



COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

Agenda

Date & Time: July 9, 2019 from 4:30 to 6 p.m.
Location: Yolo County HHSA – Bauer Building – Thomson Room
137 N. Cottonwood Street
Woodland, CA 95695
Organizer: Yolo County Health and Human Services Agency
Contact: Ian Evans: (530) 666-8297

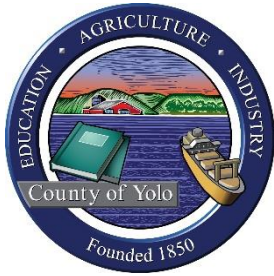
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- 1) **Pledge of Allegiance: Isaac Blackstock..... 2 Minutes**
 - 2) **Introductions and Community Updates: Isaac Blackstock..... 20 Minutes**
 - 3) **Public Comments: Isaac Blackstock 5 Minutes**
 - 4) **Approval of 6/11/19 Agenda: Isaac Blackstock..... 2 Minutes**
 - ACTION REQUIRED: Approve Agenda
 - 5) **Approval of 7/9/19 Agenda: Isaac Blackstock..... 3 Minutes**
 - ACTION REQUIRED: Approve Agenda
 - 6) **Approval of 5/14/19 Minutes: Isaac Blackstock 5 Minutes**
 - ACTION REQUIRED: Approve Minutes
 - 7) **Approval of 6/11/19 Minutes: Isaac Blackstock 5 Minutes**
 - ACTION REQUIRED: Approve Minutes
 - 8) **Board Vacancy Update: Ian Evans..... 8 Minutes**
 - 9) **CSD Monitoring Visit Update: Ian Evans 10 Minutes**
 - 10) **2018 Discretionary Funds Update: Kim Heuvelhorst..... 5 Minutes**
 - 11) **2020-21 Request for Proposal (RFP) Scope: Ian Evans 20 Minutes**
 - ACTION REQUIRED: Approve 2020-21 RFP Scope
 - 12) **Future Topics 5 Minutes**
 - 13) **Adjourn**

Next Meeting

Date & Time: August 13, 2019 from 4:30 to 6:00 p.m.
Location: Yolo County HHSA – West Sacramento – Building A – River City Room
500 Jefferson Blvd.
West Sacramento, CA 95605

Supporting Documentation for Item #4

Agenda from 6/11/2019



COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

Agenda

Date & Time: June 11, 2019 from 4:30 to 6 p.m.
Location: Yolo County Library – Davis Branch – Blanchard Room
315 E. 14th Street
Davis, CA 956916
Organizer: Yolo County Health and Human Services Agency
Contact: Emily Meza: (530) 312-5146

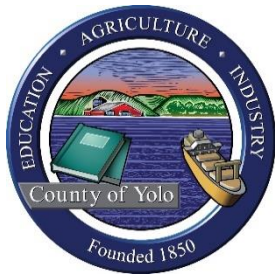
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- 1) **Pledge of Allegiance: Isaac Blackstock..... 2 Minutes**
 - 2) **Introductions and Community Updates: Isaac Blackstock..... 10 Minutes**
 - 3) **Public Comments: Isaac Blackstock 5 Minutes**
 - 4) **Approval of 6/11/19 Agenda: Isaac Blackstock..... 3 Minutes**
 - ACTION REQUIRED: Approve Agenda
 - 5) **Approval of 5/14/19 Minutes: Isaac Blackstock 5 Minutes**
 - ACTION REQUIRED: Approve Minutes
 - 6) **2019 CSBG Quarterly Report (1st Quarter): Emily Meza 15 Minutes**
 - 7) **2019 Discretionary Contract Update: Ian Evans 5 Minutes**
 - 8) **Community Action Plan (CAP) Update: Ian Evans..... 5 Minutes**
 - 9) **Vacancy Updates: Ian Evans 10 Minutes**
 - 10) **Request for Proposals: Review of Previous RFP and Discussion 20 Minutes**
 - 11) **Future Topics 10 Minutes**
 - 12) **Adjourn**

Next Meeting

Date & Time: July 9, 2019 from 4:30 to 6:00 p.m.
Location: Yolo County HHSA – Bauer Building – Thomson Room
137 N. Cottonwood Street
Woodland, CA 95695

Supporting Documentation for Item #6

Meeting Minutes from 5/14/2019



COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

Minutes

Date & Time: May 14, 2019 from 4:30 to 6 p.m.

