



COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

Minutes

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

Location: Yolo County Health and Human Services Agency –River City Room
500 A Jefferson Blvd.
West Sacramento, CA 95605

Organizer: Yolo County Health and Human Services Agency

Contact: Ian Evans: (530) 666-8297

Members Present: Isaac Blackstock, Irma Rodriguez, Roz Stone, Maria Chairez, and Manuela Melbourne.

Members Excused: Maria Elena Alvillar, Fran Maguire, Lizbeth West, Elizabeth Mosley, Bill Pride, Greta Eoff, Vincent Olvera, and Pamela Byrd-Dunn

HHSA Staff Present: Ian Evans, Kim Heuvelhorst

Guest Presenters: None

Public Guests: None

The meeting was brought to order at 4:47 pm by Isaac Blackstock. Quorum was not established with only five board members present, so all voting items were deferred to the next meeting.

1. Pledge of Allegiance

Isaac Blackstock led members in the Pledge of Allegiance.

2. Introductions and Community Updates

Isaac Blackstock led members in introductions. Members were invited to share any efforts they are making to help recruit to fill board vacancies.

- Isaac Blackstock –
 - Regarding recruitment, Isaac is reaching out individually to people that he thinks might be good candidates.
 - Yolo County Housing held a National Night Out event in West Sacramento that went very well and had great participation from the West Sacramento police and fire departments.

- Backpacks for Kids program in Yolo ended because the coordinator retired and the position has not been filled.
- Yolo County Children's Alliance hosted an outreach event two weeks ago and had approximately 1,000 people in attendance.
- Yolo County Fair starts August 14th. Yolo Bus is offering free bus rides to the fair from Winters and migrant centers.
- Irma Rodriguez –
 - Recruited candidate S.R. a few months ago but she was told that she needed to represent a private agency. She resides in District 4; also previously ran a family resource center. HHSA will follow up with Supervisor Provenza's office.
 - Concilio of Yolo County has two upcoming events:
 - 35th annual recognition dinner and scholarship fundraiser October 26th in Davis at the Veteran's Memorial Center. Tickets are \$30 and there are also sponsorship opportunities. Irma will send a flyer for HHSA to share with the group.
 - Community forum August 15th at 4 PM at La Frontera Bar and Grill in Woodland to discuss the recently shootings impacting Latinos and immigrants.
- Maria Chairez –
 - Back to School event will be held September 5th. There are many new programs starting at her school, including a new after school program sponsored by the Boys and Girls Club, an onsite dental care program and a new Parent Center with computers and resources for homeless and low income families. She would welcome any flyers about events that would be useful for homeless and low-income families.
 - She has some extra school materials available for donation. If any board members are aware of programs that could use them, such as drop in centers for youth, please let her know.
- Kim Heuvelhorst –
 - Proxy vote question from the July meeting was sent to County Counsel and is pending a response.
 - Reviewed the CSAB bylaws and confirmed that low income representatives do not need to be low-income themselves.

3. Public Comments

- There were no public comments.

4. Approval of 8/13/2019 Agenda.

- This item was deferred to the next meeting due to the lack of a quorum.

5. Approval of 7/9/2019 Minutes.

- This item was deferred to the next meeting due to the lack of a quorum.

6. Q2 Performance Measure Report

Ian Evans provided the Q2 Performance Measure Report which is based on the calendar year, so quarter 2 is data for April through June 2019. CSAB reviewed the data and discussed several questions.

- Yolo County Children's Alliance – PM 1.1 and 1.2 have been separated out for clarity but the goals were not revised since the contract was mid-period. Regarding the high percentages for PM 1, this was their first CSBG contract and they didn't have a baseline to use for projections. CSAB also expressed that having a definition of 'long-term' and 'light-touch' noted on the report would be helpful.

- Board members asked for clarification about how the PM 3 percentages were calculated. HHSA explained the methodology, which presents the data in two ways, the 'percent of goal' is comparing the outcome to the stated goal, while the '# (%) of participants To-Date' compares the outcome to the actual served.
- CSAB suggested that HHSA to help providers to project more realistic numbers to avoid significantly over or under estimating the target goal. Ian Evans explained that in current contracts, HHSA typically has a discussion with the providers, but as mentioned above, it can be challenging when they don't have baseline data to reference.
- CSAB expressed concern that the performance measures don't capture instances where housing was offered but declined by the client for various reasons. HHSA explained that this is taken into account when the percentage target goals for PM 3 are set.
- Ian Evans explained that as the agency gains more experience with the RBA framework, staff involved in developing the performance measures are better able to discuss with providers what realistic targets are, and to ensure that key terms are clearly and consistently defined and shared with the board. He suggested that it may be useful in reviewing the performance measures with the providers 6 months into the next two-year funding period, to determine if any amendments or clarifications are needed.
- Ian Evans confirmed that the CSBG funding is not performance based, but CSAB can consider this when reviewing proposals for the upcoming funding cycle.

