



# COUNTY OF YOLO

## Health and Human Services Agency

### Community Services Action Board

### *Minutes*

**Date & Time:** February 12, 2019 from 4:30 to 6 p.m.

**Location:** Yolo County HHSA – Gonzales Building – Clarksburg Room  
25 N. Cottonwood Street  
Woodland, CA 95695

**Organizer:** Yolo County Health and Human Services Agency

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**Members Present:** Elizabeth Mosley, Lizbeth West, Fran Maguire, Maria Elena Alvilar, Vincent Olvera, Roz Stone, Bill Pride, and Maria Chairez

**Members Excused:** Isaac Blackstock, Henry Valle, Pamela Byrd-Dunn, Sally Madden, and Greta Eoff

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

**Guest Presenters:** None

**Public Guests:** Rebecca J., U.C. Davis student

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Meeting was brought to order by Bill Pride at 4:50 pm.  
Quorum was established with 8 members present.

#### 1. Pledge of Allegiance

Vincent Olvera led members in the Pledge of Allegiance.

#### 2. Introductions and Community Updates

Bill Pride led members in introductions and community updates.

- Bill Pride – 2019 Point in Time (PIT) Count occurred in January. The unofficial unsheltered numbers reported verbally by the community leads indicate an increase over the 2017 PIT Count. HHSA is still in the process of validating and analyzing the data.
- A member asked how each of the CSAB representative position type is defined. Emily provided the information from the bylaws and will send out the bylaws to the group.
- A member asked if the board vacancies have been filled. These have not been filled yet. This process occurs through the Clerk of the Board and they will let us know when the new members are selected.

#### 3. Public Comments - None

**4. Approval of 1/8/2019 Agenda.**

The 1/8/19 agenda was approved with no amendments.

Motion: Lizbeth West

Second: Vincent Olvera

Ayes: Unanimous

Nays: None

Abstentions: None

**5. Approval of 2/12/19 Agenda**

The 2/12/19 agenda was approved with an amendment to move up the 2020/21 CAP item to immediately following the elections agenda item.

Motion: Bill Pride

Second: Roz Stone

Ayes: Unanimous

Nays: None

Abstentions: None

**6. Approval of 12/11/18 Minutes**

The 12/11/18 minutes were approved with no amendments.

Motion: Fran Maguire

Second: Lizbeth West

Ayes: Unanimous

Nays: None

Abstentions: None

**7. Approval of 1/8/19 Minutes**

The 1/8/19 minutes were approved with no amendments.

Motion: Lizbeth West

Second: Maria Chairez

Ayes: Unanimous

Nays: None

Abstentions: None

**8. Elections**

- Elections normally occur in January but there was no quorum in January so the agenda item was moved forward to this meeting.

- There are two positions that are elected: the chair and vice-chair.

- Chair - Isaac Blackstock previously indicated interest in continuing as Chair if group wants to elect him again. There was a motion to nominate Isaac Blackstock as the 2019 CSAB Chair:

Motion: Maria Chairez

Second: Vincent Olvera

Ayes: Unanimous

Nays: None

Abstentions: None

Since no other member expressed an interested in being nominated for Chair, a vote was not necessary.

- Vice Chair - There was a motion to nominate Elizabeth Mosley as the 2019 CSAB Vice-Chair:

Motion: Maria Chairez

Second: Fran Maguire

Ayes: Unanimous

Nays: None

Since no other member expressed an interest in being nominated for Vice Chair, a vote was not necessary.

## 9. Community Action Plan Subcommittee Report Out

Ian Evans, Yolo County HHSA, reported that at the January meeting, the board chose to form a subcommittee to work on the 2020/2021 Community Action Plan (CAP) timeline, survey design, and community engagement plan etc. HHSA researched parameters and requirements for the low income needs survey. The subcommittee of three board members met on 2/6/19 to complete the work listed below:

