

BOARD OF SUPERVISORS  
Yolo County, California

To: HHSA ✓

CONSENT CALENDAR

Excerpt of Minute Order No. 24-16 Item No. 29, of the Board of Supervisors' meeting of February 13, 2024.

MOTION: Provenza. SECOND: Villegas. AYES: Vixie Sandy, Provenza, Barajas, Villegas, Frerichs.

29.

Approve the minimization of Community Services Action Board from fifteen (15) members to nine (9) members, approve updates to the CSAB bylaws, and approve the intent to request one full time permanent CSBG analyst in alignment with CSAB recommended use of CSBG funding. (No general fund impact) (Sullivan)

Took the following action on Consent:

- A. Approved the minimization of Community Services Action Board from fifteen (15) members to nine (9) members;
- B. Approved the adoption of updated Community Services Action Board by-laws:
- C. Approved the intent of Yolo County staff to request one full time permanent CSBG analyst through the FY 24/25 Recommended Budget Process, in alignment with the Community Services Action Board (CSAB) recommended use of CSBG funding:
- D. Authorized the Director of the Yolo County Health and Human Services Agency or his/her designee to sign all related forms to the declaration of intent to minimize; and
- E. Delegated signing authority to the Yolo County Procurement Manager for CSBG revenue agreements and associated amendments.



## County of Yolo

www.yolocounty.org

To: The Chair and Members of the Board of Supervisors

### Consent-Health & Human Services 29. Adult & Aging

#### Board of Supervisors

#### Meeting Date:

02/13/2024

#### Brief Title:

Community Services Action Board Minimization, Bylaw Update, and Recommended Use of CSBG Funding

#### From:

Nolan Sullivan, Director, Health and Human Services Agency

#### Staff Contact:

Samantha Fusselman, Adult and Aging Branch Director, Health and Human Services Agency, x2942

**Supervisorial District Impact:** Countywide

#### Subject

Approve the minimization of Community Services Action Board from fifteen (15) members to nine (9) members, approve updates to the CSAB bylaws, and approve the intent to request one full time permanent CSBG analyst in alignment with CSAB recommended use of CSBG funding. (No general fund impact) (Sullivan)

#### Recommended Action

- A. Approve the minimization of Community Services Action Board from fifteen (15) members to nine (9) members;
- B. Approve the adoption of updated Community Services Action Board by-laws:
- C. Approve the intent of Yolo County staff to request one full time permanent CSBG analyst through the FY 24/25 Recommended Budget Process, in alignment with the Community Services Action Board (CSAB) recommended use of CSBG funding;
- D. Authorize the Director of the Yolo County Health and Human Services Agency or his/her designee to sign all related forms to the declaration of intent to minimize; and
- E. Delegate signing authority to the Yolo County Procurement Manager for CSBG revenue agreements and associated amendments.

#### Strategic Plan Goal(s)



*Thriving Residents*

#### Reason for Recommended Action/Background

The Yolo County Health and Human Services Agency in partnership with the Community Services Action Board is seeking to edit board by-laws to reflect the decision to minimize the number of board members from 15 to 9. The bylaws currently state that CSAB should seat five district representatives, five low-income representatives, and five private organization or community-based representatives, for a total of fifteen. The recommendation to minimize has been authorized by the funding agency California Department of Community Services and Development (CSD) and accepted by CSAB.

Yolo County HHSA, CSAB, and counties nationwide have been dealing with unprecedented levels of adversity as the global pandemic has officially ended and in-person requirements have resumed, notably for local government board meetings. Yolo County HHSA has struggled to maintain an active tripartite board of community members, and it has impacted Yolo County's ability to achieve a quorum, which has impacted Yolo County's ability to meet CSBG deliverables. As stated by the CSAB bylaws, a quorum requires "a majority of the non-vacant seats" to attend any given meeting. Given the previously mentioned issues with meeting attendance, the decision to minimize the board

from fifteen (15) to nine (9) would alleviate or resolve the inability to achieve a quorum. Reducing the number would call for a reconfiguration of the board seats with an updated configuration seating of three district representatives, three low-income representatives, and three private organizations or community-based representatives. This configuration has been accepted/pre-approved by the funding agency (CSD), and all CSAB members are in agreement. This updated configuration would improve overall board efficiency and still accurately represent the target population of CSBG funds.

In addition to this new configuration, CSAB is seeking to update its bylaws in reference to District appointments. The update would ask all Districts to appoint a representative, with two district representatives serving as alternates. District representatives would rotate as alternates every two years.

Yolo County has received \$389,789 for the Community Service Block Grant (CSBG) for calendar year 2024. CSAB has approved a recommendation to utilize the funding to request a permanent CSBG analyst position as part of the FY24/25 Recommended Budget process and to direct the additional funding to Emergent Need/Direct Client Services. The CSBG analyst will help bring long-term stability and create historical knowledge which will support the homeless Continuum of Care and the CSAB board. The permanent CSBG analyst will use institutional knowledge to be able to meet Community Service Block Grant (CSBG) deliverables timely and ensure that the current and future CSBG Program maintains compliance and follows Government regulations. The CSBG analyst will help make CSBG more efficient and make the program cost effective. By making the program more efficient, the CSBG analyst would be able to use additional funding resources from other county programs that include Emergent Need/Direct Client services that help the most vulnerable populations.

**Collaborations (including Board advisory groups and external partner agencies)**

Yolo County Community Services Action Board  
 Yolo County Health and Human Services Agency

**Fiscal Information**

No Fiscal Impact

Fiscal Impact of this Expenditure

Total cost of recommended action

Amount budgeted for expenditure

Additional expenditure authority needed \$0

On-going commitment (annual cost)

Source of Funds for this Expenditure

General Fund \$0

**Attachments**

Att. A. Updated CSAB Bylaws

**Form Review**

Inbox	Reviewed By	Date
Karleen Jakowski	Karleen Jakowski	02/01/2024 09:24 AM
Nolan Sullivan	Nolan Sullivan	02/01/2024 09:49 AM
Cindy Perez	Cindy Perez	02/05/2024 01:47 PM
Form Started By: Jonathan Bartlett		Started On: 01/16/2024 03:13 PM
Final Approval Date: 02/05/2024		

## **Exhibit A: Community Services Action Board Bylaws**

### **1) Governance Structure**

While under the auspices of HHSA, the CSAB shall serve as an advisory body to the Yolo County Board of Supervisors. As such, the Board of Supervisors retains the following powers as delineated by the applicable laws and regulations that govern Community Action Agencies.

