

# COUNTY OF YOLO

## Health and Human Services Agency

### Community Services Action Board

#### *Agenda*

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

**Location:** Yolo County Library – Davis Branch – Children’s Activity Room  
315 E. 14<sup>th</sup> Street  
Davis, CA 95616

**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 1/14/20 Agenda: Isaac Blackstock..... 3 Minutes**
    - ACTION REQUIRED: Approve Agenda
  - 5) **Approval of 10/29/19 Minutes: Isaac Blackstock ..... 5 Minutes**
    - ACTION REQUIRED: Approve Minutes
  - 6) **Approval of 12/10/19 Minutes: Isaac Blackstock ..... 5 Minutes**
    - ACTION REQUIRED: Approve Minutes
  - 7) **CSAB Elections: Isaac Blackstock ..... 10 Minutes**
    - ACTION REQUIRED: Approve Officer Elections
  - 8) **2020 CSBG Contract Update: Kim Heuvelhorst. .... 5 Minutes**
  - 9) **Board Vacancy Update: Ian Evans..... 5 Minutes**
  - 10) **Performance Measure Report – Q3: Kim Heuvelhorst..... 10 Minutes**
  - 11) **2019 Onsite Monitoring Reports: Kim Heuvelhorst ..... 10 Minutes**
  - 12) **County and HHSA Mission and Values: Ian Evans ..... 5 Minutes**
  - 13) **County and HHSA Strategic Plans: Ian Evans ..... 15 Minutes**
  - 14) **Adjourn**

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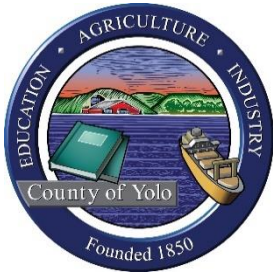
#### *Next Meeting*

**Date & Time:** March 10, 2020 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 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

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**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

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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 14<sup>th</sup>. At each visit, there was at least one CSAB member, one HHS 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. HHS 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 HHS 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. HHS hopes this will be ready for the December meeting.
- There has also been a District 4 representative vacancy since May when Sally Madden resigned. HHS 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 HHS 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. HHS 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. HHS 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 proposed service, the amount requested by each proposal, and the average score of each proposal.

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

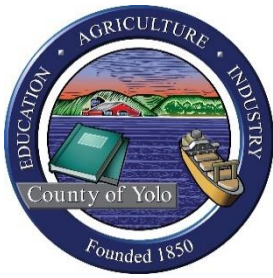
Nays: None

Abstentions: None

**Supporting Documentation for Item #6**

Meeting Minutes from 12/10/2019





# COUNTY OF YOLO

## Health and Human Services Agency

### Community Services Action Board

### *Minutes*

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

**Location:** Yolo County Library – Davis Branch – Blanchard Room  
315 E. 14<sup>th</sup> Street  
Davis, CA 95616

**Organizer:** Yolo County Health and Human Services Agency

**Contact:** Ian Evans: (530) 666-8297

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**Members Present:** Isaac Blackstock, Irma Rodriguez, Roz Stone, Manuela Melbourne, Maria Elena Alvillar, Fran Maguire, Bill Pride, Greta Eoff, David Lichtenhan and Vincent Olvera.

**Members Excused:** Maria Chairez, Lizbeth West, and Pamela Byrd-Dunn

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

**Guest Presenters:** None

**Public Guests:** None

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The meeting was brought to order at 4:37 pm by Isaac Blackstock. Quorum was established with eight board members present. Two additional members joined the meeting after it was brought to order.

**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. CSAB welcomed new member David Lichtenhan, representing District 4.

**3. Public Comments**

There were no public comments.

**4. Approval of 12/10/2019 Agenda.**

The 12/10/19 agenda was reviewed and approved with one revision to correct the date of the minutes listed on the agenda to 10/29/19.

Motion: Bill Pride  
Second: Maria Elena Alvillar  
Ayes: Unanimous  
Nays: None  
Abstentions: None

#### **5. Approval of 10/29/2019 Minutes**

The 10/29/19 minutes were reviewed and approved with one correction to show Bill Pride not abstaining on adjourning.

Motion: Bill Pride  
Second: Isaac Blackstock  
Ayes: Unanimous  
Nays: None  
Abstentions: None

#### **6. 2020 Meeting Schedule**

Kim Heuvelhorst explained that in 2020 CSAB will meet every other month, instead of monthly as occurred in 2019 due to the extra work involved related to the Community Action Plan. The meeting locations rotate between three cities and the meeting schedule is included in the agenda packet. Bill Pride inquired if CSBG recipients will be invited to a CSAB meeting to present information about their CSBG funded program. HHSA confirmed that they will plan for this during the spring or summer meetings.

#### **7. 2020 CSAB Elections**

Kim Heuvelhorst shared that the CSAB bylaws call for officer elections to occur at the January CSAB meeting. The two officer positions are chairperson, whose primary responsibility is to facilitate the meeting, and vice chairperson whose primary responsibility is to facilitate the meeting if the chairperson is absent. The election term is 12 months, from January through December. CSAB members interested in being considered for an officer position may contact Kim at (530) 666-8251 or [kim.heuvelhorst@yolocounty.org](mailto:kim.heuvelhorst@yolocounty.org), or announce their interest at the January meeting.

#### **8. 2019 CSBG Financial Update**

Kim Heuvelhorst confirmed with HHSA fiscal staff that all CSBG providers are on track to fully expend their allocations by 12/31/19 as required for the 2019 regular allocation. The 2019 discretionary funds may be spent through 5/31/20.

