



COMMISSION GENERAL MEETING AGENDA

November 19, 2024, 3:00 p.m.

Yuba-Sutter Economic Development Corporation, 950 Tharp Road, Ste. 1303, Yuba City, CA 95993

Contact Yuba-Sutter Economic Development Corporation at 530-751-8555 or ysedc@ysedc.org for any questions.

CALL TO ORDER

Roll call & declaration of a quorum for the transaction of business.

LATE AGENDA ITEMS

ITEMS OF PUBLIC INTEREST

Members of the public may address the Commission on items of interest to the public that are within the subject matter jurisdiction of the Commission. Any member of the audience who may wish to bring something before the Commission that is not on the agenda may do so at this time; however, State law provides that no action be taken on any items not appearing on the posted agenda.

All meetings of the Yuba County Community Services Commission are open to the public. From time to time the Commission is required to discuss certain matters, as defined by State law, in a closed session. When such an occasion arises, the presiding officer will announce that the Commissioners adjourning to a closed session, and will explain the purpose of the closed session.

Consent Calendar

All matters listed under Consent Calendar are considered to be routine and can be enacted in one motion. There will be no separate discussion of these items prior to the time the Commission votes on the motion unless members of the Commission, staff or public request specific items to be discussed or removed from the Consent Calendar for specific action.

- **ACTION:** Review and approve the minutes of the Commission General meeting September 24, 2024 (attached)
- **ACTION:** Review and approve YCCSC's 2024 Organization-Wide Expenditure Report as of October 31, 2024 (attached)
- Current balance/statement of financial position is \$22,431.00 as of November 15, 2024.

OLD BUSINESS

Organizational Standards and Informational items

- Review CSD Monitoring C-24-060 Corrective Action Closure Letter (attached)
- Discuss conflict of interest email from CSD (attached)
- **ACTION:** Review and approve YCCSC democratic selection process/policy for filling low-income board member positions approved by CSD (attached)
- **ACTION:** Review and approve updated YCCSC Bylaws with at least 12, not more than 15 and verbiage change in democratic process (attached)
- Review 2024 service provider client satisfaction survey summary results (attached)
- Review CSD Yuba County Audit Findings (attached)

Committee Updates

- **Executive Committee** (Chair-Rich Webb; Vice-Chair-Carmen Rodriguez; Secretary/Treasurer-Marlys Eatmon)
 - Discuss Executive Director 2024 Annual Review
- **Ad-Hoc Committees**
 - **Site Review** (Steve Duckels (chair), Marlys Eatmon, Vera Correa, Don Blaser, Rich Webb, Carmen Rodriguez, Andi Crivello, Angie Gates, Carolina Coronado Carrillo, Dennise Burbank)

YCCSC Mission

To identify the needs of the low-income population, assess the effectiveness of the agencies that strive to meet said needs and to deploy resources to achieve our shared goal of reducing poverty.

- **ACTION:** Review and approve 2024 Service Provider Site Visit Summary Report (attached)
- **Community Action Plan (Full Board)**
 - Due 5/31/25
- **Strategic Plan (Full Board)**
 - Staff Report on 2024-2025 Strategic Plan Activities October/November 2024 update (attached)
- **Nominating (Rich Webb, Angie Gates)**
 - Steve Duckels, Angie Gates and Marlys Eatmon term out December 2024.
 - Will have 2 Low-income and 1 private sector vacancy
- **Allocation Committee (Entire board)**
 - Conflict Disclosure/Declaration
 - Excuse board members with conflict of interest
 - **ACTION:** Discuss and allocate 2024 CSBG Regular Contract amendment of approximately \$3,000-5,000 (\$2640-4400 for service providers, \$360-600 for YSEDC 12% admin)
 - **ACTION:** Discuss 2025 CSBG allocation from CSD for approximately \$269,162 authorize signing of Board Resolution to accept 2025 funds (attached)
 - **ACTION:** Review and discuss 17 applications, determine allocations for 2025 CSBG regular funding of approximately \$269,162 (\$236,863 for service providers, \$32,299 for YSEDC 12% admin)

NEW BUSINESS

- January meeting at Casa de Esperanza's Hope Haven at 103 D Street, Marysville

MEMBER UPDATES

ADJOURNMENT

2025 Community Services Commission Meetings

(4th Tuesday of the month)

January 28, March 25, May 27, July 22, September 23

Generally meetings of the Commission will be held at 3 p.m.