- a) Appoint the Executive Director of the CSAB, which shall be the Director of the Yolo County HHSA unless otherwise decided by the Board of Supervisors
- b) Determine, subject to the Community Services Block Grant (CSBG) and other social services grant fund policies; major personnel, organization, fiscal, and program policies;
- c) Determine overall program plans and priorities for the CSAB, including provisions for evaluating progress against performance;
- d) Make final approval of all program proposals and budgets;
- e) Enforce compliance with all conditions of CSBG grants;
- f) Oversee the extent and quality of the participation of members including low income persons in the program of the CSAB; and
- g) Determine, subject to CSBG, and other social services grant fund policies, rules, and procedures for the CSAB.

### **2) Purpose and Mission Statement**

There is hereby created in the County of Yolo a board to be known as the Yolo County Community Services Action Board (CSAB). Its mission is to combat poverty by promoting the health, safety, stability, and self-sufficiency of low-income persons residing in Yolo County. In pursuit of its mission, the CSAB's primary objectives include:

- a) Serve as advocates for Yolo County residents living in poverty with the aim of building community awareness and support
- b) Convene meetings, at least bi-monthly, to evaluate its progress toward combating poverty in Yolo County
- c) Conduct a biannual community needs assessment identifying critical gaps in Yolo County's social service system
- d) Oversee the provision of CSBG funds by making recommendations to the Board of Supervisors regarding the request for proposal and subcontracting process
- e) Monitor the performance of CSBG subcontractors by examining outcome reports and conducting annual site visits

### **3) Membership**

- a) The membership of the Yolo County CSAB shall be in accordance with Federal and State statutes and regulations governing membership of community action advisory boards.
- b) The membership of the CSAB shall consist of nine ( 9 ) members, as follows:
  - i. Three members shall consist of the individual members of the Board of Supervisors or their representatives who are appointed by the individual Board members. All districts

shall appoint a representative with 2 districts representatives serving as alternates. District representatives shall rotate as alternates every two (2) years.

- ii. Three members shall consist of representatives of low-income persons who reside in Yolo County . When there is a low-income vacancy, a press release will announce such vacancy and invite those who would be interested in representing the low-income residents of Yolo County on the CSAB board to submit an application. Nominees will then be chosen through a democratic selection process, which is defined as a methodology reflecting the choice(s) of the people. This is defined by:
  - a) Three (3) representatives of low-income persons from Yolo County shall be democratically selected by members of the public, age 18 and over, attending public meetings of the CSAB, who live within Yolo County.
  - b) Should no low-income members or low-income representatives be present to vote at a meeting of a CSAB board, the CSAB board will take action to select the most qualified low-income applicant.
  - c) CSAB board members will then take action to ratify the appointment of Yolo County Low-Income representatives

Examples of a democratic selection process include but are not limited to: (1) election by ballots cast by clients and/or other low-income persons in the service area; (2) a vote at a community meeting of low-income people; or (3) designation of one or more community organization(s) composed predominately of and representing low-income people in the service area. Actual low-income persons will be given a higher priority for nomination over those who represent low-income residents. If no applicants apply following the press release, the process of advertising will continue for each subsequent meeting until there is a nominee. The low-income members of the current CSAB shall make their choice of the nominee(s) and make their recommendation to the Board of Supervisors for its consideration.

- iii. Three members shall be representatives of private organizations appointed by the Board of Supervisors and who are nominated by their organizations that operate in Yolo County. Private organizations shall be selected in such a manner as to assure that the Board will benefit from broad community involvement. The Board shall draw members not only from among private social service agencies, private educational institutions, constituencies of the low-income concerned with specific problems and other private organizations within the community, but also from among business, industry, labor, and religious organizations. In order to maintain balanced representation, private sector members of the CSAB shall not exceed two seats from any one of the above-listed concerns. After a private organization representative is nominated for membership, the CSAB shall review the applicant's qualifications for membership and then forward its recommendations to the Board of Supervisors for its consideration.
  - c) Each member shall be required to disclose any affiliation or potential conflict of interest.
  - d) No person may sit on the Board as a member of a low-income or private organization who is an officer or an employee of the County of Yolo.
  - e) No person may sit on the Board who is an office or an employee of an organization contracting to perform a component of the Community Action Agency work program

unless that person falls within the criteria set forth in Government Code 1091, 1091.5, or other statutory exceptions to Government Code 1090 et. seq.

#### **4) Petition for Representation**

Low-income residents of Yolo County, or community agencies and representative groups of the low-income, who feel inadequately represented on the CSAB, may petition the CSAB for adequate representation. This section will outline the procedures for such petition.

- a) The petition should be submitted to the Chairperson of the CSAB with ten signatures of low-income residents of Yolo County.
- b) The petition shall be heard at the next regularly scheduled CSAB meeting if there is adequate time for dissemination and review by CSAB members. If there is not time for distribution and review, the petition will be heard at the following CSAB meeting.
- c) The full CSAB shall determine how to respond to the petition and submit a recommendation to the Board of Supervisors.
- d) A written response to the petitioning groups shall be prepared discussing actions taken by the CSAB and forwarded to the group.