- Low-Income Needs Survey – Revisions were made based on required elements and suggested improvements by subcommittee, aligned with discussion from the January meeting. Ian discussed each of the revisions to the survey which are indicated by red font.
- Revised CAP Timelines – Revisions were made to the CAP Timeline to allow for the survey to be open for a longer period of time.
- Community Engagement Plan – CSAB will utilize a two-pronged approach:
  - Low-Income Needs Survey – Paper and electronic versions of the survey will be available in English, Spanish and Russian. The survey will be available for approximately 4 weeks, from February 28<sup>th</sup> through March 29<sup>th</sup>.
  - Community Forums - There are six community forums planned. Maria Chairez proposed moving the Woodland meeting to March 27<sup>th</sup> at 4 PM at the Yolo County Office of Education. She will contact Yolo County HHSA by Friday if she is able to arrange this. During the community forums, there will be a brief overview of the Community Services Block Grant and relevant data for Yolo County. This will be followed by verbal discussion to obtain public feedback on how best to meet the needs of low income individuals and families in our community. All attendees will also be encouraged to complete the survey.
  - The survey and forum information will be posted via Press Release, Facebook, Twitter, and sent to HPAC, other HHSA partners and group forums, etc. Additionally, CSAB members will distribute the surveys (electronic version, paper version, or both) to various groups. A sign-up sheet was completed by members present. The list of groups identified at this time include: Davis Community Meals and Housing Resource Center, Interfaith Rotating Winter Shelter – Davis, Communicare, Low Income Apartment Complexes, Meals on Wheels, Grace in Action, Empower Yolo Davis, Fourth and Hope, WEMM (ministerial group), Educational sites, Davis Senior Center, Yolo County SPCA Store, Legal Services of Northern CA, Veteran's groups, HRC Davis, Education groups, Library, UC Davis. Additional ideas shared at the 2/6/19 subcommittee meeting include: City Councilmembers' social media sites, Woodland and West Sacramento Rotating Winter Shelters/Warming Centers, Churches, Farmers' Markets, Local Mental Health Board, HHSA Stakeholder workgroup, Substance use provider network, Health council, and HPAC. Additional groups may be added by any CSAB member.
- Community Action Plan Template – This is provided by the State and is included for reference only at this time.

The CAP Timeline, Low Income Needs Survey and Community Engagement Plan were approved by CSAB.

Motion: Bill Pride

Second: Maria Chairez

Ayes: Unanimous

Nays: None

Abstentions: None

## 10. Yolo County Strategic Plan Input

Yolo County develops a strategic plan every three years. The current plan expires 12/31/19 and the County Board of Supervisors is seeking input as they work to develop the next plan which will be in place for 2020 through 2022. To gather input, they developed a six question survey and requested

that CSAB provide a collective response. Each the survey questions shown below was discussed and the group's response was recorded and submitted to the survey contact person.

- a. What is the name of your committee, advisory body or special district?
- b. What is Yolo County's greatest strength and how should the County build on this strength?
- c. What is an area that Yolo County could improve on and how should the County do so?
- d. Based on your field of interest what are the greatest challenges Yolo County will face over the next 3 to 5 years? What do you suggest as the best approaches for the County in tackling these challenges?
- e. Outside of your field of interest, what are the greatest challenges you believe Yolo County will face over the next 3 to 5 years? What do you suggest as the best approaches for the County in tackling these challenges?
- f. Is there additional information or suggestions regarding the Strategic Plan that you would like to share?

### **11. Teleconference Option**

At the January meeting, HHSA was asked to research if CSAB members could attend by teleconference. Kim Heuvelhorst, Yolo County HHSA, reported that as an advisory board to the County Board of Supervisors, CSAB is subject to the Brown Act requirements. HHSA researched this question with County Counsel who indicated that teleconferencing was permitted if it met the teleconferencing requirements of the Brown Act. County Counsel referred us to [Open & Public V: A Guide to the Ralph M. Brown Act](#) which is available on the [County Counsel's website](#) for additional details. Beginning on page 24, it lists the requirements for technological conferencing which include, but are not limited to:

- Each teleconference location must be specifically identified in the notice and agenda of the meeting, including a full address and room number, as may be applicable
- Agendas must be posted at each teleconference location, even if a hotel room or a residence
- Each teleconference location, including a hotel room or residence, must be accessible to the public and have technology, such as a speakerphone, to enable the public to participate
- The agenda must provide the opportunity for the public to address the legislative body directly at each teleconference location

The California Government Code section 54953 is referenced in the Open & Public Guide and the reference was provided during meeting for members who wish to do further research.

### **12. 2019 CSBG Contract Update**

Emily Meza, Yolo County HHSA, reported that the 2019 CSBG contract with the State has been fully executed.

### **13. Future agenda items**

Emily Meza, Yolo County HHSA, inquired about future agenda items that CSAB is interested in, when time allows. The following suggestions were discussed:

- Roberts Rules of Order
- Brown Act
- Presentations from CSBG providers
- Presentation from other organizations or branches of HHSA
- Opportunities to see tangible results from the CSBG funds i.e. success stories.
- Pending or proposed legislation related to CSAB's interest
- Educational presentations about client services and how to access them (homeless, veterans, seniors etc.)
- County strategic plan and vision

A CSAB member inquired if the Brown Act required members to stay at the meeting location until the end of the meeting. HHSA will research this question.

Another CSAB member asked if Roberts Rules of Order allowed a member to vote to approve minutes if that member was not present at the meeting for which the minutes were taken. HHSa will research this question

**14. Adjourn**

The meeting adjourned 6:10 pm

Motion: Vincent Olvera

Second: Maria Elena Alvilar

Ayes: Unanimous

Nays: None

Abstentions: None