Yuba County Government Center, Wheatland Room, 915 Eighth Street, Marysville, CA.



Minutes of the Board of Directors General Meeting – September 24, 2024, 3:00 p.m.

Yuba County Government Center, Wheatland Room, 915 Eighth Street, Marysville, CA 95901

Contact Yuba-Sutter Economic Development Corporation at 530-751-8555 or ysedc@ysedc.org for any questions.

BOARD MEMBERS PRESENT

Don Blaser, Dennise Burbank, Vera Correa, Andi Crivello, Steve Duckels, Marlys Eatmon, Enrique Figueroa, Angie Gates, Kyle Heggstrom, Crystal Mirabal, John Nicoletti, Crystal Richards, Rich Webb-Chair

BOARD MEMBERS ABSENT

Carolina Coronado Carrillo, Carmen Rodriguez-Vice Chair

STAFF

In person: Jackie Slade-YSEDC, Brynda Stranix-YSEDC

GUEST/PRESENTER

Karen Gheorma and Karen Wasilenko with Habitat for Humanity

CALL TO ORDER

Meeting called to order at 3:00pm by Chair, Rich Webb. A quorum was present for the transaction of business.

- New District 5 representative, Enrique Figueroa introduced himself

LATE AGENDA ITEMS – None

ITEMS OF PUBLIC INTEREST - None

Consent Calendar

- Review and approve the minutes of the Commission General meeting July 23, 2024
- Review and approve YCCSC's Organization-Wide Expenditure Report as of August 31, 2024
- Current balance/statement of financial position is \$33,646 as of September 16, 2024

MOTION: John Nicoletti made a motion to approve the entire consent calendar, Dennise Burbank seconded the motion. Motion passed unanimously.

OLD BUSINESS

Organizational Standards and Informational items

- **Presentation and update from Habitat for Humanity** – Karen Gheorma reported the following:
 - CSBG funding supports the Prosperity Village permanent supportive housing complex.
 - It has 61 units total, some are double and some are single occupancy.
 - It is 99% leased out to low-income veterans, seniors and disabled
 - Several units are being renovated and updated
 - Remodeling the community room to create an event center with a kitchen, audio/visual equipment etc. They intend to host Bingo, Sunday church services, classes on nutrition, financial management, trauma, substance abuse, etc.
 - Have case managers and substance abuse counsellors on site
- **Review and discuss CSD Monitoring results/recommendations C-24-060-extension to 10/30/24** – Brynda Stranix reminded the group the State had done onsite monitoring in July. The report included in the packet has the findings and recommendations for YCCSC. Jackie Slade reported the State was concerned with board member

conflicts of interest and YCCSC's process for selecting low-income board members not meeting CSD's democratic process requirements.

- **Evaluate and approve DRAFT YCCSC Conflict-of-Interest policy and Disclosure Statement** – Jackie Slade reported several conflict-of-interest forms were filled out incorrectly so the State advised updating it to be more user friendly and make it clear that members with a conflict will be unable to review agency applications, participate in applicant presentations and/or any discussion/voting relating to the allocation of CSBG funds. Group reviewed new form.

MOTION: Kyle Heggstrom made a motion to approve the DRAFT Conflict-of-Interest policy with the addition of extra lines in each category, Angie Gates seconded the motion. Motion passed unanimously.