#### **9. 2020 Contract Update**

Kim Heuvelhorst shared that HHSA is in the process of executing the standard agreement with the Department of Community Services & Development for the 2020 allocation. All documents are due back to the State by 12/17/19. Some forms will be finalized after the funding recommendation is voted on today, but HHSA is on track to meet this deadline.

#### **10. CSBG 2020 Funding Recommendation**

CSAB members Bill Pride and Isaac Blackstock have conflicts of interest. Bill Pride left the meeting before the discussion started. Isaac Blackstock remained at the meeting but did not participate in this discussion and did not vote on the recommendation. Ian Evans reminded everyone that one of the primary roles of CSAB is to make a funding recommendation to BOS every two years for the CSBG funds. The Community Needs Assessment and Community

Action Plan were completed this year, identifying four priority need areas. HHSA released a Request for Proposal for services addressing these priority needs. At the October meeting, CSAB reviewed four proposals and voted on a funding recommendation. Following the meeting, HHSA's procurement and contracting department informed staff that an additional proposal had previously been omitted due to an administrative error and needed to be considered. HHSA expressed appreciation to the CSAB members who scored all five of the proposals, received from:

- City of Davis
- 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 proposed service, the amount requested by each proposal, and the average score of each of each proposal.

The total allocation is \$294,566, with approximately \$84,566 retained by HHSA 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 \$314,057.44, leaving an overage of \$104,57.44 that needs to be resolved. Ian shared that at the last funding recommendation two years prior, the Board of Supervisors provided feedback that the methodology used to arrive at the recommended amounts was unclear and they would like to ensure that the funding decisions are based on concrete and justifiable reasons. Ian recommended that CSAB clearly articulate their reasoning for the funding recommendations this year, including concrete information such as score, geographical location, priority need etc.

At the October meeting CSAB had discussed partially funding all of the proposals based on the amount requested. CSAB can use this same methodology or do something different. Clarification was provided that CSAB has discretion to choose how to allocate the funds and that not all proposals need to be funded. CSAB members engaged in discussion about the proposals including the following points:

- the scores were all very close to each other
- all the proposals met the requirements
- the requests were all reasonable amounts given the scope of the proposals.
- the amounts requested, relative to other proposals
- the RFP did not have an upper or lower limit on the requested amount

Several options for funding allocations were discussed including:

- funding only proposals that scored above a certain threshold
- factoring scores into the calculation used to determine allocation amounts
- proportionally funding all five proposals

After further discussion, and given the close scores, CSAB felt the method that would be most fair would be to proportionally fund all five proposals. This was calculated as follows: the amount requested by provider, divided by the total amount requested by all providers, multiplied by the available amount of \$210,000. This would result in funding awarded as follows: City of Davis (\$54,907.93), DCMH (\$41,418.60), STEAC (\$13,373.35), YCCA (\$66,866.75) and YWC (\$33,433.37).

**Motion:** To award the allocation proportionally, based on the amount requested. This motion is based on the scores being close, and CSAB's desire to fund all of the proposals that met the required criteria.

Motion: Fran Maguire  
Second: Irma Rodriguez  
Ayes: Unanimous, except the abstentions listed below.  
Nays: None  
Abstentions: Isaac Blackstock

CSAB discussed using the same methodology to distribute any discretionary funds received in the future. HHSA would retain a portion for administrative costs and the emergent needs fund, utilizing the same percentage retained from the regular allocation ( $\$84,566/\$294,566=28.71\%$ ), and then distribute the remaining funds using the same proportions used for the funding recommendation for the regular allocation described for the motion above.

**Motion:** For future discretionary funds received in the next year, use the same methodology to do a proportional distribution of funds to the providers, after the HHSA portion is retained.

Motion: Fran Maguire  
Second: Greta Eoff  
Ayes: Unanimous, except the abstentions listed below.  
Nays: None  
Abstentions: Isaac Blackstock

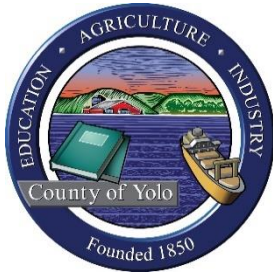
If this occurs, it will be brought to future meeting as an informational item, but will not require approval by CSAB at that time.

**11. Adjourn** –The meeting adjourned at 5:18 pm

Motion: Irma Rodriguez  
Second: Isaac Blackstock  
Ayes: Unanimous  
Nays: None  
Abstentions: None

## **Supporting Documentation for Item #10**

Performance Measure Report – Q3



# COUNTY OF YOLO

## Health and Human Services Agency

### Community Services Action Board

## *Quarter 3 – 2019 – Performance Measure Report*

### Yolo Food Bank

**Program Purpose:** To improve client food security for low-income residents of Yolo County.

**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>					
• <b>Goal: 81,700 lbs./year</b>					
1.1	Pounds Distributed in Quarter	13,851	17,304	7,071	
	Pounds Distributed to Date	13,851	31,155	38,226	
	% of Goal	17%	38%	47%	
<b>Performance Measure 2: How well did we do it?</b>					
<b># of households receiving food assistance through Partner Agencies</b>					
• <b>Goal: 109,048 (duplicated)</b>					
2.1	# of households served in Quarter	9,129	10,130	6,102	
	# of households served to Date	9,129	19,259	25,361	
	% of Goal	8%	18%	23%	
<b>Performance Measure 3: Is anyone better off?</b>					
<b>% (#) of households who reported improved food security</b>					
• <b>Goal:</b> None; Year 1 = Baseline Data; <b>Year 2: 20% improvement in reported food security</b>					
• 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 4 of 2019. The comparison of these two sets of data will provide this performance measure data.					
3.1	# (%) of households	n/a	n/a	n/a	

**Notes:**

- The % of Goal” percentages are based on the outcomes compared to the goal for that PM
- PM 3.1 data will be collected in Quarter 4, and compared to the baseline established in 2018 Quarter 4
- **Blue font indicates information that was corrected or updated after the CSAB meeting 8/13/19**

## Meals on Wheels

**Program Purpose:** To improve daily nutritional intake, decrease food insecurity and improve nutritional health of low-income and disabled or homebound seniors.

