



COUNTY OF YOLO

Health and Human Services Agency

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

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

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, Heath 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 residents (other than CSBG providers)

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

Motion: Greta Eoff

Second: Manuela Melbourne

Ayes: Unanimous

Nays: None

Abstentions: None