



COMMUNITY ACTION PARTNERSHIP SOLANO
JOINT POWERS AUTHORITY

CAP² BOARD MEETING MINUTES
Thursday, May 25, 2023
6:30 – 8:00 p.m.

1. CALL TO ORDER/ FLAG SALUTE

Chair Mitch Mashburn called the meeting to order at 6:30 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 (arrived at 6:53 pm)

Councilmember Doriss Panduro, City of Fairfield

Mayor Ron Kott, City of Rio Vista

Councilmember Edwin Okamura, 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 Jason Roberts, City of Vacaville

Vice Mayor Rozzana Verder-Aliga, City of Vallejo

Councilmember Mina Loera-Diaz, City of Vallejo

Roll call done by Megan Richards.

3. GENERAL PUBLIC COMMENTS

There was no public comment.

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 Hendershot 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 April 22, 2023

b. Approve the CAP Solano JPA Meeting Minutes for April 27, 2023

c. Accept the Coordinated Entry Reports for the month of April 2023

i. Resource Connect Solano (RCS) Coordinated Entry Monthly Report

ii. Domestic Violence Coordinated Entry (DV-CES) Monthly Report



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- d. Approve the following Memorandum of Understanding (MOU) with the City of Vacaville for program administration utilizing grant funding:
 - i. Homeless Housing, Assistance and Prevention (HHAP) Program Round 3
 - ii. Homeless Housing, Assistance and Prevention (HHAP) Program Round 4

Supervisor Vasquez made a motion to approve the consent calendar. Councilmember Panduro seconded the motion. There were no abstentions or objections. The motion was approved.

7. REGULAR CALENDAR AGENDA ITEMS

- a. Receive and accept the FY2021/22 Community Action Partnership Solano JPA Single Audit and Financial Statements – **ACTION**

Emily Cantu from the City of Vacaville, the Fiscal Agent of the JPA, introduced Ken Matsumiya, the Fiscal Director for the City of Vacaville. Ken reviewed the two audits that were conducted: (1) the audit over the fiscal statements and (2) the single audit which is new for the JPA since the JPA had over \$750,000 in federal funds during the last fiscal year.

Ken reviewed the presentation in the public folder which explains the components of the audits and the audit findings. The single audit showed an “unmodified opinion,” but did show three findings. Emily reviewed the response to the findings: 1. one invoice that should have been paid in a previous fiscal year. There is now training in place for each staff person for year-end close out, a checklist for staff to follow, and a checkbox on each invoice for the proper fiscal year. 2. For subrecipient monitoring, if a subrecipient has a finding in its audit, any granting agency needs to follow up on the status of those findings. This has now been added to the subrecipient monitoring procedures. 3. CSBG reports were not submitted on time, which is the result of invoices not being received on time. The Fiscal Agent discovered they could do zero dollar reports to make sure they are timely, and then go back and update if necessary. There is now a procedure for this.

Councilmember Dawson asked if the CSBG report was the EARS monthly reporting. Emily confirmed yes.

Supervisor Vasquez made a motion to accept the audit. Mayor Hernandez seconded the motion. There were no abstentions or objections. The motion was approved.

- b. Receive an update on the Housing and Urban Development (HUD) Notice of Funding Opportunity (NOFO) – **INFORMATION**
 - i. 2022 NOFO Debrief
 - ii. 2023 NOFO Process Update



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Kelly Shaban from Homebase reviewed the documents that were provided by HUD and prepared by Homebase reflecting the scores and funding for the 2022 HUD NOFO. Kelly reviewed the presentation in the public folder.

There was an increase in funding provided to Solano with two new projects receiving funding. Areas where the JPA scored well included promoting racial equity, authentic engagement of people with lived experience, the local competition process, and submission of the Longitudinal System Analysis (LSA).

There were some challenges where the JPA lost points on System Performance Measures including length of time people are experiencing homelessness and exits to permanent housing. To score higher in some areas, projects need to be more accurate with data entry or connecting more people to HMIS.

Supervisor Mashburn asked what is being done to improve these metrics. Kelly responded that the Continuum of Care is working on how to improve the data and it would be helpful if the JPA could support their efforts.

Councilmember Dawson asked what the timeline is for the new domestic violence project to begin. Kelly responded that HUD can take a long time to contract with agencies and then it can take time for projects to ramp up, so it could be up to a year before the new domestic violence project is online.

Kelly then reviewed the 2023 NOFO Process Update.

Supervisor Mashburn asked how the review and rank panelists are chosen. Kelly responded that the panel is made up of non-conflicted members of the community and include people with lived experience of homelessness and often include someone from the county, the Tripartite Advisory Board, etc. If anyone is interested in being a panel member, they can contact Megan.

c. Receive the Strategic Planning Summary and Next Steps – **DISCUSSION**

Megan Richards, JPA Facilitator, introduced the item and let the Board know that this is the draft summary that captures what was discussed on April 22nd and April 27th during the JPA Strategic Planning meetings. Each item was captured in 3 categories: consensus, next steps, and future planning Staff asked the board to review and respond as to whether the document accurately captured their discussion.

Kelly Shaban from Homebase reviewed the first half of the items which addressed JPA infrastructure and asked if the Board had any questions for changes.



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Mayor Hernandez stated she did not see where we captured a way to consolidate data across jurisdictions, such as the one Councilmember Roberts shared at the meeting. Megan responded that we could add something around collecting and utilizing data in real time to guide services and decisions. Mayor Hernandez also asked how areas requiring improvement are identified and integrated into these priorities with the metrics identified for improvement. Megan responded that a next step is to match each of these priorities with metrics which could identify progress.

Kelly reviewed the second half of the items which focused on services for people experiencing homelessness.

Overall, the Board concurred that the document reflected the conversation but asked for some more time to review and provide input.

Councilmember Loera-Diaz Mina noted Vallejo looking at safe parking projects and asked if we could prioritize a presentation on safe parking projects. Councilmember Dawson noted the Sonoma County Board of Supervisors declared homelessness as an emergency which prompted funding and action to address their homelessness.

Staff agreed that next steps would include making changes around the data item and then sending out the revised version to the Board to allow time for additional comments.

8. INFORMATIONAL PRESENTATION

- a. Receive a presentation from the Bay Area Housing Finance Authority (BAHFA) –
INFORMATION

Kate Hartley, Executive Director from Bay Area Housing Finance Authority (BAHFA) presented on the information in the public folder, including an introduction to BAHFA and the ballot initiative they are leading.

Supervisor Vasquez asked if this requires creating a new body like the JPA. Kate responded that the Board of Supervisors has the authority to designate the funds or assign an existing designee and there are no restrictions on who is identified as the entity.

Councilmember Vaccaro asked how much this is going to cost the cities. Kate responded it would be based on property taxes, so homeowners would be paying and there would be no direct cost to the cities.

Mayor Kott asked if all the Bay Area Counties will have to approve the ballot initiative to move this forward. Kate responded that they do not, this goes through ABAG and the BAHFA Board, then it will be on the ballot for voters to decide.



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Public comments included asking if there were other jurisdictions that have done this and the methodology for the distribution of funds. Other counties that have done this as individual counties include Alameda and Santa Clara and funding is distributed by assessed property value.

7. COMMENTS FROM BOARD MEMBERS

None

8. ADJOURNMENT

Chair Mitch Mashburn adjourned the meeting at 7:46pm.