



COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

Agenda

Date & Time: December 10, 2019 from 4:30 to 6 p.m.

Location: Yolo County Library – Davis Branch – Blanchard Room
315 E. 14th Street
Davis, CA 956916

Organizer: Yolo County Health and Human Services Agency

Contact: Ian Evans: (530) 666-8297

- 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 12/10/19 Agenda: Isaac Blackstock..... 3 Minutes**
 - ACTION REQUIRED: Approve Agenda
 - 5) **Approval of 10/8/19 Minutes: Isaac Blackstock 5 Minutes**
 - ACTION REQUIRED: Approve Minutes
 - 6) **2020 Meeting Schedule: Kim Heuvelhorst..... 5 Minutes**
 - 7) **2020 CSAB Elections: Kim Heuvelhorst..... 5 Minutes**
 - 8) **2019 CSBG Financial Update: Kim Heuvelhorst 5 Minutes**
 - 9) **2020 CSBG Contract Update: Kim Heuvelhorst 5 Minutes**
 - 10) **CSBG 2020/Funding Recommendation: Ian Evans..... 45 Minutes**
 - Review role of CSAB
 - Review of Proposals Received and Scores
 - Discussion of Funding Options and Next Steps
 - ACTION REQUIRED: Approve CSBG proposal funding recommendation for the Board of Supervisors
 - 11) **Adjourn**
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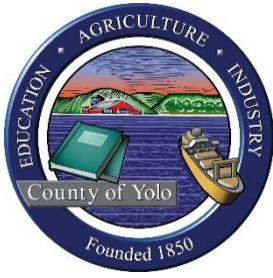
Next Meeting

Date & Time: January 14, 2020 from 4:30 to 6:00 p.m.

Location: Yolo County Library – Davis Branch – Children’s Activity Room
315 E. 14th Street
Davis, CA 956916

Supporting Documentation for Item #5

Meeting Minutes from 10/29/2019



COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

Minutes

Date & Time: October 29, 2019 from 4:30 to 6 p.m.

Location: Yolo County Health and Human Services Agency – 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, Irma Rodriguez, Roz Stone, Maria Chairez, Manuela Melbourne, Maria Elena Alvillar, Fran Maguire, Lizbeth West, Bill Pride and Vincent Olvera.

Members Excused: Elizabeth Mosley, Greta Eoff, and Pamela Byrd-Dunn

HHSA Staff Present: Ian Evans, Kim Heuvelhorst and Sandra Sigrist

Guest Presenters: None

Public Guests: None

The meeting was brought to order at 4:30 pm by Isaac Blackstock. Quorum was established with ten board members present.

1. Pledge of Allegiance

Isaac Blackstock led members in the Pledge of Allegiance.

2. Introductions and Community Updates

Isaac Blackstock led members in introductions and community updates.

- Vincent Olvera – Shared that several years ago he worked with the County’s Veteran’s Services Officer to get Fourth and Hope a contract to fund beds for veteran’s. He was surprised to learn at the Fourth and Hope site monitoring visit that this contract no longer exists. He expressed concern about this. He also asked about which group he is appointed to represent. He thought he previously represented low-income, but is currently listed as representing a community based organization.

3. Public Comments

There were no public comments.

4. Approval of 8/13/2019 Agenda.

The 8/13/19 agenda was reviewed and approved with no revisions.

Motion: Irma Rodriguez
Second: Bill Pride
Ayes: Unanimous
Nays: None
Abstentions: None

5. Approval of 10/29/2019 Agenda.

The 10/29/19 agenda was reviewed and approved with no revisions.

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

6. Approval of 7/9/2019 Minutes.

The 7/9/19 minutes were reviewed and approved with no revisions.

Motion: Fran Maguire
Second: Isaac Blackstock
Ayes: Unanimous
Nays: None
Abstentions: None

7. Approval of 8/13/2019 Minutes.

The 8/13/19 minutes were reviewed and approved with no revisions.

