

# CAP SOLANO JPA TRIPARTITE ADVISORY BOARD

Monday, October 23, 2023 | 2:00 – 4:00 P.M.

## MEETING MINUTES

### 1. Call to Order

Wanda Williams called the meeting to order at 2:08pm.

### 2. Roll Call

#### Members in Attendance

Ashley Banta

DeAndre Richard

Laura Escobar

Mary Decker

Tom Bartee

Elizabeth Muniz-Palomera

Lisa Martin

Ryan Loofbourrow

Rich Lynn

Wanda Williams

### 3. General Public Comments

Supervisor Wanda Williams announced this would be Tom Bartee's last meeting after seven years with the TAB and thanked him for his service. Senator Dodd will be making a nomination for a replacement. Supervisor Williams also welcomed Rich Lynn to the TAB. Rich Lynn provided a short statement about his background and what he hopes to bring to the TAB.

Supervisor Williams discussed the possibility of bi-monthly meetings to allow for additional time to discuss items in more detail. Members discussed it could be helpful to have more time, but efficiency of the meeting also plays a part. Members also discussed whether members had to be present in person. Megan clarified that this is a Brown Act meeting and members did need to be in person unless there was a qualifying reason under Brown Act.

Laura Escobar shared that United Way website released a blog about disparities and understanding the needs on philanthropic giving.

Supervisor Williams asked if the Bay Area Housing Finance Authority (BAHFA) come to an upcoming meeting and share the legislation they are presenting.

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

Members asked that items 8.2 and 8.3 to be presented prior to 8.1 to accommodate a board member departing the meeting early.

### 5. Approval of the Agenda – ACTION

Tom Barte made a motion to approve the agenda with the changes and DeAndre Richard seconded the motion. The motion passed unanimously.

### 6. Consent Calendar – ACTION

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

Mary Decker clarified that she attended the meeting in person and not via Zoom.

Tom Barte made a motion to approve the Consent Calendar with the change to the minutes and Mary Decker seconded the motion. The motion passed unanimously.

## **7. Old Business/Standing Agenda Items**

### **7.1 Coordinated Entry Quarterly and Annual Report – DISCUSSION**

#### **7.1a Quarterly Report**

#### **7.1b Annual Report**

DeAndre Richards presented Coordinated Entry reports. In the August 2023 update, Dre shared they were able to hire a System Administrator and it was approved by the JPA.

Ely Muniz-Palomera asked what type of follow up is utilized to reach out to individuals who have been inactive for 90 days in Coordinated Entry. Dre responded that service providers need to go in to HMIS and provide notes which can be time consuming. He shared we are moving to the HMIS Clarity where it will be a simpler process to update the data. Also, the JPA has approved two phone specialists to be added to the staffing which will allow more staff time to clean up data in the system and have a better process in reaching out to individuals within the 60-90 days. Ely followed up asking how is it handled where an individual's phone has been disconnected but they may still need services. Dre said this is where opening multiple access sites in the county will help.

Ashley Banta added that Vacaville Solano Services Corporation contacts everyone enrolled in the program every 30 days to see if they are still in need of services.

Wanda asked about the higher rate in August for Fairfield and if this is due to the individuals moving between cities. Dre responded that it may be due to where the services are being provided.

Dre also provide the update on the Annual Report that was presented to JPA. The report outlined the CE system and how it functions. He further explained the steps to the CE system and how it will improve with Clarity.

Ely asked about the demographics and if Hispanic community is being merged with the white race. Dre shared that is the way it is set up in HMIS and we are hoping to have more detailed options added to HMIS Clarity in the future.

Laura Escobar asked if CE is being used primarily for permanent housing and not the shelter system. Dre responded yes. Mary followed up asking if there is a goal to work with the shelters to increase the amount of beds available to the CE System to place individuals. Dre updated that Mission Samoa shelter just opened a pilot location and we are able to refer individuals there. We also reach out to see if there are beds available in other shelters. Mary stated there is a contracting issue with the cities and the county for SHELTER Solano. Megan Richards responded that SHELTER Solano will be doing a presentation for the JPA where they will be addressing the issue regarding the contracted number of beds that can be filled by the CE System.

### **7.2 Domestic Violence-Coordinated Entry (DV-CE) Quarterly Report – DISCUSSION**

Christina Sinohui provide a summary on the DV reports for July and August 2023. We are continuing to do outreach and our collaboration with RCS continues to increase which is strengthening the programs. Christina outlined some of the reasons that individuals may not ask for help is they do not want to go into shelters. Ely asked if the reason individuals do not ask for help is the fear of having their children taken away from them

by Child Protective Services. Christina responded that individuals are stating their priority is housing and stability.

