



COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

Minutes

Date & Time: April 11, 2023, 4:30 p.m. to 6:00 p.m.

Location: Yolo County HHSA
600 A Street, Davis, CA 95616

Organizer: Yolo County Health and Human Services Agency

Contact: Anisa Vallejo: (530) 661-2629

Members Attended		
Board Members Present:	Present	Absent
Maria Elena Alvillar – Low-income Representative		X
Isaac Blackstock – District 1 Representative		X
Andy Brothers – District 2 Representative	X	
Lisa Cruz – District 3 Representative	X	
Greta Eoff – District 5 Representative		X
Vincent Olvera – Low-income/Veterans Representative		X
Irma Rodriguez – Private Sector Representative		X
Roz Stone – Private Sector Representative	X	
Board Staff Present:		
Jacob Baker – Yolo HHSA Analyst	X	
Kerrie Covert – Yolo HHSA Program Coordinator		X
Duncan McMartin – Yolo HHSA Analyst	X	
Anisa Vallejo – Yolo HHSA Manger I	X	
Members of Public/Providers Present:		
Pamela Boss	X	

The meeting was brought to order at 4:38 p.m. by Andy Brothers.

1. Pledge of Allegiance, Introductions and Community Updates: Andy Brothers

Andy Brothers welcomed attendees, led members in the pledge of allegiance, and led introductions of board members and staff.

2. Introductions and Community Updates: Andy Brothers

- Isaac Blackstock – District 1 Representative: Absent
- Andy Brothers – District 2 Representative: I'm vice chair and a family doctor. Only update is that PH emergency has ended and no longer requiring masks in healthcare settings. Recommended but optional, a big change started last week.

- Lisa Cruz – District 3 Representative: no updates
- Greta Eoff – District 5 Representative: Absent.
- Maria Elena Alvillar – Low- income Representative: Absent.
- Vincent Olvera – Low-Income/Veterans Representative: Absent.
- Roz Stone – Community-Based Organization Representative: no updates
- Irma Rodriguez – Community-Based Organization Representative: Absent.
- Anisa Vallejo – HHS Manager I – Board Staff: 4th and Hope had a groundbreaking ceremony at their new 60-bed facility.
- Jacob Baker – HHS Analyst – Board Staff: no updates
- Pamela Boss – Program Manager – Yolo County Children’s Alliance: no updates
- Duncan McMartin – HHS Analyst – Board Staff: no updates

3. Public Comments: No Comments.

4. Approval of 4/11/2023 Agenda was postponed due to lack of quorum.

5. Approval of 2/14/2023 Minutes was postponed due to lack of quorum.

6. CSBG Provider Presentation YCCA: Pamela Boss

- Pamela Boss – gives a presentation on YCAA. They help individuals and families with housing needs, moving costs, emergency shelter, eviction prevention for example. Highlights include an overview of services, impacts of COVID 19, housing navigators work with clients on case management, eviction prevention and obtaining permanent housing. She discussed receiving Regular CSBG funding and Discretionary Funds and reviewed performance measures. This was followed by a Q & A about the program(s).
- We receive two different Regular – including payroll and benefits and direct to client and operating costs which was \$15,000.00.
- Discretionary – For a total of \$13,302.00 to be used for helping families in the community. Shared a success story of a client who was helped through an interview and has a job and house. They were very thankful.
- Pamela gave an overview of the demographic data. Trying at YCAA to do more outreach in different communities and ideas for events, etc. Shared another success story where they thanked YCAA for assistance.

7. Board Member Term Update: Jacob Baker

- Jacob reminds board members that Fran did not reinstate board membership, also may affect quorums. However, Irma did reinstate her membership and confirmed record was with no interruption so all previous votes would count for Irma.
- Roz offered update on board member Maria Alvillar. Roz states Maria is in a nursing home and is not expected to come out.
- Andy asks if there have been any updates about board member Isaac B.?
- Anisa answers, the BOS office did reach him, at that time he said he wasn’t going to remove himself from the board but wanted me to call him. I left message, so may possibly come back and just trying to make connection with him.
- Jacob mentions he has sent out a Board roster that should be in the document packet and asks the board members if they happen to talk to anybody else whose

term is coming up, Jacob believes that Vince's term is up at the end of the year, please remind them.

8. Organizational Standards Update: Jacob Baker

- Jacob offers update on YC single audit, for CSBG Organizational Standard 8 CSBG to confirm that we have presented single audit report to you for this year, and it is available.

9. CSBG Funding Summary FY23-24: Jacob Baker

- In Jan 2022 YC HHS executed a contract for \$302,667.00 for 2023 Community Services Block Grant CSBG funds. YC retained \$67,202.00 to cover admin and staffing costs while \$81,926.00 was for direct client services.
- Request for proposals issued for remaining funds of \$153, 539.00. After review, CSAB awarded YCCA \$100,00.00, and 4th and Hope received \$53, 539.00. Shared breakdown of distribution. This report just shows allocations, the CSBG reporting later this year will show individuals served and what funding went towards what.
- In May 2022 CSD informed YC of an additional \$35, 006.00 in discretionary funds. This is supposed to be spent by May 31st of this year. At the July 2022 CSAB meeting YC staff recommended that the funds be divided between two subcontract providers, and CSAB approved the staff recommendation increase. Emergent need got \$14,703.00, 4th and Hope \$7,001.00, and YCCA with \$13,302.00.
- For this year in Jan 2023 YC HHS executed a contract in the amount of \$391,080.00 for the 2023 CSBG. YC retained \$96,549.00 to cover staffing costs. \$140, 992.00 to maintain housing direct client services, while the remaining \$153, 539.00 was awarded to YCCA for \$100,000.00 and 4th and Hope for \$53, 539.00. Again, this is just the funding part not the performance measures.

10. 2024-25 Community Action Plan Update: Jacob Baker

- We had a survey and engagement plan. The plan is submitted to the BOS and the State. Part of the plan is to develop program priorities. We won't get this done today but just updating everyone for next time.
- Anisa clarifies that the CAP won't include who is getting funding and gives a brief outline on the process and RFP submissions.
- Jacob mentions, at end of February, we publicized public forums which we had on March 20th. April 14th was survey deadline; we are looking to have the survey extended to the 26th. So far, we have 71 completed surveys. This year the press release had links to social media that reached many people. Survey has been open for about a month and we plan on keeping it open another month. Have sent to the board the engagement plan so we know what the plan is.
- Jacob gives a summary of the engagement plan including developing the survey, distribution, outreach events, forums, rankings, we did not get quite enough surveys so have extended the survey deadline.
- Since we will have survey open for another week. Individuals CSAB members can email different groups that they are in contact with.

11. Long Range Planning: Jacob Baker

- Annual Report for CSBG Regular and CSBG CARES
- CAP: Develop Program Priorities

Jacob spoke before about annual reports including individuals served data but also funding and how it was spent. Just sent into the State.

Adjourn 5:50 p.m.: Andy Brothers

- Next Meeting: Tuesday – May 9th, 2023 from 4:30p.m.-6:00p.m.