Motion: Roz Stone
Second: Maria Elena Alvilar
Ayes: Unanimous
Nays: None
Abstentions: None

8. 2019 Organizational Standards Update

Kim Heuvelhorst explained that Organizational Standards were established by the State as a component of a larger performance management and accountability system for CSBG eligible entities. The purpose is to assess an organization's capacity as a CSBG eligible entity. It focuses on three areas: Maximum Feasible Participation, Vision and Direction, and Operations and Accountability. There are several subcategories under each of these. Annually, HHSA staff document how HHSA and the county meet each of these requirements, or standards for the organization. This was completed in August. The State reviewed what we submitted and approved our organizational standards for the year. There was no correct action plan, for the second year in a row, although we can always strive to improve in all areas. No further action is needed for the 2019 Organization Standards.

9. 2019 Site Monitoring Visits Update

Kim Heuvelhorst explained that the CSBG contract requires an annual site monitoring visit with each contracted provider. Site visits consist of an overview of the services being provided, review of the performance outcome data, a tour of the site, and a time for questions and answers. There is also a fiscal questionnaire that is completed by the provider. These site monitoring visits were completed during the week of October 14th. At each visit, there was at least one CSAB member, one HHSA fiscal staff, and Kim. Thank you to all the CSAB members who participated. The monitoring reports are in progress and will be shared at the December meeting.

10. CSAB Vacancy Update

Ian Evans shared the following updates:

- There has been one low-income representative vacancy since May when Henry Valle resigned. HHSA was recently notified that Elizabeth Mosley will be resigning, which creates a second vacancy in the low-income category. Several applications have been received over the last couple of months and HHSA has been working with Supervisor Provenza's office on obtaining a statement from each of them describing why they believe they are qualified to represent low-income so that we can bring that to CSAB to review those statements and make a decision to recommend appointment of two of the representatives. HHSA hopes this will be ready for the December meeting.
- There has also been a District 4 representative vacancy since May when Sally Madden resigned. HHSA issued a press release on October 14, which went to 67 media contacts, was posted online to 978 subscribers, and posted to the County's general Facebook page which has over 2500 followers and Twitter which has 1900 followers. Since that posting, at least one application was received and Supervisor Provenza's office is reviewing that to see if it meets qualifications for the vacancy.
- Lizbeth West shared that she is moving out of Yolo County at the end of the year and will need to resign from CSAB, creating a vacancy for a District 2 representative starting in 2020.
- Several members' terms are expiring at the end of this year, including Lizbeth West, Maria Chairez, Mara Elena Alvillar, Roz Stone and Vincent Olvera. The CSAB representative from Supervisor Provenza's office indicated that she would be reaching out to members who have terms expiring soon to confirm if you are interested in continuing. Impacted members are asked to contact HHSA staff if they have not been contacted by December.

11. CSBG 2020 Funding Recommendation

Ian Evans reminded everyone that the Community Needs Assessment was completed this year, identifying four priority need areas. HHSA released a Request for Proposal for services addressing these priority needs. Since CSAB member Bill Pride is affiliated with an applicant for the funding, he did not participate in this discussion and did not vote on the recommendation. HHSA expressed appreciation to the five CSAB members who reviewed proposals and participated in the scoring: Fran Maguire, Irma Rodriguez, Maria Chairez, Lizbeth West and Manuela Melbourne.

Four proposals were scored:

- Davis Community Meals (and Housing)
- Short Term Emergency Aid Committee
- Yolo County Children's Alliance
- Yolo Wayfarer Center (Fourth and Hope)

Summaries of the proposals received were provided in the agenda packet. A summary sheet was passed out during the meeting, which included the amount requested by each proposal, the percentage of the total amount requested, and the average score of each.

The total allocation is \$296,566, with approximately \$84,566 retained by HHS for administrative costs and direct client services through the emergent needs fund. The remaining \$210,000 is available to be awarded through the RFP process. The proposals received requested a total of \$231,924, so there is an overage of \$21,924 that needs to be resolved. Ian shared that at the last funding recommendation two years prior, the Board of Supervisors had questions about the reasoning used to arrive at the recommended amounts and the methodology was not clear. He recommended that CSAB clearly articulate their reasoning for the funding recommendations this year, including concrete information such as score, geographical location, priority need etc.

