



COMMUNITY ACTION PARTNERSHIP SOLANO
JOINT POWERS AUTHORITY

CAP² BOARD MEETING MINUTES
Thursday, January 19, 2023
6:30 – 8:00 p.m.

1. CALL TO ORDER/ FLAG SALUTE

Chair Mitch Mashburn called the meeting to order at 6:32 p.m.
Vice Chair Rick Vaccaro led the Salute to the Flag.

2. ROLL CALL

Present Board Members:

Supervisor Mitch Mashburn, Solano County Board of Supervisors, Board Chair
Councilmember Mayor Rick Vaccaro, City of Fairfield, Board Vice Chair
Mayor Steve Bird, City of Dixon
Councilmember Don Hendershot, City of Dixon
Councilmember Doriss Panduro, City of Fairfield
Councilmember Edwin Okamura, City of Rio Vista
Councilmember Roy Stockton, City of Vacaville
Councilmember Jason Roberts, City of Vacaville
Vice Mayor Rozzana Verder-Aliga, City of Vallejo
Councilmember Mina Loera-Diaz, City of Vallejo

Roll call done by Reneé Parham.

3. GENERAL PUBLIC COMMENTS

There were no 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

Councilmember Rick Vaccaro made a motion to approve the agenda with no additions or deletions. Mayor Steve Bird seconded the motion. There were no abstentions or objections. The motion was approved.

6. CONSENT CALENDAR - ACTION

- a. Approve the CAP² JPA Board Meeting Minutes for December 15, 2022
- b. Accept the Coordinated Entry Reports for the month of December 2022
 - i. Resource Connect Solano (RCS) Coordinated Entry Monthly Report



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- ii. Domestic Violence Coordinated Entry (DV-CES) Monthly Report
- c. Accept the following program reports from the fiscal agent:
 - i. Homeless Housing, Assistance and Prevention (HHAP) Grant Round 1
 - ii. Homeless Housing, Assistance and Prevention (HHAP) Grant Round 2
 - iii. California Emergency Solutions and Housing (CESH) Round 1
 - iv. California Emergency Solutions and Housing (CESH) Round 2
 - v. Emergency Solutions Grants–CARES Act (ESG-CV) 1 & 2
 - vi. Community Services Block Grant (CSBG)–2022
 - vii. Partnership HealthPlan of California–Close Out Report
- d. Accept the 2021 Coordinated Entry Evaluation
- e. Adopt resolution 2023-01 authorizing the ability to conduct remote teleconference meetings of the CAP Solano Joint Powers Authority for the period of January 19, 2023, through February 17, 2023, under the Ralph M. Brown Act

Mayor Steve Bird made a motion to approve the consent calendar. Councilmember Doriss Panduro seconded the motion. There were no abstentions or objections. The motion was approved.

7. OLD BUSINESS & STANDING AGENDA ITEMS

- a. Election of the 2023 CAP Solano Chair and Vice Chair – **DISCUSSION and ACTION**

Chair Mashburn discussed the rotation of Chair and Vice Chair as outlined in Exhibit A of the JPA's Bylaws and made a motion for Councilmember Trevor Macenski to be the next Vice Chair. Councilmember Vaccaro seconded the motion. There were no abstentions or objections. The motion was approved.

Councilmember Vaccaro made a motion for Supervisor Mashburn to remain the Chair, Mayor Bird seconded the motion. There were no abstentions or objections. The motion was approved.

- b. Approve the appointment of two members to the Tripartite Advisory Board in the category of Public Sector – **DISCUSSION and ACTION**

Megan Richards gave a brief overview of the roles and responsibilities of the Tripartite Advisory Board along with the process of the JPA appointing the Private and Public Sector Board members. Megan Richards explained that there were two Public Sector seats available and three applicants, Jenalee Dawson, JR Matulac and Wanda Williams.



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Vice Mayor Rozzana Verder-Aliga made a motion to nominate Jr Matulac and Wanda Williams. Councilmember Roy Stockton seconded the motion. There were no abstentions or objections. The motion was approved.

- c. Provide an update to Homeless Housing, Assistance and Prevention (HHAP) Round 2 & 3 Community Funding and provide direction on HHAP Round 4 Community Funding – **DISCUSSION**

Emily Cantu gave an overview of Homeless Housing, Assistance and Prevention (HHAP) Round 1 through Round 4 allocation breakdowns, spending, and contract end dates as found on the slide in the [public folder](#). Emily Cantu discussed the prior Board's agreement to put out a Request for Funding Proposal (RFP) for a navigation center that combined funding from Round 2 and Round 3 and asked the current Board for direction and recommendation to combine the Round 4 funds with the prior 2 rounds for a larger combined amount. The Board agreed with the recommendation.