Location: Yolo County HHSA – Bauer Building – Thomson Room
137 N. Cottonwood Street
Woodland, CA 95695

Organizer: Yolo County Health and Human Services Agency

Contact: Emily Meza: (530) 312-5146

Members Present: Isaac Blackstock, Maria Chairez, Roz Stone, Greta Eoff, Bill Pride, Vince Olvera
Irma Rodriguez Fran Maguire, Elizabeth Mosley,

Members Excused: Pamela Byrd-Dunn, Sally Madden, Henry Valle, Maria Elena Alvilar, and Lizbeth West

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

Guest Presenters: None

Public Guests: Dan Wessel, Sandra Rodriguez, Leslie Taylor, Katie Walker, Stella Avila, Joy Cohan and Jessica Jones

Quorum was established with 8 members present. The meeting was brought to order at 4:37 pm by Isaac Blackstock.

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.

- Isaac Blackstock reported that YCH held their Spring Fling event. They visit each public housing site and have special activities for the residents.
- Maria Chairez shared that she had 157 parents attend back to school night.
- Ian Evans introduced guests from CSD, visiting as part of their Onsite Monitoring of the CSBG program. Isaac Blackstock attended the Entrance Conference earlier today, then CSD visited the

Yolo Food Bank for a tour and are attending this meeting as part of their visit. The Exit Conference is scheduled for tomorrow.

3. Public Comments

- Bill Pride commented about the recent census of the homeless population. There was a significant increase of homelessness in Yolo County to 655 individuals which is approximately 200 more than the previous Point-in-Time (PIT) Count. This is likely the trend statewide. The 2019 PIT Count report draft was recently shared.
- Vince Olvera reminded everyone that May is a month to remember veterans who gave their lives. Yolo Veteran's Coalition has a ceremony at 2 PM on Monday, May 27th. The American Legion has a ceremony at 11 AM on Monday, May 27th at the Woodland Cemetery in the Veterans section. The guest speaker this year is Woodland City Councilman Tom Stollard, a veteran of the U.S. Navy. All are welcome to attend. The flags on Main Street are put there by the American Legion. They are all casket flags that have been donated by family members with an 'in memory of' plaque. This month is also a memorial for the peace officers who have given their lives in the line of duty. A ceremony to honor them is at the Yolo County Atrium building on May 16th at 11 AM. The event is open to the public and the American Legion will be providing a 21-gun salute.

4. Approval of 5/14/2019 Agenda.

The 5/14/19 agenda was reviewed and a correction was made to #9 to read "ACTION REQUIRED: Approve 2020-21 Community Action Plan". The amendment was approved.

Motion: Maria Chairez

Second: Bill Pride

Ayes: Unanimous

Nays: None

Abstentions: None

The 5/14/19 agenda was approved as amended.

Motion: Bill Pride

Second: Greta Eoff

Ayes: Unanimous

Nays: None

Abstentions: None

5. Approval of 3/12/19 Minutes

The 3/12/19 minutes were approved with an amendment to item #10 to reflect that Irma Rodriguez had suggested reaching out to the local community colleges for further distribution, including Woodland Community College. Davis Center as well as Sacramento City College.

Motion: Bill Pride

Second: Roz Stone

Ayes: Unanimous

Abstentions: None

6. Approval of 4/9/19 Minutes

The 4/9/19 minutes were approved with no amendments.

Motion: Isaac Blackstock

Second: Roz Stone

Ayes: Unanimous

Abstentions: None

7. Approval of 2019 Community Needs Assessment

Ian Evans explained that the data from this was reviewed at the April meeting and then sent the full assessment out for review by email and in the agenda packet for today's meeting. Formal approval is needed of the 2019 Community Needs Assessment.

The 2019 Community Needs Assessment was approved with no amendments.

