



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. 14th Street
Davis, CA 95616

Organizer: Yolo County Health and Human Services Agency

Contact: Ian Evans: (530) 666-8297

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

HHS Staff Present: Ian Evans and Kim Heuvelhorst

Guest Presenters: None

Public Guests: None

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, 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