



# COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

## *Agenda*

**Date & Time:** August 13, 2019 from 4:30 to 6 p.m.

**Location:** Yolo County HHSA – West Sacramento – Building A – River City Room  
500 Jefferson Blvd.  
West Sacramento, CA 95605

**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..... 10 Minutes**
  - 3) **Public Comments: Isaac Blackstock ..... 5 Minutes**
  - 4) **Approval of 8/13/19 Agenda: Isaac Blackstock..... 2 Minutes**
    - ACTION REQUIRED: Approve Agenda
  - 5) **Approval of 7/9/19 Minutes: Isaac Blackstock ..... 3 Minutes**
    - ACTION REQUIRED: Approve Minutes
  - 6) **Q2 Performance Measure Report: Emily Meza..... 10 Minutes**
  - 7) **2018 Discretionary Performance Measure Report: Kim Heuvelhorst..... 10 Minutes**
  - 8) **2018-19 Community Action Plan 18-Month Review: Ian Evans..... 10 Minutes**
  - 9) **2020-21 Community Action Plan Summary: Kim Heuvelhorst..... 5 Minutes**
  - 10) **2020-21 CSBG Request for Proposals Update: Ian Evans ..... 5 Minutes**
  - 11) **CSAB Board Member Roles and Responsibilities: Emily Meza ..... 15 Minutes**
  - 12) **CSAB Roster Update: Kim Heuvelhorst ..... 3 Minutes**
  - 13) **Conflict of Interest Update: Ian Evans ..... 5 Minutes**
  - 14) **Financial Report Update: Ian Evans ..... 5 Minutes**
  - 15) **Adjourn**

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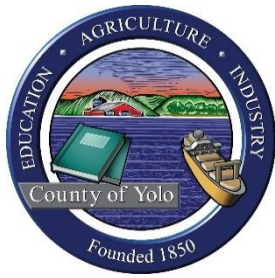
## *Next Meeting*

**Date & Time:** October 8, 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 #5**

Meeting Minutes from 7/9/2019



# COUNTY OF YOLO

## Health and Human Services Agency

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### Community Services Action Board

### *Minutes*

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

**Location:** Yolo County Health and Human Services Agency – 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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**Members Present:** Isaac Blackstock, Greta Eoff, Fran Maguire, Roz Stone, Maria Elena Alvilar, Lizbeth West, Manuela Melbourne

**Members Excused:** Irma Rodriguez, Maria Chairez, Elizabeth Mosley, Vincent Olvera, Bill Pride, Pamela Byrd-Dunn

**HHSA Staff Present:** Ian Evans, Kim Heuvelhorst

**Guest Presenters:** None

**Public Guests:** Susan Gonzalez, John Archuleta

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The meeting was brought to order at 4:40 pm by Isaac Blackstock. Quorum was not established with only five board members present. By 4:51 pm two additional board members had arrived, establishing a quorum. All voting items were held until a quorum was 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. There were no community updates shared.

While waiting for additional board members to arrive, there was a discussion around low attendance, quorum requirements and possible solutions.

- There was a question about whether a member who needed to be absent could communicate their vote to another member to vote as their proxy at the meeting. HHSA will ask County Counsel if the Brown Act allows for this.

- Another suggestion would be to allow a CSAB member to send an approved alternate in the event that they need to be absent. This would require a revision to the bylaws and would need to be researched further.
- CSD mentioned previously that the minimum board size would potentially be reduced. However, reducing the current board size could be problematic since Yolo has five Board of Supervisor districts so reducing the board size would result in a district not being represented individually.

### 3. Public Comments

- There were no public comments.

### 4. Approval of 6/11/2019 Agenda.

The 6/11/19 agenda was reviewed and approved with no revisions.

Motion: Lizbeth West

Second: Isaac Blackstock

Ayes: Unanimous

Nays: None

Abstentions: None

### 5. Approval of 7/9/2019 Agenda.

The 7/9/19 agenda was reviewed and approved with no revisions.

Motion: Greta Eoff

Second: Roz Stone

Ayes: Unanimous

Nays: None

Abstentions: None

### 6. Approval of 5/14/19 Minutes

The revised draft of the 5/14/19 minutes was reviewed and approved with no additional revisions.

Motion: Roz Stone

Second: Maria Elena Alvilar

Ayes: Unanimous

Nays: None

Abstentions: None

### 7. Approval of 6/11/19 Minutes

The 6/11/19 minutes were reviewed and approved with one amendment to add Fran Maguire to the Members Excused list.

Motion: Isaac Blackstock

Second: Lizbeth West

Ayes: Unanimous

Nays: None

Abstentions: None

### 8. Board Vacancy Update

Ian Evans provided the following update.

- One of the vacancies has been filled with the addition of Manuela Melbourne (representing private sector)
- There are two new vacancies with the resignation of Henry Valle (representing low-income residents) and Sally Madden (representing District 4 – Davis)

- A press release was issued in January to recruit applicants
- Supervisor Provenza's office provided the following update:
  - They are working on recruiting a person to fulfill the District 4 category by advertising and speaking to people who are potentially interested.
  - Supervisor Provenza has reviewed the current submitted applications but none of them seem to qualify for the current vacancy (low-income).
  - If CSAB knows anyone who they think can fulfill the current low-income category, please let Supervisor Provenza's office know and they will look at it.

A board member asked if the low income representative must be low income themselves or if they could perhaps work for an agency that works with low income representatives. HHSa will research this.

- A new roster was shared, reflecting the addition of Manuela Melbourne and the two current vacancies. It was noted that the new roster shows end dates of 12/31/18 for Fran Maguire and Elizabeth Mosley. HHSa will update the roster to reflect the correct term end dates since both board members officially renewed at the end of their terms.

## 9. CSD Monitoring Visit Update

Ian Evans provided the following update:

- In May, CA Dept. of Community Services and Development (CSD) conducted a CSBG Onsite Monitoring visit. HHSa received very positive feedback overall. CSD enjoyed the provider site visit at the Yolo Food Bank and the CSAB Board Meeting.
- The only observation received was due to the board vacancy that had been vacant for more than 3 months. On 6/17/19 HHSa provided a written report to CSD that the board vacancy had been filled, and provided an updated roster and the BOS minutes documenting the new board member's approval.
- On 7/1/19, HHSa received a letter from CSD confirming that we had satisfactorily corrected the board vacancy observation and that CSD now deems the Monitoring Report to be closed.
- CSD monitoring visits occur at least once every three years.
- HHSa conducts annual onsite monitoring with the CSBG subcontractors.

## 10. 2018 Discretionary Funds Update

Kim Heuvelhorst provided the following update:

- HHSa confirmed with fiscal staff that all providers have submitted claims to fully expended their \$7,000 in 2018 Discretionary funds by the May 31, 2019 spending deadline
- HHSa completed and submitted the required Final Work Plan document to CSD this week. There is one more step that fiscal staff will take and then the contract with CSD can be officially closed out.
- Providers submitted their performance measure data for these funds and these will be shared at the next CSAB meeting.

## 11. 2020-21 Request for Proposal (RFP) Scope

Ian Evans provided a brief overview of the CSBG funds and the Community Action Plan, including the RFP process to select subcontractors. He explained that any board members connected to an organization that is potentially interested in applying for CSBG funds for 2020-21 would need to excuse themselves during this discussion so as to not provide an unfair advantage to that organization. No one present indicated that they had an interest in applying for CSBG funds. Following that, a copy of the draft RFP scope document was distributed to the board members for their review.

A community member asked if he could see the full results of the survey and community forums that resulted in the top four areas of need selected. This is available as part of the Community Action Plan which is posted on the Yolo County Community Services Action Board's [website](#).

Ian Evans provided a follow up clarification from the last meeting where there had been discussion around incentivizing collaboration between agencies. There is language in the RFP that disqualifies agencies that collaborated on rate setting. This had raised a question about agencies being allowed to collaborate with one another. Ian received clarification that this language is related to price fixing and would not prevent agencies from collaborating. He also received clarification that information about point scoring is not allowed in the RFP.

A board member asked about transportation services since she thought this was included as part of multiple service areas. Ian Evans explained that in this year's Low Income Needs Survey, transportation was listed as a separate category.

A board member asked if there is any requirement to distribute services geographically throughout the county? No. This was a concern in prior years, but previous changes to the scope reduced the preferred experience from 5 to 3 years. This resulted in additional agencies being selected which balanced out services geographically. The other agencies provide services to all county residents, but there is no language in the RFP that requires this. Ultimately is the responsibility of the board to consider this when making funding recommendations.

A board member asked how new agencies will find out about this funding opportunity? Ian Evans explained that the RFP will be disseminated through BidSync, which has over 140 vendors in it. It will also be distribution via various email groups including the CSAB board members, the Homeless and Poverty Action Coalition which includes approximately 40 agencies, the Substance Use Providers, the Local Mental Health Board, Provider Stakeholder Workgroup, Health Council, and possibly the County or Agency social media accounts.

The RFP is typically open for a 5 to 6-week period, with a mandatory bidder's conference occurring one to two weeks after posting. Posting it in BidSync ensures that all questions/answers are shared equally with all potential bidders. The RFP is expected to post by early to mid-August. At the August CSAB meeting we will discuss the process for scoring and selection.

A board member asked about language in Section C.3.f, related to background check results that might disqualify applicants. She was concerned that agencies wanting to employ people who are trying to make a fresh start would not be disqualified for less serious criminal offences. Ian Evans explained that this is required based on federal guidelines, since CSBG is federally funded. Other board members explained that while felonies are not allowed, they did not believe that misdemeanors would be a problem.

The draft RFP scope was approved with these amendments:

- Page 1: Section C.1.a. change "three service areas" to "four service areas"; change (a, b & c) to (i, ii, iii and iv); change 'one, two, or all three of the service areas'; to "one, two, three or all four of the service areas"; and
- Font and style size will be synchronized throughout the document.