Motion: Bill Pride

Second: Greta Eoff

Ayes: Unanimous

Abstentions: None

8. Public Hearing for Draft Community Action Plan

Ian Evans explained that the draft 2020-21 Community Action Plan is required to be posted for public review and a public hearing is required. The plan was posted last week for public review. HHSA received feedback by email and has made revisions as follows:

- Page 23 – Updated the name of Yolo Food Bank
- Page 27 – Item #10 was updated to indicate that HHSA funds FreshText and Yolo Food Bank administers FreshText

Opened for public comment at 4:51 PM:

- Bill Pride commented that the process went very well this year. The community meetings were held and CSAB had a record number of replies to the surveys. He commented that this was one of the more well thought out Community Action Plans that we have had in many years.
- Irma Rodriguez commented on Page 27, #9 that it would be really important to try to collaborate more with community colleges to see how we could benefit our community members with more education. The California Promise, formerly known as the BOG fee waiver, pays for students' tuition. Also, on #10, does Yolo conduct any outreach for CalFresh? If so, that should be listed here. Yolo has done targeted outreach to UC Davis students but HHSA would need to check on community college efforts.

Public comment was closed at 4:51 PM

9. Approval of Community Action Plan

Emily Meza reminded everyone that this is the time to request any additions or edits to the document before the group votes. Ian Evans reminded everyone that approval of the plan is needed tonight because of the timelines involved with Board of Supervisor approval, submission to the state and initiating the Request for Proposal Process. Irma Rodriguez requested that language be added to page 27, #10 to indicate that HHSA does and will continue to conduct CalFresh outreach to college students. Maria Chairez expressed concern that there might be missing information about outreach that was conducted as part of the Community Needs Assessment. Kim Heuvelhorst clarified that this is documented on page 18.

Motion to approve the 2020-21 Community Action Plan with three amendments, including the two noted above related to Yolo Food Bank and the one on page 27 related to CalFresh outreach to college students.

Motion: Bill Pride

Second: Maria Chairez

Ayes: Unanimous

Abstentions: None

10. Update on Expenditure of 2018 Discretionary Funds

Ian Evans provided an update that HHSA has reached out to all of the providers who received 2018 Discretionary Funds and confirmed that they expect to fully expend all funds by 5/31/19, as required by the contract. A board member asked if they would be increasing their outcomes because of the

additional money received. Ian Evans explained that HHSa had amended contracts to add the discretionary funds and added outcome measures specifically linked to the additional funds. Updates will be provided to CSAB at a future meeting.

11. Funding Recommendation for 2019 Discretionary Funds

Ian Evans reviewed that the 2018 Discretionary Funds were \$35,000 and CSAB decided to evenly split the funds between the subcontractors. The 2019 Discretionary Funds are \$30,000. HHSa staff recommendation to the board is to split the funds evenly between the subcontractors and the HHSa Emergent Needs Fund which responds to requests from community partners to address short term needs to end homelessness or prevent homelessness (i.e. move-in costs, eviction prevention etc.). Bill Pride noted that the funds could be spent through 5/31/20 but the existing subcontractor's contracts end 12/31/19. Ian Evans clarified that if CSAB decided to allocate the funds this way, that HHSa would amend each of the subcontractor's contracts to end 5/31/20 specifically for the \$5,000 Discretionary Funds.

CSAB adopted the staff recommendation for the 2019 Discretionary Funds.

Motion: Greta Eoff

Second: Maria Chairez

Ayes: Unanimous

Abstentions: Bill Pride and Irma Rodriguez

12. Public Hearing for Draft Community Action Plan (Revisited)

At 5:06 PM, Joy Cohan from the Yolo Food Bank arrived to attend the Public Hearing which had been set at 5:00 to 5:30 PM on the agenda. The agenda items had moved more quickly than expected so CSAB re-opened the public hearing to allow her the opportunity to comment. Ian Evans explained that two edits (described above) had been made based on the feedback she emailed. She questioned why Yolo Food Bank is categorized as emergency assistance, but she wanted to make the point that they play a significant role in the success of housing and homeless services. In addition to the services to shelters and programs throughout the county, they primarily serve working families. Their ability to access food from the food bank keeps them out of homelessness by allowing them to use their earnings to pay for housing and other necessities. She also questioned the program priorities, since there are only 655 residents living homeless while there are over 39,000 residents living in poverty and food insecurity tracks very closely to the poverty rates. There was some discussion about ensuring that the appropriate staff members be added to the applicable email distribution lists. It was explained that the CSAB distribution list is only for CSAB board members, but the CSAB meeting agendas and minutes are posted to the county website and the public is always welcome to attend the meetings. A board member shared that CSAB had tried to get the word out as best they could but would welcome ideas about organizations or networks that CSAB should partner with to ensure that in the future the entire county is represented. Ian Evans explained that the categorization is set by the funding source, and that the program prioritizations were set through the surveys and the public forums. While huge strides were made in the number of surveys received, there is always room for improvement. A board member also commented that the budget was very limited and unfortunately falls short of being able to adequately fund the need. She also commented that the quality of the proposals received is a key factor in deciding how to allocate the limited funds. Another board member commented that the number one priority is housing and homeless services, and observed that the rising housing costs across the area and the state are driving the need in this area as well as making it easier for people to become homeless. The board chair expressed agreement with this and also commented that we are seeing a rise in homeless women and children as a result. At 5:23, the second public comment period was closed.

