



COMMUNITY ACTION PARTNERSHIP SOLANO  
JOINT POWERS AUTHORITY

THURSDAY, NOVEMBER 16, 2023

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

Chair Mitch Mashburn called the meeting to order at 6:35PM and Councilmember Edwin Okamura lead the salute to the flag.

### 2. ROLL CALL

Board Members Present:

Supervisor Mitch Mashburn, Solano County Board of Supervisors, Board Chair

Councilmember Trevor Macenski, City of Benicia, Vice Chair

Councilmember Tom Campbell, City of Benicia

Mayor Steve Bird, City of Dixon

Vice Mayor Don Hendershot, City of Dixon

Councilmember Doriss Panduro, City of Fairfield

Councilmember Edwin Okamura, City of Rio Vista

Mayor Alma Hernandez, City of Suisun City

Councilmember Jenalee Dawson, City of Suisun City

Roll call done by Becky Farris

### 3. GENERAL PUBLIC COMMENTS

There were no comments from the public.

### 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

Councilmember Trevor Macenski made a motion to approve the Agenda. Mayor Steve Bird seconded the motion. There were no abstentions or objections. The motion was approved.

### 6. CONSENT CALENDAR – ACTION

- a. Approve the CAP Solano JPA Meeting Minutes from October 26, 2023
- b. Accept the Coordinated Entry Reports for October 2023
  - i. Resource Connect Solano (RCS) Coordinated Entry Monthly Report
  - ii. Domestic Violence Coordinated Entry (DV-CES) Monthly Report
- d. Approve the appointment of Dr. Gethsemame Moss to the Tripartite Advisory Board as a Public Representative
- e. Approve a Second Amendment with Pathways Community Network Institute dba Pathways MISI as the Homeless Management Information Systems (HMIS) Administrator through December 31, 2024

Mayor Steve Bird made a motion to approve the Consent Calendar. Vice Mayor Don Hendershot seconded the motion. There were no abstentions or objections. The motion was approved.



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**7. REGULAR CALENDAR AGENDA ITEMS**

- a. Approve the following awards of funding for Homeless Housing, Assistance and Prevention (HHAP) Round 3-4 Youth Set Aside in response to Request for Proposals 2023-02; Delegate authority to the Chair to sign the agreements –**ACTION**
  - i. \$172,269.19 to On the Move for Youth Street Outreach (*Source of Funds HHAP-3*)
  - ii. \$156,722.50 to Vacaville Solano Services Corporation for Youth Rapid Rehousing (*Source of Funds HHAP-4*)

Megan Richards gave an overview of the funding, the Rank and Review process to determine the scoring, and final recommendation.

Councilmember Trevor Macenski made a motion to approve the funding. Councilmember Jenalee Dawson seconded the motion. There were no abstentions or objections. The motion was approved.

- b. Receive an overview of the Homeless Housing, Assistance and Prevention (HHAP) Round 5 Notice of Funding Availability (NOFA); Delegate authority to the Chair to sign an agreement with Homebase for up to \$20,638 to lead a required joint planning process between CAP Solano JPA and Solano County Behavioral Health and complete the HHAP5 application (*Source of Funds: HHAP-4*) - **DISCUSSION and ACTION**

Kelly Shaban from Homebase provided an overview of the HHAP Round 5 funding process which is due in late March. The allocations will be released by late January, but the state has indicated to use HHAP 4 allocations as a baseline for the funding that will be allocated to the CoC. The purpose of the funding is to sustain federal, state, and local investments. There is a targeted focus of this funding on permanent housing solutions. As with previous HHAP rounds, there is a 10% youth set aside within this funding.

The application requirements with this HHAP-5 outline the County and the JPA are required to apply together. Part of the application is to engage the homeless action plan stakeholders which will require community forums. There is also a requirement for the County and the JPA to sign a MOU outlining roles and responsibilities within a Homeless Action Plan.

It is being recommend to have an ad hoc HHAP-5 leadership team comprised of individuals from the JPA, Tripartite Advisory Board (TAB), and Behavioral Health to prioritize strategies after the community forums. Homebase will draft the Homeless Action Plan and application. The application and MOU will be presented at the February 22<sup>nd</sup> JPA meeting.

Councilmember Trevor Macenski made a motion to approve the agreement with delegation to the Chair to sign. Mayor Steve Bird seconded the motion. There were no abstentions or objections. The motion was approved.