Motion: Fran Maguire

Second: Lizbeth West

Ayes: Unanimous

Nays: None

Abstentions: None

## 12. Future Topics:

- RFP Process – Timeline, Proposal scoring process, etc. Previously there has been a subcommittee of members and HHSA staff who independently scored applications. These were brought back to the full board to approve funding recommendations which are then presented to the Board of Supervisors for approval.
- Recruitment efforts by board – Board members are encouraged to use word of mouth to recruit for the two vacancies in District 4 (Davis) and low-income representative. The representative of low-income residents does not need to themselves be low-income. However, if there is more than one applicant for this category, preference will be given to actual low-income persons over those who represent low-income resident.
- Service provider presentations (2020 when new providers are selected)
- Introduction of new member (August)
- Performance measures report for 2018 Discretionary funds (August) and Quarter 2 for 2019.
- Follow up on proxy vote option (August)
- Services available in Yolo County for low-income requirements (not CSBG providers)

## 13. Adjourn –The meeting adjourned at 5:40 pm

Motion: Greta Eoff

Second: Manuela Melbourne

Ayes: Unanimous

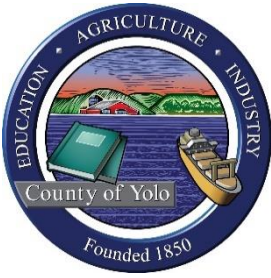
Nays: None

Abstentions: None

# **Supporting Documentation for Item #6**

Q2 Performance Measure Report





# COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

## Quarter 2 – 2019 – Performance Measure Report

### Yolo Food Bank

**Vision:** To have fewer people in Yolo County experience hunger and food insecurity

**Outcomes:**

		Quarter 1 Jan-Mar	Quarter 2 Apr-June	Quarter 3 Jul-Sept	Quarter 4 Oct-Dec
<b>Performance Measure 1: How much did we do?</b>					
<b># of pounds of food drive products distributed through Partner Agencies</b>					
<ul style="list-style-type: none"> <li>Goal: 95,000 lbs./year</li> </ul>					
1.1	Pounds Distributed in Quarter	13,851	17,304		
	Pounds Distributed to Date	13,851	31,155		
	% of Goal	15%	33%		
<b>Performance Measure 2: How well did we do it?</b>					
<b># of households receiving food assistance through Partner Agencies</b>					
<ul style="list-style-type: none"> <li>Goal: 126,800 (duplicated)</li> </ul>					
2.1	# of households served in Quarter	9,129	10,130		
	# of households served to Date	9,129	19,259		
	% of Goal	7%	15%		
<b>Performance Measure 3: Is anyone better off?</b>					
<b>% (#) of households who reported improved food security</b>					
<ul style="list-style-type: none"> <li>Goal: None; Year 1 = Baseline Data</li> <li>Reporting on this measure requires comparison of surveys taken approximately 1 year apart regarding food security. Initial surveys (152) were collected in Quarter 4 of 2018, and the second set will be collected in Quarter 3 and Quarter 4 of 2019. The comparison of these two sets of data will provide this performance measure data.</li> </ul>					
3.1	# (%) of households	n/a	n/a	n/a	

## Meals on Wheels

**Vision:** To have fewer seniors in Yolo County experience food insecurity

**Outcomes:**

		Quarter 1 Jan-Mar	Quarter 2 Apr-June	Quarter 3 Jul-Sept	Quarter 4 Oct-Dec
<b>Performance Measure 1: How much did we do?</b>					
1.1	<b># of low-income seniors served (unduplicated)</b>				
	• <b>Goal: 75/year</b>				
	Seniors Served in Quarter	48	15		
	Seniors Served to Date	48	63		
	% of Goal	64%	84%		
<b>Performance Measure 2: How well did we do it?</b>					
2.1	<b># of individuals offered referral to support resources</b>				
	• <b>Goal: 75/year</b>				
	Individuals Offered Referral in Quarter	48	15		
	Individuals Offered Referral to Date	48	63		
	% of Goal	64%	84%		
<b>Performance Measure 3: Is anyone better off?</b>					
3.1	<b># (%) of individuals who reported improved daily nutritional intake</b>				
	• <b>Goal: 75 individuals, (100% of total seniors served)</b>				
	# (%) of individuals To-Date	48 (100%)	63 (100%)		
	% of Goal	64%	84%		
3.2	<b># (%) of individuals who reported decreased food insecurity</b>				
	• <b>Goal: 63 individuals, (84% of total seniors served)</b>				
	# (%) of individuals To-Date	2 (4%)	38 (60%)		
	% of Goal	3%	60%		
3.3	<b># (%) of individuals who improved nutritional intake</b>				
	• <b>Goal: 37 individuals, (50% of total seniors served)</b>				
	# (%) of individuals To-Date	5 (10%)	13 (21%)		
	% of Goal	14%	35%		

# Yolo County Children's Alliance

**Vision:** To have fewer seniors in Yolo County experience food insecurity

**Outcomes:**

		Quarter 1 Jan-Mar	Quarter 2 Apr-June	Quarter 3 Jul-Sept	Quarter 4 Oct-Dec
<b>Performance Measure 1: How much did we do?</b>					
1.1 *	<b># of participants provided "long-term" housing related assistance</b>				
	• <b>Goal:</b> 40 individuals/year				
	Individuals Served in Quarter	76	42		
	Individuals Served to Date	76	118		
	% of Goal	190%	295%		
1.2 *	<b># of participants provided "light-touch" housing related assistance</b>				
	• <b>Goal:</b> TBD				
	Individuals Served in Quarter	46	58		
	Individuals Served to Date	46	66		
	% of Goal	n/a	n/a		
<b>Performance Measure 2: How well did we do it?</b>					
2.1	<b>Average length of time from program placement to placement in permanent housing</b>				
	• <b>Goal:</b> < 120 days				
	Ave length of time to permanent housing	74	66		
	% of Maximum Time	62%	55%		
<b>Performance Measure 3: Is anyone better off?</b>					
3.1	<b># (%) of households who secured permanent housing</b>				
	• <b>Goal:</b> 32 individuals, (80% of total 40 individuals served)				
	# (%) of individuals in Quarter	26 (21%)	26 (26%)		
	# (%) of individuals To-Date	26 (21%)	52 (28%)		
	% of Goal	91%	163%		
3.2 *	<b># (%) of households who increased and/or maintained their non-cash benefits including CalFresh and Medi-cal</b>				
	• <b>Goal:</b> 32, (80% of total 40 individuals served)				
	# (%) of individuals in Quarter	84 (69%)	73 (73%)		
	# (%) of individuals To-Date	84 (69%)	157 (85%)		
	% of Goal	262%	490%		
3.3	<b># (%) of participants who increased their total income</b>				
	• <b>Goal:</b> 8 (20% of total 40 individuals served)				
	# (%) of individuals in Quarter	2 (2%)	1 (1%)		
	# (%) of individuals To-Date	2 (2%)	3 (2%)		
	% of Goal	25%	38%		

- Revised to reflect the removal of the discretionary fund data, approximately 12% of previously reported data was attributed to Discretionary CSBG funds, not regular CSBG funds.

## Davis Community Meals and Housing

**Vision:** To provide persons experiencing homelessness with a safe and nurturing living environment as they search for permanent housing

**Outcomes:**

		Quarter 1 Jan-Mar	Quarter 2 Apr-June	Quarter 3 Jul-Sept	Quarter 4 Oct-Dec
<b>Performance Measure 1: How much did we do?</b>					
<b># of families served in the Family Transitional Housing Program (FTHP)</b>					
<ul style="list-style-type: none"> <li>Goal: 10 families/year</li> </ul>					
1.1	Families Served in Quarter	4	1		
	Families Served to Date	4	5		
	% of Goal	40%	50%		
<b>Performance Measure 2: How well did we do it?</b>					
<b>Average length of stay for leavers (people who left the FTHP during the time period) in days</b>					
<ul style="list-style-type: none"> <li>Goal: &lt; 18 months (540 days)</li> </ul>					
2.1	Ave length of stay for leavers	0	0		
	% of Maximum Time	n/a	n/a		
<b>Average length of stay for stayers (people who remained in the FTHP past the timeframe) in days</b>					
<ul style="list-style-type: none"> <li>Goal: &lt; 18 months (540 days)</li> </ul>					
2.2	Ave length of stay for stayers	411 days	300 days		
	% of Maximum Time	76%	73%		
<b>Performance Measure 3: Is anyone better off?</b>					
<b># (%) of households in FTHP who secured permanent housing at program exit</b>					
<ul style="list-style-type: none"> <li>Goal: 8 households, (80% of total 10 families served)</li> </ul>					
3.1	# (%) of households in Quarter	0 (0%)	0 (0%)		
	# (%) of households To-Date	0 (0%)	0 (0%)		
	% of Goal	0%	0%		
<b># (%) of households in FTHP who increased and/or maintained their non-cash benefits including CalFresh and Medi-cal</b>					
<ul style="list-style-type: none"> <li>Goal: 8 (80% of total 10 families served)</li> </ul>					
3.2	# (%) of households in Quarter	4 (100%)	1 (100%)		
	# (%) of households To-Date	4 (100%)	5 (100%)		
	% of Goal	50%	63%		
<b># (%) of households in FTHP who increased their total income</b>					
<ul style="list-style-type: none"> <li>Goal: 2 (20% of total 10 families served)</li> </ul>					
3.3	# (%) of households in Quarter	4 (100%)	0 (0%)		
	# (%) of households To-Date	4 (100%)	4 (80%)		
	% of Goal	200%	200%		

## Fourth and Hope

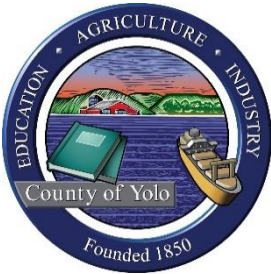
**Vision:** To provide persons experiencing homelessness with a safe and nurturing living environment as they search for permanent housing