Feedback from reviewers on the process included concerns that the print was very small, sections of the scoring sheet didn't match up to sections in the proposal that contained the relevant information, and one of the sections was believed to have discrepancies in the total/subtotal point calculation. Multiple trips to the Bauer Building were required. Additionally, one section only applied to proposals for housing and homeless services and was blacked out on the score sheet for one proposal, but reviewers believed this section did apply. Ian explained that percentage scores were used rather than raw scores to resolve this issue.

CSAB members engaged in discussion about the proposals, and several ideas for how to address the overage, including the following points:

- the scores were all very close
- the requests were all reasonable amounts given the scope of the proposals.
- the level of detail provided in various sections
- concerns about performance measures
- the amounts requested, relative to other proposals
- the amount of matching funds in the proposal, and an explanation of matching funds
- the RFP did not have an upper or lower limit on the requested amount
- HMIS usage is not a requirement for the proposal, but preference points were available

Several options for funding allocations were discussed including:

1. Not reducing STEAC's proposal and proportionally reducing the other three proposals
2. Reducing only YCCA's proposal
3. Proportionally reducing all four proposals

After further discussion, and given the close scores, CSAB felt the method that would be fairest would be to proportionally reduce all four proposals. This was calculated as follows: the amount requested by provider, divided by the total amount requested by all providers, multiplied by the overage amount. That amount was then subtracted from the amount requested by that provider. This would result in reductions in the following approximate amounts: DCMH (\$5,853), STEAC (\$1,891), YCCA (\$9,455) and YWC (\$4,727) and awards in the following approximate amounts DCMH (\$56,071), STEAC (\$18,109), YCCA (\$90,545) and YWC (\$45,273). Approximately \$2 remains which CSAB chose to split evenly between the four proposals.

Motion: To decrease the requested amounts by equitable distribution based on the percentage of the amount that each agency requested.

Motion: Fran Maguire

Second: Lizbeth West

Ayes: Unanimous, except the abstentions listed below.

Nays: None

Abstentions: Bill Pride, Isaac Blackstock

Motion: To evenly divide the remaining \$2 by adding \$0.50 to each approved award amount stated above.

Motion: Irma Rodriguez

Second: Lizbeth West

Ayes: Unanimous, except the abstentions listed below.

Nays: None

Abstentions: Bill Pride, Isaac Blackstock

CSAB discussed applying similar methodology to any future discretionary funds received. Suggestion was to determine the percentage the \$84,566 (administrative costs and emergent needs funds), represents of the \$296,566 total allocation and reserve that same percentage for the same purposes. With the remaining amount, apply the same methodology used in the first motion above, proportionally distributing the remaining discretionary fund by the same percentage. Calculated in the first motion above, with approximately \$84,566 retained by HHSA. There was discussion about CSAB overseeing the breakdown of HHSA dollars between administrative and emergency needs costs, Ian reminded the group that CSAB has never overseen the breakdown of the HHSA dollars in this fashion and members acknowledged that the administrative costs as is were probably not sufficient for the staff time dedicated to the process, and ultimately that CSAB would not dictate the percentage breakdown of admin versus emergent needs for the HHSA dollars. Ian explained that if discretionary funds become available in the future, HHSA will be transparent about what their portion of the discretionary funds will go towards admin and emergent needs.

Motion: To use the same percentage that was deducted from this original amount (for the administrative costs and emergent needs fund), that same percentage would be deducted from any future CSBG funds that come in, and then after that deduction of that percentage, the remaining funds will be presented to CSAB and CSAB will allocate them based on the same methodology used to allocate these funds.

Motion: Lizbeth West

Second: Irma Rodriguez

Ayes: Unanimous, except the abstentions listed below.

Nays: None

Abstentions: Bill Pride

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

Motion: Irma Rodriguez

Second: Fran Maguire

Ayes: Unanimous, except the abstentions listed below.

