide additional service to the clients.

Housing Location and Navigation:

- Implementing some county-wide housing incentive programs for owners/landlords.
- Landlord training and a forum where landlords can connect and share some of their experiences.
- Leverage community incentives for developers to provide some of the low-income housing.
- Look into mobile home parks and locations similar as another resource for housing.

8.2d Standards 8.1 – 8.4 Annual Audit – Independent Financial Audit

Ken Matsumiya reviewed the results of the financial and single audits process and reasoning for the audits. CAP Solano received an “Unmodified Opinion.” Karen Craig reviewed the findings Corrective Action Plan that was put into practice.

John Eckstrom asked for clarification on the statement that the findings were “minor” as referenced on Page 8 of the Financial Audit. Ken Matsumiya explained this meant they were first-time issues and would then be classified as minor findings unless they were repeated.

9. Staff Updates

9.1 Staff Communications

Megan Richards presented and explained that staffing model she’s worked on will be ready for the August JPA meeting.

10. Adjourn

John Eckstrom made a motion to adjourn the meeting. DeAndre Richard seconded the motion. The meeting was adjourned at 4:02pm.