**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> • Goal: 49/year				
	Seniors Served in Quarter	19	15	7	
	Seniors Served to Date	19	34	41	
	% of Goal	39%	69%	84%	
<b>Performance Measure 2: How well did we do it?</b>					
2.1	<b># of individuals offered referral to support resources</b> • Goal: 49/year				
	Individuals Offered Referral in Quarter	19	15	7	
	Individuals Offered Referral to Date	19	34	41	
	% of Goal	39%	69%	84%	
<b>Performance Measure 3: Is anyone better off?</b>					
3.1	<b># (%) of individuals who reported improved daily nutritional intake</b> • Goal: 49 individuals, (100% of total seniors served)				
	# (%) of individuals To-Date	19 (100%)	34 (100%)	41 (100%)	
	% of Goal	39%	69%	84%	
3.2	<b># (%) of individuals who reported decreased food insecurity</b> • Goal: 41 individuals, (84% of total seniors served)				
	# (%) of individuals To-Date	6 (32%)	21 (62%)	26 (63%)	
	% of Goal	15%	51%	63%	
3.3	<b># (%) of individuals who improved nutritional intake</b> • Goal: 24 individuals, (50% of total seniors served)				
	# (%) of individuals To-Date	3 (16%)	11 (32%)	18 (44%)	
	% of Goal	13%	46%	75%	

**Notes:**

- The “% of Goal” percentages are based on the outcomes compared to the goal for that PM
- The “To-Date” percentages (%) shown in PM 3s are based on the outcomes compared to the number actually served in PM 1.1
- Q1 and Q2 were revised to reflect the removal of the discretionary fund data.
- Blue font indicates information that was corrected or updated after the CSAB meeting 8/13/19

## Yolo County Children's Alliance

**Program Purpose:** To improve the lives of low-income persons who are unstably housed or experiencing homelessness in Yolo County by securing permanent housing placements, increasing non-cash benefits, and increasing income.

### 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>				
	• Goal: 40 individuals/year				
	Individuals Served in Quarter	76	42	6	
	Individuals Served to Date	76	118	124	
	% of Goal	190%	295%	310%	
1.2	<b># of participants provided "light-touch" housing related assistance</b>				
	• Goal: 40 individuals/year				
	Individuals Served in Quarter	46	66	33	
	Individuals Served to Date	46	112	145	
	% of Goal	115%	280%	363%	
Total	Individuals Served in Quarter	122	108	39	
	Individuals Served to Date	122	230	269	
<b>Performance Measure 2: How well did we do it?</b>					
2.1	<b>Average length of time from program intake to placement in permanent housing</b>				
	• Goal: < 120 days				
	Ave length of time to permanent housing (YTD)	74	66	48	
	% of Maximum Time	62%	55%	40%	
<b>Performance Measure 3: Is anyone better off?</b>					
3.1	<b># (%) of participants who secured permanent housing</b>				
	• Goal: 20 individuals, (50% of total 40 individuals served)				
	# (%) of individuals in Quarter	26 (21%)	26 (24%)	31 (79%)	
	# (%) of individuals To-Date	26 (21%)	52 (23%)	83 (31%)	
	% of Goal	130%	260%	415%	
3.2	<b># (%) of participants who increased and/or maintained their non-cash benefits including CalFresh and Medi-cal</b>				
	• Goal: 32, (80% of total 40 individuals served)				
	# (%) of individuals in Quarter	84 (69%)	73 (68%)	39 (100%)	
	# (%) of individuals To-Date	84 (69%)	157 (68%)	196 (73%)	
	% of Goal	263%	491%	613%	
3.3	<b># (%) of participants who increased their total income</b>				
	• Goal: 8 (20% of total 40 individuals served)				
	# (%) of individuals in Quarter	2 (2%)	1 (1%)	2 (5%)	
	# (%) of individuals To-Date	2 (2%)	3 (1%)	5 (2%)	
	% of Goal	25%	38%	63%	

### Notes:

- The "% of Goal" percentages are based on the outcomes compared to the goal for that PM
- The "To-Date" percentages (%) shown in PM 3s are based on the outcomes compared to the number actually served in PM 1.1 and PM 1.2 combined
- Q1 and Q2 were 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.
- Blue font indicates information that was corrected or updated after the CSAB meeting 8/13/19



## Davis Community Meals and Housing

**Program Purpose:** To improve the housing stability and economic security of individuals and families experiencing homelessness in Yolo County.

**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>					
• <b>Goal: 8 families/year</b>					
1.1	Families Served in Quarter	4	1	1	
	Families Served to Date	4	5	6	
	% of Goal	50%	63%	75%	
<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>					
• <b>Goal: &lt; 18 months (540 days)</b>					
2.1	Ave length of stay for leavers (YTD)	0	0	372 days	
	% of Maximum Time	n/a	n/a	69%	
<b>Average length of stay for stayers (people who remained in the FTHP past the timeframe) in days</b>					
• <b>Goal: &lt; 18 months (540 days)</b>					
2.2	Ave length of stay for stayers (YTD)	411 days	300 days	236 days	
	% of Maximum Time	76%	56%	44%	
<b>Performance Measure 3: Is anyone better off?</b>					
<b># (%) of households in FTHP who secured permanent housing at program exit</b>					
• <b>Goal: 6 households, (80% of total 8 families served)</b>					
3.1	# (%) of households in Quarter	0 (0%)	0 (0%)	3 (300%)	
	# (%) of households To-Date	0 (0%)	0 (0%)	3 (50%)	
	% of Goal	(0%)	(0%)	50%	
<b># (%) of households in FTHP who increased and/or maintained their non-cash benefits including CalFresh and Medi-cal</b>					
• <b>Goal: 6 (80% of total 8 families served)</b>					
3.2	# (%) of households in Quarter	4 (100%)	1 (100%)	1 (100%)	
	# (%) of households To-Date	4 (100%)	5 (100%)	6 (100%)	
	% of Goal	67%	83%	100%	
<b># (%) of households in FTHP who increased their total income</b>					
• <b>Goal: 2 (20% of total 8 families served)</b>					
3.3	# (%) of households in Quarter	4 (100%)	0 (0%)	1 (100%)	
	# (%) of households To-Date	4 (100%)	4 (80%)	5 (83%)	
	% of Goal	200%	200%	250%	