Nays: None

Abstentions: Bill Pride

Supporting Documentation for Item #6

2020 CSAB Meeting Schedule



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

Community Services Action Board 2020 Meeting Schedule

Meetings occur on the second Tuesday of every other month

Date	Time	Location
January 14, 2020	4:30 to 6:00 p.m.	Davis*
March 10, 2020	4:30 to 6:00 p.m.	Woodland – Bauer – Thomson Room
May 12, 2020	4:30 to 6:00 p.m.	West Sacramento
July 14, 2020	4:30 to 6:00 p.m.	Davis**
September 8, 2020	4:30 to 6:00 p.m.	Woodland – Bauer – Thomson Room
November 10, 2020	4:30 to 6:00 p.m.	West Sacramento

Davis	West Sacramento	Woodland
Yolo County Library 315 East 14 th Street Davis, CA <i>*Children's Activity Room</i> <i>**Blanchard Room</i>	Yolo County HHSA 500 Jefferson Boulevard West Sacramento, CA A Building <i>River City Room</i>	Yolo County HHSA 137 North Cottonwood Street Woodland, CA Bauer Building <i>Thomson Room</i>

Supporting Documentation for Item #10

CSBG RFP Proposal Summaries



COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

CSBG RFP Proposal Summaries

The following summaries will include the provider name, amount requested, category of services offered, and project description. The project description will include a proposed general budget.

Services funded by CSBG must fall into at least one of the four categories below:

1. Housing and Homeless Services
2. Income and Employment Assistance
3. Emergency Assistance
4. Disability Related or Elderly Services

These summaries are not meant to be comprehensive descriptions of the proposals submitted, they are meant to merely aid in the decision making process. They are listed in alphabetical order by provider name. Four CSAB members scored the proposals. The average score for each proposal is listed in the summary of the proposal.

If goals/objectives were indicated in the proposal, they are listed here in the project description, however the finalized goals included in a contract (if awarded) may differ than those listed here.

Lastly, the information provided here is presented as true to form to the original proposal as possible, with much of the descriptions utilizing the exact wording from the original proposals. This was done to maintain the voice and tone of the original proposals in order to present an objective summary of the information pertinent to making selections.

Provider Name:	City of Davis
Amount Requested:	\$82,115.44; <i>Match: \$10,000</i>
Score:	78.78%
Category of Services:	Housing and Homeless Services

Proposal

Funds will be used to continue an existing program, called Getting to Zero, whose existing funding will run out within the next months. The purpose of the program is to assist individuals secure and maintain permanent housing

Basic Fund Distribution:

Personnel Wages/Benefits: \$49,650.40

Operating Expenses: \$0

Direct Costs on Behalf of Clients: \$25,000

Administrative Costs: \$7,465.04

Total: \$82,115.44

Housing and Homeless Services

- The Getting to Zero program is comprised of the following four components:
 - Housing navigation assistance – helps unhoused individuals find and secure permanent housing; includes cultivating relationships with local landlords.
 - Move-in assistance – offsets move-in costs for furniture, household supplies, and utility deposits
 - Temporary rental assistance – temporarily subsidizes rental costs via a local Getting to Zero Voucher until the individuals can transition onto a federal Housing Choice Voucher
 - Supportive services – ensures individuals maintain permanent housing; provides case management, including an individualized case plan depending on each participant’s level of vulnerability and need. Primary goal is ensuring the participants remain stably housed. Secondary goals include decreasing unnecessary usage of hospital emergency departments and minimizing criminal justice system interactions.
- The City of Davis will subcontract all direct service provision to Yolo County Housing, and the City will donate the staff time necessary to provide grant oversight. Yolo County Housing will provide landlord rapport building as well as developing and implementing individualized case plans. City staff will track performance measures, prepare quarterly reports, submit reimbursement requests, and monitor fidelity to all contractual obligations.
- The Getting to Zero program collaborates with other homeless service providers.
- Performance measures currently being used include:
 - # of participants permanently housed
 - # of participants receiving supportive services
 - Demographic information (age and gender)
 - Average # of years homeless
 - Average # of year in Davis
 - # of units identified by the Lease and Rental Coordinator
 - Capacity (amount expended divided by the amount budgeted)
 - % of participants who obtained permanent housing
 - % of participants who maintained permanent housing during the reporting period