### 7.3 Fiscal Agent Report – DISCUSSION AND ACTION

#### 7.3a CSBG Budget Update

#### 7.3b Recommendation for CSBG Additional Annual Allocation for Staffing

Tamara Colden, City of Vacaville Fiscal Agent, provided an update on the CSBG budget. Tamara shared that there is a small amount of new funds that were released by CSBG and we are asking these funds be allocated toward staffing.

Wanda Williams asked if they are bringing someone onto the JPA Board with Lived Experience. The JPA Board is now elected officials, but the Board is now providing compensation for people with Lived Experience to participate in our system.

Ryan Loofbourrow made a motion to approve the Staffing Allocation and Tom Barte seconded the motion. The motion passed unanimously.

### 7.4 Community Action Agency Report – DISCUSSION

Megan Richards reminded the board of the upcoming JPA meeting on Thursday on the agenda is a contract with Vacaville Solano Services Corporation (VSSC) to provide compensation for people with Lived Experience youth participating in the Youth Action Board. We are working with VSSC because they have a process that is simpler to provide the stipends.

Also on the JPA agenda is an update on funding for the staffing model and a presentation from SHELTER, Inc., and SHELTER Solano.

Megan also reminded the Board of the upcoming Point in Time Count happening in January 2024. Partnership HealthPlan will be providing the outreach packages to hand out to the homeless individuals during the count. Volunteer registration will be open around November 1<sup>st</sup> and we are hoping to recruit 200 volunteers for the Count. Ashley Banta asked how close our PIT Count number is to the Coordinated Entry number. Megan explained that the PIT Count is one night of data but may capture people not in HMIS. CE data in HMIS is over time, so we use both numbers when we look at data to get a better picture of what is happening.

## 8. New Business

### 8.1 CSBG Organizational Standards Reporting – DISCUSSION

#### 8.1a Standard 5.8: TAB Member Duties and Responsibilities Training

#### 8.1b Standard 7.7: Whistleblower Policy

#### 8.1c 2023 Organizational Standards Report

Renee Parham reviewed that Standard 5.8 is covered in the TAB orientation package which has been updated since completing the Community Needs Assessment. She shared where this information can be found.

For Standard 7.7, Megan provided an overview of the Whistleblower Policies and the hotlines to report any activities of fraud, waste, or abuse. In addition, there is a short 9-minute video on the Whistleblower Policy. Due to technical difficulties in viewing the video during the meeting, it will be sent out and each member will need to review and provide verification of that review.

The 2023 Organizational Standards Report was reviewed showing that the TAB was meeting the required organizational standards.

## 8.2 2024 TAB Meeting Calendar Dates – DISCUSSION AND ACTION

Becky Farris reviewed the proposed 2024 calendar dates and proposed moving the TAB meetings from the 4th Monday of the month to the 2nd Monday, with the exception of the January meeting. Megan explained that this is being proposed so we can space out the TAB, CoC, and JPA to eliminate all being in the same week which will allow for a moderated meeting schedule for planning, etc.

Elizabeth Muniz-Palomera made a motion and Ryan Loofbourrow seconded the motion. The motion passed unanimously.

## 8.3 Nominate Ad-Hoc Committee for Homeless Housing, Assistance and Prevention Round 5 Planning – DISCUSSION AND ACTION

Megan Richards notified the state released the HHAP-5 and we are currently working on our planning process. They require a community planning process with at least three hearings and any jurisdictions within the county to work together, meaning the CoC, JPA, and County Behavioral Health will work together to submit one application and create an MOU to sign off on roles and responsibilities. We are looking for volunteers to participate in the planning Ad-HOC planning, public hearings, etc.

The volunteers noted are Ashley Banta, Elizabeth Muniz-Palomera, Laura Escobar, Wanda Williams, and DeAndre Richard.

## 9. Staff Updates

### 9.1 Funding Updates

#### 9.1a Homeless Housing, Assistance and Prevention Youth Request For Proposal – Due 11/2/23 5 p.m.

Becky provided the update that the RFP went out and they are due back by November 2<sup>nd</sup> at 5:00PM.

#### 9.1b Housing and Urban Development Continuum of Care Notice of Funding Opportunity

Megan shared we submitted our 2023 HUD NOFO application. This funds the JPA planning grant, Coordinated Entry, and our DV Coordinated Entry along with other various supportive housing, transitional housing and other housing programs in our community.

#### 9.1c Emergency Solutions Grant Balance of State Notice of Funding Availability

Renee shared the recommendation presented to the JPA for the funding: CANB in the amount for \$106,798 for the non competitive and the City of Fairfield in the amount of \$80,000 and SHELTER Solano, Inc. were recommended to move on for the competitive portion. Laura Escobar asked the difference between competitive and non-competitive. Renee clarified that the competitive is guaranteed funding to the CoC, and non-competitive goes through the region.

## 10. Upcoming Agenda Items

### 10.1 Review/Edit TAB Bylaws

## 11. Adjourn

The meeting was adjourned at 3:50PM