



COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

Minutes

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

Location: Yolo County HHSA
600 A St 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 via zoom	
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		
Cecilia Zaragoza – Low Income Representative		X
Board Staff Present:		
Jacob Baker – Yolo HHSA Analyst	X	
Kerrie Covert – Yolo HHSA Program Coordinator	X	
Duncan McMartin – Yolo HHSA Analyst	X	
Diana Ponce – Yolo HHSA Associate Analyst	X	
Anisa Vallejo – Yolo HHSA Manger I	X	
Members of Public/Providers Present:		
Oliver Snow – Assistant Deputy Supervisor, District 4	X	

The meeting was brought to order at 4:36 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: via Zoom I am the Vice Chair.

- Lisa Cruz – District 3 Representative: Absent
- 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: Absent
- Irma Rodriguez – Community-Based Organization Representative: I'm working on a committee with about 40 individuals including elected officials and we're exploring the process and benefits of moving Woodland Community College to Los Rios Community College District outside of Yuba Community College, that's something we're exploring, going through the process meeting with our legislators as well as district personnel. We feel it would benefit our K-12 students and our community. Since Davis and West Sacramento are already a part of Los Rios, we're creating a community movement to investigate if Woodland Community College can move to Los Rios as well.
- Anisa Vallejo – HHSa Manager I – Board Staff: I want to notify everyone that the 21st will be my last day with Yolo County HHSa, I've enjoyed serving and being staffed to this board for the last 3 years. I'll be moving to Yolo County Housing and managing some of their programs there.
- Jacob Baker – HHSa Analyst – Board Staff: No updates.
- Diana Ponce – HHSa Analyst – Board Staff: No updates:
- Duncan McMartin – HHSa Analyst – Board Staff: No updates.
- Kerrie Covert – HHSa Program Manager: No updates.
- Oliver Snow – Assistant Deputy Supervisor, District 4: No updates.

3. Public Comments: Anisa Vallejo mentioned that we're looking to get a camera to make this whole process easier, it's been difficult for our CSAB and Commissioner meetings, so it's in the works.

4. Approval of the 07/11/23 Agenda was postponed due to a lack of quorum

5. Approval of the 6/13/23 Agenda was postponed due to a lack of a quorum

6. Approval of the 2/14/23 minutes was postponed due to a lack of a quorum

7. Approval of the 4/11/23 minutes was postponed due to a lack of a quorum

8. Approval of the 5/9/23 minutes was postponed due to a lack of a quorum

9. Approval of CSAB By-laws draft change of Board Minimization was postponed due to lack of a quorum

- Jacob Baker reviewed draft changes that were made to the section where it states membership details.
 - Removed "and are appointed by the Board of Supervisors"
 - Removed "if there are more applicants than vacancies"
 - Change thirteen to eleven Board members
 - Eliminate open seats

- Remove “In order to maintain balances representation, private sector members of the CSAB shall not exceed two seats from any one of the above listed concerns”
- Anisa Vallejo explained that the Board Members will represent the 5 District’s. If a seat is filled in District 1, but that term is over. We’re going to replace it with District 2, there might not be someone to fill that spot. And if District 1 is participating on a regular basis, it just wouldn’t work out. Typically, our policy is to have each of the district’s be represented. She also mentioned that Jacob will be reaching out to the individuals who are on the Board currently and who haven’t been attending to see how they would like to proceed, or someone from the Supervisor’s would like to reach out to the representative directly to see if we can get some feedback from them. When we put out the press release earlier in this year, we did have some people who applied for District Rep seats, but those specific Districts are already filled so if we are able to remove the individuals who are in seats now that are not participating, we can potentially fill them with those people who had applied.
- Irma Rodriguez asked why are they still there in name and not body? Anisa responded, this is another discussion item, we can potentially remove them and that would be up to this Board to decide that per the By-laws.
- Oliver Snow mentioned that the nonresponsive Board members can also be removed by Supervisor Barajas. He mentioned that Supervisor Barajas can try and reach out to them and if not successful, he can remove them.
- Andy Brothers asked if there is an option to decrease the number to make a quorum? Jacob Baker responded by showing the section where it mentions meeting quorum, where it states, “a majority of the non-vacant seats shall constitute a quorum of the CSAB”. Jacob will be researching the legislative requirements to see if we can reduce it to at least 50 percent.

10. Community Action Plan (CAP) update: Jacob Baker

- He went over the recent deadlines we have met: Submitted CAP to CSD, Developing Request for Proposal (RFP) based on CAP, Reviewed RFP Language.
- He also went over the August deadlines:
 - Early August: Release RFP via BidSync
 - Mid-August 2023: Notice of intent due from potential bidders
 - Mid-August 2023: Hold bidder’s conference

11. Approval of 2024-25 RFP Scope was postponed due to a lack of quorum, but upon further discussion, Anisa Vallejo suggested to move forward with scope to meet deadlines.

