



# COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

## Minutes

**Date & Time:** December 12, 2023, 4:30 p.m. to 6:00 p.m.

**Location:** Yolo County HHS  
25 N. Cottonwood St  
Woodland, CA 95695

**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 via zoom	
Greta Eoff – District 5 Representative	x	
Irma Rodriguez – Community Organization Representative		x
Roz Stone – <del>Community Organization Representative</del>	x	
Cecilia Zaragoza – Low Income Representative	x via zoom	
Aiden Ledbetter – District 4 Representative		x
Jocelyn Lopez – <del>Low-Income Representative</del>		x
<del>Vacant-Low Income Representative</del>	-	-
<del>Vacant-Low Income Representative</del>	-	-
<del>Vacant-Low Income Representative</del>	-	-
<del>Vacant-Community Organization Representative</del>	-	-
<del>Vacant-Community Organization Representative</del>	-	-
<del>Vacant-Community Organization Representative</del>	-	-
Board Staff Present:		
Kerrie Covert – Yolo HHSA Manager I	x	
Alex Halcon – Yolo HHSA Analyst	x	
Pete Vargas – Yolo HHSA Analyst	x	
Diana Ponce – Yolo HHSA <del>Associate</del> Analyst	x	
Serena Bhagirath – 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 4:37 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: Absent.
- Lisa Cruz – District 3 Representative: No updates.
- Greta Eoff – District 5 Representative: No updates.
- Roz Stone – Community Organization Representative: No updates.
- Cecilia Zaragoza – Low-Income Representative: No updates.
- Irma Rodriguez – Community Organization Representative: Absent.
- Jocelyn Lopez – Low-Income Representative: Absent.
- Kerrie Covert – HHSA Manager I – Board Staff: No updates.
- Alex Halcon – HHSA Analyst – Board Staff: I'm facilitating this meeting and afterwards, Pete will be taking over.
- Pete Vargas – HHSA Analyst – Board Staff: I'm backfilling for Jacob and I'll be you're new contact for CSAB.
- Diana Ponce – HHSA Analyst – Board Staff: No updates.
- Serena Bhagirath – 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 12/12/23 Agenda were approved.**

**Motion:** Greta Eoff  
**Second:** Roz Stone  
**Ayes:** Unanimous  
**Nays:** None  
**Abstentions:** None

**5. Approval of the 7/11/23 Minutes were approved.**

**Motion:** Andy Brothers  
**Second:** Roz Stone  
**Ayes:** Unanimous  
**Nays:** None  
**Abstentions:** None

**6. Approval of the 9/12/2023 Minutes were approved.**

**Motion:** Greta Eoff  
**Second:** Roz Stone  
**Ayes:** Unanimous  
**Nays:** None

**Abstentions:** None

**7. Approval of the 10/10/23 Minutes were approved.**

**Motion:** Roz Stone  
**Second:** Andy Brothers  
**Ayes:** Unanimous  
**Nays:** None  
**Abstentions:** None

**8. Approval of the 11/14/23 Minutes were approved.**

**Motion:** Andy Brothers  
**Second:** Cecilia Zaragoza  
**Ayes:** Unanimous  
**Nays:** None  
**Abstentions:** None

**9. 2024 CSAB Meeting Calendar – Andy Brothers**

Andy Brothers, District 2 Representative presented the 2024 CSAB Meeting Calendar where he stated that next year the sequence since it's not a CAP year, we will be meeting every other month. The calendar was approved unanimously by the board.

**Motion:** Greta Eoff  
**Second:** Roz Stone  
**Ayes:** Unanimous  
**Nays:** None  
**Abstentions:** None

**10. CSAB Board Vacancy Update – Alex Halcon**

Alex Halcon, an HHSA Analyst went over the board vacancy stating that we currently have 9 seats filled with 6 vacancies. With these vacancies it's becoming difficult to get quorums when people are not attending meetings regularly. He went on to talk about the next item, CSAB Board Reconfiguration.

**11. CSAB Board Reconfiguration – Alex Halcon**

Alex stated that we've had some discussions with the state on how to address this issue to alleviate our concerns to have a successful board where we are fulfilling our duties to act on items that we need to. He stated that we are proposing to take the board down from 15 to 9 members because this will move 2 district representatives to alternates, and it will rotate every 2 years. He went on give an example of what that would look like now, the District Representation that will serve first will be Districts 2, 3, 4, while having Districts 1 and 5 as alternates who will rotate out every 2 years. Still keeping 3 members of low-income representatives and 3 members of the private sector as well. Kerrie Covert, an HHSA Manager mentioned that for the 2 representatives that are alternants if they qualify for low-

income, we would like them to fill those seats as well, or if they are a part of a non-profit organization or the private sector, we would encourage the representatives to participate in that form. She also mentioned, we had technical assistance from the state because we discovered that when we don't have a quorum, we are not supposed to be holding a meeting at all, which has been a continuous struggle for this board. This issue can jeopardize Yolo County from receiving federal funding, thus we need to decide on restructuring today. She also brought up an alternate route which would be for the county to find a non-profit agency to be willing to take on CSAB, but we are trying to maintain what we have here because of the work and services we provide the community is very important and we want to be a part of that. The board reconfiguration was approved by the board.

**Motion:** Roz Stone

**Second:** Greta Eoff

**Ayes:** Unanimous

**Nays:** None

**Abstentions:** Lisa Cruz

#### **12. Request for Proposals Update – Alex Halcon**

Alex asked if anyone needed technical assistance, if everyone has been able to log on and complete the process, and if anyone has any questions. Andy Brothers confirmed he recently was able to complete the process. Lisa Cruz needs assistance navigating the process on how to view the proposals and access the rubric sheet. Kerrie mentioned that she will reach out to see if we can screenshare and record the process so she can refer to it.

#### **13. 2023 (Q3) CSBG Performance Measure Report – Alex Halcon**

Alex briefly mentioned that we are going to put them off for this meeting because we didn't have enough time with Jacob leaving and the transition of being the lead, but in January will bring them forward then.

#### **14. Adjournment:** Meeting was adjourned at 5:19 p.m. by Andy Brothers.

Next Meeting: Tuesday – January 9, 2024, from 4:30 p.m. to 6:00 p.m. at 600 A Street, Davis, CA 95616