



COMMUNITY ACTION PARTNERSHIP SOLANO JOINT POWERS AUTHORITY

THURSDAY, JANUARY 25, 2024

6:30 PM TO 8:00 PM

601 Texas Street, Conference Room A, Fairfield, CA 94533

BOARD MEETING MINUTES

1. CALL TO ORDER/FLAG SALUTE

Vice Chair Macenski called the meeting to order at 6:33 PM and Supervisor Wanda Williams lead the flag salute.

2. ROLL CALL

Roll call done by Becky Farris. Board Members Present:
Councilmember Trevor Macenski, City of Benicia, Vice Chair
Councilmember Tom Campbell, City of Benicia
Mayor Steve Bird, City of Dixon
Councilmember Don Hendershot, City of Dixon
Vice Mayor Edwin Okamura, City of Rio Vista
Councilmember Jenalee Dawson, City of Suisun City
Supervisor Wanda Williams, Solano County
Supervisor John Vasquez, Solano County
Councilmember Roy Stockton, City of Vacaville
Councilmember Rozzana Verder-Aliga, City of Vallejo

3. PRESENTATION TO OUTGOING CHAIR

Megan Richards presented Mitch Mashburn with a thank you gift for his service on the CAP Solano JPA Board. Mitch expressed his thanks to the JPA for the experience and opportunity to serve.

4. GENERAL PUBLIC COMMENTS

Laura Escobar spoke about the importance of homeless prevention and shared information about 211 as a resource in the community.

DeAndre Richard followed up Laura's statement that they are getting more involved with 211 with respect to the prevention and resources offered. The Coordinated Entry team is working to update the 211 resources.

Councilmember Wanda Williams asked if there had been any previous presentation on 211 and the resources offered. Megan Richards stated we have not had presentations, but they will be coming to the February Housing First Solano Continuum of care and March Coordinated Entry meetings.

5. ADDITIONS OR DELETIONS FROM THE AGENDA – DISCUSSION AND ACTION

There were no additions or deletions from the agenda.

6. APPROVAL OF THE AGENDA – ACTION

Mayor Bird made a motion to approve the agenda and Councilmember Roberts seconded the motion. There were no abstentions or objections. The motion was approved.

7. CONSENT CALENDAR – ACTION

- a. Approve the CAP Solano JPA Meeting Minutes from November 16, 2023
- b. Accept the Coordinated Entry Reports for November and December 2023
CAP Solano, JPA – providing a pathway to housing for everyone in Solano County



COMMUNITY ACTION PARTNERSHIP SOLANO JOINT POWERS AUTHORITY

THURSDAY, JANUARY 25, 2024

6:30 PM TO 8:00 PM

601 Texas Street, Conference Room A, Fairfield, CA 94533

- i. Resource Connect Solano (RCS) Coordinated Entry Monthly Report
- c. Accept the Quarterly Program Reports
 - i. Homeless Housing, Assistance and Prevention (HHAP) Grant Round 1
 - ii. Homeless Housing, Assistance and Prevention (HHAP) Grant Round 2
 - iii. Homeless Housing, Assistance and Prevention (HHAP) Grant Round 3
 - iv. Homeless Housing, Assistance and Prevention (HHAP) Grant Round 4
 - v. California Emergency Solutions and Housing (CESH) Round 1
 - vi. California Emergency Solutions and Housing (CESH) Round 2
 - vii. Community Services Block Grant (CSBG)–2023
 - viii. Housing and Homeless Incentive Program (HHIP)
- d. Approve the appointment of Monica Brown to the Tripartite Advisory Board as a Public Representative
- e. Approve a First Amendment with Vacaville Solano Service Corporation to provide youth outreach services utilizing Homeless Housing, Assistance and Prevention (HHAP) Round 2 funding for Youth Required Services
- f. Approve the Community Services Block Grant 2023 Budget Amendment and 2024 Budget as recommended by the Tripartite Advisory Board
- g. Receive the FY2022/23 Coordinated Entry Evaluation

Mayor Bird made a motion to approve the Consent Calendar and Councilmember Dawson seconded the motion. There were no abstentions or objections. The motion was approved.

8. REGULAR CALENDAR AGENDA ITEMS

- a. Election of the 2024 CAP Solano Chair and Vice Chair - **ACTION**

Megan explained the bylaws outline a process for the rotation of the CAP Solano JPA Chair. Per the bylaws, Vice Chair Macenski is the next in line to move into the position of the Chair for the JPA and Mayor Steve Bird was next in line to move to the position of Vice Chair.