Provider Name:	Davis Community Meals and Housing (DCMH)
Amount Requested:	\$61,942
Score:	84.57%
Category of Services:	Housing and Homeless Services Income and Employment Assistance Emergency Assistance

Proposal

Funds will be used to operate the Family Transitional Housing Program for homeless families with minor children. Transitional Housing will be provided to homeless individuals and families. Emergency assistance will be provided to individuals and families by their case manager and also at our resource center. Employment assistance will be provided to all adults in our family transitional housing programs as part of their case management and to individuals in our programs as part of the Pathways to Employment program.

Basic Fund Distribution:

Personnel Wages/Benefits: \$22,888
Operating Expenses: \$35,850
Direct Costs on Behalf of Clients: \$0
Administrative Costs: \$3,204
Total: \$61,942

Housing and Homeless Services

- 5 total residential units; 3 one-bedroom units and 2 two-bedroom units, each housing 3-5 individuals. The program will provide a safe and nurturing environment for families/single parents with minor children.
 → **Goal:** Serve at least 10 families (12 adults, 18 children) during calendar year 2020-2021.
- Families in the transitional housing program will be eligible to remain in the program for a maximum of 24 months. No fees or rent will be charged to program participants.
 → **Goal:** 80% will obtain permanent housing.

Income and Employment Assistance, and Emergency Assistance

- Families in the transitional housing program will receive case management services and, when appropriate, life skills training, employment counseling, substance abuse counseling, mental health counselling, public benefit counseling, referrals to other public and private agencies, and permanent housing counselling and assistance.
 → **Goal:** 80% will seek and maintain employment or public benefits,
 → **Goal:** 50% will participate in counseling assistance, and 80% will obtain permanent housing.
- The day shelter/resource center will be open Monday to Friday from 8:00 a.m. to 4:00 p.m. The program shall serve homeless and low-income individuals and families from Davis and the surrounding communities. The program will provide a place to shower, maintain personal hygiene, receive mail, receive food and clothing referrals, transportation assistance, healthcare referrals and use telephones. They will be provided assistance with life skills training, employment counseling, referrals to other public and private agencies, and permanent housing counseling and assistance. *
 → **Goal:** The day shelter/resource center shall provide assistance to not less than 800 individuals and family members who will visit the day shelter not less than 6,500 times *

* The information/goal in the last bullet point was not included in the cover letter, the budget narrative or the budget, but was included in the Proposer's Approach to Project (Section III.A) and the Outputs and Outcome Measures (Section VI.A)

Provider Name:	Short Term Emergency Aid Committee (STEAC)
Amount Requested:	\$20,000
Score:	82.93%
Category of Services:	Housing and Homeless Services

Proposal

Funds will be used to provide emergency rental assistance as part of STEAC's Eviction Prevention Program, providing up to \$700 rental assistance for families/individuals who have received an eviction notice.

Distribution of Funds:

Personnel Wages/Benefits: \$0

Operating Expenses: \$0

Direct Costs on Behalf of Clients: \$20,000

Administrative Costs: \$0

Total: \$20,000

Housing and Homeless Services

- STEAC will provide up to \$700 in rental assistance to pay rent for families who have received an eviction notice. STEAC's policies include:
 - Clients must provide copy of the 3-day eviction notice.
 - Clients are eligible to receive STEAC services once every two years as verified using STEAC's database.
 - Clients must provide documentation of low-income according to the Federal Poverty Guidelines.
 - Clients must show proof of an emergency circumstance.
 - Client rent cannot exceed 80% of their income to ensure their situation is sustainable as verified by direct contact with landlords.
 - STEAC makes payments only to vendors, such as landlords, and never directly to clients.
 - STEAC works closely with the landlord to verify the client's status.
 - STEAC requires that an outside volunteer consultant be contacted and provide approval for cases in which any question is raised.
- **Goal:** Serve 32 families (86 individuals) with CSBG funds during calendar year 2020
- In preventing homelessness, this program results in improved health and more stable communities for families.
 - **Goal:** 90% of families/clients receiving assistance will remain housed 6 months after receiving CSBG assistance.
- STEAC seeks to ensure that their services are available to everyone in the community.
 - **Goal:** 100% of STEAC's referral agencies have received up to date training on STEAC's policies for all of their staff
 - **Goal:** 100% of STEAC's referral agencies report that STEAC's processes are not creating unnecessary barriers to accessing support.