- **Identify and discuss strategies to mitigate/prevent conflicts of interest** – Jackie to add verbiage to board application indicating if affiliated with an agency currently allocated or seeking CSBG funds, you will be unable to participate in any part of YCCSC's process involving the allocation of CSBG funds during the course of the board term if selected.
- **Review example democratic selection process/policies and decide on YCCSC's process for filling low-income board member positions** - Brynda Stranix reminded the group YCCSC has a tri-partite board with five private sector, five public sector (for each supervisorial district) and five low-income. Typically, YCCSC invites applications from low-income individuals or those that serve the low-income population. The State indicated during monitoring that the low-income rep needs to be nominated and elected by the low-income population.

Jackie Slade reported a list of 11 democratic process options from other Community Action Agencies was included in the agenda packet to review and discuss and that SCCAA had recently submitted their democratic process to the State for review and approval. Group reviewed the options and suggested that after SCCAA's process is approved, it be sent to the YCCSC board for review and at that time board members can make suggestions for any changes/updates they would like.

- **Review Yuba County 2022-2023 Audit, pgs 19-26** – Brynda Stranix reported the County of Yuba's Single Audit Report was emailed to the board with the agenda packet for review. Pages 19-26 reference the CSBG contracts information. No comments made.
- **2024 Organizational Standards approval with TAPS** – Brynda Stranix reported information regarding 58 organizational standards was uploaded to the State platform to assess if YCCSC is in compliance. Submittal was approved with two categories requiring additional documentation by December 31 (completion of ROMA training and updated democratic process)

Committee Updates

- **Executive Committee** (Chair-Rich Webb; Vice-Chair-Carmen Rodriguez; Secretary/Treasurer-Marlys Eatmon)
No report
- **Ad-Hoc Committees**
 - **Site Review** (Steve Duckels (chair), Marlys Eatmon, Vera Correa, Don Blaser, Rich Webb, Carmen Rodriguez, Andi Crivello, Angie Gates, Carolina Coronado Carrillo, Dennise Burbank)
 - **Update from site visit chair** – Steve Duckels reported four site visits have been completed and encouraged the site review committee members to have them completed before the October 11 deadline.

- **Community Action Plan (Full Board)**
 - **Due earlier-5/31/25** - Brynda Stranix reported the 2026-2027 CAP due date has been moved up to May 31, 2025 from June 30 so we will need to start the process sooner.
- **Strategic Plan (Full Board)**
 - **Staff Report on 2024-25 Strategic Plan Activities August/September update** – Brynda Stranix reported the staff report aligns with the Strategic Plan and provides updates for the last two months on programmatic activities by YCCSC management, service providers, other community efforts toward assisting the low-income and progress toward achieving YCCSC’s Strategic Plan objectives and key strategies. Jackie Slade reported the semi-annual achievements from sub-grantees are included in this staff report.
- **Nominating**
No report
- **Allocation Committee (Entire board)**
 - **2024 Discretionary Fund amendment to New Day Training contract executed for \$6,160** – Brynda Stranix reminded the group that at their July meeting, they decided to allocate the then unknown additional \$7,000 ish in CSBG Funds YCCSC was slated to receive to New Day Training Center. The allotment ending up being for the Discretionary Contract, \$6,160 to New Day Training Center and additional \$840 to YSEDC for management/ROMA training. All contract documents have been executed with New Day Training Center.
 - **2025 RFP, application process** – Jackie Slade reported the 2025 RFP’s have been released and applications are due by October 31. Once received, applications will be scanned in and distributed to board members eligible to review them, applicants will present to eligible board members on Wednesday, November 6 and decisions on 2025 CSBG funding will be made at the board meeting on November 19.

NEW BUSINESS

- Discuss service provider presentation for January - Group discussed and want to have their next meeting at Casa de Esperanza’s new Hope Haven facility in Marysville and receive a tour. Jackie to follow.
- November meeting at YSEDC office in Yuba City – Jackie Slade reported the November meeting will need to held at YSEDC’s office due the Yuba County Government Center’s lack of meeting room availability due to elections.