**Outcomes:**

		Quarter 1 Jan-Mar	Quarter 2 Apr-June	Quarter 3 Jul-Sept	Quarter 4 Oct-Dec
<b>Performance Measure 1: How much did we do?</b>					
1.1	<b># of participants provided emergency shelter and general demographics</b>				
	<ul style="list-style-type: none"> <li>• <b>Goal:</b> 400 individuals/year</li> </ul>				
	Participants Served in Quarter	91	98		
	Participants Served to Date	91	131		
	% of Goal	23%	33%		
<b>Performance Measure 2: How well did we do it?</b>					
2.1	<b>Average length of stay for leavers (people who left the Emergency Shelter during the time period) in days</b>				
	<ul style="list-style-type: none"> <li>• <b>Goal:</b> &lt; 90 days</li> </ul>				
	Ave length of stay for leavers	64 days	67 days		
	% of Maximum Time	71%	74%		
2.2	<b>Average length of stay for stayers (people who remained in the Emergency Shelter past the timeframe) in days</b>				
	<ul style="list-style-type: none"> <li>• <b>Goal:</b> &lt; 90 days</li> </ul>				
	Ave length of stay for stayers	110 days	154 days		
	% of Maximum Time	%	73%		
<b>Performance Measure 3: Is anyone better off?</b>					
3.1	<b># (%) of participants who secured permanent housing at program exit</b>				
	<ul style="list-style-type: none"> <li>• <b>Goal:</b> 200, (80% of total 400 participants served)</li> </ul>				
	# (%) of participants in Quarter	8 (9%)	16 (16%)		
	# (%) of participants To-Date	8 (9%)	24 (18%)		
	% of Goal	4%	12%		
3.2	<b># (%) of participants who increased and/or maintained their non-cash benefits including CalFresh and Medi-cal</b>				
	<ul style="list-style-type: none"> <li>• <b>Goal:</b> 320 (80% of total 400 participants served)</li> </ul>				
	# (%) of participants in Quarter	65 (71%)	75 (77%)		
	# (%) of participants To-Date	65 (71%)	101 (77%)		
	% of Goal	20%	32%		
3.3	<b># (%) of participants who increased their total income</b>				
	<ul style="list-style-type: none"> <li>• <b>Goal:</b> 80 (20% of total 10 families served)</li> </ul>				
	# (%) of participants in Quarter	2 (2%)	2 (2%)		
	# (%) of participants To-Date	2 (2%)	4 (3%)		
	% of Goal	3%	5%		

**Supporting Documentation for Item #7**

2018 Discretionary Performance Measure Report



# COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

## *Discretionary Increase 2018 – Performance Measure Report*

### Yolo Food Bank

**Vision:** To have fewer people in Yolo County experience hunger and food insecurity

**Outcomes:**

		2019 Jan-May			
<b>Performance Measure 1: How much did we do?</b>					
<b># of pounds of food drive products distributed through Partner Agencies</b>					
<ul style="list-style-type: none"> <li><b>Goal:</b> 13,300 lbs.</li> </ul>					
1.1	Pounds Distributed in Contract Period	6,560			
	% of Goal	49%			
<b>Performance Measure 2: How well did we do it?</b>					
<b># of households receiving food assistance through Partner Agencies</b>					
<ul style="list-style-type: none"> <li><b>Goal:</b> 17,752 (duplicated)</li> </ul>					
2.1	# of households	4,206			
	% of Goal	24%			
<b>Performance Measure 3: Is anyone better off?</b>					
<b>% (#) of households who reported improved food security</b>					
<ul style="list-style-type: none"> <li><b>Goal:</b> None; Year 1 = Baseline Data</li> <li>Reporting on this measure requires comparison of surveys taken approximately 1 year apart regarding food security. Initial surveys (152) were collected in Quarter 4 of 2018, and the second set will be collected in Quarter 3 and Quarter 4 of 2019. The comparison of these two sets of data will provide this performance measure data.</li> </ul>					
3.1	# (%) of households	n/a			

## Meals on Wheels

**Vision:** To have fewer seniors in Yolo County experience food insecurity

**Outcomes:**

		2019 Jan-May			
<b>Performance Measure 1: How much did we do?</b>					
1.1	<b># of low-income seniors served (unduplicated)</b>				
	• <b>Goal: 26</b>				
	Seniors Served in Contract Period	58			
	% of Goal	223%			
<b>Performance Measure 2: How well did we do it?</b>					
2.1	<b># of individuals offered referral to support resources</b>				
	• <b>Goal: 26</b>				
	Individuals Offered Referral in Contract Period	58			
	% of Goal	223%			
<b>Performance Measure 3: Is anyone better off?</b>					
3.1	<b># (%) of individuals who reported improved daily nutritional intake</b>				
	• <b>Goal: 26 individuals, (100% of total 26 seniors served)</b>				
	# (%) of individuals	58 (100%)			
	% of Goal	223%			
3.2	<b># (%) of individuals who reported decreased food insecurity</b>				
	• <b>Goal: 22 individuals, (84% of total 26 seniors served)</b>				
	# (%) of individuals	6 (10%)			
	% of Goal	27%			
3.3	<b># (%) of individuals who improved nutritional intake</b>				
	• <b>Goal: 13 individuals, (50% of total 26 seniors served)</b>				
	# (%) of individuals	13 (22%)			
	% of Goal	100%			



## Yolo County Children's Alliance

**Vision:** To have fewer seniors in Yolo County experience food insecurity

**Outcomes:**

		2019 Jan-May			
<b>Performance Measure 1: How much did we do?</b>					
1.1	<b># of participants provided housing related assistance</b>				
	<ul style="list-style-type: none"> <li>• <b>Goal:</b> 6 individuals</li> </ul>				
	Individuals Served in Contract Period	24			
	% of Goal	400%			
<b>Performance Measure 2: How well did we do it?</b>					
2.1	<b>Average length of time from program placement to placement in permanent housing</b>				
	<ul style="list-style-type: none"> <li>• <b>Goal:</b> &lt; 120 days</li> </ul>				
	Ave length of time to permanent housing	65			
	% of Maximum Time	54%			
<b>Performance Measure 3: Is anyone better off?</b>					
3.1	<b># (%) of households who secured permanent housing</b>				
	<ul style="list-style-type: none"> <li>• <b>Goal:</b> 3 households, (50% of total 6 individuals served)</li> </ul>				
	# (%) of households	6 (25%)			
	% of Goal	200%			
3.2	<b># (%) of households who increased and/or maintained their non-cash benefits including CalFresh and Medi-cal</b>				
	<ul style="list-style-type: none"> <li>• <b>Goal:</b> 5, (80% of total 6 individuals served)</li> </ul>				
	# (%) of individuals	16 (67%)			
	% of Goal	320%			
3.3	<b># (%) of participants who increased their total income</b>				
	<ul style="list-style-type: none"> <li>• <b>Goal:</b> 1 (20% of total 6 individuals served)</li> </ul>				
	# (%) of households	1 (4%)			
	% of Goal	100%			

## Davis Community Meals and Housing

**Vision:** To provide persons experiencing homelessness with a safe and nurturing living environment as they search for permanent housing

**Outcomes:**

		2019 Jan-May			
<b>Performance Measure 1: How much did we do?</b>					
1.1	<b># of families served in the Family Transitional Housing Program (FTHP)</b>				
	<ul style="list-style-type: none"> <li>• <b>Goal:</b> 2 families</li> </ul>				
	Families Served in Contract Period	2			
	% of Goal	100%			
<b>Performance Measure 2: How well did we do it?</b>					
2.1	<b>Average length of stay for leavers (people who left the FTHP during the time period) in days</b>				
	<ul style="list-style-type: none"> <li>• <b>Goal:</b> &lt; 18 months (540 days)</li> </ul>				
	Avg. length of stay for leavers	0			
	% of Goal	n/a			
2.2	<b>Average length of stay for stayers (people who remained in the FTHP past the timeframe) in days</b>				
	<ul style="list-style-type: none"> <li>• <b>Goal:</b> &lt; 18 months (540 days)</li> </ul>				
	Avg. length of stay for stayers	325 days			
	% of Goal	60%			
<b>Performance Measure 3: Is anyone better off?</b>					
3.1	<b># (%) of households in FTHP who secured permanent housing at program exit</b>				
	<ul style="list-style-type: none"> <li>• <b>Goal:</b> 2 households, (80% of total 2 families served)</li> </ul>				
	# (%) of households	0 (0%)			
	% of Goal	0%			
3.2	<b># (%) of households in FTHP who increased and/or maintained their non-cash benefits including CalFresh and Medi-cal</b>				
	<ul style="list-style-type: none"> <li>• <b>Goal:</b> 2 (80% of total 2 families served)</li> </ul>				
	# (%) households	2 (100%)			
	% of Goal	100%			
3.3	<b># (%) of households in FTHP who increased their total income</b>				
	<ul style="list-style-type: none"> <li>• <b>Goal:</b> 0 (20% of total 2 families served)</li> </ul>				
	# (%) of households	1 (50%)			
	% of Goal	n/a			

## Fourth and Hope

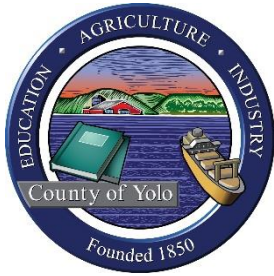
**Vision:** To provide persons experiencing homelessness with a safe and nurturing living environment as they search for permanent housing

**Outcomes:**

		2019 Jan-May			
<b>Performance Measure 1: How much did we do?</b>					
1.1	<b># of additional meals served through the daily meals program</b>				
	<ul style="list-style-type: none"> <li><b>Goal: 7,000 meals served</b></li> </ul>				
	Meals Served in Contract Period	7,000			
	% of Goal	100%			

## **Supporting Documentation for Item #8**

2018-19 Community Action Plan 18-Month Review



# COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

## *2018 Community Action Plan 18-Month Review*

The 2018-2019 Community Needs Assessment conducted by the Community Services Action Board (CSAB) in 2017, identified three key areas of need in the community:

1. **Housing & Homeless Services,**
2. **Emergency Assistance, and**
3. **Employment Assistance & Self-Sufficiency Services.**

The list below represents the successes of the five 2018-2019 CSBG Subcontracted providers and Yolo County HHSA's CSBG Fund for housing/homeless services from January 1st, 2018 through June 30th, 2019.

