



# COUNTY OF YOLO

Health and Human Services Agency

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## Community Services Action Board

### *Minutes*

**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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**Members Present:** Isaac Blackstock, Irma Rodriguez, Roz Stone, David Lichtenhan, Manuela Melbourne, Fran Maguire, and Maria Chairez

**Members Excused:** Greta Eoff, Bill Pride, Maria Elena Alvilar, Vincent Olvera, 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 4:38 pm by Isaac Blackstock with five members present. Two members arrived after the meeting began and quorum was established at 5:13 am with seven board members present. CSAB deferred all votes until quorum was met.

#### 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.

- Kim Heuvelhorst – Reminder that the Brown Act Training is being offered 1/29/20 from 3:00 to 4:30 pm. Members interested in attending may email Kim. The 2020 Census is happening this year and planning efforts are underway. Information is available on the County website [www.yolocounty.org](http://www.yolocounty.org)
- Ian Evans – In November, the County formed an Opioid Coalition. Ian and Sara Gavin from CommuniCare Health Centers are the co-chairs. At the first meeting there were presentations about opioid use and services at the state and local level. The second meeting is scheduled for 2/11/20 from 9 to 11 am in West Sacramento at the Civic Center Galleria. At that meeting they plan to continue education and information sharing around opioid use and medically assisted treatment (MAT) options, and present data on Yolo's substance use disorder service delivery system from FY 18/19. They also plan to discuss what areas members want to focus on for the coalition. Two clients who have completed MAT will share their experiences at the meeting.
- Isaac Blackstock – Just returned from participating in a semi-annual charity event called Games Done Quick where they raised over \$3.2 Million in one week for the Prevent Cancer Foundation.

### 3. Public Comments

There were no public comments.

### 4. Approval of 1/14/2020 Agenda.

The 1/14/20 agenda was reviewed and approved with one amendment to indicate that agenda item #7 is an action item requiring approval of officer elections. HHSA will make this revision and post the updated version on the County website.

**Motion:** Maria Chairez

**Second:** Manuela Melbourne

**Ayes:** Unanimous

**Nays:** None

**Abstentions:** None

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

The minutes had previously been approved at the 12/10/19 meeting. However, after the meeting HHSA noticed an additional correction to the second sentence on page 4, which was updated to read, "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 revised 10/29/19 minutes were reviewed and approved with no further changes.

**Motion:** Irma Rodriguez

**Second:** Maria Chairez

**Ayes:** Unanimous

**Nays:** None

**Abstentions:** None

## 6. Approval of 12/10/19 Minutes

The 12/10/19 minutes were reviewed and approved with no changes.

**Motion:** Isaac Blackstock

**Second:** David Lichtenhan

**Ayes:** Unanimous

**Nays:** None

**Abstentions:** None

## 7. 2020 CSAB Elections

Isaac Blackstock explained that the CSAB bylaws call for officer elections to occur at the January CSAB meeting. The two officer positions are Chair, whose primary responsibility is to facilitate the meeting, and Vice Chair whose primary responsibility is to facilitate the meeting if the Chair is absent. The election term is 12 months, from January through December. Isaac Blackstock indicated that he was willing to be considered for Chair and David Lichtenhan indicated that he was willing to be considered for Vice Chair. No other CSAB members indicated that they were interested in being considered. Motion to approve Isaac Blackstock as the Chair and David Lichtenhan as the Vice Chair.

**Motion:** Maria Chairez

**Second:** Fran Maguire

**Ayes:** Unanimous

**Nays:** None

**Abstentions:** Isaac Blackstock and David Lichtenhan

## 8. 2020 CSBG Contract Updates

Kim Heuvelhorst shared that the Board of Supervisors (BOS) approved CSAB's CSBG funding recommendation at the 12/17/19 BOS meeting. HHSA is in the process of executing the standard agreement with the CA Department of Community Services & Development (CSD). Once the standard agreement with CSD is in place, HHSA will execute contracts with the selected CSBG providers.