MEMBER UPDATES

- Don Blaser reported Measure K provides \$11 million a year for fire and police, the pumpkin weigh-off is this weekend at Bishops Pumpkin Farm and he is concerned about SB43 and its changing of the definition of who should be placed on an involuntary hold -could greatly impact the local hospital and behavioral health facility.
- Dennise Burbank reported nonprofit SoYouCan’s Candy Cane Lane event is December 6th to collect new toys or monetary donations to help fill their Christmas packages to families in need.
- Vera Correa reported nonprofit Alliance for Hispanic Advancement fundraiser event will be January 18, 2025 at St. Isidores Church in Yuba City and will have entertainment including Mariachi Bonitas, Ballet Folklorico and Marysville Youth Mariachi Club. She passed out mailer. Also reported that they donated \$300 worth of Spanish books to Johnson School.

- Andi Crivello reported will be October Fest Event in Plumas Lake on October 5 to raise money for youth Flag Football, October 11 a haunted house will open in Wheatland, Umpqua Bank in Marysville will host 12 days of Christmas event for small businesses looking to get exposure for their business.
- Steve Duckels reported that Yuba County's 2024 assessment roll was completed at the end of June with a total taxable value of over \$9.9 billion which equates to a 7.8% increase over the 2023 assessment roll total. The average percentage increase for the state was 5.22%, at 7.8%, Yuba County had the 4th largest percentage increase in the state.
- Marlys Eatmon reported Church of Glad Tidings is buying the former Leo Chesney Correctional Facility in Live Oak and converting it to Peace of Heaven, a safe haven for children who are victims of human trafficking.
- Angie Gates reported nonprofit SoYouCan had a successful Bingo fundraiser at Hard Rock Hotel & Casino which will help fund their Christmas packages to low-income families.
- Kyle Heggstrom reported the Linda Fire Department expansion is complete, they will have an open house soon. They continue to work on mitigating the impacts of the Hotel Marysville fire, although a slow process.
- Crystal Richards reported Johnson School raised about \$3,000 on their recent fundraiser and are starting a mentorship program in conduction with Lindhurst High School.
- Brynda Stranix reported Marysville Kiwanis Club's fundraiser, Hogs & Hulas, is this weekend, September 28 at Sycamore Ranch.

ADJOURNMENT: There being no further business to come before the board, the meeting was adjourned at 4:20 p.m. **The next regularly scheduled meeting of the board will be November 19, 2024, at 3 p.m.** at Yuba-Sutter Economic Development Corporation, Center, 950 Tharp Road, Ste. 1303, Yuba City, CA 95993.

Signed: _____ Date: _____

Name: _____ Position: _____

Yuba County Community Services Commission
2024 Organization-Wide Report of Expenditures by Service Provider

