



COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

Minutes

Date & Time: January 8, 2019 from 4:30 to 6 p.m.

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

Organizer: Yolo County Health and Human Services Agency

Members Present: Isaac Blackstock, Lizbeth West, Fran Maguire, and Maria Chairez.

Members Excused: Bill Pride, Roz Stone, Henry Valle, Maria Elena Alvillar, Elizabeth Mosley, Pamela Byrd-Dunn, Alicia Cruz, Sally Madden, Greta Eoff, and Vincent Olvera

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

Guest Presenters: None

Public Guests: Miguel and Susan Gonzales

Meeting was brought to order by Isaac Blackstock at 4:38 pm.
Quorum was not established with only 4 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.

CSAB requested that HHSA ask County Counsel if members can attend by phone if they are unable to attend in person. If this is permitted, HHSA will provide a phone and ensure that each meeting site has a live phone jack to provide a call in option.

3. Public Comments

Two members of the public were present. They are residents of Woodland and have volunteered with Fourth and Hope. Susan works at Woodland Healthcare and is also working on a master's thesis on homelessness. Her initial observation is that there are a lot of agencies providing homeless related services in Yolo County. Miguel recently retired from the State Controller's

Office and is looking for an opportunity to be involved locally. They saw the press release regarding the vacancies on the CSAB board and attended to learn more about CSAB.

4. Approval of 1/8/2019 Agenda

A quorum was not established, so the approval of the agenda will occur at the February meeting.

5. Approval of 12/11/18 Minutes

A quorum was not established, so the approval of the minutes will occur at the February meeting.

6. Elections: Isaac Blackstock

A quorum was not established, so the elections could not occur as scheduled. Isaac Blackstock shared that he is open to serving as Chair for another year if he is nominated.

7. 2019 CSBG Contract Update: Kim Heuvelhorst

Kim Heuvelhorst provided an update on the status of the 2019 CSBG Contract with the State Department of Housing and Community Development. All of the required items have been submitted to HCD. HCD requested for some updated insurance documents which HHSa is in the process of submitting. Following that, HHSa expects to receive the funds.

8. Update on Board Vacancies: Kim Heuvelhorst

Kim Heuvelhorst explained that 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 December. Both positions are for members of civic organization, although there may be some flexibility around how that is defined. HHSa has posted the press release as of 1/2/19 and it was sent to the media (64 contacts), and is posted online (notice to 856 subscribers), as well as the County's general Facebook (1,440 followers) and Twitter (1,467 followers) feeds. It has also been sent to the Yolo County Homeless and Poverty Action Coalition (HPAC). There is no set deadline for when the application period will close. The positions are Board appointed, so applications are submitted to the Board of Supervisors and the entire application process goes through the Clerk of the Board.

Emily Meza explained that the primary responsibilities for CSAB members are: to attend the CSAB meetings, which are held bi-monthly or more frequently in the year during which the Community Action Plan is being developed; participate in development of the Community Needs Assessment and the Community Action Plan which determines the priorities for the Request for Proposal process; make funding recommendations to the Board of Supervisors about how to award the CSBG grant funds; and attend CSBG site monitoring visits if possible. She also explained that the current CSBG grant recipients are:

- Yolo County Children's Alliance (\$50,000 for homeless services)
- Fourth and Hope (\$50,000 for emergency shelter shelter)
- Meals on Wheels (\$20,000 for Senior hot meal program)
- Yolo Food Bank (\$50,000 to provide free food to their partner agencies)
- Davis Community Meals and Housing (\$40,000 for a family transitional housing program)

This year, in the second year of the cycle, CSAB invited these agencies to attend a CSAB meeting and present information to CSAB about their program and how the CSBG funds are being used.

9. 2020/21 Community Action Plan: Emily Meza

• **Overview**

Emily Meza explained that the Community Action Plan is developed to determine how the CSBG funds will be used to combat poverty. It is also a requirement of the funding and

must be completed every two years. CSAB will be developing the 2020/21 Community Action Plan this year. The Community Action Plan is developed based on the results of the Community Needs Assessment, and the completed plan is due to HCD by June 2019. After the Community Action Plan is written, CSAB will issue the Request for Proposals for service providers for the 2020/21 CSBG funds.

- **Community Input Process**

Ian Evans provided an overview of how this has been done in the past. The survey has been posted via Press Release, Facebook, Twitter, and sent to HPAC, other HHS partners and group forums, etc. Additionally, public forums have been held in each city and several rural areas. During the forums, there is verbal discussion where public feedback is obtained and then all attendees are also encouraged to complete the survey.

- **Survey Design and Collection Process**

CSAB members shared several ideas related to the survey design and collection process including the following suggestions:

- Include a question about children/youth and homelessness
- Expand the youth section on the survey
- Start the survey earlier and keep it open for 3 to 4 weeks instead of 2 weeks.
- Ensure that CSAB reaches out to education providers, perhaps holding a public forum at a school site.
- Ensure that CSAB reaches out to Veterans and suggestion to hold a public forum at a Veteran's Hall.
- Use a wider range of social media sites that might be more popular with younger community members (i.e. Discord)

One CSAB member explained that historically individual board members would share the survey with any individuals or groups that they wanted to be sure to reach, and were responsible to collect/return those surveys back to HHS.

- **Subcommittee**

CSAB has the option to form a subcommittee to work on the Community Needs Assessment and Community Action Plan or to complete the work during the regular meetings instead. After discussion, CSAB decided to form a subcommittee and start meeting in early February to develop recommendations and present them at the February 12th general CSAB meeting. To support the subcommittee, HHS will review what the required elements of the survey are and where there is flexibility. HHS will send an email to solicit members for subcommittee, requesting a response within one week, and will schedule a room during the first week of February for first subcommittee meeting.

10. Adjourn

The meeting adjourned at 5:42 pm

A quorum was not present, so the approval of the adjournment will occur at the February meeting.