

# CAP SOLANO JPA TRIPARTITE ADVISORY BOARD

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

## MEETING MINUTES

### 1. Call to Order

Jenalee Dawson called the meeting to order at 2:02pm.

### 2. Roll Call

#### Members in Attendance

DeAndre Richard  
Elizabeth Muniz-Palomera  
Jenalee Dawson  
JR Matulac  
John Eckstrom  
Laura Escobar  
Lisa Martin  
Tom Bartee  
Mary Decker  
Patrick Stasio  
Ryan Loofbourrow  
Wanda Williams

#### TAB Members Absent:

Jaime Wilson

#### Other Attendees

Aloha Snyder, Resource Connect Solano  
Brandon Wirth, SHELTER, Inc.  
Christina Sinohui, Solano Office of Family Violence Prevention  
Christine Wetzels, VOA  
Devra Edelman, Homebase  
Greg Papish, Resource Connect Solano  
Joey Carrizales, Lived Experience Member, and Coordinated Entry Co-Chair  
Karen Craig, City of Vacaville, JPA Fiscal Agent  
Kelly Shaban, Homebase  
Kathy Lawton-Caesar, Solano County Administrators Office  
Lynna Magnuson, Caminar  
Megan Richards, Solano County, JPA Facilitator  
Natalie Peterson, City of Vallejo  
Reneé Parham, Solano County, JPA, TAB & CoC Coordinator

### 3. Tripartite Advisory Board Officer Elections – ACTION

- a. Chair of the Board
- b. Vice-Chair of the Board
- c. Secretary

Jenalee Dawson explained that in addition to the Officer's Election, the Low-Income Representative Run-Off Election was taking place online and that Amber Twitchell had

removed herself from the election leaving Lisa Martin and Patrick Stasio as the remaining tied applicants.

- a. Jenalee Dawson gave an executive summary of the duties of the Chair position as explained in the Bylaws. Jenalee Dawson called for nominations for the position of Chair. Tom Bartee nominated JR Matulac who declined due to his newness to the TAB and its processes. Jenalee Dawson recommended Lisa Martin or Ryan Loofbourrow for Chair. Ryan Loofbourrow agreed to continue in his position as the Secretary and Lisa Martin declined the offer since her seat as a Low-Income Representative was not solidified yet.

Jenalee Dawson made a motion that she would be willing to accept the role as Chair with the caveat that it would only last as long as her new role as a Suisun City Councilmember did not put her on the Board for CAP Solano JPA. John Eckstrom seconded the motion. There were no abstentions or objections. The motion carried.

- b. John Eckstrom made a motion to self-nominate for Vice-Chair. Tom Bartee seconded the nomination. John Eckstrom abstained. There were no objections. The motion carried.
- c. Ryan Loofbourrow made a motion to self-nominate for Secretary. Elizabeth Muniz-Palomera seconded the motion. There were no abstentions or objections. The motion carried.

#### **4. Presentations**

Jenalee Dawson stated there were no presentations for this meeting, as all CSBG-funded projects had already been presented for the year.

#### **5. General Public Comments**

There were no general public comments.

#### **6. Additions or Deletions from the Agenda**

There were no additions or deletions from the Agenda.

#### **7. Approval of the Agenda – ACTION**

John Eckstrom made a motion to approve the Agenda. Mary Decker seconded the motion. There were no abstentions or objections. The motion carried.

#### **8. Consent Calendar – ACTION**

- a. Approve Tripartite Advisory Board Minutes from October 24, 2022 – ACTION

Tom Bartee made a motion to approve the Consent Calendar. Ryan Loofbourrow seconded the motion. Wanda Williams and John Eckstrom abstained. There were no objections. The motion carried.

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

- a. **2023 TAB Meeting Schedule Revisions due to CNA/CAP Process – DISCUSSION and ACTION**

Devra Edelman discussed the proposed revision to the 2023 TAB meeting schedule to align with the Community Needs Assessment and Community Action Plan process that will be reviewed under New Business. John Eckstrom made a motion to approve the revised 2023 TAB meeting schedule. Elizabeth Muniz-Palomera seconded the motion. There were no abstentions or objections. The motion carried.

**b. Coordinated Entry and DV-CE Report Presentation – DISCUSSION**

DeAndre Richard presented the Quarter 4 monthly reports for Coordinated Entry. Christina Sinohui presented the Quarter 4 monthly reports for Domestic Violence - Coordinated Entry. All reports can be found in the [public folder](#).