Agency		1st Period 1/1-2/29	2nd Period 3/1-4/30	3rd Period 5/1-6/30	4th Period 7/1-8/31	5th Period 9/1-10/31	6th Period 11/1-12/31	% used
Bridges to Housing-01	Budget	5,000.00						100%
	Actual Expenditure	5,000.00	0.00	0.00	0.00	0.00		
	Remaining Balance	0.00	0.00	0.00	0.00	0.00	0.00	
Habitat for Humanity-03 Prop. Manager	Budget	19,930.00						100%
	Actual Expenditure	3,506.00	3,428.00	4,173.00	3,953.00	4,870.00		
	Remaining Balance	16,424.00	12,996.00	8,823.00	4,870.00	0.00	0.00	
New Day Training #05	Budget	35,000.00						94%
	Actual Expenditure	2,861.45	1,888.67	2,085.53	10,466.00	15,746.36		
	Remaining Balance	32,138.55	30,249.88	28,164.35	17,698.35	1,951.99	1,951.99	
Salvation Army Depot-06	Budget	40,000.00						83%
	Actual Expenditure	6,666.67	6,666.67	6,666.67	6,666.67	6,666.67		
	Remaining Balance	33,333.33	26,666.66	19,999.99	13,333.32	6,666.65	6,666.65	
Yuba-Sutter Food #08	Budget	40,000.00						83%
	Actual Expenditure	3,720.98	7,044.93	7,175.67	7,801.16	7,569.42		
	Remaining Balance	36,279.02	29,234.09	22,058.42	14,257.26	6,687.84	6,687.84	
Habitat for Humanity-04 Voc. Trainer	Budget	19,930.00						100%
	Actual Expenditure	3,381.00	3,581.00	4,476.00	4,056.00	4,436.00		
	Remaining Balance	16,549.00	12,968.00	8,492.00	4,436.00	0.00	0.00	
Yuba Sutter Legal Center-09	Budget	10,000.00						56%
	Actual Expenditure	0.00	0.00	0.00	1,274.85	1,821.20		
	Amendment	1,306.23	1,212.85					
	total this period	1,306.23	1,212.85	0.00	1,274.85	1,821.20	0.00	
Remaining Balance	8,693.77	7,480.92	7,480.92	6,206.07	4,384.87	4,384.87		
Sutter Yuba Homeless Consortium-07	Budget	67,003.00						76%
	Actual Expenditure	15,367.40	17,010.80	5,051.03	5,000.43	8,618.75		
	Amendment							
	total this period	15,367.40	17,010.80	5,051.03	5,000.43	8,618.75	0.00	
Remaining Balance	51,635.60	34,624.80	29,573.77	24,573.34	15,954.59	15,954.59		
Under SYHC	Budget	Actual Expenditures						
Adventist-Rideout	17,550.31	4,833.33	12,716.98	0.00	0.00	0.00	100%	
Casa de Esperanza	29,727.85	3,934.38	3,699.69	4,470.74	4,297.96	6,082.81	76%	
REST	11,724.84	6,000.00	0.00	0.00	0.00	0.00	51%	
SYHC	8,000.00	599.69	594.13	580.29	702.47	2,535.94	63%	
	67,003.00	15,367.40	17,010.80	5,051.03	5,000.43	8,618.75	76%	
YSEDC-ADMIN	Budget	32,299.00						83%
Actual Expenditure	5,383.00	5,383.00	5,383.00	5,383.00	5,383.00			
Remaining Balance	26,916.00	21,533.00	16,150.00	10,767.00	5,384.00	5,384.00		
Total Contract		269,162.00						
Sub-Grantee Expendit		41,809.73	40,832.92	29,627.90	39,218.11	49,728.40	0.00	201,217.06
Remaining Balance		227,352.27	186,519.35	156,891.45	117,673.34	67,944.94	67,944.94	85%

2024 Discretionary Contract Report of Expenditures by Service Provider

Service Provider		1st period-6/15-7/31	2nd period-8/1-9/30	3rd period-10/1-11/30	4th period-12/1-12/31			% used
YSEDC-ADMIN	Budget	3,120.00						37%
	Actual Expenditure	269.75	892.25					
	Remaining Balance	2,850.25	1,958.00	1,958.00	1,958.00	1,958.00	1,958.00	
Bridges to Housing	Budget	8,360.00						94%
	Actual Expenditure	6,537.50	1,314.00					
	Remaining Balance	1,822.50	508.50	508.50	508.50	508.50	508.50	
New Day Training Center	Contract	6,160.00						0%
	Expenditure	0.00	0.00					
	Balance left	6,160.00	6,160.00	6,160.00	6,160.00	6,160.00	6,160.00	
Yuba-Sutter Food Bank	Contract	8,360.00						72%
	Expenditure	142.71	5,841.57					
	Balance left	8,217.29	2,375.72	2,375.72	2,375.72	2,375.72	2,375.72	
Service Provider Total		26,000.00						
Expenditure Total		6,949.96	8,047.82	0.00	0.00	0.00	0.00	14,997.78
Remaining Balance		19,050.04	11,002.22	11,002.22	11,002.22	11,002.22	11,002.22	58%