## 9. Board Vacancy Update

HHSA issued a press release 1/13/20 announcing three vacancies for CSAB, one for District 2 and two for low-income representatives. There are several prior applicants who could potentially represent low-income residents and they were asked to provide a statement.

## 10. Performance Measure Report – Q3

Kim Heuvelhorst presented the Q3 Performance Measure Reports, which were included in the agenda packet. Some language and data from Q1 and Q2 was corrected or updated after it was shared with CSAB at the August meeting. Changes are noted with blue font in the Q3 report. As of Q3, the "% of Goal" should be at 75% or higher in order to be on track to meet the goal for the year. For PM 3s, the percentage in the parenthesis is calculated based on the total number served to date, from PM 1. Each providers report was reviewed, with the following notes:

A. Yolo Food Bank – Will have data available for PM 3.1 in Q4

- B. Yolo County Children's Alliance – PM 3 is calculated based on the sum of PM 1.1 and 1.2. However, after discussing with YCCA, we will propose a change for the next CSBG contract. PM 1.1 represents clients receiving case management while PM 1.2 represents clients who were only provided resource or referral interaction, such as during the weekly Office Hours events.
- C. HHSA provided and reviewed an outcomes report for the CSBG funds that were used by HHSA to administer an emergent needs fund. There were several questions about motel stays that were discussed. Fiscal staff are still reconciling expense records from credit card payments, so an updated report will be provided when the Q4 data is shared.

Q4 data is due in January, along with the annual report data. HHSA plans to share the Q4 data at the March CSAB meeting.

### **11. 2019 Onsite Monitoring Reports**

Kim Heuvelhorst explained that CSBG requires an annual onsite monitoring visit with each provider, and reported that these were completed in October. Each visit had HHSA program and fiscal staff, and at least one CSAB member in attendance. The reports were sent to providers in December and are included in the agenda packet. For Yolo Food Bank, the information about reports being received late is incorrect and a revised report will be issued. Yolo Food Bank had a previously approved arrangement to submit their data later due to their process of needing to obtain data reports from their partner agencies before reporting to HHSA.

### **12. County and HHSA Mission and Values**

Ian Evans reviewed the County and HHSA Mission and Values statements with CSAB, and explained that reviewing these with CSAB is part of meeting the Organizational Standards. These documents were provided in the agenda packet.

### **13. County and HHSA Strategic Plans**

Ian Evans reviewed and discussed the County Strategic Plan for 2020-2024 and the HHSA Strategic Plan for 2019-2020, both of which were recently finalized, and are included in the agenda packet. He explained that there are performance goals and outcome measures identified for each area that are assigned to individual departments and programs within HHSA and the County. For the County Strategic Plan, the work of CSAB primarily belongs in the category of Thriving Residents. Regarding the first priority strategy in that category, Ian provided additional information about the strategic planning that is happening in the County related to homelessness. HHSA will bring information to share to the next meeting. There was also discussion about the Governor's recent proposals related to homelessness, and some of the innovative solutions that have been proposed. Ian explained that every funding source has defined eligible uses, just as the mission for CSBG funds is specifically related to poverty. The county is considering how to be innovative and creative within the guidelines for each funding source. One example is a plan the County is pursuing to fund a mobile medical and dental care unit. The local HUD Continuum of Care, known as the Homeless and Poverty Action Coalition (HPAC) has a website that includes information about federal and state funding for homelessness and how the funds are being used locally. <https://www.yolocounty.org/health-human-services/boards-committees/homeless-and-poverty-action-coalition-hpac> On the HHSA Strategic Plan for 2019-2020, Goal 1 is to Improve Outcomes for Clients and the Community.

The HHSA Homeless Services Case Management team is directly involved in the last strategy listed which is to Increase self-sufficiency of individuals experiencing homelessness in Yolo County, and is tracking a specific performance measure outcome related to this.

**14. Adjourn** –The meeting adjourned at 5:52 pm

**Motion:** Maria Chairez

**Second:** David Lichtenhan

**Ayes:** Unanimous

**Nays:** None

**Abstentions:** None