13. Approval of Community Action Plan (Revisited)

Motion to approve the 2020-21 Community Action Plan with three amendments, including the two noted above related to Yolo Food Bank and the one on page 27 related to CalFresh outreach to college students.

Motion: Bill Pride

Second: Maria Chairez

Ayes: Unanimous

Abstentions: None

14. Board Vacancy Update:

CSAB has a board vacancy for a community based member and is interested in filling it as soon as possible. Sandra Rodriguez, Assistant Deputy to Supervisor Provenza explained that they have been advertising this and have a couple of applications that may fill the role. The bylaws required certain steps to be taken, including the person providing a letter of recommendation from the community organization that they are represented. Sandra has reached out to two applicants that Supervisor Provenza believes would be a good fit, asking them to provide the letter. Once this is received then the recommendation comes to CSAB to recommend one of the two and then this recommendation goes back to Supervisor Provenza for final approval. She suggested that CSAB may want to consider reviewing the bylaws at some point in the future to make the appointment process a little easier. Sandra will work with Emily Meza to keep us updated. Also, HHSA was just notified today that Sally Madden, representative for District 4, will be submitting her resignation. If the positions are not filled soon then we encourage CSAB to help recruit to fill this vacancy, and share ideas on what else we can do to fill these vacancies. This will also help ensure that a quorum is met.

Leslie Taylor from CSD shared that they are doing state advocacy to reduce the required number of board members from 12 to 9. A board member inquired if we could do this since we have 5 supervisors and need to have representatives from three groups. Sandra confirmed that this was possible but would require a revision to the CSAB bylaw, and we can discuss this further with her. Sandra also indicated that anyone interested should apply because cross appointments can be made even if the applicant is not in the district that has the vacancy.

15. Adjourn –The meeting adjourned at 5:35 pm

Motion: Bill Pride

Second: Irma Rodriguez

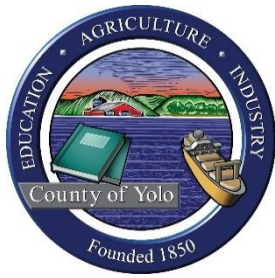
Ayes: Unanimous

Nays: None

Abstentions: None

Supporting Documentation for Item #7

Meeting Minutes from 6/11/2019



COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

Minutes

Date & Time: June 11, 2019 from 4:30 to 6 p.m.

Location: Yolo County Library – Davis Branch – Blanchard Room
315 N. 14th Street
Davis, CA 95616

Organizer: Yolo County Health and Human Services Agency

Contact: Ian Evans: (530) 666-8297

Members Present: Isaac Blackstock, Maria Chairez, Elizabeth Mosley, Irma Rodriguez, Lizbeth West

Members Excused: Maria Elena Alvilar, Pamela Byrd-Dunn, Greta Eoff, Sally Madden, Manuela Melbourne, Vincent Olvera, Bill Pride, Roz Stone

HHSA Staff Present: Ian Evans, Emily Meza

Guest Presenters: None

Public Guests: None

The meeting was brought to order at 4:40 pm by Isaac Blackstock. Quorum was not established.

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.

- Irma Rodriguez announced that Artenio Pimental is the new president of Woodland Community College and suggested potential collaboration with the college.
- Emily Meza announced that the 2019 Homeless Point-in-Time Count was finalized and that the Yolo County community saw an increase of nearly 43% from 2017, with nearly 200 more unsheltered homeless than in 2017.

