



COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

Minutes

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

Location: Yolo County Library – Davis Branch – Children’s Activity Room
315 E. 14th Street
Davis, CA 95616

Organizer: Yolo County Health and Human Services Agency

Contact: Emily Meza: (530) 312-5146

Members Present: Irma Rodriguez, Elizabeth Mosley, Fran Maguire, Maria Elena Alvilar, Roz Stone, Bill Pride, Henry Valle, Greta Eoff, and Maria Chairez.

Members Excused: Isaac Blackstock, Pamela Byrd-Dunn, Sally Madden, Vincent Olvera, and Lizbeth West

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

Guest Presenters: None

Public Guests: Richard Reed, Deputy to Supervisor Provenza

Quorum was established with 7 members present and the meeting was brought to order at 4:40 pm by staff, Emily Meza, as both the Chair and Vice-Chair were absent. The Vice-Chair, Elizabeth Mosley, arrived during Item #2, Introductions, and assumed the meeting facilitation role at that time.

Two additional members arrived while the meeting was in progress.

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.

CSAB welcomed new member Irma Rodriguez, representing the civic organization Concilio of Yolo County

3. Public Comments - None

4. Approval of 3/12/2019 Agenda.

The 3/12/19 agenda was approved with no amendments.

Motion: Bill Pride

Second: Maria Elena Alvilar

Ayes: Unanimous

Nays: None

Abstentions: None

5. Approval of 2/12/19 Minutes

The 2/12/19 minutes were approved with no amendments.

Motion: Bill Pride

Second: Fran Maguire

Ayes: Unanimous

Nays: None

Abstentions: None

6. 2018 CSBG Quarterly Report (4th Quarter)

Emily Meza presented the quarter 4 reporting information from the CSBG subcontractors. It provides a full year worth of data. She explained that for new programs without baseline data, it is understood that the target goals may end up being too high or too low. Also, programs that serve very high needs populations may not be able to achieve a high target goal. This doesn't mean that they are underperforming as compared to other programs serving similar populations.

- Davis Community Meals and Housing
 - PM 2.1 is 56% is the percent of the maximum time goal, so having a lower percentage is positive
 - PM 3.1 is 50% while goal was 80%
- Yolo Food Bank
 - There are fewer variables to measure in this program, resulting in fewer performance measures.
 - PM 1.1 is low (64%) compared to the goal. This is because the program was being redesigned at the time the performance measure goals were set. They also had some turnover of staff. The program relies on food donated through food drives. This also makes it difficult for them to estimate target goals.
 - PM 2.1 data is duplicated because they distribute food to partner agencies and are not required to record who receives the food that is distributed through their partner agencies. Estimated unduplicated is 12,257 individuals, or 4,377 households.
- Fourth and Hope
 - PM 3.1 is on par with DCMH results for a similar high needs population served by a housing program.
 - A member suggested considering tracking those who were offered, but declined housing
- Meals on Wheels
 - PM 3.2 is low, but this performance measure is impacted by many other factors, not just the work of Meals on Wheels.
- Yolo County Children's Alliance
 - HHSA met with YCCA to review their data to ensure consistency in how their data was being defined and reported. They reviewed all data for 2018 and revised data for the full year accordingly.
 - PM 1.1 – They intended to serve 40 individuals with intensive case management. In reality most people needed only a light touch. As a result, they have served

many more people than anticipated such as families needing one month rent paid to avoid eviction, or needing assistance with move-in costs etc.

- They shifted budget mid-year to pay more for CSBG related staff costs, resulting in more clients being served by CSBG funds.
- A lot of the clients they serve are at risk of homelessness rather than homeless.

7. 2018 CSBG Annual Report

Emily Meza reported that HHSA completed and submitted the 2018 CSBG Annual Report on the March 8th due date. Two things of note:

- Total number of estimated unduplicated individuals served by CSBG funds 13,917
- Total number of estimated unduplicated households served by CSBG funds 5,717

Emily shared two client stories shared by YCCA and DCMH about clients served by CSBG funds through their programs.

8. 2018 Financial Update

At the last meeting, Kim Heuvelhorst reported that all of the CSBG providers had reported that they expected to expend all of their funds by the 12/31/18 deadline. She has since confirmed with HHSA fiscal department that all of the CSBG providers did in fact expend 100% of their funds by 12/31/2018.

9. 2020-21 Community Action Plan (CAP)

Emily Meza provided an overview of the purpose of the Community Action Plan. The agenda packet includes a training presentation attended by HHSA about the CAP. The CAP is required by CSD every two years. It includes a Community Needs Assessment to identify the top priorities for the low-income community which identifies the most needed services. Those priorities then drive the request for proposals process to solicit and select providers to provide those services. It determines how the CSBG funds will be used.

10. 2020-21 Community Needs Assessment

Kim Heuvelhorst explained that there are two parts to the Community Needs Assessment. The first is the Low-Income Needs Survey which collects data about the needs of low-income residents. The surveys are available in English, Spanish and Russian languages, both online through Survey Monkey and also in paper form. HHSA distributed the surveys via a Press Release issued March 4, 2019. The Press Release went to the media (64 contacts), was posted online (noticed to 905 subscribers) and posted to the County's general Facebook (1,511 followers) and Twitter (1,502) feeds. The links for the electronic version of the survey are included in the Press Release. Additionally, HHSA distributed the surveys via multiple email distribution groups including the HHSA Stakeholder workgroup, Local Mental Health Board, Substance Use Provider Network, Health Council, County Libraries, and Homeless and Poverty Action Coalition (HPAC). Printed copies of the paper survey were distributed to the HHSA Services Center Sites and Rotating Winter Shelter Sites. Irma Rodriguez suggested reaching out to the local community colleges for further distribution, including Woodland Community College, Davis Center as well as Sacramento City College. CSAB members were emailed the surveys, including an email with the links and attachments and were encouraged to further distribute them. Additional copies of the paper survey were provided at the meeting for CSAB members to distribute. CSAB members are invited to share survey link and paper copies widely, but are responsible for any coordination of return of paper surveys as needed. Online survey is highly encouraged. CSAB also suggested for future years to consider including the online survey links on the paper surveys so that people who have online access might choose to complete it online, reducing the burden of collecting and returning paper copies. The survey closes on March 29th and all paper surveys must be returned to Kim Heuvelhorst by that date. They may be scanned and emailed to her at Kim.Heuvelhorst@yolocounty.org or delivered to

her in person at HHSA, 137 N. Cottonwood St., Woodland. CSAB requested a weekly reminder email while the survey is open. HHSA will provide this.

The second part of the Community Needs Assessment consists of six public forums, scheduled in different locations and different dates/times during the weeks of March 18th and 25th. The forum information is included on the surveys, and was in the press release. Additionally, HHSA developed flyers advertising the forums. Printed copies of these were provided at the meeting for CSAB members to take and distribute. CSAB members are encouraged to attend the public forums and a sign-up sheet for the forums was distributed.

11. Vacancy Update

One vacancy has been filled and was introduced earlier. The other vacancy has not been filled yet.

12. Adjourn

The meeting adjourned at 5:52 pm

Motion: Maria Chairez

Second: Bill Pride

Ayes: Unanimous

Nays: None

Abstentions: None