



COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

Minutes

Date & Time: October 9, 2018 from 4:30 to 6 p.m.

Location: Yolo County Library- Davis
314 E. 14th Street
Davis, CA

Organizer: Yolo County Health and Human Services Agency

Members Present: Fran Maguire, Bill Pride, Lizbeth West, Maria Chairez, Maria Elena Alvillar, Roz Stone, Henry Valle and Greta Eoff

Members Excused: Isaac Blackstock, Elizabeth Mosley, Pamela Byrd-Dunn, Alicia Cruz, Sally Madden and Vincent Olvera

HHSA Staff Present: Emily Meza, Kim Heuvelhorst, Ian Evans and Sandra Sigrist

Guest Presenters: County Administrator's Office – Carolyn Jhaji
Meals on Wheels – Christi Skibbins and Tim Eng
Fourth & Hope – Doug Zeck, Jr. and Amara Pickens

Meeting was brought to order by Emily Meza at 4:35pm.
Quorum established with 8 members present.

1. **Pledge of Allegiance**
Emily Meza led members in the Pledge of Allegiance.
2. **Introductions and Community Updates**
Emily Meza led members in introductions and Community Updates.
3. **Public Comments**
No members of the public were present.
4. **Approval of 10/9/2018 Agenda**
The board approved the agenda with no amendments.
 - A. **Motion:** Bill Pride
 - B. **Second:** Roz Stone
 - C. Unanimous approval, no abstentions
5. **Approval of 8/14/18 Minutes**

The board approved the minutes with no amendments.

- A. **Motion:** Roz Stone
- B. **Second:** Maria Elena Alvillar
- C. Unanimous approval, no abstentions

6. Community Engagement Policy: County Administrator's Office

Carolyn Jhajj from the County Administrator's Office presented a draft policy on Community Engagement which is also available on the County website <https://www.yolocounty.org/residents/community-engagement> . They are seeking feedback on the draft policy during October. The policy is scheduled to go to the Board of Supervisors for approval in November.

7. Provider Presentation: Christi Skibbins, Meals on Wheels

Christi Skibbins provided a presentation on Meals on Wheels, funded with CSBG monies. Key highlights are below:

- Food prepared at Woodland kitchen and delivered to congregate meal sites (for those able to travel to site) and to individual homes on multiple routes (for those who are homebound)
- Congregate meal sites provide socialization and offer other activities
- Volunteers delivering home meals provide social contact and a safety check
- Current waiting list of 30 people-limited by both money and lack of volunteers
- Prepared food is delivered between 11 and 12:30 five days per week. During the last weekend of the month, a bag of non-perishable groceries is provided
- Would like to start a protein pilot project, to provide protein with the mid-day meal, to be consumed later in the day to combat bone loss.
- Meals on Wheels is collecting a client survey with information about food security/insecurity.
- Christi distributed a document that lists the detailed eligibility requirements for the home delivered meals program.

8. Provider Presentation: Doug Zeck, Jr., Fourth & Hope

Doug Zeck, Jr., presented on the Fourth & Hope shelter program.

- The shelter provides 65 beds per night for individuals and is the largest year round shelter in the County.
- Additionally, the cafeteria space is used to shelter families and can accommodate up to 48 individual family members.
- They have been at capacity for approximately two years now.
- Check in occurs at 6 PM and must check out in the morning. However, guests can stay in the courtyard during the day and utilize the day services.
- CSBG funds provide for 3 to 4 case manager who meet with clients, assess and work towards stability (through SSI, employment etc.). Currently approximately 23 shelter guests are working.
- One of the biggest barriers to obtaining permanent housing is the landlord requirement to have income that is two to three times the monthly rent amount.
- Dinner is served at 5 PM daily and is open to anyone, not just shelter guests. Doug reported that some guests who have obtained permanent housing still return for the daily meals due to food insecurity.

9. Increase in CSBG Funds

In July, 2018, CSD informed Yolo County HHSA of an additional \$42,415 in funds to be received in 2018. The funds are split between two different categories and must be tracked and reported on separately. The General CSBG Increase totals \$7,415 and must be spent by December 31, 2018. At the CSAB meeting on August 14, 2018, CSAB approved a motion for these funds to be retained by Yolo County HHSA to be applied towards the Indirect Cost Rate.

The Discretionary CSBG Increase totals \$35,000 and must be spent by May 31, 2019. At the CSAB meeting on August 14, 2018, board members requested to hear the last two provider presentations planned for the October meeting and to review the performance outcomes in detail. They also wanted to hear from providers asking how they would use extra funds before deciding allocation amounts. Yolo County HHSA obtained this information from each of the providers, asking how they would use either \$7,000 (an equal portion of the funds available) or the full \$35,000. The provider responses along with a summary sheet were provided with the agenda packet. The staff recommendation was to split the money equally, awarding \$7,000 to each of the five providers. This is consistent with the CSAB's original desire to split the money fairly and to be able to give more money to each provider. Additionally, splitting the money equally provides a clear understanding to the Board of Supervisors regarding the process used to determine the allocation for each provider.

- A. **Motion:** Fran Maguire
- B. **Second:** Roz Stone
- C. Unanimous Approval, Bill Pride abstained

10. Review Q2 CSBG Performance Report

The Quarter 2 – Performance Measure Report was provided to all board members for review. Quarter 3 data will be reviewed at the December 2018 meeting. There was a question about Yolo County Children's Alliance data for performance measure 1.1 (450% for Q1 and 740% for Q2), asking if this information is correct. Yolo County HHSA explained that this was the first year that this provider was operating this program and they had not known what to expect. Additionally, the data may reflect every person that the housing navigator has contact with. Moving forward, they may want to redefine that to measure only those who are placed into permanent housing.

11. Adjourn

The meeting adjourned at 5:50 pm

- A. **Motion:** Bill Pride
- B. **Second:** Henry Valle
- C. Unanimous approval, no abstentions