### **Priority 1: Housing & Homeless Services**

- 279 persons have secured permanent housing
- 602 individuals received emergency shelter
- 15 families participated in transitional housing
- 18 households received eviction prevention assistance

### **Priority 2: Emergency Assistance**

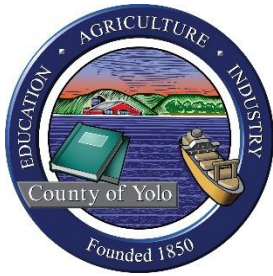
- 98,719 pounds of food distributed by the Yolo Food Bank to Partner Agencies
- 93,709 households (duplicated) received food assistance from Yolo Food Bank's Partner Agencies
- 7,000 meals served to persons experiencing homelessness, provided by Fourth and Hope's daily meals program
- 199 low-income seniors (unduplicated) received meals provided by the Meals on Wheels program
- 100% of seniors receiving meals reported improved daily nutritional intake
- 39% of seniors receiving meals were found by a nutritionist to have improved their nutritional intake
- 40% of seniors receiving meals have reported decreased food insecurity

### **Priority 3: Employment Assistance & Self-Sufficiency Services**

- 819 individuals either increased or maintained their non-cash benefits, including CalFresh and Medi-Cal
- 101 individuals increased their overall cash income
- 199 low-income seniors received referrals to support resources

## **Supporting Documentation for Item #9**

2020-21 Community Action Plan Summary



# COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

## 2020-21 Yolo County Community Action Plan Summary

### Background

Administered by the federal government, the Community Services Block Grant is dedicated to assisting local communities combat poverty. Yolo County receives approximately \$300,000 in Community Services Block Grant funding each calendar year. In order to receive the funds, a key stipulation is that local service areas must conduct a bi-annual needs assessment and develop an accompanying action plan for how the community will use the funds to better serve low-income individuals and families.

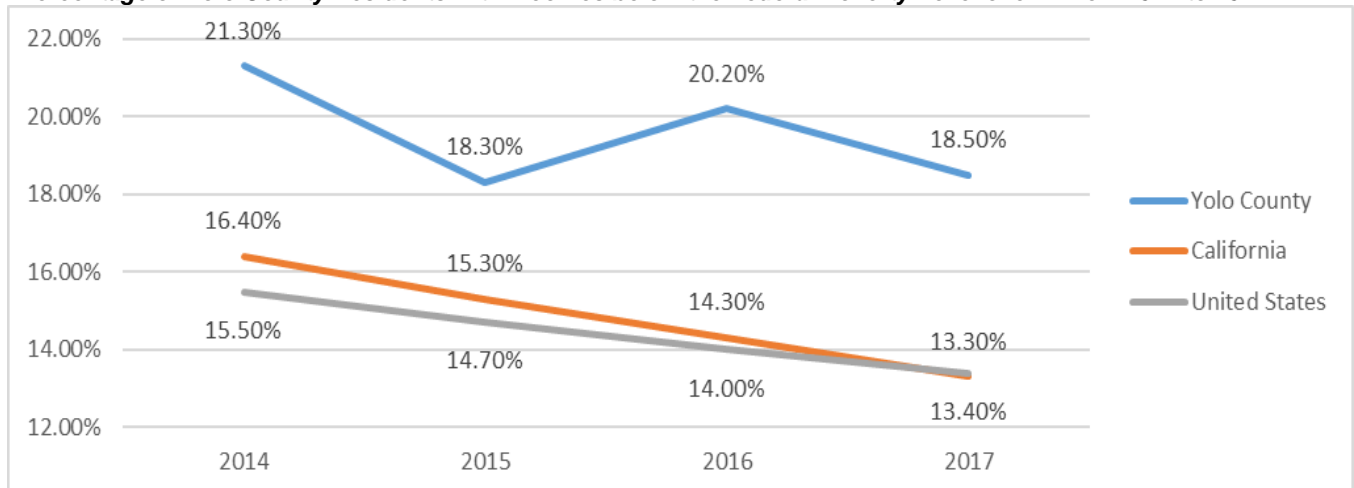
The following sections explain how the Yolo County Community Services Action Board with assistance from Yolo County Health and Human Services Agency staff conducted its 2020-21 needs assessment and developed its Community Action Plan.

### Overview

#### Poverty in Yolo County

According to Census data, 18.5% (39,114 out of 211,305) of Yolo County residents live below the federal poverty level. Despite a decrease from 2016 to 2017, Yolo County's poverty rate continues to trend higher than both national and state percentages.

*Percentage of Yolo County Residents with Incomes below the Federal Poverty Level over Time – 2014 to 2017*



Data Source: US Census Bureau, American Community Survey

When comparing poverty rates among Yolo County's three largest cities, Davis has consistently experienced the highest rates, while West Sacramento experienced the largest one-year decrease (2.90%) from 2014 to 2015. One factor likely skewing Davis' poverty rate is the large population of University of California, Davis students who report little to no income.

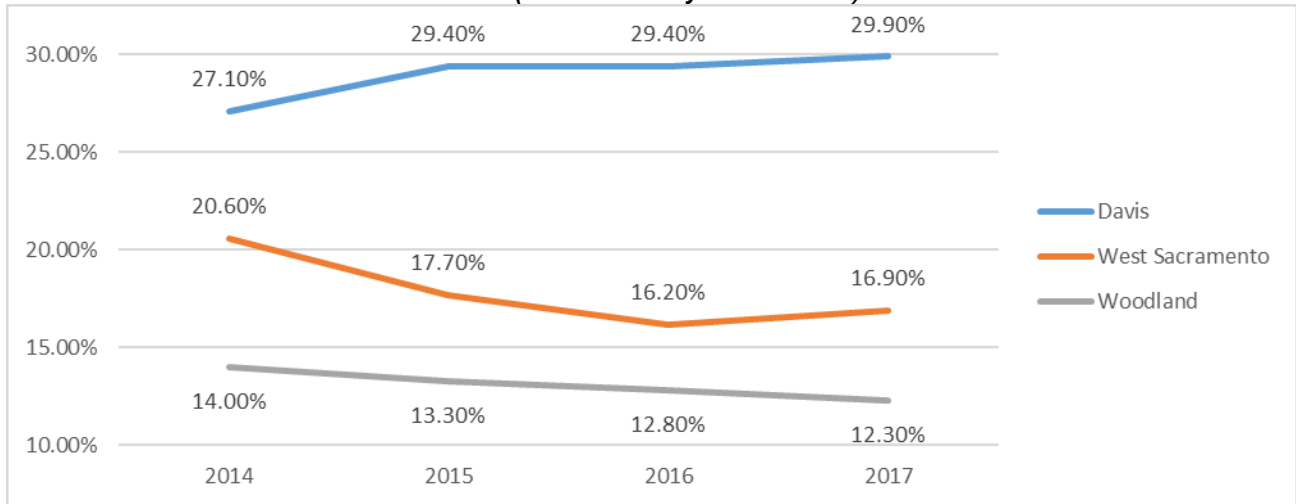


# COUNTY OF YOLO

## Health and Human Services Agency

### Community Services Action Board

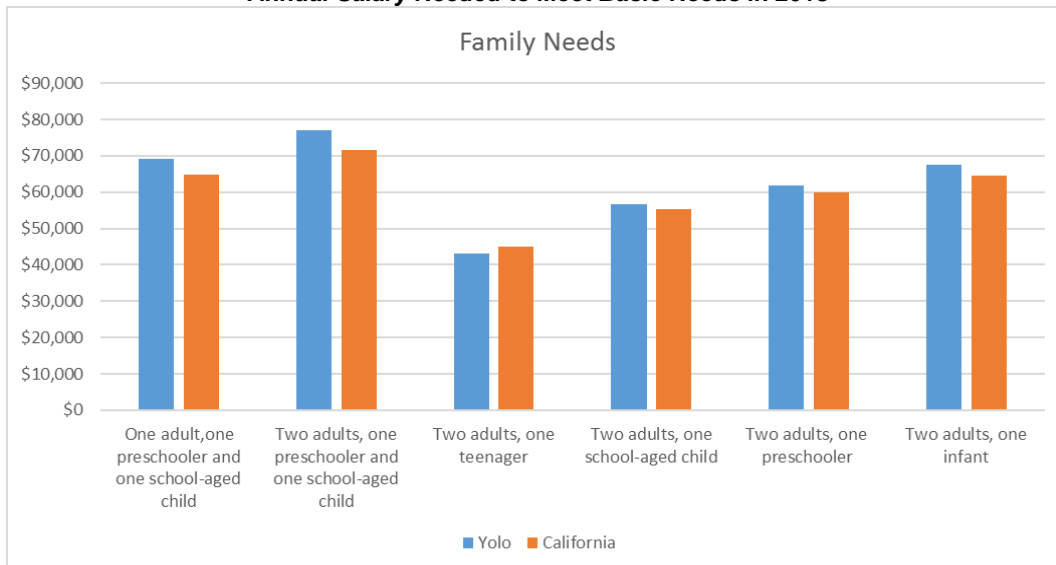
**Percentage of Yolo County Residents with Incomes below the Federal Poverty Level by City over Time – 2014 to 2017 (based off five-year estimates)**



Data Source: US Census Bureau, American Community Survey

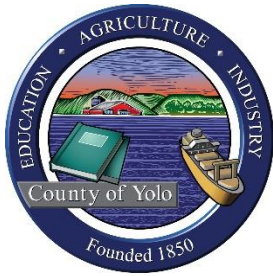
As an alternative to the federal poverty level, the Family Needs Calculator (formerly the Self-Sufficiency Standard) represents the estimated amount of money a family needs to adequately meet its basic needs (housing, food, child care, health care, transportation and taxes) without public or private assistance. In Yolo County the annual salary needed in 2018 to meet these basic needs is shown below for a sampling of family types.

**Annual Salary Needed to Meet Basic Needs in 2018**



Data Source: Center for Community Economic Development, "2018 Family Needs Calculator." Retrieved from: <https://insightcced.org/2018-family-needs-calculator/>





# COUNTY OF YOLO

## Health and Human Services Agency

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### Community Services Action Board

## Community Needs Assessment Methodology

HHSA/CSAB used a two – pronged methodology to conduct its Community Needs Assessment consisting of community input at public forums and through a Low-Income Needs Survey. The following sections explain each approach in more detail.

### Public Forums

To ensure HHSA/CSAB received input from all geographic areas within its service area, staff convened six public forums in the cities and/or unincorporated areas of Davis, Esparto, Knights Landing, West Sacramento, Winters, and Woodland. HHSA/CSAB publicly noticed the meetings by disseminating a County press release, posting the information at its County service centers, advertising in local newspapers, and distributing the information to all of its County stakeholder email distribution groups.

At each public forum, staff provided an overview of the Community Services Block Grant and the Community Needs Assessment process. Thereafter, staff invited attendees to provide testimony as to the needs of low-income residents. Staff recorded the testimony and coded the qualitative information into categories, which staff presented to CSAB as part of its Community Needs Assessment results. In total, 30 people provided testimony at the public forums. Many community members and community based organizations were represented. The top three priority needs identified at the Public Forums were housing/homeless services, emergency assistance and disability related or elderly services.