Provider Name:	Yolo County Children's Alliance (YCCA)
Amount Requested:	\$100,000; <i>Match: \$77,179</i>
Score:	86.76%
Category of Services:	Housing and Homeless Services

Proposal

Funds will be used to provide Housing and Homeless case management services in Yolo County, serve as a Point of Entry for low-income persons requiring such services with a special focus on West Sacramento, and work collaboratively with the County and community partners to provide supportive services.

Distribution of Funds:

Personnel Wages/Benefits: \$55,000

Operating Expenses: \$2,710

Direct Costs on Behalf of Clients: \$34,040

Administrative Costs: \$8,250

Total: \$100,000

Housing and Homeless Services

- Assist clients in:
 - Finding and keeping safe, decent affordable housing
 - Housing navigation
 - Provide supportive services to assist in maintenance of permanent housing
 - Increase of non-cash benefits (Cal-Fresh, Medi-Cal)
 - Increase access to income and expense offsets (WIC, utility programs, cash tax credits)
 - Eviction prevention assistance
 - Assistance with rental application fees, housing and utility deposits
 - Transportation (bus vouchers)
 - Transitional/bridge housing assistance (motel vouchers)
 - Provide “warm hand-offs” to other community resources as needed
- Develop and maintain trusting relationships with landlords and property managers providing affordable housing in Yolo County, especially those who are flexible with tenants that may have poor credit histories.
- Assist in rental application including coaching on gathering needed information and how to complete forms and present selves to landlords and property managers.
- The number of program participants provided with housing related assistance will be measured, reported by the number of more intensively case managed clients as well as number of clients served with a “lighter touch”.
- The average length of time from program intake to placement in permanent housing will be measured
 - **Goal:** less than 120 days.
- Additional possible outcome measures include: the number of persons who secured permanent housing, the number of participants who increased or maintained their non-cash benefits including Cal-Fresh and Medi-Cal and the number of participants who increased their total income.

Provider Name:	Yolo Wayfarer Center- Fourth and Hope
Amount Requested:	\$50,000
Score:	85.28%
Category of Services:	Housing and Homeless Services Emergency Assistance

Proposal

Funds will be used to fund one case manager position and food for daily meals to support the operation of the emergency shelter.

Distribution of Funds:

Personnel Wages/Benefits: \$43,264

Operating Expenses: \$0

Direct Costs on Behalf of Clients: \$2,200

Administrative Costs: \$4,536

Total: \$50,000

Housing and Homeless Services

- A shelter case manager will provide direct client services, assisting clients with the development of an individualized case plan and follow up support and resource and referral services.

Emergency Assistance

- Emergency shelter beds for persons experiencing homelessness will be provided for men, women, and families with children.
- Dorm rooms accommodate 24 men and 24 women.
- The cafeteria is converted in the evening for families with children
- Shelter comfortably serves approximately 65 individuals nightly, but has a capacity of 73 individuals.
- Three daily meals are provided, along with hygiene items and clothing.
- Suggested outcome measures include:
 - The number of individuals that enrolled in the Emergency Shelter Services program, exited to stable housing, maintained or increased their total income or accessed primary health care and/or mental health care services
 - The number of meals provided
 - Average number of years of staff case management experience
 - Ratio of cases to case management staff
 - Timeliness of HMIS data entry
 - Average number of days between case management engagement activities
 - The percentage of individuals that exited to stable housing, maintained or increased their total income, accessed primary health care and/or mental health care services, or became engaged in on-going services