#### **5) Terms**

- a) Public officials and/or their representatives shall serve at the pleasure of the designating official and as long as the designating official is holding office.
- b) The term of membership for low-income representatives and representatives of private organizations shall be four (4) years; provided, however, that a member who is appointed to fill a vacancy shall serve the remainder of the unexpired term; provided further, that the term of an incumbent shall not end until a successor is appointed, or the office is abolished.
- c) No member may serve more than two (2) consecutive terms on an advisory committee without at least one (1) year break in service before becoming eligible for reappointment. CSAB to approve the extension of term and recommend to Board of Supervisors. \*Members may participate more than (2) consecutive terms if they are in good standing and is approved by the Board of Supervisors.
- d) The terms for low-income representatives and representatives of private organizations shall be staggered so that approximately the same numbers of terms expire in each year.
- e) The terms for low-income representatives and representatives of private organizations shall begin on January 1<sup>st</sup> and shall expire on December 31<sup>st</sup>.

#### **6) Membership Termination**

- a) A vacancy shall occur upon the death, resignation, removal, or disqualification of any member (including but not limited to the termination of residency in the County or cessation of the status that qualified the member for appointment).
- b) The appointing authority may remove any member who has three (3) unexcused absences from scheduled meetings or who, in the opinion of the appointing authority, is not adequately performing the duties for which the member was appointed.

- c) Any member of the CSAB may resign at any time by submitting a written resignation to the Clerk of the Board of Supervisors. Any such resignation shall be effective upon the submission if no effective date is specified therein. If an effective date is specified therein, the resignation shall be effective upon the specified date if such date is not more than sixty (60) days after the date of submission, or upon the sixtieth (60<sup>th</sup>) day after submission if the date specified is more than sixty (60) days after the date of submission.
- d) Any vacancy shall be filled by an appointment of another member of the same area of representation for the remainder of the unexpired term of the member being replaced. In the case of a low-income vacancy, the remaining low-income members shall nominate the replacement to serve for the remaining term and make their recommendation to the Board of Supervisors for its consideration.

## 7) **Officers**

The membership of the CSAB shall elect a chairperson and vice-chairperson at the first meeting in January. Such offices shall be filled by election for the next succeeding twelve (12) month term. The Executive Director, which as specified above is the Director of the HHSA unless otherwise determined by the Board of Supervisors, or designee(s) shall serve as secretary to the CSAB and shall provide staff assistance as may be required.

## 8) **Meetings**

- a) Meetings of the CSAB may be held each month but must be held at least once every two months. Meetings may be held more frequently as called by the chairperson, vice-chairperson, the Executive Director, or any five members of the CSAB.
- b) The secretary of the CSAB shall keep minutes of each meeting and shall create a copy of all approved minutes to be filed with the Clerk of the Board of Supervisors. Minutes shall include the names of all members who are present and absent, all reports received, approved, or otherwise considered, any formal actions or votes taken (including but not limited to recommendations adopted), and such additional information as is deemed necessary and appropriate.
- c) Meetings shall be held in accordance with the Brown Act.
- d) A majority vote of those present and constituting a quorum, excluding those who abstain due to a conflict of interest, but including those who abstain for any other reason, shall be required for any action, except that a vote of a majority of those present shall be sufficient to adjourn or continue a proceeding.
- e) The CSAB may adopt such rules, consistent with this Resolution and all provisions of State law and Federal law, as it deems necessary for the conduct of its business.
- f) Roberts Rules of Order do not govern the proceedings and shall not be otherwise binding, but may be used for guidance purposes as deemed necessary or appropriate by the chair or vice-chair of the CSAB unless otherwise decided by a majority vote of the members who are then present.

## 9) **Meeting Quorum**

A majority of the non-vacant seats shall constitute a quorum of the CSAB.

## **10) Meeting Notice**

In compliance with the Brown Act, the secretary shall publicly post agendas at the front entrances of the HHSA Woodland and West Sacramento buildings at least five (5) days in advance of any meeting.

Likewise, the secretary shall provide meeting packets to the CSAB members—including agendas, past minutes, and other relevant information—at least five (5) days in advance of any meeting.

## **11) Compensation**

Low-income CSAB members may be reimbursed for travel and/or childcare expenses incurred while attending monthly CSAB meetings. The basis for these reimbursements must be documented. CSAB Members shall be compensated according to Yolo County practice and procedure except when Federal or State compensation would take precedence.

## **12) Conflict of Interest Policy**

- a) Members of the CSAB are prohibited from accepting gifts, money, or gratuities:
  - i. From persons receiving benefits or services under any program operated by the CSAB.
  - ii. From persons or agencies under contract to perform services by programs operated by the CSAB.

Members shall abstain from voting on matters pertaining to any organization that is contracting to perform a component of the Community Action Agency work program or other social service grant funded programs with which that member is affiliated in a decision-making position. To further ensure adherence, all CSAB members must sign a Conflict-of-Interest Policy Agreement at least every year.



BOARD OF SUPERVISORS  
Yolo County, California

To: HHSA ✓

CONSENT CALENDAR

Excerpt of Minute Order No. 17-12 Item No. 11, of the Board of Supervisors' meeting of January 24, 2017.

MOTION: Provenza. SECOND: Saylor. AYES: Villegas, Saylor, Provenza, Chamberlain.  
ABSENT: Rexroad.

11.

Adopt resolution updating the Community Services Action Board bylaws. (No general fund impact) (Larsen/Dickinson)

Approved **Resolution No. 17-10** on Consent.



## County of Yolo

www.yolocounty.org

To: Supervisor Duane Chamberlain, Chair  
and Members of the Board of Supervisors

### Consent-Health & Human Services # 11.

#### Board of Supervisors

#### Adult & Aging

**Meeting Date:** 01/24/2017

**Brief Title:** Updated Community Services Action Board (CSAB) By-Laws

**From:** Karen Larsen, Director, Health and Human Services Agency

**Staff Contact:** Tracey Dickinson, Homeless Coordinator, Health and Human Services Agency, x8559

---

#### Subject

Adopt resolution updating the Community Services Action Board bylaws. (No general fund impact) (Larsen/Dickinson)

#### Recommended Action

Adopt resolution updating the Community Services Action Board (CSAB) bylaws.

