

Exhibit A: Community Services Action Board Bylaws

1) Governance Structure

While under the auspices of HHSA, the CSAB shall serve as an advisory body to the Yolo County Board of Supervisors. As such, the Board of Supervisors retains the following powers as delineated by the applicable laws and regulations that govern Community Action Agencies.

- a) Appoint the Executive Director of the CSAB, which shall be the Director of the Yolo County HHSA unless otherwise decided by the Board of Supervisors
- b) Determine, subject to the Community Services Block Grant (CSBG) and other social services grant fund policies; major personnel, organization, fiscal, and program policies;
- c) Determine overall program plans and priorities for the CSAB, including provisions for evaluating progress against performance;
- d) Make final approval of all program proposals and budgets;
- e) Enforce compliance with all conditions of CSBG grants;
- f) Oversee the extent and quality of the participation of members including low-income persons in the program of the CSAB; and
- g) Determine, subject to CSBG, and other social services grant fund policies, rules, and procedures for the CSAB.

2) Purpose and Mission Statement

There is hereby created in the County of Yolo a board to be known as the Yolo County Community Services Action Board (CSAB). Its mission is to combat poverty by promoting the health, safety, stability, and self-sufficiency of low-income persons residing in Yolo County. In pursuit of its mission, the CSAB's primary objectives include:

- a) Serve as advocates for Yolo County residents living in poverty with the aim of building community awareness and support
- b) Convene meetings, at least bi-monthly, to evaluate its progress toward combating poverty in Yolo County
- c) Conduct a biannual community needs assessment identifying critical gaps in Yolo County's social service system
- d) Oversee the provision of CSBG funds by making recommendations to the Board of Supervisors regarding the request for proposal and subcontracting process
- e) Monitor the performance of CSBG subcontractors by examining outcome reports and conducting annual site visits

3) Membership

- a) The membership of the Yolo County CSAB shall be in accordance with Federal and State statutes and regulations governing membership of community action advisory boards.
- b) The membership of the CSAB shall consist of nine (9) members, as follows:

i. Three members shall consist of the individual members of the Board of Supervisors or their representatives who are appointed by the individual Board members. All districts shall appoint a representative with 2 districts representatives serving as alternates. District representatives shall rotate as alternates every two (2) years.

ii. A minimum of ~~Three~~ to a maximum of five members shall consist of representatives of low-income persons who reside in Yolo County. If an individual is representing an organization currently in business with Yolo County, the individual will need to be in good standing with their agency, as well as the agency will need to be in good standing with Yolo County. When there is a low-income vacancy, a press release will announce such vacancy and invite those who would be interested in representing the low-income residents of Yolo County on the CSAB board to submit an application. Nominees will then be chosen through a democratic selection process, which is defined as a methodology reflecting the choice(s) of the people. This is defined by:

- a) Three (3) to Five (5) representatives of low-income persons from Yolo County shall be democratically selected by members of the public, age 18 and over, attending public meetings of the CSAB, who live within Yolo County.
- b) Should no low-income members or low-income representatives be present to vote at a meeting of a CSAB board, the CSAB board will take action to select the most qualified low-income applicant.
- c) CSAB board members will then take action to ratify the appointment of Yolo County Low-Income representatives elected by the members of the public from respective supervisorial districts.

Examples of a democratic selection process include but are not limited to: (1) election by ballots cast by clients and/or other low-income persons in the service area; (2) a vote at a community meeting of low-income people; or (3) designation of one or more community organization(s) composed predominately of and representing low-income people in the service area. Actual low-income persons will be given a higher priority for nomination over those who represent low-income residents. If no applicants apply following the press release, the process of advertising will continue for each subsequent meeting until there is a nominee. The low-income members of the current CSAB shall make their choice of the nominee(s). All appointments and all terms must be approved by the Board of Supervisors and shall be effective on the date of approval ~~and make their recommendation to the Board of Supervisors for its consideration.~~

iii. A minimum of one (1) to a maximum of ~~Three~~ (3) members shall be representatives of private organizations appointed by the Board of Supervisors and who are nominated by their organizations that operate in Yolo County. Private organizations shall be selected in such a manner as to assure that the Board will benefit from broad community involvement. The Board shall draw members not only from among private social service

agencies, private educational institutions, constituencies of the low-income concerned with specific problems and other private organizations within the community, but also from among business, industry, labor, and religious organizations. If an individual is representing an organization currently in business with Yolo County, the individual will need to be in good standing with their agency, as well as the agency will need to be in good standing with Yolo County. In order to maintain balanced representation, private sector members of the CSAB shall not exceed two seats from any one of the above-listed concerns. After a private organization representative is nominated for membership, the CSAB shall review the applicant's qualifications for membership and then forward its recommendations to the Board of Supervisors for its consideration.

