



COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

Minutes

Date & Time: November 14, 2023, 4:30 p.m. to 6:00 p.m.

Location: Yolo County HHSA
500 Jefferson Boulevard Suite A, West
Sacramento, CA 95605

Organizer: Yolo County Health and Human Services Agency

Contact: Kerrie Covert (530) 908-3977

Members Attended		
Board Members Present:	Present	Absent
Isaac Blackstock – District 1 Representative		x
Andy Brothers – District 2 Representative	x	
Lisa Cruz – District 3 Representative		x
Greta Eoff – District 5 Representative		x
Irma Rodriguez – Community Organization Representative	x	
Roz Stone – Community Organization Representative		x
Cecilia Zaragoza – Low Income Representative		x
Aiden Ledbetter – District 4 Representative	x	
Jocelyn Lopez – Low-Income Representative	x	
Vacant-Low Income Representative	-	-
Vacant-Low Income Representative	-	-
Vacant- Low Income Representative	-	-
Vacant-Community Organization Representative	-	-
Vacant- Community Organization Representative	-	-
Vacant-Community Organization Representative	-	-
Board Staff Present:		
Kerrie Covert – Yolo HHSA Manager I	x	
Jacob Baker – Yolo HHSA Analyst	x	
Amandeep Kaur – Yolo HHSA Analyst	x	
Members of Public/Providers Present:		
Oliver Snow – Assistant Deputy Supervisor, District 4	x	

Deleted: Low-Income

Deleted: Potential

The meeting was brought to order at 4:34 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: No updates.
- Aiden Ledbetter – District 4 Representative: No updates.
- Lisa Cruz – District 3 Representative: Absent.
- Greta Eoff – District 5 Representative: Absent.
- Roz Stone – Community Organization Representative: Absent.
- Cecilia Zaragoza – Low-Income Representative: Absent.
- Irma Rodriguez – Community Organization Representative: No updates.
- Jocelyn Lopez – Low-Income Representative: No updates.
- Kerrie Covert – HHSA Manager I – Board Staff: No updates.
- Amandeep Kaur – HHSA Analyst – Board Staff: No updates.
- Jacob Baker – HHSA Analyst – Board Staff: No updates.
- Oliver Snow – Assistant Deputy Supervisor, District 4: No updates.

Deleted: Low-Income

Deleted: Potential

3. Public Comments: None.

4. Approval of the 11/14/23 Agenda was postponed due to no quorum.

5. Approval of the 10/10/23 Minutes was postponed due to no quorum.

6. Approval of the 9/12/2023 Minutes was postponed due to no quorum.

7. Approval of the 7/11/23 Minutes was postponed due to no quorum.

8. Board Vacancy Update – Jacob Baker

- Jacob Baker, HHSA Analyst talked about the importance of having a quorum to comply with CSBG regulations. He also made sure they knew they can also join in on zoom for these meetings if they share their location within 72 hours in advance of meeting. They also discussed an option for reminder texts and/or phone calls to assure they are aware of meeting dates and locations.

9. 2023 (Q3) CSBG Performance Measure Report – Jacob Baker

- Jacob mentioned that the two CSBG providers, Yolo County Children’s Alliance (YCCA) and Fourth and Hope are currently still working on the performance measure report for Q3, and they will be presented in the next meeting and not at this time.

10. CSBG Regular Additional Funding was postponed due to no quorum.

- Jacob went over the 2023 Regular CSBG Allocation budget to review what was already approved by the board. He also made them aware that Round I is for \$3,721 and Round II is for \$3,988. Jacob also options on how Round II these funds could be used, which is to allocate \$3,988 to direct to client or split \$2,597 to YCCA and

\$1,391 to Fourth and Hope or let the funds remain with Yolo County HHSA to use for direct client services. The County recommends the funds be allocated to Yolo County to be used for direct client services because it is close to the end of the year and the amendment to provider contracts may not be completed in time to use the funds

11. Request for Proposals Update – Jacob Baker

- Jacob mentioned that they are still in the process of getting reference checks from each of the bidding agencies. A total of five reference checks needs to be done and so far, two have been done. They are getting through the process and wanted to assure everyone has access to Bidsync.
- He also went over the RFP process which is a two-step process that evaluates the quality of the proposal. First, the Procurement Division evaluates if the proposal is responsive to the county's solicitation for proposals. Proposals that are missing required information are removed from further consideration. The responsive evaluation process is a pass/fail method. Second, an evaluation committee is formed to evaluate if the proposal is a *responsible* one. A responsible proposal is one that demonstrates an understanding of the county's needs and describe the proposer's approach and capabilities to achieve the county's goals. The evaluation committee assigns points based on criteria set by the county and the highest scores are considered the best-apparent proposers and are recommended to continue in the process to contract award.
- Jacob finished off by letting everyone know that this is his last meeting with us, he will be moving to San Diego for new employment. Jacob went on to mention that Alex Halcon, HHSA Analyst will be taking over these meetings.

12. Adjournment: Meeting was adjourned at 5:36 p.m. by Andy Brothers

- Next Meeting: Tuesday – December 12th, 2023, from 4:30 p.m. – 6:00 p.m. in Yolo County HHSA – Woodland, CA.