



COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

Minutes

Date & Time: April 9, 2019 from 4:30 to 6 p.m.

Location: Yolo County HHSA – West Sacramento Building A – River City Room
500 A Jefferson Blvd.
West Sacramento, CA 95691

Organizer: Yolo County Health and Human Services Agency

Contact: Emily Meza: (530) 312-5146

Members Present: Isaac Blackstock, Fran Maguire, Roz Stone, Maria Elena Alvilar, Bill Pride, Lizbeth West

Members Excused: Pamela Byrd-Dunn, Sally Madden, Vincent Olvera, Irma Rodriguez, Elizabeth Mosley, Henry Valle, Greta Eoff, and Maria Chairez.

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

Guest Presenters: None

Public Guests: None

Quorum was not established with only 6 members present (8 is required for a quorum). The meeting was brought to order at 4:44 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.

- Ian Evans explained that HHSA has done some targeted outreach to members who have missed repeated meetings to encourage their participation. If this does not result in increased participation, there will be a follow up email from HHSA, and ultimately may consider recommending to the Board of Supervisors (BOS) for their removal from CSAB. Suggestion for HHSA to send an email inquiring if they would like to resign from CSAB, prior to recommending removal by BOS. HHSA agreed this was a good suggestion.

3. Public Comments - None

4. Approval of 4/9/2019 Agenda.

Carried forward to next meeting since there was no quorum present.

5. Approval of 3/12/19 Minutes

Carried forward to next meeting since there was no quorum present.

6. 2019 CSBG Discretionary Funds

Ian Evans explained that HHSA was notified that there will be an allocation of \$30,000 in 2019 CSBG Discretionary funds. HHSA is waiting for a response from our CSD representative regarding eligible uses and whether or not the funds could be split between all sub-contractors as CSAB chose to do with the 2018 CSBG Discretionary funds.

7. CSD Monitoring

HHSA had a call with our CSD representative regarding our upcoming Onsite Monitoring Visit. The majority of the review will consist of a desk audit of documents that HHSA is sending to her ahead of time. The visit will occur on the afternoon of May 14th, beginning at 1 PM with an entrance interview, will include a visit to a local provider site and possibly an exit interview. She also plans to attend the CSAB meeting that evening. That meeting will also include a Public Hearing on the draft Community Action Plan. Isaac Blackstock requested that HHSA send a calendar invite for the entrance interview, provider site visit and exit interview (if applicable).

8. 2018 Onsite Monitoring Reports

The 2018 onsite monitoring reports have also been finalized and are included in the agenda packet for CSAB's review. Generally, providers are in compliance and there are no major problems (i.e. fraud etc.). Sometimes a provider is late in providing reports. Emily Meza explained that as HHSA was working on the 2018 CSBG Monitoring Reports, it was discovered that the 2017 reports were never finalized and sent to the providers. Those were reviewed, updated, and have been finalized at this time. If there was anything that would normally have resulted in a finding, it was noted but not considered a finding and no corrective action plan was required due to the delay in completion.

9. Community Needs Assessment Results

- **Low-Income Needs Surveys** – Ian Evans reviewed the data from the Low-Income Needs Survey. The data is included in the agenda packet for review. The survey closed 3/29/19. 545 surveys were received, compared to approximately 132 surveys received 2 years ago. 302 of the respondents self-identified as a low-income resident of Yolo County. There was broad representation of respondents with regards to affiliation, area of residence and age groups.
 - The top four priorities from the survey question #4 include housing/homeless services, income, employment and emergency assistance. HHSA explained that unlike the online survey which limited responses to one item only, the paper surveys often marked multiple choices for this question. When that was the case, HHSA entered all the answers that were marked. Ian also explained that there may have been some confusion regarding emergency shelter being listed in the Emergency Assistance category, when people intuitively seemed to think of it as part of the housing/homeless services category.
 - The top six priorities from the survey matrix sections include help finding housing, food, job skills training, help paying rent, permanent supportive housing and emergency shelter.
 - Comments from respondents indicated that medical and behavioral health topics should have been included.
 - Subcommittee had decided against including that since CSBG funds don't pay for these services, although it could help provide linkage to those services.
 - Consider adding those questions to future surveys to assess and document the need, even if CSBG funds won't be used to fund them.
 - The data could still be considered as part of the Community Needs Assessment and potentially could share the input with agencies that provide those services.

- During the public forums, when Mental Health or Substance Use services was mentioned, HHSa tried to capture this in the Disability Related category.
 - Also, suggestion to include questions on future surveys about shelter related needs such as pet accommodations, storage lockers, shower services etc. to housing/homeless services section.
 - Consider adding those questions to future surveys to assess and document the need, even if CSBG funds won't necessarily be used to fund them.
 - The data could still be considered as part of the Community Needs Assessment and potentially could share the input with agencies that provide those services.
 - Suggestion to obtain input from shelter providers regarding difficult topics such as accommodating pets.
- **Public Forums** – Ian Evans reviewed the data from the Public Forms. Six forums were conducted in Davis, West Sacramento, Woodland, Knights Landing, Esparto and Winters. The forum notes are included in the agenda packet for CSAB review in more detail. The meetings were started with an overview of the CSBG grant, then a brainstorming session with no restrictions around money or scope restrictions. Finally, HHSa provided an explanation of the funds available and narrowed the ideas down to some realistic funding priority areas. There were a variety of off-topic discussions initiated that had to be redirected and refocused.
- ***ACTION REQUIRED: Approve Program Priorities for the 2020/21 Community Action Plan*** –
 - In the absence of a quorum, the group decided to reach a consensus on the funding priority recommendations and have a vote to approve it, as part of the Community Needs Assessment, along with the vote on the Community Action Plan draft on May 14, 2019.
 - HHSa will send the recommendations by email and ask members to respond if they have any different ideas and also to encourage them to attend the May 14th meeting to vote.
 - 2018-19 plan priorities were housing/homeless services, emergency assistance and employment.
 - Group discussed the top four identified needs from question #4 (on page 4): #1 Housing/homeless services, #2 Income, #3 Employment, and #4 Emergency assistance.
 - Suggestion to combine Income and Employment and add Disability Related or Elderly Services as a fourth category, due to significant increased need in the aging homeless population. Group reached consensus in agreement about this suggestion, making the top four recommended priorities:
 - #1 Housing/Homeless Services
 - #2 Income & Employment
 - #3 Emergency Assistance
 - #4 Disability Related or Elderly Services
 - When it is time to develop the Request For Proposal for services, more specific details of the matrix questions identified on page 5 may be brought in.

10. Adjourn – Per the CSAB bylaws, a quorum is not required to adjourn the meeting
The meeting adjourned at 5:52 pm

Motion: Bill Pride
Second: Fran Maguire
Ayes: Unanimous
Nays: None
Abstentions: None