Emily Cantu further explained that there was more calculation needing to be done around the Systems Support portion of the funding to figure out detailed cost of transitioning to a new Homeless Management Information System software and that once that was fully calculated it would be brought back to the Board. Chair Mashburn asked if this system would be discussed by the community and users for their input. Emily Cantu expressed that this process has been a discussion for some time and that the community and users were in full support of this change. During public comment, Kathy Lawton concurred that the community was in agreement with this change.

It was noted that the funding for the Youth Rapid Rehousing allocation of 10% was inadvertently left off the slide. Megan Richards suggested combining this with previous youth set aside allocations and going out to the community in a Request for Funding Proposal. The Board was in agreement.

- d. Provide a recommendation to the Solano County Board of Supervisors on American Rescue Plan Act (ARPA) unsolicited proposals addressing homelessness – **DISCUSSION and ACTION**

Anne Putney gave a [presentation](#) to address the funding proposals that were brought to the Solano County Board of Supervisors regarding homeless strategies in the areas of navigation centers, transitional housing, permanent supportive housing, and proposals from nonprofits. Anne Putney explained that the Board of Supervisors was interested in the JPA's recommendation of proposals.



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Public comment was received from Jake Metcalf, Mike Malone and Natalie Peterson addressing the two projects in Vallejo that were proposed, as well as comment from John Eckstrom and Brandon Wirth around proposed project from the City of Fairfield to support SHELTER, Inc.

After a robust conversation regarding all the proposals Chair Mitch Mashburn made a motion to approve the following recommendation to the Board of Supervisors:

- Priority 1: City of Vallejo's Project Homekey \$4,050,000
- Priority 2: City of Fairfield's Navigation Center \$2,200,000
- Priority 3: City of Vallejo's Navigation Center \$2 million (construction only)
- Priority 4: My Friend's House transition age youth shelter purchase in Vacaville, \$381,100

Councilmember Mina Loera-Diaz seconded the motion. There were no abstentions or objections. The motion was approved.

8. NEW BUSINESS

a. 2023 Community Services Block Grant (CSBG) DISCUSSION and ACTION

- i. **Approve the recommended allocation of funding to the 2023 Community Services Block Grant (CSBG)**
- ii. **Approve a resolution for the Community Services Block Grant (CSBG) Signature Authority**

Emily Cantu discussed the [funding allocations](#) that the Tripartite Advisory Board (TAB) would be reviewing at their Quarter 1 Board Meeting for the Community Services Block Grant and that due to the timing of the meetings and the need to submit the proposed budget, it was coming to the JPA Board first for preliminary approval and would have final approval by the Tripartite Advisory Board.

Councilmember Roy Stockton asked about the allocation for JPA Board Compensation and Emily Cantu and Chair Mashburn explained that money was given by the County for Board Member Reimbursement and was optional for each Board Member to request. Megan Richards also explained that as the year progresses if there is money in this allocated slot that is not spent, it be brought back for reallocation.

Vice Chair Rick Vaccaro made a motion to approve the preliminary 2023 CSBG Budget. Vice Mayor Rozanna Verder-Aliga seconded the motion. There were no abstentions or objections. The motion was approved.

Megan Richards discussed the resolution for signing authority on the CSBG Grant and that it had been bifurcated for the Chair, Vice Chair, and Fiscal Agent to have signing authority and be able to answer administrative questions related to the spending.



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Councilmember Don Hendershot made a motion to approve the Signature Authority Resolution as presented. Councilmember Roy Stockton seconded the motion. There were no abstentions or objections. The motion was approved.

**b. Approve a proposal from Homebase for CAP Solano Strategic Planning –
DISCUSSION AND ACTION**

Kelly Shaban presented the proposal from Homebase to facilitate learning discussions and prioritization for CAP Solano utilizing \$31,000 of 2022 CSBG funds that were set aside for this effort and asked for input from the Board. Vice Mayor Rozzana Verder-Aliga asked if other people would be allowed to apply to offer this support and County Counsel Bernadette Curry explained that Homebase was already selected via their current technical assistance contract to do this work so it was not necessary to go out to bid.

Vice Chair Rick Vaccaro made a motion to approve the proposal. Councilmember Edwin Okamura seconded the motion. There were no abstentions or objections. The motion was approved.

9. COMMENTS FROM BOARD MEMBERS

10. Review of items referred to the Technical Advisory Committee (TAC) and Adjournment

Chair Mitch Mashburn adjourned the meeting at 8:12 p.m.