**Notes:**

- The “% of Goal” percentages are based on the outcomes compared to the goal for that PM
- The “To-Date” percentages (%) shown in PM 3s are based on the outcomes compared to the number actually served in PM 1.1
- Blue font indicates information that was corrected or updated after the CSAB meeting 8/13/19

## Fourth and Hope

**Program Purpose:** To improve the lives of persons experiencing homelessness in Yolo County by securing permanent housing placements, increasing non-cash benefits, and increasing income.

### 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>				
	• <b>Goal:</b> 400 individuals/year				
	Participants Served in Quarter (duplicated across quarters)	91	102	109	
	Participants Served to Date (unduplicated)	91	136	188	
	% of Goal	23%	34%	47%	
<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>				
	• <b>Goal:</b> < 120 days				
	Ave length of stay for leavers (YTD)	64 days	71 days	70 days	
	% of Maximum Time	53%	59%	58%	
2.2	<b>Average length of stay for stayers (people who remained in the Emergency Shelter past the timeframe) in days</b>				
	• <b>Goal:</b> < 120 days				
	Ave length of stay for stayers (YTD)	110 days	139 days	145 days	
	% of Maximum Time	92%	116%	121%	
<b>Performance Measure 3: Is anyone better off?</b>					
3.1	<b># (%) of participants who secured permanent housing</b>				
	• <b>Goal:</b> 200, (50% of total 400 participants served)				
	# (%) of participants in Quarter	8 (9%)	22 (22%)	21 (19%)	
	# (%) of participants To-Date	8 (9%)	30 (22%)	51 (27%)	
	% of Goal	4%	15%	26%	
3.2	<b># (%) of participants who increased and/or maintained their non-cash benefits including CalFresh and Medi-cal</b>				
	• <b>Goal:</b> 320 (80% of total 400 participants served)				
	# (%) of participants in Quarter (duplicated across quarters)	65 (71%)	78 (76%)	86 (79%)	
	# (%) of participants To-Date (unduplicated)	65 (71%)	105 (77%)	149 (79%)	
	% of Goal	20%	33%	47%	
3.3	<b># (%) of participants who increased their total income</b>				
	• <b>Goal:</b> 80 (20% of total 400 participants served)				
	# (%) of participants in Quarter	3 (3%)	3 (3%)	1 (1%)	
	# (%) of participants To-Date	3 (3%)	6 (4%)	7 (4%)	
	% of Goal	4%	8%	9%	

### Notes:

- The “% of Goal” percentages are based on the outcomes compared to the goal for that PM
- The “To-Date” percentages (%) shown in PM 3s are based on the outcomes compared to the number actually served in PM 1.1
- Blue font indicates information that was corrected or updated after the CSAB meeting 8/13/19

## Outcomes Report for the 2019 CSBG Emergent Needs Fund

### Total Funds Utilized

- \$53,753

### Total Assisted

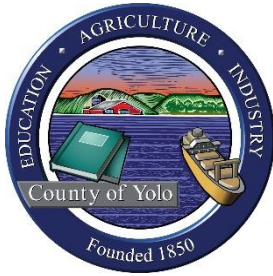
- 55 Households (44 unduplicated)
- 90 Individuals (73 unduplicated)

### 55 Payments Issued

- 16 Move in Costs (Security Deposit and/or First Month Rent)
- 13 Rental Assistance/Eviction Prevention
- 13 Motel Stays
- 2 Application Fees for Permanent Housing
- 1 Supplies for New Apartment
- 2 Storage Fees
- 1 Utility Payment
- 1 Greyhound Bus Ticket
- 2 Transportation Fees for Medical Treatment
- 1 Medication Costs
- 1 Clothing for Employment
- 1 Birth Certificate Fee
- 1 Payment to Transfer Community Service Hours

# **Supporting Documentation for Item #11**

2019 Onsite Monitoring Reports



# 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)

December 23, 2019

Michael Bisch Executive Director  
Yolo Food Bank  
1244 Fortna Avenue  
Woodland, CA 95776

**SUBJECT:** 2019 Community Services Block Grant (CSBG) Program Monitoring Report

Dear Mr. Bisch:

Pursuant to contract number 2018-11, the Yolo County Health and Human Services Agency (HHS) conducted a program monitoring visit of your agency on October 15, 2019.

Per the enclosed report, HHS found Yolo Food Bank to be in compliance with all programmatic requirements associated with the Community Services Block Grant (CSBG) as well as with the aforementioned contract.

For any questions regarding the monitoring visit or report, please contact Ian Evans at (530) 666-8297 or [Ian.Evans@yolocounty.org](mailto:Ian.Evans@yolocounty.org).

