



COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

Minutes

Date & Time: July 26, 2022 from 4:30 p.m. to 6:00 p.m.

Location: <https://yolocounty.zoom.us/j/89611237712>
Meeting ID: 925 4654 5596
Dial by your location
+1 669 900 6833 US (San Jose)

Organizer: Yolo County Health and Human Services Agency

Contact: Ian Evans: (530) 666-8297

Members Present: Andy Brothers, Fran Maguire, Roz Stone, Irma Rodriguez, Greta Eoff.

Members Excused: Maria Elena Avillar, Isaac Blackstock, Vincent Olvera.

HHS Staff Present: Anisa Vallejo, Rachel Ladd.

Public Guests: None

The meeting was brought to order at 4:46 p.m. by Andy Brothers. A quorum was established with five voting members confirmed as present.

1. Pledge of Allegiance, Introductions and Community Updates

Andy Brothers led members in the pledge of allegiance.

2. Introductions and Community Updates

- Andy Brothers – District 2 Representative – New variants of Covid are quite active and spreading quickly, please stay safe.
- Fran Maguire – Low-Income Representative – No updates.
- Roz Stone – Community-Based Organization Representative – No updates.
- Greta Eoff – District 5 Representative – No updates.
- Irma Rodriguez – Community-Based Organization Representative – No updates.

- Anisa Vallejo – HHS Program Coordinator – Board Staff. No updates.
- Rachel Ladd – Administrative Services Analyst – Board Staff. No updates.

3. Public Comments – None.

4. Approval of 7/26/2022 Agenda- unable to move forward with action item due to lack of quorum at the time the agenda was reviewed.

5. Approval of 1/11/22 Minutes.

The 1/11/21 minutes were reviewed and approved.

Motion: Irma Rodriguez

Second: Roz Stone

Ayes: Unanimous

Nays: None

Abstentions: Greta Eoff

6. Approval of 3/8/22 Minutes.

The 3/8/22 minutes were reviewed and approved.

Motion: Greta Eoff

Second: Fran Maguire

Ayes: Unanimous

Nays: None

Abstentions: None

7. Approval of 5/10/22 Minutes.

The 5/10/22 minutes were reviewed and approved.

Motion: Roz Stone

Second: Fran Maguire

Ayes: Unanimous

Nays: None

Abstentions: None

8. Approval of Remote Meetings- Anisa Vallejo.

ACTION REQUIRED: Renew authorization for remote (teleconference/videoconference) meetings by finding, pursuant to Assembly Bill 361, that (a) the COVID-19 pandemic state of emergency is ongoing, and (b) local officials continue to recommend measures to promote social distancing.

Motion: Andy Brothers

Second: Roz Stone
Ayes: Unanimous
Nays: None
Abstentions: None

9. 2022 CSBG Discretionary Funds- Anisa Vallejo.

- Presentation on potential uses for 2022 CSBG Discretionary funds in the total amount of \$35,006.00.
- The CSAB Board agreed to distribute the 2022 Discretionary funding to the two 2022 CSBG subcontractors and also allocated a portion to the HHSA CSBG Direct to Client Assistance fund.

ACTION REQUIRED: Approve use of the 2022 CSBG Discretionary Funds in the total amount of \$35,006.00 to be allocated to the 2022 CSBG subcontractors, including an amount to HHSA Direct to Client assistance in the same percentages as the original 2022 CSBG allocation (\$13,302 to Yolo County Children’s Alliance, \$7,001 to Fourth & Hope, and \$14,703 to HHSA Direct to Client Assistance).

Motion: Fran Maguire
Second: Greta Eoff
Ayes: Unanimous
Nays: None
Abstentions: None

10. CSBG Organizational Standards 4.1- Rachel Ladd and Anisa Vallejo.

- Standard 4.1: *The tripartite board/advisory body has reviewed the department’s mission statement within the past 5 years and assured that: 1. The mission addresses poverty; and 2. The CSBG programs and services are in alignment with the mission.*
 - The mission statement was reviewed and it was agreed that the mission addresses poverty and that the CSBG program and services are in alignment with the mission.

11. CSBG Organizational Standards 4.4- Rachel Ladd and Anisa Vallejo.

- Standard 4.4: *The tripartite board/advisory body receives an annual update on the success of specific strategies included in the Community Action plan.*
 - An updated on the 2020-2021 Community Action Plan was provided to the Board.

12. CSBG Organizational Standards 5.4- Rachel Ladd and Anisa Vallejo.

- Standard 5.4: *The department documents that each tripartite board/advisory body member has received a copy of the governing documents, within the past 2 years.*
 - A copy of the CSAB Bylaws and the CSAB Board Member Welcome Email outlining Board Member Roles and Responsibilities was provided to the Board Members.

13. CSBG Organizational Standards 5.6- Rachel Ladd and Anisa Vallejo.

- Standard 5.6: *Each tripartite board/advisory body member has signed a conflict of interest policy, or comparable local government document, within the past 2 years.*
 - The Conflict of Interest Form 700 policy and procedure was reviewed with all Board Members.
 - In order to comply with the organizational standards set forth by the federal and state governments, County Counsel incorporated CSAB into its County Code. As an advisor to the Board of Supervisors, the County requires that board members complete a Conflict of Interest Form 700 every year, to ensure no conflict of interest. Members should have received communication from the Yolo County Clerk/Recorder's Office asking to complete the form via an electronic process. If you have any questions about the process or the form, please contact Liz Mahovlich at (530) 666-8130 X 6081 or via email at Liz.Mahovlich@yolocounty.org. Alternatively, a paper copy of the form may be completed. Any members who need help completing the form are encouraged to contact HHSA.

14. CSBG Organizational Standards 5.8- Rachel Ladd and Anisa Vallejo.

- Standard 5.8: *Tripartite board/advisory body members have been provided with training on their duties and responsibilities within the past 2 years.*
 - The CSAB Bylaws and CSAB Board Member Welcome Email outlining Board Member Roles and Responsibilities was reviewed with the Board members.

15. CSBG Organizational Standards 6.1- Rachel Ladd and Anisa Vallejo.

- Standard 6.1: *The department has a strategic plan, or comparable planning document, in place that has been reviewed and accepted by the tripartite board/advisory body within the past 5 years. If the department does not have a plan, the tripartite board/advisory body will develop the plan.*
 - A copy of the Yolo County 2020-2025 Strategic Plan was provided to the Board Members.

ACTION REQUIRED: CSAB accepts the 2020- 2025 Yolo County Strategic Plan.

Motion: Irma Rodriguez

Second: Greta Eoff

Ayes: Unanimous

Nays: None

Abstentions: None

16. CSBG Organizational Standards 6.5- Rachel Ladd and Anisa Vallejo.

- Standard 6.5: *The tripartite board/advisory body has received an update(s) on progress meeting the goals of the strategic plan/comparable planning document within the past 12 months.*
 - A link to the Yolo County website providing an update on the progress of the 2020-2025 Yolo County Strategic Plan was provided to the Board Members.
 - An update was provided to the Board on the Strategic Plan accomplishments for 2020 and 2021.

17. CSBG Organizational Standards 8.3- Rachel Ladd and Anisa Vallejo.

- Standard 8.3: *The department's tripartite board/advisory body is notified of the availability of the local government audit.*
 - A link to the Yolo County website providing the 2021 Yolo County Audit was provided to the Board Members.

18. Adjourn

The meeting was adjourned at 5:44 p.m. by Andy Brothers.