#### Strategic Plan Goal(s)

Thriving Residents

#### Reason for Recommended Action/Background

##### Background on the Community Services Action Board (CSAB)

The Yolo County Community Services Action Board (CSAB) was established on May 13, 1968 by the Yolo County Board of Supervisors with the primary function of making recommendations to the Board of Supervisors regarding the provision of Community Service Block Grant (CSBG) funds. The Yolo County Board of Supervisors is designated as the Governing Board for these funds, but is also required to designate and receive advice from a tripartite advisory board as described in 42 U.S.C. Section 9910 and California Government Code Section 12751. CSAB acts as this tripartite advisory board, with a range of roles and responsibilities related to the oversight of CSBG funds including:

- Serving as advocates for Yolo County residents living in poverty with the aim of building community awareness and support.
- Convening meetings, at least bi-monthly, to evaluate its progress toward combating poverty in Yolo County.

- Conducting a biannual community needs assessment identifying critical gaps in Yolo County’s social service system.
- Overseeing the provision of CSBG funds by making recommendations to the Board of Supervisors regarding the request for proposal and subcontracting process.
- Monitoring the performance of CSBG subcontractors by examining outcome reports and conducting annual site visits.

**CSAB By-Laws**

CSAB’s powers and responsibilities are designated by its by-laws, which were last updated on February 26, 2002. From September to December of 2016, the Community Services Action Board worked in consultation with staff from the Health and Human Services Agency and County Counsel to review the CSAB by-laws. During this review it was determined that the existing by-laws contain several outdated provisions that need to be updated, including:

- Adding a declaration reflecting the integration of the Department of Employment and Social Services and the Department of Health Services.
- Adding a declaration that CSAB will formally reside within the auspices of the Health and Human Services Agency (rather than the Department of Employment and Social Services).
- Updating CSAB’s mission and primary objectives to more accurately reflect its functions.
- Clarifying the democratic election process of low income representatives.
- Clarifying compliance with the Brown Act and meeting noticing.
- Requiring members to sign a Conflict of Interest agreement.

At this time, it is the recommendation of staff and the Community Services Action Board that the Board of Supervisors adopt the attached resolution updating the CSAB by-laws to reflect these changes.

**Collaborations (including Board advisory groups and external partner agencies)**

Community Services Action Board  
 County Counsel  
 Health and Human Services Agency

**Fiscal Information**

No Fiscal Impact

Fiscal Impact of this Expenditure

Total cost of recommended action

Amount budgeted for expenditure

Additional expenditure authority needed \$0

On-going commitment (annual cost)

Source of Funds for this Expenditure

General Fund

\$0

---

**Attachments**

Att. A. CSAB By-Laws Resolution

---

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Karen Larsen	Karen Larsen	01/10/2017 09:19 AM
Beth Gabor	Beth Gabor	01/10/2017 04:56 PM
County Counsel	Hope Welton	01/11/2017 08:32 AM
Form Started By: Tracey Dickinson		Started On: 01/06/2017 12:56 PM
Final Approval Date: 01/11/2017		

JAN 25 2017

BY Rupita Ramirez  
DEPUTY CLERK OF THE BOARD

**RESOLUTION NO. 17- 10**

**RESOLUTION OF THE YOLO COUNTY BOARD OF SUPERVISORS ADOPTING  
COMMUNITY SERVICES ACTION BOARD BYLAWS**

**WHEREAS**, Section 210 et seq. of the Economic Opportunity Act of 1964, as amended, (42 U.S.C. Sections 9901 et seq.) grants to political subdivisions of a state the power to designate a community action agency; and

**WHEREAS**, 42 U.S.C Section 9901 et seq. and California Government Code Sections 12750 et seq. authorize a political subdivision of the State to designate itself as a community action agency, and also to designate its government board as the community action agency governing board provided that an tripartite advisory board is also appointed meeting the criteria set forth in 42 U.S.C. Section 9910 and California Government Code Section 12751; and

**WHEREAS**, on May 13, 1968, the Board of Supervisors of the County of Yolo designated the County of Yolo as the Yolo County Community Action Agency, designated itself as the Yolo County Community Action Agency Governing Board, and created the Yolo County Community Action Board as the tripartite advisory board pursuant to the criteria set forth in 42 U.S.C Section 9901 et seq. and California Government Code Section 12750 et seq.; and

**WHEREAS**, on December 28, 1998, the Yolo County Board of Supervisors adopted Minute Order Number 98-435, Item Number 24, reorganizing the Community Action Board and the Social Service Advisory Committee into the Community Services Action Board (“CSAB”), and setting forth certain administrative and organizational rules and bylaws for the CSAB under the auspices of the Yolo County Department of Social Services; and

**WHEREAS**, on June 1, 1999, the Department of Social Services was reorganized with the Yolo County Community Partnership Agency into the County of Yolo Department of Employment and Social Services; and

**WHEREAS**, on June 1, 2015, the Department of Employment and Social Services merged with the Department of Health Services to create the County of Yolo Health and Human Services Agency (“HHSA”); and

**WHEREAS**, given the integration, the CSAB shall formally reside under the auspices of the HHSA; and

**WHEREAS**, the Board of Supervisors by this Resolution desire to continue to provide for the administration of the Yolo County Community Action Agency or the CSAB in accordance with applicable laws and regulations.

**NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED, AND FOUND** by the Board of Supervisors of the County of Yolo as follows:

1. The foregoing recitals are true and correct.
2. The Bylaws for the County of Yolo CSAB are hereby adopted as reflected in Exhibit A to this Resolution.

