



COMMUNITY ACTION PARTNERSHIP SOLANO JOINT POWERS AUTHORITY

CAP² BOARD MEETING MINUTES

Thursday, August 24, 2023

1. CALL TO ORDER/FLAG SALUTE

Chair Mitch Mashburn called the meeting to order at 6:35 p.m. and led the Flag Salute.

2. ROLL CALL

Present Board Members:

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

Councilmember Don Hendershot, City of Dixon

Councilmember Rick Vaccaro, City of Fairfield

Councilmember Doriss Panduro, City of Fairfield

Mayor Ron Kott, City of Rio Vista

Mayor Alma Hernandez, City of Suisun City

Councilmember Jenalee Dawson, City of Suisun City

Supervisor John Vasquez, Solano County Board of Supervisors

Councilmember Roy Stockton, City of Vacaville

Roll call done by Reneé Parham

3. GENERAL PUBLIC COMMENTS

Councilmember Dawson asked if the utilization data for Housing Choice Vouchers could be provided for the jurisdictions.

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

Supervisor Vasquez made a motion to approve the agenda. Councilmember Vaccaro 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 June 22, 2023
- b. Accept the Coordinated Entry Reports for the month of June and July 2023
 - i. Resource Connect Solano (RCS) Coordinated Entry Monthly Report
 - ii. Domestic Violence Coordinated Entry (DV-CES) 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. Emergency Solutions Grants–CARES Act (ESG-CV) 1 & 2
 - viii. Community Services Block Grant (CSBG)–2023



COMMUNITY ACTION PARTNERSHIP SOLANO
JOINT POWERS AUTHORITY

CAP² BOARD MEETING MINUTES

Thursday, August 24, 2023

- d. Approve a Third Amendment to the Memorandum of Understanding (MOU) with Eden Housing (*Source of Funding: Partnership HealthPlan of California*)

Mayor Kott made a motion to approve the consent calendar. Councilmember Vaccaro seconded the motion. There were no abstentions or objections. The motion was approved.

7. REGULAR CALENDAR AGENDA ITEMS

- a. Receive an update on the 2024 Point In Time (PIT) Count – **ACTION**
 - i. Approve a contract with Simtech Solutions, Inc. for up to \$68,725 to provide professional services and tools to support the 2024 PIT Count (*Source of Funding: Member jurisdictions as approved at the June 2023 CAP Solano Meeting*)
 - ii. Approve an MOU with the County of Solano for project management related to PIT coordination and other CAP Solano duties (*Source of Funding: Homeless and Housing Incentive Program [HHIP], Community Support Block Grant [CSBG]*)

Megan Richards presented the overview of the PIT Count to identify the number of individuals and households that are homeless in the community. This includes those living on the street or unsheltered locations, emergency shelters, and other non-habitable settings. HUD requires the PIT Count for sheltered every year and unsheltered to be performed every other year. Solano County's last PIT Count for the unsheltered was in 2022.

This is only one piece of the data used to understand the extent of homelessness within the community, helps with providing better programs and services to people experiencing homelessness, and is also used to determine local funding amounts.

This item brings forward a recommendation to utilize Simtech as a contractor to provide the Count Us app for data collection, assist with volunteer training, and preparation to staff, and provide final reporting.

In addition, the item brings forward a contract with the county for a regional lead and the regional lead will work with each jurisdiction to determine a local lead to ensure there is an accountability structure and enough volunteers to cover each area.

Councilmember Hendershot asked what the timeframe is to get volunteers. Megan responded that first, each jurisdiction will need to identify a lead by mid-September and then we can begin working with Simtech to start the recruitment process and have a full roster of volunteers around October. Training will then be scheduled for December with the PIT Count taking place in the latter part of January.

Councilmember Vaccaro made a motion to approve the agenda items. Mayor Kott seconded the motion. There were no abstentions or objections. The motion was approved.

- b. Receive an update on the Emergency Solutions Grant CARES ACT (ESG-CV) – **ACTION**
 - i. Accept the CA Dept of Housing and Community Development (HCD) Desk Monitoring Report and JPA Response

Emily Cantu, Fiscal Agent, presented the findings from the ESG-CV Desk Monitoring. This was the first time the JPA administered these funds and the theme of the findings was the JPA did not have written standards or policies that included ESG requirements. A response was submitted on behalf of the JPA by the required due date. When approval is received from HCD,

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



COMMUNITY ACTION PARTNERSHIP SOLANO JOINT POWERS AUTHORITY

CAP² BOARD MEETING MINUTES

Thursday, August 24, 2023

training will begin, and proof of the completed training will be submitted to HCD approximately October 2023.

Councilmember Dawson asked what the ramifications of the findings are and if there are any penalties that are incurred. Emily responded that they just requested written documents which have been submitted and there are no penalties.

Mayor Hernandez asked as a learning experience if there was anything we could have done differently. Emily responded we could have slowed down and considered all the circumstances, look at all regulations, and worked with the state more closely through the process. However, this was challenging as the primary goal was to help people during COVID.

Councilmember Dawson asked if future funds may be reduced? Emily responded there are no indications the findings will affect the funding.

Councilmember Dawson asked if we would need to disclose on future documents when applying for funding. Emily responded that it is possible, but generally resolved findings are not problematic.