3. Public Comments

- There was no public comment.

4. Approval of 6/11/2019 Agenda.

The 6/11/19 agenda was reviewed and could not be approved due to lacking a quorum.

5. Approval of 5/14/19 Minutes

The 5/14/19 minutes were reviewed but could not be approved due to lacking a quorum. Irma Rodriguez requested an edit to item #8 to reflect that the California Promise was previously known as the BOG Fee Waiver and pays for the student's tuition.

6. 2019 CSBG Quarterly Report (1st Quarter)

Emily Meza presented the performance measure data for each of the 2019 CSBG Sub-contractors. It was noted that Yolo County Children's Alliance (YCCA) under estimated their performance measure goals for their new program and because of that, their numbers continue to reflect an over performance based on the goals. Also, YCCA revised the method in which they report on individuals served, clarifying whether an individual was provider short term or long term case management services. Also, Emily explained that Yolo Food Bank will wait until they conduct the follow-up survey regarding food insecurity in the fall to report on performance measure 3.1.

7. 2019 Discretionary Update

Ian Evans provided an update on the 2019 Discretionary contract. HHSA is working with providers to execute contract amendments for the \$5,000 extra per program, as recommended by CSAB at the 5/14/19 meeting. These funds must be utilized by 5/31/2020. He reminded the group that HHSA's emergent needs funds cover housing costs for move-in, eviction prevention, etc, and may be re-directed ongoing to the Extended Shelter project to provide housing for participants in that project. Ian explained how the project has served approximately 20 people.

8. Community Action Plan Update

Ian Evans informed members that the 2020-21 CAP was approved by the Board of Supervisors and would be submitted to CA State Department of Community Services (CSD) the next day.

9. Vacancy Updates

Ian shared that Sally Madden and Henry Valle resigned from the board last month due to personal reasons. He also announced that a new member, Manuela Melbourne, was appointed by the Board of Supervisors on 6/4/19. Also, he shared that there is state advocacy to reduce the mandated number of members from 12 to 9 and that this may affect how CSAB is comprised in the future.

10. Request for Proposals

Ian Evans shared the timeline for the RFP being changed from 4 weeks to 6 weeks to allow more time for providers to respond. He explained that there is some standard County Procurement mandated language regarding fiscal pieces and reporting that would be added, but that the new template would look very much the same as in previous years.

Beth West asked if the Scope would be updated to reflect the priorities identified in the 2020-21 CAP, and Ian answered that yes, it would be updated.

Ian explained that regarding performance measures, HHSA would work directly with the selected providers to develop performance measures that were appropriate for their programs. He also explained that the Bidder's Conference would remain Mandatory and that all answers asked during the conference are then compiled and made available to all interested vendors in the electronic platform, BidSync. There was a question whether the meeting location of the conference was inaccessible to potential applicants and Ian explained that appropriate measures were in place to ensure that vendors had equal opportunity to participate.

Emily Meza explained that the timeline would be moved up for the RFP to be released in August, rather than September to allow more time to provider selection and contract execution. There was a question whether providers had to provide services countywide and Emily clarified that no, services had to be offered within Yolo County but there was no requirement that services had to be equally accessible countywide. Emily further explained that most programs will accept individuals from any area of the community, however the provider may not have a physical presence in all areas of the county.

There was a question about whether providers were able to provide feedback on the RFP experience for providers and Ian explained that the County is very open to receiving feedback on the process. Isaac Blackstock explained that the previous RFP had undergone an extensive revision to make it more clear and accessible for providers.

Members provided the following suggested edits to the RFP:

1. Include “description of target population, including location” in the proposal questionnaire.
2. Add preference points for agencies that collaborate, but do not penalize for agencies that do not collaborate. Clearly indicate how many preference points are available in relation to total points available.
3. Clarify whether Section J – Independent Price Determination conflicted with the preference for agencies to collaborate.

Members were asked to provide any further input on the RFP to HHSa via email before the next CSAB meeting.

11. Future Topics:

Ian explained some of the future topics to be discussed included the RFP and vacancy updates. Also, that the updated CSAB roster would be provided at the next meeting.

12. Adjourn –The meeting adjourned at 5:52 pm