**c. Community Action Agency Report – DISCUSSION**

Megan Richards reported on some of the most relevant JPA action items in connection with the TAB which included the submission and approval of the Homeless Housing, Assistance and Prevention (HHAP) Round 4 Application, receipt of HHAP Round 3 funds, updated Bylaws, recommendations with prioritization to the Solano County Board of Supervisors on American Rescue Plan Act Funding for Homeless Services, and approved Community Services Block Grant (CSBG) Funding that had an expenditure deadline of May 2023, for Homebase to facilitate the Strategic Planning Meetings prior to the deadline.

**d. Fiscal Report – DISCUSSION**

a. 2022/2023 CSBG Budget Reports (Regular and Discretionary)

b. 2022/2023 Community Services Block Grant Programmatic Outcomes

Karen Craig reviewed the Budget Reports and Programmatic Outcomes which reviewed the Administrative and Technical Assistance given by Homebase, JPA Staff Member from the City of Fairfield, Pathways HMIS Administration, and the City of Vacaville.

**e. Organizational Standards Reporting – DISCUSSION**

Devra Edelman gave a brief presentation to overview the annual Organizational Standards that the TAB oversees and will be met in 2023 through the JPA, CoC, and Community Needs Assessment, which includes the state of California’s 50 standards which are divided into the following nine categories:

- 1) Consumer Input and Involvement
- 2) Community Engagement
- 3) Community Assessment
- 4) Organizational Leadership
- 5) Board Governance
- 6) Strategic Planning
- 7) Human Resource Management
- 8) Financial Operations and Oversight
- 9) Data and Analysis

Devra Edelman reviewed the categories in greater depth and explained that the Annual Organizational Standards Self-Report would be submitted to the State by August 31<sup>st</sup>.

**10. New Business**

**a. 2023 CSBG Budget Allocations – DISCUSSION and ACTION**

Karen Craig presented the allocations that were brought forth to the JPA Board and awaiting final approval from the TAB members. The allocations totaled \$391,808 for Calendar Year 2023 and included the following categories:

- 1) Homebase Contract
- 2) City of Fairfield Staff Member
- 3) Pathways HMIS Administration
- 4) City of Vacaville Memorandum of Understanding
- 5) JPA Board Stipends
- 6) Wellsky Contract

- 7) JPA and CoC Website
- 8) FY 21-22 Single Audit
- 9) General Liability
- 10) Misc. Admin Expenses

The full breakdown could be found [here](#). John Eckstrom made a motion to approve the 2023 CSBG budget. DeAndre Richards seconded the motion. There were no abstentions or objections. The motion was approved.

**b. Tripartite Advisory Board Bylaws Revisions – DISCUSSION**

Devra Edelman discussed the proposed Bylaw revisions which included an adjustment to the Terms of Office adjustment from a three-year term to a two-year term beginning the first Quarterly meeting of the term year and until the 1<sup>st</sup> quarterly meeting of the following year. Board members who assume their responsibilities at a date other than the First Quarterly Meeting of the calendar year shall serve until the 1<sup>st</sup> Quarterly meeting of the calendar year in which elections take place. Additionally, the delineation of JPA Staff to certain tasks was noted. Jenalee Dawson reminded the Board that this is just a discussion and review, and it will be voted on at the Quarter 2 meeting.

**c. Community Needs Assessment and Community Action Plan – DISCUSSION and ACTION**

**i. Create Tripartite Advisory Board Subcommittee to lead the 2023 Needs Assessment and Community Action Plan Process with Homebase**

Devra Edelman reviewed the 2024/2025 biennial Community Needs Assessment and Action Plan that helps provide a roadmap for the community to help address services to address homelessness and poverty in Solano County. The first step will be to convene an ad-hoc committee to help plan the qualitative data gathering through surveys, focus groups and a community forum, and identify other Community Needs Assessments that have been done in the community. Devra Edelman shared the proposed timeline and asked for volunteers to put their information in the chat. DeAndre Richard, Elizabeth Muniz Palomera, Jenalee Dawson, John Eckstrom, Kat Lawton-Caesar, and Lisa Martin volunteered for the subcommittee.

**11. Staff Updates**

Reneé Parham gave an update on the upcoming CoC Meeting and Officers Elections and announced the new JPA Board members listed on the website.

**12. Upcoming Agenda Items**

**a. Vote to Approve Bylaws Revisions**

**b. Community Needs Assessment Data and Community Action Plan Priorities**

**13. Adjourn Meeting**

Jenalee Dawson made a motion to adjourn the meeting. John Eckstrom seconded the motion. The meeting was adjourned at 3:55 pm.