- c. Approve Memorandums of Understanding for Domestic Violence – Coordinated Entry System (DV-CES) – **DISCUSSION and ACTION**
  - i. Solano County Office of Family Violence Prevention for July 1, 2023-November 30, 2023



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- ii. Contra Costa Family Justice Alliance for the Solano Family Justice Center for December 1, 2023-June 30, 2025

Supervisor Mitch Mashburn recused himself.

Megan Richards shared the JPA has a federal award that allows for a separate coordinated entry system for people who have experienced domestic violence (DV). Along with staff who are specifically trained to work with people who have experienced DV, there is also a requirement for a system comparable to HMIS for tracking the DV individuals and resources. The services were previously provided by the Solano County Office of Family Violence Prevention, but the County just went through an RFP process to identify a lead agency to run the Family Justice Center. It is being recommended to transition the grant to the Contra Costa Family Justice Alliance who will be running the Solano Family Justice Center.

Councilmember Trevor Macenski asked if the scope of service going to be different or just transitioned. Megan responded that it is just a transition of agencies.

Councilmember Jenalee Dawson asked if the letterhead on the contract could be updated to reflect the current Board. Megan apologized for the oversight and stated it will be corrected.

Councilmember Jenalee Dawson made a motion to approve with the updated letterhead. Councilmember Doriss Panduro seconded the motion. There were no abstentions or objections. The motion was approved.

### 8. PRESENTATION

- a. Homeless Management Information Systems (HMIS) Admin Introduction & Clarity Transition

William Matson from Pathways MISI, the CoC HMIS administrator, began the presentation by providing an explanation of the purpose of the HMIS and migration to Clarity. There are currently 18 organizations participating in the HMIS system in Solano County. Pathways has been conducting site visits to ensure agencies have the support they need and answer any questions. The focus is to ensure the data quality is accurate so the JPA and CoC are able to effectively utilize the data.

There are three strategies to ensure the accuracy and completeness of the data collected. The first being periodic data quality audits which occur monthly to ensure the organizations are hitting the targets set by the CoC. The next is the technical assistance which includes follow up on correcting the data from the audit. The final is the best practice that should be followed to improve the accuracy in the data collection.

Councilmember Jenalee Dawson asked if there will be any additional cost for user fees with the transition to Clarity. Megan responded that the additional cost for license fees was written into the HHAP application to cover the costs for 5 years so there will be no additional costs to user agencies.

### 9. JPA STAFF UPDATES

- a. 2024 Point in Time Count Update
- b. Current Funding Opportunities

CAP Solano, JPA – providing a pathway to housing for everyone in Solano County



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Becky Farris presented the PIT Count registration portal and asked the JPA for assistance it getting more volunteers registered to help with the Count.

Councilmember Jenalee Dawson asked to ensure the app was out of the test mode to ensure the data is migrated to the live data in the app. Becky responded that we will work with Simtech to ensure it is in live mode to capture the data for known locations.

Chair Mitch Mashburn asked about capturing the individuals who will be released from the jails and most likely may become part of the homeless population. Megan responded that the PIT for the unsheltered is only one piece of the data and we can talk more about how we might be able to capture the data from the jails.

Megan Richards shared three funding opportunities that were opened at the time of publishing the agenda, but shared that the state has taken down the NOFA for Encampment Resolution Funds without providing a timeline for reinstatement. Vice Chair Macenski asked if we could still evaluate the Encampment Resolution Funds, as they state could reinstate them at any time. Megan suggested this could be a role for the Technical Advisory Committee. The Board agreed and asked the Technical Advisory Committee to convene and provide a recommendation on CAP Solano applying for the funding at the January 2024 JPA meeting.

## **10. BOARD COMMENTS**

Councilmember Doriss Panduro updated that the City Manager for Fairfield is working on drafting an MOU for the share of cost for staffing and hope to have that available mid-January.

Mayor Alma Hernandez stated that Suisun City hosted a homeless forum and were criticized for not having individuals with lived experience in attendance.

## **11. ADJOURNMENT**

Chair Mitch Mashburn adjourned at 8:06PM

### **Next Meeting:**

January 25, 2024, 6:30 pm-8:00 pm, 601 Texas St, Conference Room A, Fairfield

Upcoming Agenda Items: Election of 2024 Officers, Coordinated Entry Evaluation