- Jacob Baker showed and discussed an overview of the scope we will be presenting to vendors. He read off the Introduction, “The County of Yolo is requesting proposals from qualified vendors to provide service(s) related to combating poverty for low-income persons within Yolo County, per scope of work, as outlined in this RFP.” A general description of the scope of work was reviewed, where the service areas that are a priority were identified as Housing and Homeless Services, Employment Assistance, Emergency Assistance, and Education. These service areas were recognized after conducting a community needs assessment.
- Irma Rodriguez asked where are demographics being incorporated in this RFP, in terms of: Is anyone better off? Are the disproportionate communities better off? Who is accessing these? How are they doing improvements? Jacob responded by adding Irma’s request in section 6 Deliverables/Reports.
- Irma requested to get regional information to know where exactly and how far our reach is and how much did we do. She mentioned that we had 2 vendors last time and she didn’t really know specifically where we helped these individuals. Anisa Vallejo brought up a good point, that it can be difficult with some providers because the individuals that they serve are homeless, so they don’t have a home address or city to put. They often go from West Sacramento to Davis to Woodland, we’ll write in that location information on this document, but it might be hard for providers to capture this information based on their clientele. Irma stated back when she worked for the County, typically they would put a county address to consider their home base and that is good enough for me and helpful.
- Irma also mentioned she would like providers to share with us their funding streams because it would be interesting to know if they are maximizing access to the highest number of individuals.
- Vendor Requirements: One-year minimum experience is required to provide any one of the above services. The County, however, is encouraging vendors with less than three years of experience to partner with another vendor and submit a collaborative application. The Subrecipient must allow the County to conduct at least one desk audit and/or on-site monitoring visit per year.
- Preferred Qualifications: Vendors with a minimum of three years of experience providing comparable services. Vendors with experience tracking and reporting performance measures in the RBA model. Vendors with a minimum of three years of experience collaborating with community partners to improve service delivery for low-income persons. For homeless service providers, Vendors with experience entering and tracking data in the Homeless Management Information System.
- Lastly, Anisa made us aware that this document is in the brainstorming stage and Board members are welcomed to give us ideas or if later they think of anything else they can to include, they can email Jacob to add it in.
- Irma suggested that it would be a good idea to send this RFP to Adult Education, River City District, Woodland Joint, Davis Unified, Esparto, Winters. Jacob jotted them down to make sure we send it to them, but also asked Irma to email him with the list of all the providers she would like to include to make sure none are excluded.

12. 2020-25 Strategic Plan Update: Jacob Baker

- The 2020-2025 Strategic Plan is a guiding document for Yolo County which enables the organization to operate with a unified perspective. For the next five years, the Yolo County Board of Supervisors will use the plan to align goals and actions, set policies and prioritize funding and resources. These efforts are focused under five goals: Thriving Residents, Safe Communities, Sustainable Environment, Flourishing Agriculture, and Robust Economy. Some notable key accomplishments regarding housing:
- In November 2022, 60 new permanent supportive housing units (PSH) opened at East Beamer Way Campus in Woodland. Of the 60 new units, Health and Human Services (HHSA) is responsible for the ongoing services at 29 of them through a Full-Service Partnership (FSP) contract with Hope Cooperative, while Fourth and Hope is staffing 29 of the other units and a provider called Environmental Alternatives (EA) is providing support for the other 2. 15 of the 29 units HHSA is responsible for also have section 8 housing vouchers attached to them through Yolo County Housing. Staff from HHSA, Friends of the Mission, Fourth and Hope, City of Woodland, Yolo County Housing, Hope Cooperative, and Environmental Alternatives worked on successful move-ins throughout November and all 60 units are now filled.
- Also, in November 2022, 85 new PSH units opened at West Capital in West Sacramento where HHSA is responsible for ongoing services at 41 units, CommuniCare is providing the care at the other 44 units, and the partners include the City of West Sacramento, Mercy Housing, Yolo County Housing, and New Hope CDC. 60 of the 85 units at this property have section 8 vouchers attached to them from Yolo County Housing. Mercy Housing recently reported that in the first year of this project opening the housing has had 92% of residents retaining their housing the entire year, of the move outs that occurred only 2 were “negative” outcomes with 1 being evicted and 1 for abandonment due to incarceration.

13. Adjournment: Meeting was adjourned at 5:46pm by Andy Brothers

- Next Meeting: Tuesday – August 8th, 2023, from 4:30pm – 6:00pm in Yolo County HHSA – West Sacramento.