Sincerely,

Sandra Sigrist, Branch Director  
County of Yolo  
Health and Human Services Agency  
Adult and Aging Branch

**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

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Woodland, CA 95695  
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**YOLO COUNTY HEALTH AND HUMAN SERVICES AGENCY (HHSA)  
2019 COMMUNITY SERVICES BLOCK GRANT (CSBG)  
PROGRAM MONITORING REPORT**

**Agency Name:** Yolo Food Bank

**Contract Number:** 2018-11

**Contract Term:** January 1, 2018 through December 31, 2019

**Contract Amount:** \$50,000 2019 Regular, \$7,000 2018 Discretionary

**Date of Visit:** October 15, 2019

**Purpose of Visit:** Monitor programmatic compliance in accordance with local, state, and federal laws, regulations, and contractual obligations governing the provision of Community Services Block Grant (CSBG) funding

**Monitors:** Kim Heuvelhorst, Homeless Services Analyst, Yolo County HHSA  
Tamara Boytsan, Accountant, Yolo County HHSA  
Roz Stone, Member, CSAB

**Scope of Work:** Consistent with the contract's scope of work (Exhibit A), HHSA confirmed the Food Bank is using CSBG funds to support its Food Innovation Project.

**Mid-Year Reports:** Due to a change in the annual reporting format to the State, Mid-Year reports were not required of sub-contractors in 2019.

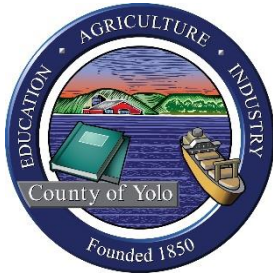
**Performance Measures Reports:** Regular: HHSA received Yolo Food Bank's quarterly performance measures reports in April (timely), July (6 days late), and October (12 days late). As of September 30, 2019, the Food Bank was not on track to meet two of its performance measures outcomes for 2019. The performance measure, Pounds of Food Drive Products Distributed through Partner Agencies, was 47% met as of September 30, 2019. The performance measure, Households Receiving Food Assistance through Partner Agencies, was 23% met as of September 30, 2019.  
Discretionary: HHSA received Yolo Food Bank's one-time performance measures report in June (timely). The Food Bank did not meet two of its performance measure outcomes. The performance measure, Pounds of Food Drive Products Distributed through Partner Agencies, was 49% met. The performance measure, Households Receiving Food Assistance through Partner Agencies, was 24% met.

**Annual Report:** The annual report data will be due to HHSA during the first quarter of 2020.

**Sub Recipient Questionnaire:** HHSA received Yolo Food Bank's completed sub recipient questionnaire in advance of the monitoring visit and prior to the specified deadline. Upon a thorough review, HHSA did not identify any deficiencies in programmatic internal control policies and procedures.

**Findings:** None. However, two reports were received past the specified deadline. Yolo Food Bank is encouraged to set internal reminders for the report due dates to ensure timely submission.

**Corrective Action:** None



# 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)

December 23, 2019

Christi Skibbins, Executive Director  
People Resources, Inc.  
40 North East Street  
Woodland, CA 95776

**SUBJECT:** 2019 Community Services Block Grant (CSBG) Program Monitoring Report

Dear Ms. Skibbins:

Pursuant to contract number 2018-43, the Yolo County Health and Human Services Agency (HHSA) conducted a program monitoring visit of your agency on October 15, 2019.

Per the enclosed report, HHSA found People Resources, Inc. to be in compliance with all programmatic requirements associated with the Community Services Block Grant (CSBG) as well as with the aforementioned contract.

For any questions regarding the monitoring visit or report, please contact Ian Evans at (530) 666-8297 or [Ian.Evans@yolocounty.org](mailto:Ian.Evans@yolocounty.org).

Sincerely,

Sandra Sigrist, Branch Director  
County of Yolo  
Health and Human Services Agency  
Adult and Aging Branch

**Davis**  
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**YOLO COUNTY HEALTH AND HUMAN SERVICES AGENCY (HHSA)  
2019 COMMUNITY SERVICES BLOCK GRANT (CSBG)  
PROGRAM MONITORING REPORT**

**Agency Name:** People Resources, Inc. dba Meals on Wheels (MOW)

**Contract Number:** 2018-43

**Contract Term:** January 1, 2018 through December 31, 2019

**Contract Amount:** \$20,000 2019 Regular, \$7,000 2018 Discretionary

**Date of Visit:** October 15, 2019

**Purpose of Visit:** Monitor programmatic compliance in accordance with local, state, and federal laws, regulations, and contractual obligations governing the provision of Community Services Block Grant (CSBG) funding

**Monitors:** Kim Heuvelhorst, Homeless Services Analyst, Yolo County HHSA  
Tamara Boytsan, Accountant, Yolo County HHSA  
Shelby Milliren, Accountant, Yolo County HHSA  
Manuela Melbourne, Member, CSAB

**Scope of Work:** Consistent with the contract's scope of work (Exhibit A), HHSA confirmed the MOW is using CSBG funding to support the delivery of meals to low-income, homebound seniors residing in Yolo County.

**Mid-Year Reports:** Due to a change in the annual reporting format to the State, Mid-Year reports were not required of sub-contractors in 2019.

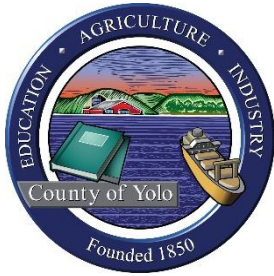
**Performance Measures Reports:** Regular: HHSA received the MOW's quarterly performance measures reports in April (timely), July (timely), and October (timely). As of September 30, 2019, MOW was on track to meet or exceed all of its performance measure outcomes for 2019 except one. The performance measure, Individuals Reporting Decreased Food Insecurity, was 63% met as of September 30, 2019.  
Discretionary: HHSA received YCCA's one-time performance measures report in June (timely). MOW met or exceeded all of its performance measure outcomes except one. The performance measure, Individuals Reporting Decreased Food Insecurity, was 27% met.