- c) Each member shall be required to disclose any affiliation or potential conflict of interest.
- d) No person may sit on the Board as a member of a low-income or private organization who is an officer or an employee of the County of Yolo.
- e) No person may sit on the Board who is an office or an employee of an organization contracting to perform a component of the Community Action Agency work program unless that person falls within the criteria set forth in Government Code 1091, 1091.5, or other statutory exceptions to Government Code 1090 et. seq.

f) Yolo County Community Services Action Board will have a flexible structure to meet the representation requirements. This board can at any one time reflect one of the following combinations of representation:

| <u>Public Sector</u> | <u>Low Income Sector</u> | <u>Private Sector</u> |
|------------------------|--------------------------|------------------------|
| <u>3 Board Members</u> | <u>3 Board Members</u> | <u>3 Board Members</u> |
| <u>3 Board Members</u> | <u>4 Board Members</u> | <u>2 Board Members</u> |
| <u>3 Board Members</u> | <u>5 Board Members</u> | <u>1 Board Members</u> |

4) Petition for Representation

It is vital to the success of CSAB and its goals that low-income residents not only serve on the Board, but also are integrally involved in all phases of program planning, implementation, and evaluation. To that end, the Board should ensure that low-income residents have advisory roles in specific projects, feedback mechanisms, and regular community consultations.

Low-income residents of Yolo County, or community agencies and representative groups of the low- income, who feel inadequately represented on the CSAB, may petition the CSAB for adequate representation. This section will outline the procedures for such petition.

- a) The petition should be submitted to the Chairperson of the CSAB with ten signatures of low-income residents of Yolo County.
- b) The petition shall be heard at the next regularly scheduled CSAB meeting if there is adequate time for dissemination and review by CSAB members. If there is not time for distribution and review, the petition will be heard at the following CSAB meeting.
- c) The full CSAB shall determine how to respond to the petition and submit a

recommendation to the Board of Supervisors.

- d) A written response to the petitioning groups shall be prepared discussing actions taken by the CSAB and forwarded to the group.

5) **Terms**

- a) Public officials and/or their representatives shall serve at the pleasure of the designating official and as long as the designating official is holding office.
- b) The term of membership for low-income representatives and representatives of private organizations shall be four (4) years; provided, however, that a member who is appointed to fill a vacancy shall serve the remainder of the unexpired term; provided further, that the term of an incumbent shall not end until a successor is appointed, or the office is abolished.
- c) No member may serve more than two (2) consecutive terms on an advisory committee without at least one (1) year break in service before becoming eligible for reappointment. CSAB to approve the extension of term and recommend to Board of Supervisors.
*Members may participate more than (2) consecutive terms if they are in good standing and is approved by the Board of Supervisors.
- d) The terms for low-income representatives and representatives of private organizations shall be staggered so that approximately the same numbers of terms expire in each year.
- e) The terms for low-income representatives and representatives of private organizations shall begin on January 1st and shall expire on December 31st.

6) **Membership Termination**

- a) A vacancy shall occur upon the death, resignation, removal, or disqualification of any member (including but not limited to the termination of residency in the County or cessation of the status that qualified the member for appointment).
- b) The appointing authority may remove any member who has three (3) unexcused absences from scheduled meetings or who, in the opinion of the appointing authority, is not adequately performing the duties for which the member was appointed. CSAB meetings that occur once a month in a community needs assessment year.
 - b)i. In a non-community needs assessment year CSAB meetings that occur once every two months, the appointing authority may remove a member who has two (2) unexcused absence from a scheduled meeting or who, in the opinion of the appointing authority, is not adequately performing the duties for which the member was appointed.
- c) Any member of the CSAB may resign at any time by submitting a written resignation to the Clerk of the Board of Supervisors. Any such resignation shall be effective upon the submission if no effective date is specified therein. If an effective date is specified therein, the resignation shall be effective upon the specified date if such date is not more than sixty (60) days after the date of submission, or upon the sixtieth (60th) day after submission if the date specified is more than sixty (60) days after the date of

submission.

