



# COUNTY OF YOLO

## Health and Human Services Agency

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### *Community Services Action Board Job Description*

#### **General Information:**

The Community Services Action Board (CSAB) is responsible for the administration of the Community Services Block Grant (CSBG). They are an advisory Board whose primary role is to advise and make recommendations to the Board of Supervisors regarding the Community Service Block Grant program. CSAB's main concern is to distribute CSBG funds to programs that support low-income Yolo County community members. CSAB also participates in the selection of the Executive Director of the Yolo County Health and Humans Services Agency (HHS) and its executive officers.

CSAB's powers are designated within its approved By-Laws. The CSAB operates the CSBG program for the County by gathering public input, performing community needs assessments, developing a bi-annual community action plan for submittal to the State, making recommendations for approval of the action plan to the Board of Supervisors, assisting the Agency in development of requests for proposals for CSBG services, reviewing the proposals and making recommendations for approval of agreements with vendors presenting proposals consistent with the priorities recommended and approved by the Board of Supervisors. Once agreements are finalized with the selected vendors, CSAB participates in the monitoring of the vendors to ensure outcome goals are being met.

The CSBG program is designed to provide a range of services to assist the low-income community in attaining the skills, knowledge, and motivation necessary to achieve self-sufficiency. The program also provides the low-income community with immediate life necessities, such as food, shelter, and healthcare needs.

Services provided with CSBG funding must contribute to the achievement of one or more of six goals:

1. Low-income people become more self-sufficient;
2. The conditions in which low-income people live are improved;
3. Low-income people own a stake in their community;
4. Partnerships among supporters and providers of services to low-income people are achieved;
5. Agencies increase their capacity to achieve results; and
6. Low-income people achieve their potential by strengthening family and other supportive systems.

### **Roles of Board Members:**

1. Attend Board meetings regularly (up to 12 meetings annually). If a member is unable to attend a meeting they must notify the designated person in advance of the meeting. Members may be terminated if they have three unexcused absences or no longer reside in Yolo County. Members may resign at any time by submitting a written resignation to the Clerk of the Board of Supervisors.
2. Prepare for Board meetings, including reviewing materials shared in advance of the meetings and noting questions or concerns for the upcoming discussion.
3. Adhere to legal Board duties, including:
  - a. Disclosing all potential or actual conflicts of interest;
  - b. Maintaining strict confidentiality related to all personnel, customer, legal or other sensitive issues that come before the Board;
  - c. Comply with all Board policies, regulatory requirements and pertinent laws; and
  - d. Provide fiduciary oversight, including careful review of fiscal and programmatic reporting.
4. Respect established channels of communication.
5. Consider all Board decisions carefully and vote independently.
6. On any formal Board action, vote “no” if you are not certain that it is the best course of action for the organization, and abstain if you have a conflict of interest. Make sure these actions are recorded in the minutes.
7. Support all actions of the Board, even if you have voted against them. If you cannot support the action, resign from the Board in writing.
8. Participate in activities that promote the agency, including fundraising events and community relations campaigns.
9. Support your fellow Board members in creating a productive, diligent and cooperative culture of Board operations.