**Sub Recipient Questionnaire:** HHSA received the MOW's completed sub recipient questionnaire in advance of the monitoring visit and prior to the specified deadline. Upon a thorough review, HHSA did not identify any deficiencies in programmatic internal control policies and procedures.

**Annual Report:** The annual report data will be due to HHSA during the first quarter of 2020.

**Findings:** None

**Corrective Action:** None



# 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  
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December 23, 2019

Katie Villegas, Executive Director  
Yolo County Children's Alliance  
637 Todhunter Ave  
West Sacramento, CA, 95691

**SUBJECT:** 2019 Community Services Block Grant (CSBG) Program Monitoring Report

Dear Ms. Villegas:

Pursuant to contract number 2018-06, the Yolo County Health and Human Services Agency (HHS) conducted a program monitoring visit of your agency on October 17, 2019.

Per the enclosed report, HHS found Yolo County Children's Alliance to be in compliance with all programmatic requirements associated with the Community Services Block Grant (CSBG) as well as with the aforementioned contract.

For any questions regarding the monitoring visit or report, please contact Ian Evans at (530) 666-8297 or [Ian.Evans@yolocounty.org](mailto:Ian.Evans@yolocounty.org).

Sincerely,

Sandra Sigrist, Branch Director  
County of Yolo  
Health and Human Services Agency  
Adult and Aging Branch

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**YOLO COUNTY HEALTH AND HUMAN SERVICES AGENCY (HHSA)  
2019 COMMUNITY SERVICES BLOCK GRANT (CSBG)  
PROGRAM MONITORING REPORT**

**Agency Name:** Yolo County Children's Alliance (YCCA)

**Contract Number:** 2018-06

**Contract Term:** January 1, 2018 through December 31, 2019

**Contract Amount:** \$50,000 2019 Regular, \$7,000 2018 Discretionary

**Date of Visit:** October 17, 2019

**Purpose of Visit:** Monitor programmatic compliance in accordance with local, state, and federal laws, regulations, and contractual obligations governing the provision of Community Services Block Grant (CSBG) funding

**Monitors:** Kim Heuvelhorst, Homeless Services Analyst, Yolo County HHSA  
Tamara Boytsan, Accountant, Yolo County HHSA  
Shelby Milliren, Accountant, Yolo County HHSA  
Fran Maguire, Member, CSAB  
Vincent Olvera, Member, CSAB

**Scope of Work:** Consistent with the contract's scope of work (Exhibit A), HHSA confirmed that YCCA is using CSBG funds to provide housing case management and direct support for individuals and families living homeless or at-risk of experiencing homelessness.

**Mid-Year Reports:** Due to a change in the annual reporting format to the State, Mid-Year reports were not required of sub-contractors in 2019.

**Performance Measures Reports:** Regular: HHSA received YCCA's quarterly performance measures reports in April (timely), July (timely), and October (timely). As of September 30, 2019, YCCA was on track to meet or exceed all of its performance measure outcomes for 2019 except one. The performance measure, Participants Who Increased their Total Income, was 63% met as of September 30, 2019.  
Discretionary: HHSA received YCCA's one-time performance measures report in July (timely). YCCA met or exceeded all of its performance measure outcomes.

**Sub Recipient Questionnaire:** HHSA received YCCA's completed sub recipient questionnaire on the same day as the monitoring visit and prior to the specified deadline. Upon a thorough review, HHSA did not identify any deficiencies in programmatic internal control policies and procedures.

**Annual Report:** The annual report data will be due to HHSA during the first quarter of 2020.

**Findings:** None

**Corrective Action:** None



# 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](http://www.yolocounty.org)

December 23, 2019

Bill Pride, Executive Director  
Davis Community Meals  
202 F Street  
Davis, CA 95616

**SUBJECT:** 2019 Community Services Block Grant (CSBG) Program Monitoring Report

Dear Mr. Pride:

Pursuant to contract number 2018-42, the Yolo County Health and Human Services Agency (HHS) conducted a program monitoring visit of your agency on October 14, 2019.

Per the enclosed report, HHS found Davis Community Meals to be in compliance with all programmatic requirements associated with the Community Services Block Grant (CSBG) as well as with the aforementioned contract.

For any questions regarding the monitoring visit or report, please contact Ian Evans at (530) 666-8297 or [Ian.Evans@yolocounty.org](mailto:Ian.Evans@yolocounty.org).

Sincerely,

Sandra Sigrist, Director  
County of Yolo  
Health and Human Services Agency  
Adult and Aging Branch

**Davis**  
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**YOLO COUNTY HEALTH AND HUMAN SERVICES AGENCY (HHSA)  
2019 COMMUNITY SERVICES BLOCK GRANT (CSBG)  
PROGRAM MONITORING REPORT**

**Agency Name:** Davis Community Meals (DCM)

**Contract Number:** 2018-42

**Contract Term:** January 1, 2018 through December 31, 2019

**Contract Amount:** \$40,000 2019 Regular, \$7,000 2018 Discretionary

**Date of Visit:** October 14, 2019

**Purpose of Visit:** Monitor programmatic compliance in accordance with local, state, and federal laws, regulations, and contractual obligations governing the provision of Community Services Block Grant (CSBG) funding

**Monitors:** Kim Heuvelhorst, Homeless Services Analyst, Yolo County HHSA  
Shelby Milliren, Accountant, Yolo County HHSA  
Lizbeth West, Member, CSAB

**Scope of Work:** Consistent with the contract's scope of work (Exhibit A), HHSA confirmed DCM is using CSBG funds to support its emergency shelter/transitional housing programs for individuals and families.

