



COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

Special Meeting Minutes

Date & Time: August 1, 2024, 4:30 p.m. to 6:00 p.m.

Location: Woodland HHSA, Bauer Building – Walker Room
137 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
Lisa Cruz – District 3 Representative	X	
Irma Rodriguez – Community Organization Representative		X
Roz Stone – Low-Income Representative	X	
Melissa Comstock – Low-Income Representative	X	
Victoria Lopez – Low-Income Representative	X	-
Oliver Snow – District 4 Representative	X	
Vacant – Community Organization Representative	-	-
Vacant – Community Organization Representative	-	-
Board Staff Present:		
Kerrie Covert – Yolo HHSA Manager I	X	
Pete Vargas – Yolo HHSA Analyst	X	
Diana Ponce – Yolo HHSA Associate Analyst	X	
Members of Public/Providers Present:		
None	-	-

The meeting was brought to order at 4:44 p.m. by Roz Stone

1. Pledge of Allegiance, Introductions and Community Updates: Roz Stone

- Roz Stone, our low-income representative welcomed attendees, led members in the pledge of allegiance, and led introductions of board members and staff.

2. Introductions and Community Updates: Roz Stone

- Lisa Cruz – District 3 Representative: No updates.
- Irma Rodriguez – Community Organization Representative: Absent.
- Roz Stone – Low-Income Representative: No updates.
- Melissa Comstock – Low-Income Representative: No updates.

- Victoria Lopez – Low-Income Representative: No updates.
- Oliver Snow – District 4 Representative: No updates.
- Kerrie Covert – HHS Manager I – Board Staff: No updates.
- Pete Vargas – HHS Analyst – Board Staff: No updates.
- Diana Ponce – HHS Associate Analyst – Board Staff: No updates.

3. Public Comments: None.

4. Update on Jocelyn Lopez and Aiden Ledbetter – Pete Vargas

- Health and Human Services Analyst, Pete Vargas announced that Aiden Ledbetter will be resigning from District 4 and stepping down as the current Chair effective 7/12/24. Jocelyn Lopez has resigned from her low-income member seat effective 7/12/24.

5. Welcome New Members – Pete Vargas

- Pete introduced Victoria Lopez and Melissa Comstock both taking seats as low-income representatives for the board. Oliver Snow was also introduced as the District 4 representative.

6. Approval of the 8/1/24 Agenda were approved.

Motion: Oliver Snow
Second: Lisa Cruz
Ayes: Unanimous
Nays: None
Abstentions: None

7. Approval of the 5/14/24 Minutes were postponed.

8. Approve updated Bylaws – Pete Vargas

- The current board configuration is having 3 public board members, 3 low-income members, and 3 private members. However, their requesting board configuration to make up for low-income representative and community services representatives. Other updates to the bylaws are as follows: if an individual is representing an organization current 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 a non-community needs assessment year CSAB meetings that occur once every two months, the appointing authority may remove a member who has two unexcused absences 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. The requirements for chairperson and vice-chairperson were also updated to reflect that the chairperson shall preside at all meeting of the CSAB. Both the chairperson and vice-chairperson will participate in the ethics committee. In the absence of the chairperson, the vice-chairperson shall perform the duties of the chairperson and shall perform other

duties as designated by the chairperson. In the absence of both the chairperson and vice-chairperson at a CSAB meeting, members present shall appoint a member to preside over the meeting. 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 need to elect a new chairperson. The section referring to the conflict-of-interest policy was also changed to say, "Being a federal or state employee whose capacity may require such person to act as an agent or an attorney for the board. Financially profiting in any way in their outside employment or business interest from their association with the Community Services Action board." Lastly, the procedure section was also revised to include that members must disclose any potential conflicts of interest at the beginning of their term, the secretary of CSAB will maintain a register of declared interests, any member to have a conflict of interest, must abstain from voting or discussing topic to ensure that decision-making in unbiased and fair.

The update to the Bylaws was approved.

Motion: Lisa Cruz

Second: Melissa Comstock

Ayes: Unanimous

Nays: None

Abstentions: None

9. Update on Previous Candidates – Pete Vargas

- Pete gave an update on the applications from Amara Pickens and Alena Anberg who recently applied to join the CSAB board. Amara Pickens application was changed from low-income to community-based representative because that would be a better fit for her. With this new change, the members discussed to approve or deny both applications.

Application for Amara Pickens – Community based representative was denied.

Motion: Oliver Snow

Second: Melissa Comstock

Ayes: Unanimous

Nays: None

Abstentions: None

Application for Alena Anberg – Community based representative was approved.

Motion: Lisa Cruz

Second: Victoria Lopez

Ayes: Unanimous

Nays: None

Abstentions: None

10. Vote on new Chairperson

- With the new information of Aiden resigning from his position and stepping down, the board needed to discuss and nominate a new Chairperson.

Approval to have Lisa Cruz as the new Chairperson for CSAB.

Motion: Roz Stone

Second: Victoria Lopez

Ayes: Unanimous

Nays: None

Abstentions: None

11. Update member on their current CSAB duties and expectations – Pete Vargas

- The community services action board job description was reviewed to assure that all members have a complete understanding of their current duties and expectations for the current and following year(s).

12. Update on CSBG Funding Streams and Community Needs Assessment – Pete Vargas

- Pete provided an update on the Community Services Block Grant and Community Needs Assessment. Some highlights include assisting a total of 151 Yolo County residents with cash assistance for rent and utilities so that an emergency doesn't result in an eviction that could increase homelessness. Supported vulnerable subpopulations including children, elderly, and homeless population with necessities.
- Pete provided an update on next year Community Needs Assessment and how it will inform the Community Action Plan and what role the CSAB board members will participate.

13. Adjournment: Meeting was adjourned at 6:02 p.m. by Roz Stone.

Next Meeting: Tuesday – September 10, 2024, at West Sacramento – HHSA West Sacramento – 500A Jefferson Blvd. West Sacramento, CA 95605