7. 2018 Discretionary Performance Measure Report

Kim Heuvelhorst provided the 2018 Discretionary Performance Measure Report. These performance measure outcomes are specific to the \$7,000 increase that providers spent from 1/1/2019 through 5/31/19. Instead of quarterly data, a one-time report was requested. The target goals were set based on the percentage the Discretionary Increase represented compared to their regular CSBG award. For example, if the Discretionary Increase was 15% of the regular CSBG award, then the target goal set for the Discretionary Increase Performance Measures was set at 15% of the target goal for their regular CSBG award. This results in some of the target goals being low.

8. 2018-2019 Community Action Plan 18-Month review

- Ian Evans shared the 2018-2019 Community Action Plan 18-Month update which provides information about progress made towards goals identified in the 2018-2019 Community Action Plan.
- CSAB suggested that this be publicized to share out the good work that is being done. HHSA will post this to the CSAB website, and will consider including it in the HHSA Homeless Services annual report.

9. 2020-2021 Community Action Plan Summary

- Kim Heuvelhorst explained that both the full version and this summary version of the 2020-2021 Community Action Plan have been posted to the CSAB website. The purpose of the summary version is to provide a concise version that is easier for the public to review. It consists of excerpts from the full version and does not contain any new information.
- CSAB asked if financial aid was counted when considering student's income? The data being referenced case from the US Census Bureau, American Community Survey so it aligns with the definitions used for the census.

10. 2020 Request for Proposals Update

Ian Evans provided an update about the Request for Proposals for the next 2 years of CSBG funding. When released in BidSync, approximately 140 providers will receive notice. It will also be sent out to multiple listservs to further publicize it. Approximately one week after release, HHSA will host a mandatory bidder's conference for interested providers. Non-conflicted CSAB

members are invited to participate in the scoring of proposals. Proposals will be provided to scorers on October 2nd, to be completed individually, and then score sheets will be due back to HHSA by October 7th. The following CSAB members volunteered to score proposals: Irma Rodriguez, Fran Maguire, Manuela Melbourne, Maria Chairez, and Lizbeth West.

11. CSAB Board Member Roles and Responsibilities

Kim Heuvelhorst explained that CSAB board member roles and responsibilities are reviewed annually. The agenda packet contains the new member orientation materials which are useful for everyone to review. Kim reviewed two sections of the material which provide specific details about the roles and responsibilities as well as the job description for CSAB board members. Board members are encouraged to contact HHSA staff with any questions.

12. CSAB Roster Update

At the last CSAB meeting, it was noted that the term end date for two members was incorrect. This has been corrected. The agenda packet contains the public roster and an updated roster with contact information was distributed during the meeting. CSAB asked about the option for the Board of Supervisors (BOS) to remove members who don't regularly attend. HHSA will contact the BOS CSAB liaison to obtain clarity on next steps in this process.

13. Conflict of Interest Update

Ian Evans explained that to comply with the organizational standards set forth by the federal and state government, County Counsel incorporated CSAB into its County Code. As an advisor to the Board of Supervisors, the County requires that board members complete a Conflict of Interest Form 700 every year, to ensure no conflict of interest. Members should receive an email from the Yolo County Clerk/Recorder's Office (sender: Form700.Yolo@SouthTechHosting.com) asking you to complete the form via an electronic process. If you have any questions about the process or the form, please contact Liz Mahovlich at (530) 666-8130 ext:6081 or via email at liz.mahovlich@yolocounty.org. Alternately, the paper copy of the form may be completed. Any members who need help completing the form are encouraged to contact HHSA.

14. Financial Report Update

Ian Evans provided a review of the financial report which shows the spenddown by each provider of the 2018 Discretionary Increase and the 2019 CSBG contracts. It shows that the 2018 Discretionary Increase funds were fully expended by 5/31/19 as required. CSD has confirmed that the 2018 contracts have been closed out. The 2019 CSBG funds must be spent by 12/31/19, and the financial report shows the monthly amounts claimed thus far by each provider. The 2019 Discretionary Increase must be spent by 5/31/20. HHSA has notified each of the current providers about the additional \$5,000 awarded and is in the process of amending their contracts to add these funds and extend the contract through 5/31/20.

15. Adjourn –The meeting adjourned at 5:59 pm