### Survey

In an effort to collect quantitative data, HHSA/CSAB also administered a Low-Income Needs Survey. The survey, available in electronic and paper formats as well as in English, Russian, and Spanish, allowed HHSA/CSAB to seek more standardized responses. Similar to the public forums, HHSA/CSAB publicly advertised the survey by disseminating a County press release (sent to media contacts, posted online to the County's website, general Facebook and Twitter feeds), posting the information at its County service centers, and distributing the information to all of its County stakeholder email distribution groups. Individual CSAB members also distributed the surveys further to community based organizations, local governing body representatives (i.e. County Board of Supervisors, City Council Members) and local advocacy committees.

In total, HHSA/CSAB received 545 responses, including a wide range of stakeholders. Out of 545 surveys received, the majority of respondents (302) self-identified as a "low-income resident of Yolo County". Additionally, of the 44 people who self-identified as "other", 24 specified affiliations that would be considered low-income such as homeless, SSDI recipient, social security recipient, student, etc.

## Community Needs Assessment Findings

Based on both the qualitative and quantitative data collected, HHSA/CSAB identified housing/homeless services, employment/income assistance, and emergency assistance as key causes and conditions of poverty that need to be addressed.

As depicted in the figure below, 302 survey responses rated housing/homeless services as the most pressing need for low-income individuals and families in Yolo County. Income assistance received the second highest rating with 70 responses, followed by 65 responses for employment assistance and 59 responses for emergency assistance.

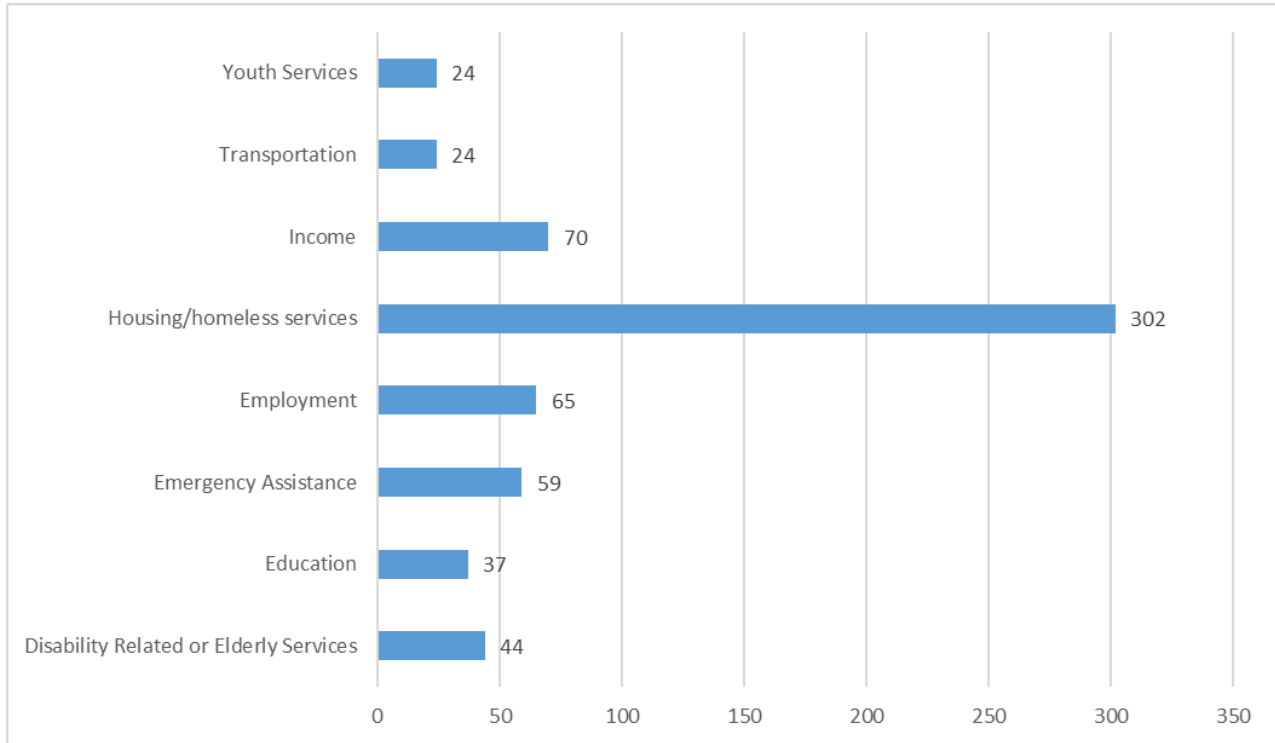


# COUNTY OF YOLO

## Health and Human Services Agency

### Community Services Action Board

**Survey Question—Which of the following do you think is the most pressing need for low-income individuals and families in Yolo County? Please mark one, most pressing need only.**



To further define the need, the table below features survey participants weighted answer when asked to rate the need for each service within each larger category. The services are arranged in order of weighed average from highest to lowest.

**Survey Question—Within each category, please rate the need for each service on a scale of 1 to 3 with 1 being rarely needed and 3 being very needed.**

Answer Options	Rating Average
Housing/Homeless Services - Help Finding Housing	2.78
Emergency Assistance - Food	2.73
Employment - Job Skills Training	2.72
Housing/Homeless Services - Help Paying Rent	2.72
Housing/Homeless Services - Permanent Supportive Housing	2.70
Emergency Assistance - Emergency Shelter	2.69
Employment - Job Placement Assistance	2.67
Education - Career/Technical Education	2.65



# COUNTY OF YOLO

## Health and Human Services Agency

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### Community Services Action Board

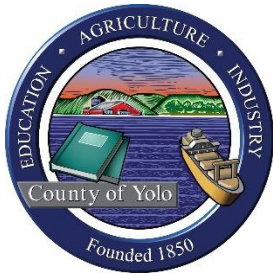
Housing/Homeless Services - Help Paying Utilities	2.64
Disability Related or Elderly - Advocacy for Disability Benefit	2.63
Youth Services - Childcare Services	2.63
Youth Services - Affordable Extracurricular/After School Programs	2.63
Housing/Homeless Services -Transitional and Bridge Housing	2.62
Income - Public Benefits Enrollment	2.61
Disability Related or Elderly - In-Home Support Services and Care	2.59
Employment -Employer Engagement and Recruitment	2.58
Transportation - Transportation Assistance	2.57
Youth Services - Parenting Support and Child Development Classes	2.56
Emergency Assistance - Protection from Violence	2.54
Housing/Homeless Services - Legal Services to Overcome Housing Barriers	2.54
Housing/Homeless Services - Eviction Prevention	2.53
Youth Services - Mentoring Programs (i.e. life skills, crime prevention)	2.53
Education - Life Skills Training	2.52
Emergency Assistance - Clothing and Other Weather Appropriate Items	2.52
Income - Money Management and Credit Repair	2.51
Youth Services - Tutoring Assistance	2.45
Disability Related or Elderly - Meal Delivery	2.41
Education - Adult Education Programs	2.38
Education - ESL Classes	2.29
Education - Literacy Classes	2.28
Income - Tax Preparation and Tax Credit Classes	2.26

### **Housing/Homeless Services**

Consistent with past findings, the recent assessment substantiated the overwhelming need for housing and homeless services. This was the top priority need identified both at the public forums and through the low-income needs survey. According to the assessment results, priorities within this category include housing navigation assistance, eviction prevention assistance such as help paying rent and/or utilities, supportive services to assist persons maintain their permanent housing, and transitional/bridge housing.

### **Income and Employment**

The assessment also revealed the need for assistance with income and employment. Although not identified as a priority need at the public forums, these received the 2<sup>nd</sup> and 3<sup>rd</sup> highest score when survey respondents were asked to rate the single most pressing need. Since these are so closely related, CSAB chose to combine them. Priorities within these categories include helping persons find and secure



# COUNTY OF YOLO

## Health and Human Services Agency

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### Community Services Action Board

permanent employment, providing job skills training and assistance enrolling in public benefit programs such as CalWORKs, CalFresh and General Assistance.

#### **Emergency Assistance**

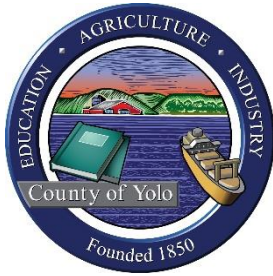
Another need identified by the assessment was emergency assistance in the form of shelter, food, supplies, and protection from violence. This category was identified as the 2<sup>nd</sup> highest need when discussed at the public forums, and the 4<sup>th</sup> highest need when survey respondents were asked to rate the single most pressing need. Priorities within this category include emergency shelter beds for persons and families experiencing homelessness, meals for food insecure persons and families, as well as safety from crime and domestic violence.

#### **Disability Related or Elderly Services**

This category of need received the 4<sup>th</sup> highest score when survey respondents were asked to rate the single most pressing need, and the 3<sup>rd</sup> highest need when discussed at the public forums. Priorities within this category include providing assistance to obtain disability benefits and assistance with in-home support services and care. CSAB recognized that the elderly and disabled are disproportionately represented in the local homeless population and chose to include this as a fourth category of priority need. This is consistent with an increased awareness of the growing aging homeless population, as reflected in this report by the Actionable Intelligence for Social Policy initiative: <https://www.aisp.upenn.edu/aginghomelessness/>

## **Supporting Documentation for Item #11**

CSAB Board Member Roles and Responsibilities



# COUNTY OF YOLO

Health and Human Services Agency

*Karen Larsen, LMFT*  
Director

**Sandra Sigrist, LCSW**  
Director, Adult & Aging Branch

MAILING ADDRESS  
137 N. Cottonwood Street • Woodland, CA 95695  
(530) 666-8516 • [www.yolocounty.org](http://www.yolocounty.org)

June 11, 2019

I want to start by congratulating you on your appointment by the Yolo County Board of Supervisors to the Community Services Action Board (CSAB)! We are excited to have you on the Board, and sincerely appreciate your service.

## **Term**

You were officially appointed as a \_\_\_\_\_ Representative to the CSAB by the Board of Supervisors on \_\_\_\_\_, and your term will expire on \_\_\_\_\_.

