



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, Fran Maguire

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