



COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

Minutes

Date & Time: December 11, 2018 from 4:30 to 6 p.m.

Location: Yolo County HHSA – West Sacramento
500 Jefferson Blvd, Building A – Community Room
West Sacramento, CA

Organizer: Yolo County Health and Human Services Agency

Members Present: Isaac Blackstock, Elizabeth Mosley, Roz Stone, Lizbeth West, Henry Valle, Fran Maguire, Maria Elena Alvillar, and Maria Chairez.

Members Excused: Bill Pride, Pamela Byrd-Dunn, Alicia Cruz, Sally Madden, Greta Eoff, and Vincent Olvera

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

Guest Presenters: None

Meeting was brought to order by Isaac Blackstock at 4:30 pm.
Quorum established with 8 members present.

1. Pledge of Allegiance

Isaac Blackstock led members in the Pledge of Allegiance.

2. Introductions and Community Updates

Isaac Blackstock led members in Introductions and Community Updates.

3. Public Comments

No members of the public were present.

4. Approval of 12/11/2018 Agenda

The board approved the agenda with no amendments.

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

5. Approval of 10/9/18 Minutes

The board approved the minutes with no amendments.

- A. **Motion:** Lizbeth West
- B. **Second:** Roz Stone
- C. Unanimous approval, no abstentions

6. Community Need Assessment: Kim Heuvelhorst

Kim Heuvelhorst explained the purpose of the Community Needs Assessment (CNA) and Community Action Plan (CAP), and provided an overview of the process and timeline for these. The CAP is required by the State Department of Community Services Development (CSD) every two years as a condition of receiving CSBG funds. The CNA is the start of the process and obtains community input through meetings in various parts of the county and through utilization of an online survey. The CNA identifies the three highest priority needs in the county. HHSA drafts the CAP, incorporating the priority needs from the CNA and outlining how the county will address those high priority needs. Requests for Proposals are developed for services providers, utilizing the identified priorities. Proposals are reviewed, applicants interviewed and the selection of vendors occurs to award the funding starting in 2020. CSAB will meet monthly for most of 2019 in order to accomplish the work involved. CSAB suggested utilizing an HPAC General Meeting as one of the community input sessions. Time will be set aside on the January CSAB meeting agenda to brainstorm how best to gather input from a wide range of stakeholders (i.e. social workers who work with youth, school districts, office of education etc.).

7. 2019 CSBG Contract: Ian Evans

Ian Evans provided an update on the 2019 CSBG allocation. Yolo County HHSA is in the process of executing the grant agreement with CSD and is currently obtaining the necessary approval from the Board of Supervisors to submit the grant agreement to CSD. The 2019 allocation amount has an increase of approximately \$4,024 from the 2018 allocation amount. Ian explained that one option would be to allocate these funds to the Yolo County HHSA Emergent Needs Fund. This fund is utilized for eviction prevention, move-in costs etc., and in 2018, this CSBG funds for the Emergent Needs Fund were exhausted by July. After discussion, the board approved a motion to add the extra funds to the Yolo County HHSA Emergent Needs Fund.

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

8. Performance Measure Report – Q3: Kim Heuvelhorst

Kim Heuvelhorst reviewed the Performance Measure (PM) Report which has been updated with Quarter 3 information. She explained some content which may be confusing. The PM 1 'in quarter' is reporting just what occurred in that quarter, while the PM 1 'to date' is cumulative for the year to date. The PM 3 '% of goal' is also cumulative for the year to date, so it isn't expected to be 100% until the end of the 4th quarter. The Food Bank PM 3.1 indicates 'not yet reporting'. This is because the Food Bank is collecting data in 2018 to use as their baseline. Additionally, Yolo County Children's Alliance PM 1.1 is unusually high. This is because this was their first year for the program and they underestimated the volume of participants they would have. Additionally, HHSA will work with them on a way to further define who is being counted in this category (i.e. only those receiving financial assistance or only those receiving case management for a minimum threshold).

9. 2019 CSAB Meeting Schedule: Kim Heuvelhorst

Kim Heuvelhorst provided a draft 2019 CSAB Meeting Schedule which has been updated since the draft that was distributed with the agenda packet. There are extra meetings planned due to

the work anticipated for the Community Needs Assessment and Community Action Plan. An onsite monitor from CSD will be attending the May 14th CSAB meeting.

10. 2018 CSBG Expenditures: Kim Heuvelhorst

Kim Heuvelhorst provided an update on the 2018 CSBG expenditures. CSD contacted HHSA recently to verify that Yolo County expected to fully expend all of the 2018 CSBG funds by 12/31/18. HHSA confirmed this internally for the CSBG funds administered 'in house' and also verify with all of the service provided that they also expect to fully expend the funds by the end of December. HHSA responded to CSD with this update.

11. Update on Monitoring Visits: Kim Heuvelhorst

Kim Heuvelhorst provided an update on the CSBG monitoring site visits. These were completed at the end of November and board members attended at least three of them. HHSA is in the process of writing up the monitoring reports which include not only information about the visits but also other information such as whether performance measure data was reported on time. When the reports are finalized and approved, they are sent to providers. CSAB requested to receive a copy of the monitoring reports via email after they are sent to providers.

12. Board Vacancy Update: Kim Heuvelhorst

There are currently two vacancies on the CSAB. One position has been vacant for a couple of months, and the second is due to Alicia Cruz' retirement at the end of this month. HHSA has started the process of recruiting to fill those two vacancies and will post a press release. A board member asked how this is publicized besides the press release. Isaac Blackstock shared that he learned about it from HPAC and also thought that the supervisors may post it to their website and send it out to their provider list.

13. Adjourn

The meeting adjourned at 5:26 pm

- A. **Motion:** Maria Chairez
- B. **Second:** Elizabeth Mosley
- C. Unanimous approval, no abstentions