## **Meetings**

Since your appointment has been formally approved, you can begin attending CSAB meetings immediately. The 2019 meeting schedule is attached. The next regularly scheduled meeting will be on:

- Tuesday, July 11, 2019 from 4:30 to 6 p.m. at the Yolo County Library in Davis- 315 E. 14<sup>th</sup> Street, Davis, Blanchard Room

Customarily, CSAB convenes meetings on the second Tuesday of every other month from 4:30 to 6 p.m. in rotating locations among Davis, West Sacramento, and Woodland.

You should expect to receive an email with meeting materials from me at least one week in advance of each meeting. If you prefer an alternate method of communication, please let us know. At that time, we will also ask you to confirm if you are able to attend the meeting.

In addition, throughout the year, you will be able to access past meeting agendas and minutes on CSAB's webpage: <http://www.yolocounty.org/health-human-services/boards-committees/community-services-action-board>.

## **Background Information on CSAB**

To help orient you to the board, I have provided some basic information about CSAB below and attached several documents for your review including:

1. CSAB Job Description
2. CSAB Bylaws
3. CSAB Roster
4. 2018-2019 Community Action Plan (CAP)—an annual plan based off biannual community needs assessment

## **Conflict of Interest**

As an advisor to the Board of Supervisors, the County requires that you complete a Conflict of Interest Form 700 every year.

Please expect an email from the Yolo County Clerk/Recorder's Office (sender: [Form700.Yolo@SouthTechHosting.com](mailto:Form700.Yolo@SouthTechHosting.com)) asking you to complete the form via an electronic

**Davis**  
600 A Street  
Davis, CA 95616  
Mental Health (530) 757-5530

**West Sacramento**  
500 Jefferson Boulevard  
West Sacramento, CA 95605  
Service Center (916) 375-6200  
Mental Health (916) 375-6350  
Public Health (916) 375-6380

**Winters**  
111 East Grant Avenue  
Winters, CA 95694  
Service Center (530) 406-4444

**Woodland**  
25 & 137 N. Cottonwood Street  
Woodland, CA 95695  
Service Center (530) 661-2750  
Mental Health (530) 666-8630  
Public Health (530) 666-8645

process. If you have any questions about the process or the form, please contact Liz Mahovich at (530) 666-8130 ext:6081 or via email at [liz.mahovich@yolocounty.org](mailto:liz.mahovich@yolocounty.org).

### **Background**

Established on May 13, 1968 under the Economic Opportunity Act of 1964, the Yolo County Community Services Action Board (CSAB) serves as the region's Community Action Agency (CAA). Created by President Lyndon B. Johnson, the CAAs were part of his "War on Poverty" initiative.

At present, nearly 1,000 CAAs exist throughout the United States, covering approximately 96 percent of the nation's counties. The federal government connects CAAs through a vast network of associations including regional associations, state associations, a national association, a national lobbying organization, and a national association of Community Service Block Grant (CSBG) administrators.

### **Mission**

CSAB's mission is to combat poverty by promoting the health, safety, stability, and self-sufficiency of low-income persons residing in Yolo County.

### **Roles and Responsibilities**

In Yolo County, CSAB serves as an advisory body to the Yolo County Board of Supervisors. One of its primary functions is to make recommendations to the Board of Supervisors regarding the provision of Community Service Block Grant (CSBG) funds, which is the core-funding source for CAAs. As such, the roles and responsibilities of CSAB include:

- Conducting a biannual community needs assessment
- Establishing strategic goals in alignment with the board's mission
- Evaluating the implementation and achievement of the board's goals
- Overseeing the subcontracting process
- Monitoring the performance of subcontractors
- Serving as advocates for Yolo County residents living in poverty

### **Membership**

CSAB membership is comprised of a diverse coalition of stakeholders from throughout the region. Pursuant to federal mandates, CSAB maintains a tripartite membership including:

- 5 low-income Yolo County residents and/or representatives
- 5 Board of Supervisors and/or appointed representatives (one from each district)
- 5 at-large Yolo County residents

### **Partners**

Every other year, CSAB in conjunction with the County, issues a Request for Proposal (RFP) to subcontract with various community partners. Together, CSAB, the County, and its community partners use the CSBG funds to assist Yolo County residents living in poverty. The priorities for funding depend on CSAB's most recent community needs assessment.

For 2018 and 2019, CSAB's partners include:

- Davis Community Meals
  - To provide daily shelter and transitional housing to homeless persons
- Fourth and Hope
  - To provide emergency shelter to homeless persons
- Meals on Wheels

- To provide nutritious meals to low-income senior citizens
- Yolo Food Bank
  - To provide meals to low-income food insecure residents
  - To provide emergency shelter to homeless persons
- Yolo County Children’s Alliance
  - To provide housing navigation services to low-income and homeless persons

**Staff Contact**

- Ian Evans  
Forensic and Homeless Team Clinical Manager – Yolo County HHSA  
(530) 666-8297  
[Ian.Evans@yolocounty.org](mailto:Ian.Evans@yolocounty.org)
- Emily Meza  
Homeless Services Analyst – Yolo County HHSA  
(530) 666-8553  
[Emily.Meza@yolocounty.org](mailto:Emily.Meza@yolocounty.org)

We look forward to working with you in this new role!

Sincerely,

*Emily Meza*

Homeless Services Analyst  
Yolo County Health and Human Services Agency (HHSA)





# COUNTY OF YOLO

Health and Human Services Agency

*Karen Larsen, LMFT*  
Director

**Sandra Sigrist, LCSW**  
Director, Adult & Aging Branch

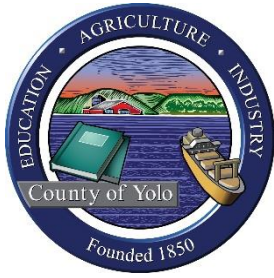
MAILING ADDRESS  
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(530) 666-8516 • www.yolocounty.org

## *Community Services Action Board 2019 Meeting Schedule*

*Meetings occur on the second Tuesday of every month  
No meeting in September and November*

<b>Date</b>	<b>Time</b>	<b>Location</b>
January 8, 2019	4:30 to 6:00 p.m.	West Sacramento
February 12, 2019	4:30 to 6:00 p.m.	Woodland – Gonzales – Clarksburg Room
March 12, 2019	4:30 to 6:00 p.m.	Davis
April 9, 2019	4:30 to 6:00 p.m.	West Sacramento
May 14, 2019	4:30 to 6:00 p.m.	Woodland – Bauer – Thomson Room
June 11, 2019	4:30 to 6:00 p.m.	Davis
July 9, 2019	4:30 to 6:00 p.m.	Woodland – Bauer – Thomson Room
August 13, 2019	4:30 to 6:00 p.m.	West Sacramento
October 8, 2019	4:30 to 6:00 p.m.	Woodland – Bauer – Thomson Room
December 10, 2019	4:30 to 6:00 p.m.	Davis

<b>Davis</b>	<b>West Sacramento</b>	<b>Woodland</b>
<p>Yolo County Library 315 East 14<sup>th</sup> Street Davis, CA <i>Blanchard Room</i></p>	<p>Yolo County HHS 500 Jefferson Boulevard West Sacramento, CA A Building <i>River City Room</i></p>	<p>Yolo County HHS 137 North Cottonwood Street Woodland, CA Bauer Building <i>Thomson Room</i></p> <p>Yolo County HHS 25 North Cottonwood Street Woodland, CA Gonzales Building <i>Clarksburg Room</i></p>



# COUNTY OF YOLO

## Health and Human Services Agency

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### *Community Services Action Board Job Description*

#### **General Information:**

The Community Services Action Board (CSAB) is responsible for the administration of the Community Services Block Grant (CSBG). They are an advisory Board whose primary role is to advise and make recommendations to the Board of Supervisors regarding the Community Service Block Grant program. CSAB's main concern is to distribute CSBG funds to programs that support low-income Yolo County community members. CSAB also participates in the selection of the Executive Director of the Yolo County Health and Humans Services Agency (HHS) and its executive officers.

CSAB's powers are designated within its approved By-Laws. The CSAB operates the CSBG program for the County by gathering public input, performing community needs assessments, developing a bi-annual community action plan for submittal to the State, making recommendations for approval of the action plan to the Board of Supervisors, assisting the Agency in development of requests for proposals for CSBG services, reviewing the proposals and making recommendations for approval of agreements with vendors presenting proposals consistent with the priorities recommended and approved by the Board of Supervisors. Once agreements are finalized with the selected vendors, CSAB participates in the monitoring of the vendors to ensure outcome goals are being met.

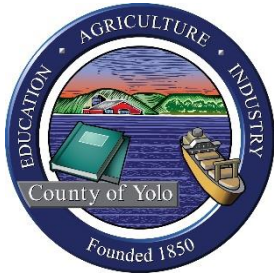
The CSBG program is designed to provide a range of services to assist the low-income community in attaining the skills, knowledge, and motivation necessary to achieve self-sufficiency. The program also provides the low-income community with immediate life necessities, such as food, shelter, and healthcare needs.

Services provided with CSBG funding must contribute to the achievement of one or more of six goals:

1. Low-income people become more self-sufficient;
2. The conditions in which low-income people live are improved;
3. Low-income people own a stake in their community;
4. Partnerships among supporters and providers of services to low-income people are achieved;
5. Agencies increase their capacity to achieve results; and
6. Low-income people achieve their potential by strengthening family and other supportive systems.

### **Roles of Board Members:**

1. Attend Board meetings regularly (up to 12 meetings annually). If a member is unable to attend a meeting they must notify the designated person in advance of the meeting. Members may be terminated if they have three unexcused absences or no longer reside in Yolo County. Members may resign at any time by submitting a written resignation to the Clerk of the Board of Supervisors.
2. Prepare for Board meetings, including reviewing materials shared in advance of the meetings and noting questions or concerns for the upcoming discussion.
3. Adhere to legal Board duties, including:
  - a. Disclosing all potential or actual conflicts of interest;
  - b. Maintaining strict confidentiality related to all personnel, customer, legal or other sensitive issues that come before the Board;
  - c. Comply with all Board policies, regulatory requirements and pertinent laws; and
  - d. Provide fiduciary oversight, including careful review of fiscal and programmatic reporting.
4. Respect established channels of communication.
5. Consider all Board decisions carefully and vote independently.
6. On any formal Board action, vote “no” if you are not certain that it is the best course of action for the organization, and abstain if you have a conflict of interest. Make sure these actions are recorded in the minutes.
7. Support all actions of the Board, even if you have voted against them. If you cannot support the action, resign from the Board in writing.
8. Participate in activities that promote the agency, including fundraising events and community relations campaigns.
9. Support your fellow Board members in creating a productive, diligent and cooperative culture of Board operations.



# COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

## *CSAB Bylaws Resolution No. 02-35*

(Resolution Recognizing the Designating Officials of the Yolo County Community Action Agency and the Powers thereof, Providing for the Creation and Administration of the Community Services Action Board, and Rescinding Prior Organizational Rules and Bylaws)

**WHEREAS**, Section 210 et seq. of the Economic Opportunity Act of 1964, as amended, (42 U.S.C. Sections 9901 et seq.) grants to political subdivisions of a state the power to designate a community action agency; and

**WHEREAS**, 42 U.S.C Section 9901 et seq. and California Government Code Sections 12750 et seq. authorize a political subdivision of the State to designate itself as a community action agency, and also to designate its government board as the community action agency governing board provided that an tripartite advisory board is also appointed meeting the criteria set forth in 42 U.S.C. Section 9910 and California Government Code Section 12751; and

**WHEREAS**, on May 13, 1968, the Board of Supervisors of the County of Yolo designated the County of Yolo as the Yolo County Community Action Agency, designated itself as the Yolo County Community Action Agency Governing Board, and created the Yolo County Community Action Board as the tripartite advisory board pursuant to the criteria set forth in 42 U.S.C Section 9901 et seq. and California Government Code Section 12750 et seq.; and

**WHEREAS**, on December 28, 1998, the Yolo County Board of Supervisors adopted Minute Order Number 98-435, Item Number 24, reorganizing the Community Action Board and the Social Service Advisory Committee into the Community Services Action Board ("CSAB"), and setting forth certain administrative and organizational rules and bylaws for the CSAB under the auspices of the Yolo County Department of Social Services; and

**WHEREAS**, on June 1, 1999, the Department of Social Services was reorganized with the Yolo County Community Partnership Agency into the County of Yolo Department of Employment and Social Services; and

**WHEREAS**, on June 1, 2015, the Department of Employment and Social Services merged with the Department of Health Services to create the County of Yolo Health and Human Services Agency ("HHSA"); and

**WHEREAS**, given the integration, the CSAB shall formally reside under the auspices of the HHSA; and

**WHEREAS**, the Board of Supervisors by this Resolution desire to continue to provide for the administration of the Yolo County Community Action Agency or the CSAB in accordance with applicable laws and regulations.

**NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED, AND FOUND** by the Board of Supervisors of the County of Yolo as follows:

1. The foregoing recitals are true and correct.
2. The Bylaws for the County of Yolo CSAB are hereby adopted as follows:

## 1) **Governance Structure**

While under the auspices of HHSA, the CSAB shall serve as an advisory body to the Yolo County Board of Supervisors. As such, the Board of Supervisors retains the following powers as delineated by the applicable laws and regulations that govern Community Action Agencies.

- a) Appoint the Executive Director of the CSAB, which shall be the Director of the Yolo County HHSA unless otherwise decided by the Board of Supervisors
- b) Determine, subject to the Community Services Block Grant (CSBG) and other social services grant fund policies; major personnel, organization, fiscal, and program policies;
- c) Determine overall program plans and priorities for the CSAB, including provisions for evaluating progress against performance;
- d) Make final approval of all program proposals and budgets;
- e) Enforce compliance with all conditions of CSBG grants;
- f) Oversee the extent and quality of the participation of members including low income persons in the program of the CSAB; and
- g) Determine, subject to CSBG, and other social services grant fund policies, rules, and procedures for the CSAB.

## 2) **Purpose and Mission Statement**

There is hereby created in the County of Yolo a board to be known as the Yolo County Community Services Action Board (CSAB). Its mission is to combat poverty by promoting the health, safety, stability, and self-sufficiency of low-income persons residing in Yolo County. In pursuit of its mission, the CSAB's primary objectives include:

- a) Serve as advocates for Yolo County residents living in poverty with the aim of building community awareness and support
- b) Convene meetings, at least bi-monthly, to evaluate its progress toward combating poverty in Yolo County
- c) Conduct a biannual community needs assessment identifying critical gaps in Yolo County's social service system
- d) Oversee the provision of CSBG funds by making recommendations to the Board of Supervisors regarding the request for proposal and subcontracting process
- e) Monitor the performance of CSBG subcontractors by examining outcome reports and conducting annual site visits

### 3) Membership

- a) The membership of the Yolo County CSAB shall be in accordance with Federal and State statutes and regulations governing membership of community action advisory boards.
- b) The membership of the CSAB shall consist of fifteen (15) members, as follows:
  - i. Five members shall consist of the individual members of the Board of Supervisors or their representatives who are appointed by the individual Board members.
  - ii. Five members shall consist of representatives of low-income persons who reside in Yolo County and are appointed by the Board of Supervisors. When there is a low-income vacancy, a press release will announce such vacancy and invite those who would be interested in representing the low-income residents of Yolo County on the CSAB to submit an application. If there are more applicants than vacancies, nominees will then be chosen through a democratic selection process, which is defined as a methodology reflecting the choice(s) of the people. Examples of a democratic selection process include, but are not limited to: (1) election by ballots cast by clients and/or other low-income persons in the service area; (2) a vote at a community meeting of low-income people; or (3) designation of one or more community organization(s) composed predominately of and representing low-income people in the service area. Actual low-income persons will be given a higher priority for nomination over those who represent low-income residents. If no applicants submit an application following the press release, the process of advertising will continue for each subsequent meeting until there is a nominee. The low-income members of the current CSAB shall make their choice of the nominee(s) and make their recommendation to the Board of Supervisors for its consideration.
  - iii. Five members shall be representatives of private organizations appointed by the Board of Supervisors and who are nominated by their organizations that operate in Yolo County. Private organizations shall be selected in such a manner as to assure that the Board will benefit from broad community involvement. The Board shall draw members not only from among private social service agencies, private educational institutions, constituencies of the low-income concerned with specific problems and other private organizations within the community, but also from among business, industry, labor, and religious organizations. In order to maintain balanced representation, private sector members of the CSAB shall not exceed two seats from any one of the above listed concerns. After a private organization representative is nominated for membership, the CSAB shall review the applicant's qualifications for membership and then forward its recommendations to the Board of Supervisors for its consideration.
- c) Each member shall be required to disclose any affiliation or potential conflict of interest.
- d) No person may sit on the Board as a member of a low-income or private organization who is an officer or an employee of the County of Yolo.

- e) No person may sit on the Board who is an officer or an employee of an organization contracting to perform a component of the Community Action Agency work program unless that person falls within the criteria set forth in Government Code 1091, 1091.5, or other statutory exceptions to Government Code 1090 et. seq.

#### **4) Petition for Representation**

Low-income residents of Yolo County, or community agencies and representative groups of the low-income, who feel inadequately represented on the CSAB, may petition the CSAB for adequate representation. This section will outline the procedures for such petition.

- a) The petition should be submitted to the Chairperson of the CSAB with ten signatures of low-income residents of Yolo County.
- b) The petition shall be heard at the next regularly scheduled CSAB meeting if there is adequate time for dissemination and review by CSAB members. If there is not time for distribution and review, the petition will be heard at the following CSAB meeting.
- c) The full CSAB shall determine how to respond to the petition and submit a recommendation to the Board of Supervisors.
- d) A written response to the petitioning groups shall be prepared discussing actions taken by the CSAB and forwarded to the group.

#### **5) Terms**

- a) Public officials and/or their representatives shall serve at the pleasure of the designating official and as long as the designating official is holding office.
- b) The term of membership for low-income representatives and representatives of private organizations shall be four (4) years; provided, however, that a member who is appointed to fill a vacancy shall serve the remainder of the unexpired term; provided further, that the term of an incumbent shall not end until a successor is appointed or the office is abolished.
- c) The terms for low-income representatives and representatives of private organizations shall be staggered so that approximately the same numbers of terms expire in each year.
- d) The terms for low-income representatives and representatives of private organizations shall begin on January 1<sup>st</sup> and shall expire on December 31<sup>st</sup>.

#### **6) Membership Termination**

- a) A vacancy shall occur upon the death, resignation, removal, or disqualification of any member (including but not limited to the termination of residency in the County or cessation of the status that qualified the member for appointment).
- b) The appointing authority may remove any member who has three (3) unexcused absences from scheduled meetings or who, in the opinion of the appointing authority, is not adequately performing the duties for which the member was appointed.

- c) Any member of the CSAB may resign at any time by submitting a written resignation to the Clerk of the Board of Supervisors. Any such resignation shall be effective upon the submission if no effective date is specified therein. If an effective date is specified therein, the resignation shall be effective upon the specified date if such date is not more than sixty (60) days after the date of submission, or upon the sixtieth (60<sup>th</sup>) day after submission if the date specified is more than sixty (60) days after the date of submission.
- d) Any vacancy shall be filled by an appointment of another member of the same area of representation for the remainder of the unexpired term of the member being replaced. In the case of a low-income vacancy, the remaining low-income members shall nominate the replacement to serve for the remaining term and make their recommendation to the Board of Supervisors for its consideration.

## **7) Officers**

The membership of the CSAB shall elect a chairperson and vice-chairperson at the first meeting in January. Such offices shall be filled by election for the next succeeding twelve (12) month term. The Executive Director, which as specified above is the Director of the HHSA unless otherwise determined by the Board of Supervisors, or designee(s) shall serve as secretary to the CSAB and shall provide staff assistance as may be required.

## **8) Meetings**

- a) Meetings of the CSAB may be held each month, but must be held at least once every two months. Meetings may be held more frequently as called by the chairperson, vice-chairperson, the Executive Director, or any five members of the CSAB.
- b) The secretary of the CSAB shall keep minutes of each meeting and shall create a copy of all approved minutes to be filed with the Clerk of the Board of Supervisors. Minutes shall include the names of all members who are present and absent, all reports received, approved, or otherwise considered, any formal actions or votes taken (including but not limited to recommendations adopted), and such additional information as is deemed necessary and appropriate.
- c) Meetings shall be held in accordance with the Brown Act.
- d) A majority vote of those present and constituting a quorum, excluding those who abstain due to a conflict of interest, but including those who abstain for any other reason, shall be required for any action, except that a vote of a majority of those present shall be sufficient to adjourn or continue a proceeding.
- e) The CSAB may adopt such rules, consistent with this Resolution and all provisions of State law and Federal law, as it deems necessary for the conduct of its business.
- f) Roberts Rules of Order do not govern the proceedings and shall not be otherwise binding, but may be used for guidance purposes as deemed necessary or appropriate by the chair or vice-chair of the CSAB unless otherwise decided by a majority vote of the members who are then present.