Councilmember Campbell made a motion to approve the appointment of Trevor Macenski to the position of JPA Chair and Mayor Bird to Vice Chair. Wanda Williams seconded the motion. There were no abstentions or objections. The motion was approved.

- b. Receive the 2023 Community Services Block Grant Desk Review - **DISCUSSION**
Emily Cantu, Fiscal Agent

Emily Cantu, City of Vacaville/JPA Fiscal Agent, presented an update for the Community Services Block Grant (CSBG) Desk Review where there was one finding and one observation identified. The finding was for late submissions of expenditure which was due some individuals out on leave. Based on this, the City of Vacaville has updated the internal written policies and will notify the state of any delays with submitting on time. The updated policies include an internal monthly meeting to review status of submittals. It also includes submitting a zero-dollar expenditure report and amending the report when the data is available and approved, if needed. The policy is in review with the state and once approved training will be provided for the fiscal staff.



COMMUNITY ACTION PARTNERSHIP SOLANO
JOINT POWERS AUTHORITY

THURSDAY, JANUARY 25, 2024

6:30 PM TO 8:00 PM

601 Texas Street, Conference Room A, Fairfield, CA 94533

The other item was an observation that there has been late contract execution and submission of deliverables to the state. These are required to be submitted within 45 days of receiving them from the state, but this usually happens in November with a due date of January before the JPA meeting to get approval. It is recommended the JPA update policies and procedures to address this, such as providing the Chair authority to approve the documents if there is no JPA meeting within the timeframe needed.

Chair Macenski asked if there is a process where we can notify the state if we are going to be late with submission. Emily responded we can let them know if will be late, but they are asking for us to provide a process where we can submit on time.

Councilmember Okamura asked if we have the Chair approve would be still have the ability to make amendments. Emily responded yes.

Supervisor Williams asked if there are penalties for being late. Emily responded that at this time it is just an observation so there are no penalties. Supervisor Williams asked if this was something the Technical Advisory Committee could assist with. Chair Macenski responded that this has to do with submission of documents and timing of JPA meetings, not necessarily work the TAC could do.

Councilmember Dawson suggested that the JPA adopt a resolution allowing the Chair and Vice Chair to sign the documents on behalf of the JPA. This was agreed upon to be brought back at the next JPA meeting for approval.

- c. Receive a presentation on the All Home Prevention Strategy; Consider allocating \$400,000 from the Homeless Housing, Assistance and Prevention Round 3 funding (HHAP-3) designated for Prevention activities to a joint Request for Proposals with the County of Solano to fund the All Home Prevention Strategy – **DISCUSSION and ACTION**

Megan Richards, JPA Facilitator; Mary Kate Johnson, All Home

Megan introduced Mary Kate Johnson from All Home and reminded the Board that this is a follow up from the All Home presentation in March 2023.

Mary Kate presented the information about All Home and their prevention strategy. The All Home Prevention program model utilizes a technology platform where community members can apply for prevention funds. The platform then utilizes a prioritization model to identify those who are most likely to become homeless based on risk factors and those people get connected with local providers who offer services and direct payment assistance. Megan then provided an update showing the funding that the County and All Home have already committed to investing in the strategy and the recommendation that CAP Solano allocate the \$400,000 in prevention funds from HHAP 3 toward the strategy. This will decrease administrative costs and streamline the services for the community. If the Board chooses to do that, staff will work with the county to send out an RFP to identify local providers.

Supervisor Williams asked if this is what Caminar does already or is this a different function? Megan explained that Resource Connect Solano (RCS) is the coordinated entry and prioritizes people who are already homeless for housing. However, there are a lot of people who call RCS and are not yet homeless but are at risk of losing their housing. Most of the money from HUD cannot fund those individuals.



COMMUNITY ACTION PARTNERSHIP SOLANO
JOINT POWERS AUTHORITY

THURSDAY, JANUARY 25, 2024

6:30 PM TO 8:00 PM

601 Texas Street, Conference Room A, Fairfield, CA 94533

Chair Macenski asked if repeat users would be identified. Mary Kate responded that part of the process is to ensure that individuals are connected to a case manager to provide support until someone becomes stable in their housing to decrease repeat users.

Councilmember Dawson Jenalee asked where the match funding comes from. Mary Kate responded that it is foundation funds All Home has collected specifically to fund this prevention strategy.