**PASSED AND ADOPTED** by the Yolo County Board of Supervisors this 24<sup>th</sup> day of January, 2017 by the following vote:

AYES: **Villegas, Saylor, Provenza, Chamberlain.**

NOES: **None.**

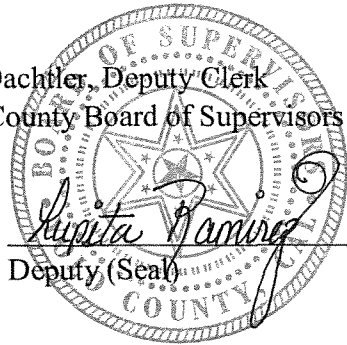
ABSENT: **Rexroad.**

ABSTENTION: **None.**




Duane Chamberlain, Chair  
Yolo County Board of Supervisors

Attest:  
Julie Dachtler, Deputy Clerk  
Yolo County Board of Supervisors



By:   
Deputy (Seal)

Approved as to Form:  
Philip J. Pogledich, County Counsel

By:   
Julie Barga  
Deputy County Counsel

## **EXHIBIT A: COMMUNITY SERVICES ACTION BOARD BYLAWS**

### **1) Governance Structure**

While under the auspices of HHSA, the CSAB shall serve as an advisory body to the Yolo County Board of Supervisors. As such, the Board of Supervisors retains the following powers as delineated by the applicable laws and regulations that govern Community Action Agencies.

- a) Appoint the Executive Director of the CSAB, which shall be the Director of the Yolo County HHSA unless otherwise decided by the Board of Supervisors
- b) Determine, subject to the Community Services Block Grant (CSBG) and other social services grant fund policies; major personnel, organization, fiscal, and program policies;
- c) Determine overall program plans and priorities for the CSAB, including provisions for evaluating progress against performance;
- d) Make final approval of all program proposals and budgets;
- e) Enforce compliance with all conditions of CSBG grants;
- f) Oversee the extent and quality of the participation of members including low income persons in the program of the CSAB; and
- g) Determine, subject to CSBG, and other social services grant fund policies, rules, and procedures for the CSAB.

### **2) Purpose and Mission Statement**

There is hereby created in the County of Yolo a board to be known as the Yolo County Community Services Action Board (CSAB). Its mission is to combat poverty by promoting the health, safety, stability, and self-sufficiency of low-income persons residing in Yolo County. In pursuit of its mission, the CSAB's primary objectives include:

- a) Serve as advocates for Yolo County residents living in poverty with the aim of building community awareness and support
- b) Convene meetings, at least bi-monthly, to evaluate its progress toward combating poverty in Yolo County
- c) Conduct a biannual community needs assessment identifying critical gaps in Yolo County's social service system
- d) Oversee the provision of CSBG funds by making recommendations to the Board of Supervisors regarding the request for proposal and subcontracting process
- e) Monitor the performance of CSBG subcontractors by examining outcome reports and conducting annual site visits

### 3) Membership

- a) The membership of the Yolo County CSAB shall be in accordance with Federal and State statutes and regulations governing membership of community action advisory boards.
- b) The membership of the CSAB shall consist of fifteen (15) members, as follows:
  - i. Five members shall consist of the individual members of the Board of Supervisors or their representatives who are appointed by the individual Board members.
  - ii. Five members shall consist of representatives of low-income persons who reside in Yolo County and are appointed by the Board of Supervisors. When there is a low-income vacancy, a press release will announce such vacancy and invite those who would be interested in representing the low-income residents of Yolo County on the CSAB to submit an application. If there are more applicants than vacancies, nominees will then be chosen through a democratic selection process, which is defined as a methodology reflecting the choice(s) of the people. Examples of a democratic selection process include, but are not limited to: (1) election by ballots cast by clients and/or other low-income persons in the service area; (2) a vote at a community meeting of low-income people; or (3) designation of one or more community organization(s) composed predominately of and representing low-income people in the service area. Actual low-income persons will be given a higher priority for nomination over those who represent low-income residents. If no applicants submit an application following the press release, the process of advertising will continue for each subsequent meeting until there is a nominee. The low-income members of the current CSAB shall make their choice of the nominee(s) and make their recommendation to the Board of Supervisors for its consideration.
  - iii. Five members shall be representatives of private organizations appointed by the Board of Supervisors and who are nominated by their organizations that operate in Yolo County. Private organizations shall be selected in such a manner as to assure that the Board will benefit from broad community involvement. The Board shall draw members not only from among private social service agencies, private educational institutions, constituencies of the low-income concerned with specific problems and other private organizations within the community, but also from among business, industry, labor, and religious organizations. In order to maintain balanced representation, private sector members of the CSAB shall not exceed two seats from any one of the above listed concerns. After a private organization representative is nominated for membership, the CSAB shall review the applicant's qualifications for membership and then forward its recommendations to the Board of Supervisors for its consideration.
- c) Each member shall be required to disclose any affiliation or potential conflict of interest.



- d) No person may sit on the Board as a member of a low-income or private organization who is an officer or an employee of the County of Yolo.
- e) No person may sit on the Board who is an officer or an employee of an organization contracting to perform a component of the Community Action Agency work program unless that person falls within the criteria set forth in Government Code 1091, 1091.5, or other statutory exceptions to Government Code 1090 et. seq.

#### 4) **Petition for Representation**

Low-income residents of Yolo County, or community agencies and representative groups of the low-income, who feel inadequately represented on the CSAB, may petition the CSAB for adequate representation. This section will outline the procedures for such petition.

- a) The petition should be submitted to the Chairperson of the CSAB with ten signatures of low-income residents of Yolo County.
- b) The petition shall be heard at the next regularly scheduled CSAB meeting if there is adequate time for dissemination and review by CSAB members. If there is not time for distribution and review, the petition will be heard at the following CSAB meeting.
- c) The full CSAB shall determine how to respond to the petition and submit a recommendation to the Board of Supervisors.
- d) A written response to the petitioning groups shall be prepared discussing actions taken by the CSAB and forwarded to the group.

#### 5) **Terms**

- a) Public officials and/or their representatives shall serve at the pleasure of the designating official and as long as the designating official is holding office.
- b) The term of membership for low-income representatives and representatives of private organizations shall be four (4) years; provided, however, that a member who is appointed to fill a vacancy shall serve the remainder of the unexpired term; provided further, that the term of an incumbent shall not end until a successor is appointed or the office is abolished.
- c) The terms for low-income representatives and representatives of private organizations shall be staggered so that approximately the same numbers of terms expire in each year.
- d) The terms for low-income representatives and representatives of private organizations shall begin on January 1<sup>st</sup> and shall expire on December 31<sup>st</sup>.