**Mid-Year Reports:** Due to a change in the annual reporting format to the State, Mid-Year reports were not required of sub-contractors in 2019.

**Performance Measure Reports:** Regular: HHSA received DCM's quarterly performance measures reports in April (timely), July (timely), and October (29 days late). As of September 30, 2019, DCM was on track to meet or exceed all of its performance measure outcomes for 2019 except one. The performance measure, Households in the Family Transitional Housing Program, Who Secured Permanent Housing at Program Exit was 50% met as of September 30, 2019.  
Discretionary: HHSA received DCM's one-time performance measures report in June (timely). DCM met or exceeded all of its performance measures outcomes except one. The performance measure, Households in the Family Transitional Housing Program Who Secured Permanent Housing at Program Exit, was 0% met.

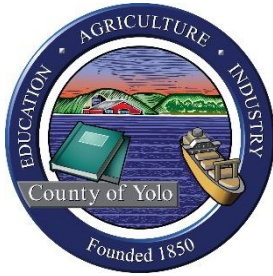
**Annual Report:** The annual report data will be due to HHSA during the first quarter of 2020.

**Sub Recipient Questionnaire:** HHSA received DCM's completed sub recipient questionnaire on October 29, 2019 (18 days late), following the monitoring visit. Upon a

thorough review, HHSA did not identify any deficiencies in programmatic internal control policies and procedures.

**Findings:** None. However, one report and the sub recipient questionnaire were received past the specified deadlines. DCM is encouraged to set internal reminders for the report due dates to ensure timely submission.

**Corrective Action:** None



# 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  
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December 23, 2019

Doug Zeck, Executive Director  
Yolo Wayfarer Center  
285 Fourth Street  
Woodland, CA 95695

**SUBJECT:** 2019 Community Services Block Grant (CSBG) Program Monitoring Report

Dear Mr. Zeck:

Pursuant to contract number 2018-07, the Yolo County Health and Human Services Agency (HHSA) conducted a program monitoring visit of your agency on October 14, 2018.

Per the enclosed report, HHSA found Yolo Wayfarer Center to be in compliance with all programmatic requirements associated with the Community Services Block Grant (CSBG) as well as with the aforementioned contract.

For any questions regarding the monitoring visit or report, please contact Ian Evans at (530) 666-8297 or [Ian.Evans@yolocounty.org](mailto:Ian.Evans@yolocounty.org).

Sincerely,

Sandra Sigrist, Branch Director  
County of Yolo  
Health and Human Services Agency  
Adult and Aging Branch

**Davis**  
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**YOLO COUNTY HEALTH AND HUMAN SERVICES AGENCY (HHSA)  
2019 COMMUNITY SERVICES BLOCK GRANT (CSBG)  
PROGRAM MONITORING REPORT**

**Agency Name:** Yolo Wayfarer Center dba Fourth and Hope

**Contract Number:** 2018-07

**Contract Term:** January 1, 2018 through December 31, 2019

**Contract Amount:** \$50,000 2019 Regular, \$7,000 2018 Discretionary

**Date of Visit:** October 14, 2019

**Purpose of Visit:** Monitor programmatic compliance in accordance with local, state, and federal laws, regulations, and contractual obligations governing the provision of Community Services Block Grant (CSBG) funding

**Monitors:** Kim Heuvelhorst, Homeless Services Analyst, Yolo County HHSA  
Tamara Boytsan, Accountant, Yolo County HHSA  
Vincent Olvera, Member, CSAB

**Scope of Work:** Consistent with the contract's scope of work (Exhibit A), HHSA confirmed that Fourth and Hope is using CSBG funds to provide emergency shelter for homeless individuals and families.

**Mid-Year Reports:** Due to a change in the annual reporting format to the State, Mid-Year reports were not required of sub-contractors in 2019.

**Performance Measures Reports:** Regular: HHSA received Fourth and Hope's quarterly performance measures reports in July (Q1 three months late, Q2 timely), and October (8 days late). As of September 30, 2019, Fourth and Hope met one of its performance measure outcomes for 2019, and was not on track to meet five. The performance measure, Participants Provided Emergency Shelter, was 47% met as of September 30, 2019. The performance measure, Average Length of Stay for Stayers, was 21% longer than the goal of less than 120 days as of September 30, 2019. The performance measure, Participants Who Secured Permanent Housing at Program Exit, was 26% met as of September 30, 2019. The performance measure, Participants Who Increased or Maintained their Non-Cash Benefits, was 47% met as of September 30, 2019. The performance measure, Participants who Increased their Total Income, was 9% met as of September 30, 2019.

Discretionary: HHSA received Fourth and Hope's one-time performance measures report in July (1 day late). Fourth and Hope met its performance measures outcome.

**Sub Recipient Questionnaire:** HHSA received Fourth and Hope's completed sub recipient questionnaire in advance of the monitoring visit and prior to the



specified deadline. Upon a thorough review, HHSA did not identify any deficiencies in programmatic internal control policies and procedures.

**Annual Report:** The annual report data will be due to HHSA during the first quarter of 2020.

**Findings:** None. However, three reports were received past the specified deadline. Fourth and Hope is encouraged to set internal reminders for the report due dates to ensure timely submission.

**Corrective Action:** None

## **Supporting Documentation for Item #12**

County and HHSA Mission and Values



# County of Yolo

## Mission

Making a difference by enhancing the quality of life in our community.

## Values Statement

As Yolo County employees, we recognize this is a great place to live and work. We are committed to doing right by others through public service and maintaining the trust of our residents and peers. Together, we will continue to foster a healthy, supportive and professional environment, striving always for excellence.

## Core Values

Service, Performance, Integrity, Responsibility, Innovation, and Teamwork

# Health & Human Services Agency

## Mission

Promote a healthy, safe and economically stable community.

