



# 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 14<sup>th</sup>. 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 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