- d) Any vacancy shall be filled by an appointment of another member of the same area of representation for the remainder of the unexpired term of the member being replaced. In the case of a low-income vacancy, the remaining low-income members shall nominate the replacement to serve for the remaining term and make their recommendation to the Board of Supervisors for its consideration.

7) **Officers**

The membership of the CSAB shall elect a chairperson and vice-chairperson at the first meeting in January. Such offices shall be filled by election for the next succeeding twelve (12) month term. The Executive Director, which as specified above is the Director of the HHSA unless otherwise determined by the Board of Supervisors, or designee(s) shall serve as secretary to the CSAB and shall provide staff assistance as may be required. [Requirements of Chairperson and Vice-Chairperson are as follows:](#)

[a\) Powers and Duties of Officers](#)

[i\) Chairperson- The chairperson shall preside at all meetings of the CSAB and have the power consistent with these Bylaws and as required to conduct the business of CSAB.](#)

[j\) The Chairperson or Vice Chairperson will participate on the Ethics Committee](#)

[k\) Vice-Chairperson- In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson and shall perform other duties as are designated by the Chairperson. In the absence of both the Chairperson and the Vic-Chairperson at a CSAB meeting, members present shall appoint a member to preside over the meeting.](#)

[l\) The Chairperson or Vice Chairperson will participate on the Ethics Committee](#)

[b\) Upon resignation or removal of the chairperson during the calendar year, the vice-chairperson will have the option to assume succession to the Chairperson and will need to vote on a new vice-chairperson. If the vice-chairperson chooses not to assume the succession, then a vote will be needed to elect a new chairperson.](#)

8) **Meetings**

- a) Meetings of the CSAB may be held each month but must be held at least once every two months. Meetings may be held more frequently as called by the chairperson, vice- chairperson, the Executive Director, or any five members of the CSAB.
- b) The secretary of the CSAB shall keep minutes of each meeting and shall create a copy of all approved minutes to be filed with the Clerk of the Board of Supervisors. Minutes shall include the names of all members who are present and absent, all reports received, approved, or otherwise considered, any formal actions or votes taken (including but not limited to recommendations adopted), and such additional information as is deemed necessary and appropriate.
- c) Meetings shall be held in accordance with the Brown Act.

- d) A majority vote of those present and constituting a quorum, excluding those who abstain due to a conflict of interest, but including those who abstain for any other reason, shall be required for any action, except that a vote of a majority of those present shall be sufficient to adjourn or continue a proceeding.
- e) The CSAB may adopt such rules, consistent with this Resolution and all provisions of State law and Federal law, as it deems necessary for the conduct of its business.
- f) Roberts Rules of Order do not govern the proceedings and shall not be otherwise binding, but may be used for guidance purposes as deemed necessary or appropriate by the chair or vice-chair of the CSAB unless otherwise decided by a majority vote of the members who are then present.

9) **Meeting Quorum**

A majority of the non-vacant seats shall constitute a quorum of the CSAB.

10) **Meeting Notice**

In compliance with the Brown Act, the secretary shall publicly post agendas at the front entrances of the HHS Woodland and West Sacramento buildings at least five (5) days in advance of any meeting.

Likewise, the secretary shall provide meeting packets to the CSAB members—including agendas, past minutes, and other relevant information—at least five (5) days in advance of any meeting.

11) **Compensation**

Low-income CSAB members may be reimbursed for travel and/or childcare expenses incurred while attending monthly CSAB meetings. The basis for these reimbursements must be documented. CSAB Members shall be compensated according to Yolo County practice and procedure except when Federal or State compensation would take precedence.