## **9) Meeting Quorum**

A majority of the non-vacant seats shall constitute a quorum of the CSAB.

## **10) Meeting Notice**

In compliance with the Brown Act, the secretary shall publicly post agendas at the front entrances of the HHS Woodland and West Sacramento buildings at least five (5) days in advance of any meeting.

Likewise, the secretary shall provide meeting packets to the CSAB members—including agendas, past minutes, and other relevant information—at least five (5) days in advance of any meeting.

## **11) Compensation**

Low-income CSAB members may be reimbursed for travel and/or childcare expenses incurred while attending monthly CSAB meetings. The basis for these reimbursements must be documented. CSAB Members shall be compensated according to Yolo County practice and procedure except when Federal or State compensation would take precedence.

## **12) Conflict of Interest Policy**

- a) Members of the CSAB are prohibited from accepting gifts, money, or gratuities:
  - i. From persons receiving benefits or services under any program operated by the CSAB.
  - ii. From persons or agencies under contract to perform services by programs operated by the CSAB.

Members shall abstain from voting on matters pertaining to any organization that is contracting to perform a component of the Community Action Agency work program or other social service grant funded programs with which that member is affiliated in a decision making position. To further ensure adherence, all CSAB members must sign a Conflict of Interest Policy Agreement at least every year. The Resolution supersedes and replaces Minute Order 98-234, Item 24.



# COUNTY OF YOLO

## Health and Human Services Agency

### Community Services Action Board

#### *Acronym List*

Acronym	Definition
<b>AB</b>	Assembly Bill
<b>ACA</b>	Affordable Care Act (Obamacare)
<b>AOD</b>	Alcohol and Drug Dependency
<b>CAA</b>	Community Action Agency (federal government term for the Yolo County Community Services Action Board)
<b>CAP</b>	Community Action Plan (a bi-annual local plan developed by the CAA with input from community members)
<b>BOS</b>	Board of Supervisors (CSAB serves as an advisory body to the Yolo County BOS)
<b>CalFresh</b>	California's SNAP (Supplemental Nutrition Assistance Program) (formerly Food Stamps)
<b>CalWORKs</b>	California Work Opportunities and Responsibility to Kids (known as TANF on the federal level)
<b>CBO</b>	Community Based Organization
<b>CDBG</b>	Community Development Block Grant (CPD program – federal)
<b>CDCR</b>	California Department of Corrections and Rehabilitation
<b>CDVA</b>	California Department of Veterans Affairs
<b>CH</b>	Chronically Homeless
<b>CSBG</b>	Community Services Block Grant (federal program that flows from US Department of Health and Human Services to the California Department of Consumer Services and Development to California counties)
<b>CoC</b>	Continuum of Care (federal grant program stressing permanent solutions to homelessness)
<b>COD</b>	Co-Occurring Disorder (individual with co-morbid conditions typically consisting of a serious mental illness and a substance use disorder)
<b>Con Plan</b>	Consolidated Plan, a locally developed plan for housing assistance and urban development under CDBG and other CPD programs
<b>CSAB</b>	Community Services Action Board (Yolo County CAA)
<b>CSD</b>	Community Services and Development (California Department of)
<b>CY</b>	Calendar Year
<b>DHHS</b>	Department of Health and Human Services (California)
<b>DV</b>	Domestic Violence
<b>ESG</b>	Emergency Solutions Grants (CPD – federal program that flows to entitlement jurisdictions and HCD)
<b>FMR</b>	Fair Market Rent (maximum rent for many HUD housing programs)
<b>FQHC</b>	Federally Qualified Health Center
<b>FTE</b>	Full-Time Equivalent (employee; 2080 hours of paid employment)
<b>FY</b>	Fiscal Year
<b>GAO</b>	Government Accountability Office
<b>GA</b>	General Assistance (county assistance)
<b>HCD</b>	Housing and Community Development (California Department of)
<b>HCV</b>	Housing Choice Voucher (formerly Section 8)

<b>HEARTH Act</b>	Homeless Emergency and Rapid Transition to Housing Act of 2009, S. 896
<b>HHSA</b>	Health and Human Services Agency (Yolo County)
<b>HIC</b>	Housing Inventory Count (inventory of housing for the homeless conducted annually in January for same night as the PIT)
<b>HMIS</b>	Homeless Management Information System
<b>HOPWA</b>	Housing Opportunities for Persons with AIDS (CPD program)
<b>HPAC</b>	Homeless and Poverty Action Coalition (Yolo County CoC)
<b>HUD</b>	Housing and Urban Development (U.S. Department of)
<b>HUD-VASH</b>	HUD Vouchers through Veterans' Affairs Supportive Housing
<b>IHSS</b>	In-Home Supportive Services
<b>LEA</b>	Local Education Agency
<b>LGBTQ</b>	Lesbian, Gay, Bisexual, Transgender, or Questioning
<b>LOCCS</b>	Line of Credit Control System
<b>MHSA</b>	Mental Health Services Act
<b>MOU</b>	Memorandum of Understanding
<b>NAEH</b>	National Alliance to End Homelessness
<b>NAMI</b>	National Alliance on Mental Illness
<b>NIMBY</b>	Not In My Back Yard
<b>NOFA</b>	Notice of Funding Availability
<b>PHA</b>	Public Housing Authority
<b>PIT</b>	Point-In-Time Homeless Count (unsheltered count conducted biennially, every odd numbered year; sheltered count, every January)
<b>PSH</b>	Permanent Supportive Housing
<b>RFP</b>	Request for Proposals
<b>RFQ</b>	Request for Quotations (used to solicit price quotes under the simplified acquisition procurement method)
<b>SA</b>	Sexual Assault OR Substance Abuse
<b>SB</b>	Senate Bill
<b>SAMHSA</b>	Substance Abuse and Mental Health Services Administration
<b>Section 8</b>	Housing Assistance Payment Program (now known as Housing Choice Voucher (HCV))
<b>SMI</b>	Serious Mental Illness or Seriously Mentally Ill
<b>SNAP</b>	Supplemental Nutrition Assistance Program (formerly Food Stamps)
<b>SNAPS</b>	Special Needs Assistance Program (HUD Division that deals with homelessness)
<b>SOAR (SMART-Y)</b>	SSI/SSDI Outreach, Access, and Recovery (known as the Specialized Multiple Advocates Resource Team-Yolo (SMART-Y) program in Yolo County)
<b>SRO</b>	Single-Room Occupancy housing units
<b>SSA</b>	Social Security Administration
<b>SSDI</b>	Social Security Disability Income
<b>SSI</b>	Supplemental Security Income
<b>SSVF</b>	Supportive Services for Veterans Families (but can serve single adults)
<b>SUD</b>	Substance Use Disorder
<b>TA</b>	Technical Assistance
<b>TANF</b>	Temporary Assistance to Needy Families (known as CalWORKs on the state level)
<b>TAY</b>	Transition Age Youth
<b>USDA</b>	U.S. Department of Agriculture
<b>VA</b>	Veterans Affairs (U.S. Department of)

**Supporting Documentation for Item #12**

CSAB Roster

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# Community Services Action Board

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**Purpose:** This Board is responsible for the Community Services Block Grant. Its main function is to distribute these funds for low-income community members. The board also participates in the selection of the Director of the Health and Human Services Agency and its executive officers.

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**Authority:** 42 U.S.C section 9901 et seq. and California Government Code Sections 12750, Resolution No. 02-35, Resolution No. 17-10

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**Related County Department:** Health and Human Services Agency

**Support Staff:** Ian Evans      **Telephone:** 530-666-8297      **Email:** [ian.evans@yolocounty.org](mailto:ian.evans@yolocounty.org)

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**Board of Supervisors representative:** Supervisor Jim Provenza

**Telephone:** 530-666-8624      **Email:** [jim.provenza@yolocounty.org](mailto:jim.provenza@yolocounty.org)

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**Makeup of membership:** 15 members appointed by the Board of Supervisors:

Five: Supervisorial District representatives (one from each district).

Five: Low income Yolo County residents and/or representatives

Five: Community based organization representatives

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**Membership terms:** Board appointees terms are depended on the Supervisor term of office.  
4 year terms commencing Jan 1

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**Frequency and time of meetings:** Second Tuesday of every other month from 4:30-6:00 p.m., alternating among Woodland, Davis and West Sacramento. For low income members, travel costs are eligible for reimbursement.

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## Current Committee membership and terms:

Member	District	Category	Date Appointed	Expiration of Term
Isaac Blackstock	1		1/24/2017	12/31/2020
Lizbeth West	2		3/6/2018	12/31/2019
Maria Chairez	3		10/24/2017	12/31/2019
<b>VACANT</b>	4			12/31/2020
Greta Eoff	5		12/12/2017	12/31/2021
William Pride	(Board Apptd)	Low Income	10/11/2016	12/31/2020
Elizabeth Mosley	(Board Apptd)	Low Income	12/11/2018	12/31/2022
<b>VACANT</b>	(Board Apptd)	Low Income		12/31/2019
Fran Maguire	(Board Apptd)	Low Income	12/11/2018	12/31/2022
Maria Elena Alvillar	(Board Apptd)	Low Income	1/12/2016	12/31/2019
Irma Rodriguez	(Board Apptd)	Community Based	2/19/2019	12/31/2022
Roz Stone	(Board Apptd)	Community Based	1/12/2016	12/31/2019
Manuela Melbourne	(Board Apptd)	Community Based	6/4/2019	12/31/2020
Vincent Olvera	(Board Apptd)	Community Based	1/12/2016	12/31/2019
Pamela Bryd-Dunn	(Board Apptd)	Community Based	11/22/2016	12/31/2020

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## How to apply to be a member of this committee:

Individuals interested in serving on this advisory body may submit an application to the Yolo County Board of Supervisors' Office, 625 Court Street, Room 204, Woodland, CA 95695 or by completing an application on our website at [www.yolocounty.org](http://www.yolocounty.org) > Residents > Advisory Bodies. For more information please call the Clerk of the Board at (530) 666-8195.

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