#### 6) **Membership Termination**

- a) A vacancy shall occur upon the death, resignation, removal, or disqualification of any member (including but not limited to the termination of residency in the County or cessation of the status that qualified the member for appointment).

- b) The appointing authority may remove any member who has three (3) unexcused absences from scheduled meetings or who, in the opinion of the appointing authority, is not adequately performing the duties for which the member was appointed.
- c) Any member of the CSAB may resign at any time by submitting a written resignation to the Clerk of the Board of Supervisors. Any such resignation shall be effective upon the submission if no effective date is specified therein. If an effective date is specified therein, the resignation shall be effective upon the specified date if such date is not more than sixty (60) days after the date of submission, or upon the sixtieth (60<sup>th</sup>) day after submission if the date specified is more than sixty (60) days after the date of submission.
- d) Any vacancy shall be filled by an appointment of another member of the same area of representation for the remainder of the unexpired term of the member being replaced. In the case of a low-income vacancy, the remaining low-income members shall nominate the replacement to serve for the remaining term and make their recommendation to the Board of Supervisors for its consideration.

## 7) **Officers**

The membership of the CSAB shall elect a chairperson and vice-chairperson at the first meeting in January. Such offices shall be filled by election for the next succeeding twelve (12) month term. The Executive Director, which as specified above is the Director of the HHSA unless otherwise determined by the Board of Supervisors, or designee(s) shall serve as secretary to the CSAB and shall provide staff assistance as may be required.

## 8) **Meetings**

- a) Meetings of the CSAB may be held each month, but must be held at least once every two months. Meetings may be held more frequently as called by the chairperson, vice-chairperson, the Executive Director, or any five members of the CSAB.
- b) The secretary of the CSAB shall keep minutes of each meeting and shall create a copy of all approved minutes to be filed with the Clerk of the Board of Supervisors. Minutes shall include the names of all members who are present and absent, all reports received, approved, or otherwise considered, any formal actions or votes taken (including but not limited to recommendations adopted), and such additional information as is deemed necessary and appropriate.
- c) Meetings shall be held in accordance with the Brown Act.
- d) A majority vote of those present and constituting a quorum, excluding those who abstain due to a conflict of interest, but including those who abstain for any other reason, shall be required for any action, except that a vote of a majority of those present shall be sufficient to adjourn or continue a proceeding.

- e) The CSAB may adopt such rules, consistent with this Resolution and all provisions of State law and Federal law, as it deems necessary for the conduct of its business.
- f) Roberts Rules of Order do not govern the proceedings and shall not be otherwise binding, but may be used for guidance purposes as deemed necessary or appropriate by the chair or vice-chair of the CSAB unless otherwise decided by a majority vote of the members who are then present.

#### **9) Meeting Quorum**

A majority of the non-vacant seats shall constitute a quorum of the CSAB.

#### **10) Meeting Notice**

In compliance with the Brown Act, the secretary shall publicly post agendas at the front entrances of the HHSA Woodland and West Sacramento buildings at least five (5) days in advance of any meeting.

Likewise, the secretary shall provide meeting packets to the CSAB members—including agendas, past minutes, and other relevant information—at least five (5) days in advance of any meeting.

#### **11) Compensation**

Low-income CSAB members may be reimbursed for travel and/or childcare expenses incurred while attending monthly CSAB meetings. The basis for these reimbursements must be documented. CSAB Members shall be compensated according to Yolo County practice and procedure except when Federal or State compensation would take precedence.

#### **12) Conflict of Interest Policy**

- a) Members of the CSAB are prohibited from accepting gifts, money, or gratuities:
  - i. From persons receiving benefits or services under any program operated by the CSAB.
  - ii. From persons or agencies under contract to perform services by programs operated by the CSAB.

Members shall abstain from voting on matters pertaining to any organization that is contracting to perform a component of the Community Action Agency work program or other social service grant funded programs with which that member is affiliated in a decision making position. To further ensure adherence, all CSAB members must sign a Conflict of Interest Policy Agreement at least every year.

**FILED**

MAR - 4 2002

**RESOLUTION NO.** 02-35

PATRICIA CRUTTENDEN, CLERK OF THE BOARD  
BY *Ana Morales*  
DEPUTY

(Resolution Recognizing the Designating Officials of the Yolo County Community Action Agency and the Powers thereof, Providing for the Creation and Administration of the Community Services Action Board, and Rescinding Prior Organizational Rules and Bylaws)

**WHEREAS**, Section 210 et seq. of the Economic Opportunity Act of 1964, as amended, (42 U.S.C. Sections 9901 et seq.) grants to political subdivisions of a state the power to designate a community action agency; and

**WHEREAS**, 42 U.S.C. Sections 9901 et seq. and California Government Code Sections 12750 et seq. authorize a political subdivision of the State to designate itself as a community action agency, and also to designate its governing board as the community action agency governing board provided that an tripartite advisory board is also appointed meeting the criteria set forth in 42 U.S.C. Section 9910 and California Government Code Section 12751; and

**WHEREAS**, on May 13, 1968, the Board of Supervisors of the County of Yolo designated the County of Yolo as the Yolo County Community Action Agency, designated itself as the Yolo County Community Action Agency Governing Board, and created the Yolo County Community Action Board as the tripartite advisory board pursuant to the criteria set forth in 42 U.S.C. Section 9901 et seq. and California Government Code Section 12750 et seq.; and

**WHEREAS**, on December 28, 1998, the Yolo County Board of Supervisors adopted Minute Order Number 98-435, Item Number 24, reorganizing the Community Action Board and the Social Service Advisory Committee into the Community Services Action Board ("CSAB"), and setting forth certain administrative and organizational rules and bylaws for the CSAB under the auspices of the Yolo County Department of Social Services; and

**WHEREAS**, on June 1, 1999, the Department of Social Services was reorganized with the Yolo County Community Partnership Agency into the County of Yolo Department of Employment and Social Services; and

**WHEREAS**, the Department of Employment and Social Services, following consultation with the CSAB, has recommended certain changes to the CSAB bylaws mission; and

**WHEREAS**, in addition, it appears appropriate to formally place the CSAB under the auspices of the Yolo County Department of Employment and Social Services; and

**WHEREAS**, the Board of Supervisors by this Resolution desires to continue to provide for the administration of the Yolo County Community Action Agency and the CSAB in accordance with applicable laws and regulations.

**NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND** by the Board of Supervisors of the County of Yolo as follows:

1. The foregoing recitals, and each of them, are true and correct.

2. The Bylaws for the County of Yolo Community Services Action Board are hereby adopted as follows:

### **Community Services Action Board Bylaws**

1. **Designating Officials: Powers**

The Board of Supervisors of the County of Yolo as the designating body for the Yolo County Community Action Agency (CAA) designates itself as the governing board of the CAA. In that capacity, the Board recognizes that it possesses the following powers:

- (a) To appoint the Executive Director of the CAA;
- (b) To determine, subject to the Community Services Block Grant (CSBG) and other social services grant fund policies; major personnel, organization, fiscal, and program policies;
- (c) To determine overall program plans and priorities for the CAA, including provisions for evaluating progress against performance;
- (d) To make final approval of all program proposals and budgets;
- (e) To enforce compliance with all conditions of CSBG grants;
- (f) To oversee the extent and the quality of the participation of members including low income persons in the program of the CAA; and
- (g) To determine, subject to CSBG, and other social services grant fund policies, rules and procedures for the governing board.

2. **Community Services Action Board: Creation**

There is hereby created in the County of Yolo a board to be known as the Yolo County Community Services Action Board (CSAB). Its mission is to stimulate a better focusing of all available local, state, private, and federal resources on the goal of empowering low income persons and families to gain the skills, knowledge and practical experience to become fully self-sufficient. The CSAB will have the following objectives:

- (a) Recommend to the Board of Supervisors the allocation of grant moneys for community social services and employment programs, including Community Services Block Grant (CSBG) funds;
- (b) Monitor the delivery of services by grant funded agencies and programs;

- (c) Monitor and evaluate the delivery of services provided by the Department of Employment and Social Services (DESS) and make recommendations to the Board of Supervisors and the DESS;
- (d) Study problems and recommend actions for the delivery of employment and social services, including the exploration of unmet needs and how to address them. Identify overlap in services and refer to the proper agency to take appropriate action;
- (e) Educate the public about employment and social services programs to reach potential clients and to build community awareness and support;
- (f) Track and analyze proposed laws and regulations to determine the effect on employment and social services programs; and
- (g) Advocate for persons in need of employment and social services.

3. **Community Services Action Board: Membership**

- (a) The membership of the Yolo County Community Services Action Board shall be in accordance with Federal and State statutes and regulations governing membership of community action advisory boards.
- (b) The membership of the Community Services Action Board shall consist of fifteen (15) members, as follows:
  - (i) Five members shall consist of the individual members of the Board of Supervisors or their representatives who are appointed by the individual Board members.
  - (ii) Five members shall consist of representatives of low-income persons who reside in Yolo County and are appointed by the Board of Supervisors. When there is a low income vacancy, a press release in each of the County's major newspapers will announce such vacancy and invite those who would be interested in representing the low-income residents of Yolo County on the Community Services Action Board to attend the next meeting. If there are more applicants than vacancies, nominees will then be chosen through a democratic selection process, which is defined as a methodology reflecting the choice(s) of the people. Actual low-income persons will be given higher priority for nomination over those who represent low-income residents. If no applicants attend the meeting following the press release, the process of advertising in the major newspapers will continue for each subsequent meeting until there is a nominee. The low-income members of the current Community Services Action Board shall make their choice of the nominee(s) and make their

recommendation to the Board of Supervisors for its consideration.

(iii) Five members shall be representatives of private organizations appointed by the Board of Supervisors and who are nominated by their organizations that operate in Yolo County. Private organizations shall be selected in such a manner as to assure that the Board will benefit from broad community involvement. The Board shall draw members not only from among private social service agencies, private educational institutions, constituencies of the low-income concerned with specific problems and other private organizations within the community, but also from among business, industry, labor, and religious organizations. In order to maintain balanced representation, private sector members of the Community Services Action Board shall not exceed two seats from any one of the above listed concerns. After a private organization representative is nominated for membership, the Community Services Action Board shall review the applicant's qualifications for membership and then forward its recommendations to the Board of Supervisors for its consideration.

- (c) No person may sit on the Board as a member of a low-income or private organization who is an officer or an employee of the County of Yolo.
- (d) No person may sit on the Board who is an officer or an employee of an organization contracting to perform a component of the Community Action Agency work program unless that person falls within the criteria set forth in Government Code 1091, 1091.5 or other statutory exceptions to Government Code 1090 et. seq.

4. **Community Services Action Board: Petition for Representation**

Low income residents of Yolo County, or community agencies and representative groups of the low income, who feel inadequately represented on the Community Services Action Board may petition the Community Services Action Board for adequate representation. This section will outline the procedures for such petition.

- (a) The petition should be submitted to the Chairperson of the Community Services Action Board with ten signatures of low-income residents of Yolo County.
- (b) The petition shall be heard at the next regularly scheduled Community Services Action Board meeting if there is adequate time for dissemination and review by Community Services Action Board members. If there is not time for distribution and review, the petition will be heard at the following Community Services Action Board meeting.
- (c) The full Community Services Action Board shall determine how to respond to the petition and submit a recommendation to the Yolo County Board of Supervisors.

- (d) A written response to the petitioning groups shall be prepared discussing actions taken by the Community Services Action Board and forwarded to the group.

5. **Community Services Action Board: Terms**

- (a) Public officials or their representatives serve at the pleasure of the designating official and as long as the designating official is holding office.
- (b) The term of membership for low-income representatives and representatives of private organizations shall be four (4) years; provided, however, that a member who is appointed to fill a vacancy shall serve the remainder of the unexpired term; provided further, that the term of an incumbent shall not end until a successor is appointed or the office is abolished.
- (c) The terms for low-income representatives and representatives of private organizations shall be staggered so that approximately the same number of terms expire in each year.
- (d) The terms for low-income representatives and representatives of private organizations shall begin on January 1st and shall expire on December 31<sup>st</sup>.