12) **Conflict of Interest Policy**

- a) Members of the CSAB are prohibited from accepting gifts, money, or gratuities:
 - i. From persons receiving benefits or services under any program operated by the CSAB.
 - ii. From persons or agencies under contract to perform services by programs operated by the CSAB.
 - iii. [Being a federal or State employee whose capacity may require such person to act as an agent or an attorney for the board.](#)
 - iv. [Financially profiting in any way in their outside employment or business interest from their association with the Community Services Action Board.](#)

Members shall abstain from voting on matters pertaining to any organization that is contracting to perform a component of the Community Action Agency work program or other social service grant funded programs with which that member is affiliated in a decision-making position. To further ensure adherence, all CSAB members must sign a Conflict-of-Interest Policy Agreement at least every year.

Procedure:

Disclosure:

- All members must disclose any potential or actual conflicts of interest at the beginning of their term and whenever a new conflict may arise. This includes, but is not limited to, financial interests, familial relationships, or employment that may influence their decisions or actions within the CSAB.
- A written statement detailing the nature of the conflict must be submitted to the Chairperson of the CSAB.

Documentation:

- The Secretary of the CSAB will maintain a register of declared interests, which will be updated as new disclosures are made. This register should be reviewed annually _____ or _____ as _____ needed.

Abstention from Voting:

- Members must abstain from discussing or voting on any agenda items in which they have a conflict of interest. This abstention must be recorded in the minutes of _____ the _____ meeting.

Exclusion from Discussions:

- In cases where a substantial conflict is identified, the member should be excused from related discussions to ensure that decision-making is unbiased and fair.

Handling Breaches:

- If a member fails to disclose a conflict of interest or breaches the conflict of interest policy in any other way, the matter will be referred to an Ethics Committee formed by the CSAB.
- The Ethics Committee will investigate the matter and recommend appropriate actions, which could range from a formal warning to removal from the board, depending on the severity of the breach.
- The Ethics Committee shall consist of the Chair or Vice Chair of the CSAB board, one HHS management staff member, and one representative for the

District that oversees the Community Services Action Board.

Annual Training:

- All members will undergo annual training on the conflict of interest policy to ensure they understand their obligations and the importance of disclosure.

Review of Conflict of Interest Policy:

- This policy shall be reviewed every two years by the CSAB to ensure it remains relevant and effective. Any amendments proposed by the review committee will be approved by a majority vote of the CSAB.

Approval and Implementation:

- This procedure shall be approved by the CSAB and implemented immediately upon approval. All current and new members must comply with the terms outlined herein.

13) Orientation for new members:

- a) Orientation shall be provided by the supporting department staff to new CSAB members, prior to members being seated.
- b) Review roles, responsibilities, and current structure of Community Services Action Board
- c) Review current structure of the Community Services Block Grant Program
- d) Provide a copy of the Bylaws.
- e) Provide a brief summary of agency history and mission statement.
- f) Summary of strategic plan goals and objective

14) Regular Review of Bylaws

To ensure the CSAB bylaws remain current and fully compliant with all applicable federal, state, and local laws and regulations, and continue to reflect the best practices in governance.

Procedure:

1. Review Frequency:

- The bylaws of the CSAB shall be reviewed at least once every three years to ascertain their effectiveness and relevance in guiding the board's operations and governance.

2. Review Committee:

- A Bylaws Review Committee shall be established, consisting of at least three members of the CSAB, including at least one representative from the low-income members, one public official, and one representative from the private organizations. This committee will be tasked with reviewing the bylaws and proposing any necessary amendments.

3. Public and Stakeholder Input:

- The Bylaws Review Committee will solicit feedback on the bylaws from all CSAB members and may also invite comments from the public and stakeholders. This input should be gathered through public forums, surveys, or written submissions to ensure a broad range of perspectives is considered.

4. Proposal of Amendments:

- Based on the review and the feedback received, the Bylaws Review Committee will draft amendments to the bylaws. These proposed amendments will be submitted to the entire CSAB for discussion.

5. Adoption of Amendments:

- Any amendments to the bylaws must be approved by a two-thirds majority vote of the full CSAB. Upon approval, the amendments will take effect immediately unless specified otherwise.

6. Documentation and Communication:

- All changes to the bylaws will be documented and maintained by the Secretary of the CSAB. Updated versions of the bylaws shall be made publicly available through appropriate channels to ensure transparency.

Effective Date:

- This clause will take effect immediately upon its adoption by the CSAB and will be incorporated into the bylaws as a permanent section to guide future reviews.