Kat Lawton stated it is helpful to allow staff time to work through the details and ensure we are looking at the documents and requirements in detail and allow sufficient time to go back to HCD to ask questions before the implementation of new programs.

Councilmember Hendershot made a motion to accept the Desk Monitoring Report and response. Mayor Hernandez seconded the motion. There were no abstentions or objections. The motion was approved.

- ii. Approve a Second Amendment to Memorandum of Understanding with the City of Fairfield for the pallet shelter project (*Source of Funding: ESG-CV*)

Board member Vaccaro and alternate member Panduro recused themselves.

Emily Cantu provided an update that as of June, there were \$218,496.51 in available funds that are being requested for reallocation from the Emergency Solutions Grant-CV to the City of Fairfield for the pallet shelter project. This is a combination of underspent funds from a project with the City of Vallejo and admin funds which are projected to be available.

Some of these funds were originally voted by the Board to be allocated to the City of Vallejo for the Navigation Center, but based on feedback from HCD, that project does not qualify. An item will be brought forward in September to replace the ESG-CV funds for the City of Vallejo.

Councilmember Hendershot asked what process was used to determine the reallocation of the funds. Emily responded that the City of Fairfield was already vetted and awarded funds during the initial RFP process.

Supervisor Vasquez made a motion to approve the second amendment with the City of Fairfield. Supervisor Mashburn seconded the motion. There were no abstentions or objections. The motion was approved.

- c. Receive a report from Strategic Planning Ad Hoc Committee – **DISCUSSION**

Councilmember Dawson shared the Ad Hoc Committee met in July to review the goals set by the Board during strategic planning. The Ad Hoc Committee organized the next steps into a pyramid noting that the JPA will be unable to address the priorities within the pyramid until the staffing issue is satisfied.

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



COMMUNITY ACTION PARTNERSHIP SOLANO JOINT POWERS AUTHORITY

CAP² BOARD MEETING MINUTES

Thursday, August 24, 2023

d. Receive an update on CAP Solano staffing from City Managers – **DISCUSSION**

City Manager David Gassaway stated that in July the City Managers began discussing recommendations to address staffing the JPA. The City Managers are recommending hiring staff within one jurisdiction to ensure coordination between all staff and create operational efficiencies. In addition, they noted it makes the most sense for the County to host the staff.

Under this recommendation, there are three phases:

- Phase 1: hiring an Executive Director, Grant Writer/Manager, and retaining the Homeless Coord. /Admin. Support
- Phase 2: hiring a Policy Manager
- Phase 3: transferring the Fiscal Agent under the JPA.

Homebase support would begin ramping down as the phases progressed.

In addition to staffing salaries and benefits, additional calculations were completed to ensure there is a full picture of the costs including overhead, space leasing, Human Resources, IT, Payroll Support, etc.

Supervisor Vasquez asked what each jurisdiction's potential share of cost would be. David stated the City Managers did not get that far but could determine a methodology and bring that back at an upcoming meeting.

Board members discussed different allocation methods including something similar to the breakdown for the Point In Time Count, population, and how much funding each jurisdiction receives from the JPA. It was noted that larger cities may need to help cover costs for smaller cities and there needs to be a plan for long-term sustainability.

Councilmember Stockton made a motion to direct the City Managers to bring back an allocation methodology for JPA consideration at the next meeting. Supervisor Vasquez seconded the motion. There were no abstentions or objections. The motion was approved.

8. JPA STAFF UPDATES

- a. Tripartite Advisory Board Private Sector Announcement
- b. SHELTER Solano Site Visits
- c. Gaps Analysis
- d. 2023 Emergency Solutions Grant Balance of State (ESG BoS) NOFA

Megan Richards, JPA facilitator, shared information on each item which is also written in the Staff Updates Staff Report.

9. COMMENTS FROM BOARD MEMBERS

Councilmember Vaccaro stated he was glad SHELTER Solano would be presenting at an upcoming meeting. He asked if they could address getting rid of the current formula to pay for beds.

Councilmember Dawson asked that potentially with HHAP 5 and the in-kind support ending in October, what is the contingency plan to get emergency admin to reduce the chance of missing the additional funding that may be out there.



COMMUNITY ACTION PARTNERSHIP SOLANO
JOINT POWERS AUTHORITY

CAP² BOARD MEETING MINUTES

Thursday, August 24, 2023

Supervisor Vasquez agreed there would be a time-lapse, so we need to find a way to have resources available to assist so we do not lose the funds available.

Supervisor Mashburn asked if we are using maps to find encampments and suggested we could find out what Modesto is doing to find locations of the homeless encampments and the data gathered by the police departments.

Mayor Hernandez asked if there is a regional approach regarding shelters, stating that all shelters should have a voice. Supervisor Mashburn responded that all shelters are welcome to attend the Continuum of Care meetings.

10. ADJOURNMENT

Chair Mitch Mashburn adjourned the meeting at 8:10 p.m.

Next Meeting:

September 28, 2023, 6:30 pm-8:00 pm, 601 Texas St, Conference Room A, Fairfield

Upcoming Agenda Items: Tripartite Advisory Board Appointment, CSAC At Home Plan, Grant Budget Update