Chair Macenski asked about other funding sources and noted the need to start planning for getting other funding sources before the current funds run out. Megan stated that we would have the first two years to identify other funding streams and that All Home works with communities to identify long term funding streams for the program.

Councilmember Okamura asked about the assessment tool RCS uses and if there will be overlap with the assessments between All Home and RCS. Mary Kate responded that part of the process will be coordinating with coordinated entry. Megan responded that RCS will do the intake and assessment for the individuals who are currently homeless, and the All Home prioritization will be used for people who are housed but need prevention services, so they are different populations.

Supervisor Williams asked about the process to identify if individuals are abusing the program, how often can individuals come back for assistance, and for further information on the budgeting assistance the individuals would receive. Mary Kate responded that when an application is submitted it is evaluated and prioritized for financial assistance. Once an application is prioritized, a case worker will begin working with the individual to gather the necessary paperwork with a verification process. The case worker then works with the individual to create a budget and connect them to other resources while they are getting assistance to allow them to become stable and self-sufficient. Budgeting assistance may include determining ways to increase income and/or reduce expenses, such as moving in with family members or eliminating extra expenses that may not be necessary.

Chair Macenski called for public comment.

Brandon Wirth asked if the clients had to come through coordinated entry since it was HHAP-3 funds. Megan clarified this was researched and utilizing coordinated entry is not required for HHAP-3 prevention funds.

Dre Richards asked if there were other counties that are using this program? Mary Kate responded that yes, there are other counties working with All Home utilizing this strategy, including San Francisco, Oakland, Contra Costa, and Napa .

Councilmember Campbell made a motion to approve the recommendation and Councilmember Hendershot seconded the motion. There were no abstentions or objections. The motion was approved.

- d. Receive a recommendation from the Technical Advisory Committee on the Encampment Resolution Funding Round 3-R – **DISCUSSION**
Natalie Peterson and Samantha Burrows, Technical Advisory Committee

Natalie Peterson, City of Vallejo, and Samantha Burrows, City of Fairfield, presented the update from the Technical Advisory Committee (TAC) meeting regarding the Encampment Resolution



COMMUNITY ACTION PARTNERSHIP SOLANO JOINT POWERS AUTHORITY

THURSDAY, JANUARY 25, 2024

6:30 PM TO 8:00 PM

601 Texas Street, Conference Room A, Fairfield, CA 94533

Funding (ERF). They noted CAP Solano did not apply for the first two rounds, but Vallejo and Vacaville did apply in the last round and were not funded.

Based on how the application is structured and the challenges with providing permanent housing solutions which is a key piece of the application, the TAC recommends that the JPA support the cities who have expressed interest in applying for this round which include Vallejo, Fairfield, and Vacaville.

Councilmember Macenski asked there was anything the Board could do to support the applications of the cities, such as a letter of support. It was agreed the JPA would provide letters of support to the Cities if they asked for them as part of their applications.

Supervisor Williams asked how much funding is available and how much each city could receive. It was noted there is approximately \$300 million available in this round and there was no minimum or maximum application amount.

Natalie and Samantha also shared other topics the TAC could assist with such as standardization for Warming/Cooling Center Policies or strategize on how funding is going to navigation centers.

9. JPA STAFF UPDATES

- a. 2024 Point in Time Count Update
- b. HHAP-5 Application Update
- c. JPA Staffing Update
- d. Current Funding Opportunities

Samantha Burrows from the City of Fairfield shared information on funding requests that the City is putting in on behalf of CAP Solano for funding staffing.

Megan reminded the Board that the PIT count is next Wednesday. We currently have 197 volunteers of the 200 we had hoped for, so we are very close to our goal.

Megan also shared allocations have been released for HHAP-5 with \$1.7 million being allocated for the CAP Solano JPA. The funding recommendation and MOU will be coming to the next JPA meeting for discussion and approval.

Lastly, Megan shared the City Managers are circulating an MOU regarding funding for the staffing asking for comments from the jurisdictions. Also, the City of Fairfield is in the process of hiring the replacement for René.

10. BOARD COMMENTS

There were no further board comments

11. ADJOURNMENT –

The meeting was adjourned at 8:17PM

Next Meeting:

February 22, 2024, 6:30 pm-8:00 pm

NEW LOCATION: 675 Texas St, Conference Room 1600, Fairfield

Upcoming Agenda Items: HHAP-5 Application and Memorandum of Understanding