6. **Community Services Action Board: Membership: Termination**

- (a) A vacancy shall occur upon the death, resignation, removal or disqualification of any member (including but not limited to the termination of residency in the County or cessation of the status that qualified the member for appointment).
- (b) The appointing authority may remove any member who has three (3) unexcused absences from scheduled meetings or who, in the opinion of the appointing authority, is not adequately performing the duties for which the member was appointed.
- (c) Any member of the Community Services Action Board may resign at any time by submitting a written resignation to the Clerk of the Board of Supervisors. Any such resignation shall be effective upon submission if no effective date is specified therein. If an effective date is specified therein, the resignation shall be effective upon the specified date if such date is not more than sixty (60) days after the date of submission, or upon the sixtieth (60th) day after submission if the date specified is more than sixty (60) days after the date of submission.
- (d) Any vacancy shall be filled by an appointment of another member of the same area of representation for the remainder of the unexpired term of the member being replaced. In the case of a low-income vacancy, the remaining



low-income members shall nominate the replacement to serve for the remaining term and make their recommendation to the Board of Supervisors for its consideration.

7. **Community Services Action Board: Officers**

The membership of the Community Services Action Board shall elect a chairperson and vice-chairperson at the first meeting in January. Such offices shall be filled by election for the next succeeding twelve-(12) month term. The Executive Director or designee shall serve as secretary to the Community Services Action Board and shall provide such staff assistance as may be required.

8. **Community Services Action Board: Meetings**

- (a) Meetings of the Community Services Action Board may be held each month, but must be held at least once every two months. Meetings may be held more frequently as called by the chairperson, vice-chairperson, the Executive Director, or any five members of the Community Services Action Board.
- (b) The secretary of the Community Services Action Board shall keep minutes of each meeting and shall create a copy of all approved minutes to be filed with the Clerk of the Board of Supervisors. Minutes shall include the names of all members who are present and absent, all reports received, approved or otherwise considered, any formal actions or votes taken (including but not limited to recommendations adopted) and the vote of each member who voted thereon, and such additional information as is deemed necessary and appropriate.
- (c) Meetings shall be held in accordance with the Brown Act.
- (d) A majority vote of those present and constituting a quorum, excluding those who abstain due to a legal conflict of interest, but including those who abstain for any other reason, shall be required for any action, except that a vote of a majority of those present shall be sufficient to adjourn or continue any proceeding.
- (e) The Community Services Action Board may adopt such rules, consistent with this Resolution and all provisions of State law and Federal law, as it deems necessary for the conduct of its business.
- (f) Roberts Rules of Order do not govern the proceedings and shall not be otherwise binding, but may be used for guidance purposes as deemed necessary or appropriate by the chair or the vice-chair of the Community Services Action Board unless otherwise decided by a majority vote of the members who are then present.

9. **Community Services Action Board: Meetings: Quorum**

A majority of the non-vacant seats shall constitute a quorum of the Community Services Action Board.

10. **Community Services Action Board: Compensation**

Community Services Action Board Members shall be compensated according to Yolo County practice and procedure except when Federal or State compensation would take precedence. Low-income Community Services Action Board members may be reimbursed for travel and/or child care expenses incurred while attending monthly Community Services Action Board meetings. The basis for these reimbursements must be documented.

11. **Community Services Action Board: Special Regulations**

- (a) Members of the Community Services Action Board are prohibited from accepting gifts, money or gratuities:
  - (i) From persons receiving benefits or services under any program operated by the Community Services Action Board.
  - (ii) From persons or agencies under contract to perform services by programs operated by the Community Services Action Board.
- (b) Members shall abstain from voting on matters pertaining to any organization that is contracting to perform a component of the Community Action Agency work program or other social service grant funded programs with which that member is affiliated in a decision making position.

12. **Community Services Action Board: Notice**

Community Services Action Board packets shall be provided to members—including agendas, past minutes and other relevant information—at least five days in advance of any Community Services Action Board meeting.

13. **Community Services Action Board: Executive Director**

The Director of the Yolo County Department of Employment and Social Services will serve as the Executive Director of the Community Services Action Board.

3. This Resolution supersedes and replaces Minute Order 98-234, Item 24.

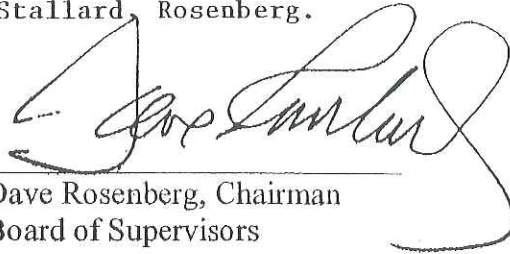
/ / /

/ / /

/ / /

**PASSED AND ADOPTED** by the Board of Supervisors of the County of Yolo, State of California, this 26 day of February, 2002, by the following vote:

AYES: Pollock, McGowan, Wolk, Stallard, Rosenberg.  
NOES: None.  
ABSENT: None.  
ABSTENTIONS: None.

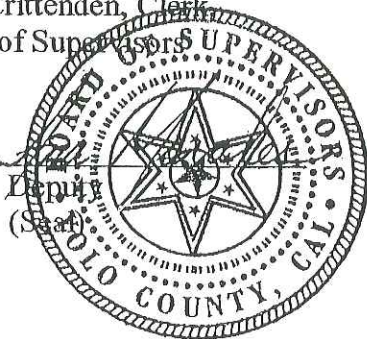


Dave Rosenberg, Chairman  
Board of Supervisors  
County of Yolo, State of California

Attest:

Patty Crittenden, Clerk  
Board of Supervisors

By:



Approved as to Form:

Steven M. Basha, County Counsel

By:

  
Stephen B. Nocita, Senior Deputy