## Vision

Yolo County residents are healthy, safe, and economically stable.

# **Supporting Documentation for Item #13**

County and HHSA Strategic Plans



# YOLO COUNTY 2020-2024 STRATEGIC PLAN

## 2020 PRIORITIES

### Thriving Residents



Support social, economic and physical environments which promote good health and protect vulnerable populations so that community members and future generations have the opportunity to learn and grow to their full potential.

- Examine the current governance structure of the local homeless system and identify options for improved partnership.
- Increase the availability of evidence-based home visiting programs to build resiliency for children, youth, and families.

### Safe Communities



Protect the public through cross-system collaborations that focus on prevention, utilize evidence based strategies for treatment and intervention, provide legal representation and ensure code enforcement of unsafe conditions.

- Establish access for wireless providers to utilize the tower at the Yolo County Central Landfill.
- Apply for Proposition 68 grant funding for delta, broadband and park infrastructure projects.
- Identify phasing and components of the Highway 16 Flood Reduction project.
- Update hydraulic modeling for Madison and Esparto.
- Develop and begin implementation of a long term sustainability plan, collaboratively with the Yolo County Fire Chiefs Association.
- Complete Results First Initiative.
- Prioritize needs in the criminal justice system utilizing updated sequential intercept map.
- Identify strategies that prevent entry into the criminal justice system.
- Determine types of collaborative community-oriented law enforcement solutions and programs based on best practices that will increase citizen engagement.
- Utilize an evidence based approach to determine the types of in-custody programming that will decrease recidivism and can be included in the new jail expansion space.

### Sustainable Environment



Efficiently utilize natural resources to provide recreational opportunities and ensure availability for generations to come, protect and improve water quality and quantity, lower greenhouse gas emissions, maximize the use of renewable energy.

- Conduct a critical review of the existing Climate Action Plan, to determine adequacy and feasibility of implementation.
- Establish a Climate Action Plan work group, to seek outside funding sources to enhance staff efforts and/or implementation programs.
- Partner with the Yolo Resiliency Collaborative to complete a study with Civic Spark fellows evaluating increased wildfire events.
- Develop a sustainability plan, based off of the critical review of the Climate Action Plan, Civic Spark studies on weather events and a public engagement effort, to identify additional strategies.

### Flourishing Agriculture



Facilitate a vibrant and resilient agricultural industry that concurrently preserves sufficient farmland to maintain local, state, and national food security in perpetuity.

- Identify the anticipated number of acres of farmland to be impacted over the next ten years.
- Complete assessment of current activities and identify areas of improvement to increase FEMA ranking .
- Develop and conduct an Agricultural Industry Employer Study with the Yolo Farm Bureau.
- Conduct agricultural industry workforce job fairs and recruitments.
- Complete needs assessment of the agricultural workforce, building off of the 2017 Yolo County Agricultural Labor Report, to identify size of the workforce and target areas for intervention.

### Robust Economy



Promote a balanced economy that offers job opportunities and ample services for every resident as well as avenues for business growth and development.

- Create an economic development framework for unincorporated Yolo County that identifies business model potential and associated development strategies.
- Develop a capital improvement investment plan for each of the unincorporated towns.
- Establish a data collection method and tool to track employment services participant progress.

### Goals

### Priority Strategies

# Yolo County Health and Human Services Agency

## 2019-2020 Strategic Plan

**Vision: Yolo County residents are healthy, safe, and economically stable.**

### **GOAL 1:** Improve Outcomes for Clients and the Community

- Residents are Safe:**
- ◆ Increase HHSA employees ability to respond to emergencies
  - ◆ % of essential employees who have completed emergency preparedness training
  - ◆ Reduce the recurrence of child abuse
  - ◆ # of children who experience subsequent abuse (recurrence) within 12 months of closing an investigation
- Residents are Healthy:**
- ◆ Reduce transmission of sexually transmitted diseases
  - ◆ # of cases of syphilis per 100,000
  - ◆ Increase timely linkage of children and adults to appropriate level of mental health care
  - ◆ % of children and adults who receive first appointment post psychiatric hospitalization within 7 days
- Residents are Economically Stable:**
- ◆ Increase self-sufficiency of CalWORKs participants
  - ◆ # of participants who exited CalWORKs due to earned income within 1 year of beginning Welfare to Work program
  - ◆ Increase enrollment of eligible residents in CalFresh
  - ◆ # and % of residents receiving CalFresh
  - ◆ Increase self-sufficiency of individuals experiencing homelessness in Yolo County
  - ◆ # and % of participants who increase income while receiving Agency case management

### **GOAL 2:** Ensure Fiscal Health

- Align Agency's fiscal structure to include budgets and performance measures by program.
- Expand Agency's ability to produce accurate and timely administrative and financial reports.
- Invest in infrastructure and technology that will streamline and automate administrative functions to increase efficiencies.
- Prepare for the economic downturn by:
  - Establishing Agency reserve policy for non-categorical funds; and
  - Pursuing designation as an integrated health and human services agency from State.

### **GOAL 3:** Strengthen Integration

- Expand training curriculums that offer employees the tools they need to do their jobs.
- Increase employee recruitment, engagement and retention in classifications with frequent turnover.
- Evaluate and plan for long-term space needs of Agency.
- Assess opportunities to improve client outcomes through multi-disciplinary work.
- Increase internal and external communications regarding Agency programs.

### **GOAL 4:** Make Data Informed Decisions and Create a Culture of Quality

- Assess the impact of Agency programs by establishing routine monitoring groups and quality improvement efforts for all identified strategies.
- Establish a process for creating, approving and updating program performance measures.
- Establish standards for active contract management in Agency.
- Conduct contract procurements that align internal program and external contract performance measures.