JASON WIMBLEY
DIRECTOR

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www.csd.ca.gov



GAVIN NEWSOM
GOVERNOR

October 30, 2024

Brynda Stranix, Executive Director
Yuba County Community Services Commission

VIA EMAIL ONLY

SUBJECT: CSD 2024 ONSITE MONITORING REPORT- C-24-060 Corrective Actions Update

Dear Ms. Stranix:

On July 23, 2024, the Department of Community Services and Development, (CSD), conducted an Onsite Monitoring for Yuba County Community Services Commission. On August 28th, 2024, Yuba County has requested an extension to meet the deliverable of the below observation deadline. Please see the update below:

Monitoring Report C-24-060:

Observation 1: Potential Conflict of Interest

During the monitoring visit, CSD was told that there are Board Members that are also recipients of CSBG Grant Funding through Sub-Contractor affiliation. In accordance with CSBG IM # 82, question 6, "Neither board member(s) nor staff may benefit personally, in any way, from the financial relationship between the agency and the provider with which they have a connection." Tripartite Board members must avoid situations that advantage board member interests or the appearance of advantage.

Paragraph two (2) of YCCSC's Conflict of Interest Policy dated May 24, 2022, States: "YCCSC Board members are expected to minimize conflicts of interest, disclose ethical, legal, financial, and other conflicts, and remove themselves from decision-making if they would otherwise be called on to act on a conflict involving themselves, their family members or entities with which they or their family members are closely associated."

During discussion with the Grant Administrators, it was determined that all board members (including those who are subrecipients) participate in discussions of grantee applications, and the scoring of the application for funding. Furthermore, the board members who are also grant recipients attend and participate in the application Question and Answer reviews for other potential grant recipients.

Corrective Action:

In accordance with the guidance provided by CSBG IM # 82, YCCSC must review their policies and develop a strategy to mitigate actual or perceived conflict of interest. To address this observation agency must:

1. Perform an evaluation of its Conflict-of-Interest Policy and Practices

2. Identify strategies that follow and is in accordance with CSBG IM #82/Organizational Standards
3. Develop and submit a plan to mitigate actual or perceived conflicts of interest.

Response/Resolution Due Date:

The agency will submit their draft strategy to CSD no later than September 30, 2024. The final version must be developed and ratified by the tripartite board no later than December 31, 2024, to ensure implementation prior to the grant process for 2025.

Update #1

The agency has requested an extension as the board will be meeting on September 24th, 2024. Extension is granted to submit draft strategy to CSD no later than October 30, 2024. This is a **one-time extension**. The final version must be developed and ratified by the tripartite board no later than December 31, 2024, to ensure implementation prior to the grant process for 2025.

Final Update #2

The agency has submitted all documentation requested to fulfill the requirements to resolve this observation. Yuba County Community Services Commission has successfully performed an evaluation of its Conflict-of-Interest Policy and Practices, Identified strategies that follow and are in accordance with CSBG IM #82/Organizational Standards, and has developed a plan to mitigate actual or perceived conflicts of interest. **This Observation is now closed.**

Thank you for your continued dedication and commitment to serve low-income individuals and families in your local area. If you have any questions regarding this information, please contact me at (916) 594-2847 or at shiella.riveraflores@csd.ca.gov.

Sincerely,

Shiella Marie Rivera

Shiella Marie Rivera
Field Operations Representative

Jackie Slade

From: RiveraFlores, Shiella@CSD <Shiella.RiveraFlores@CSD.CA.GOV>
Sent: Monday, October 28, 2024 2:31 PM
To: Jackie Slade
Subject: FW: COI Yuba Sutter

Good Afternoon Jackie,

As mentioned last week at the ROMA Training, I did receive a response from management and the legal team. Below I hope we are able to answer your questions and provide the guidance you are looking for. Please let me know if you have any more questions.

*With Respect,
Shiella Marie*

From: Brown, Wilmer@CSD <Wilmer.Brown@CSD.CA.GOV>
Sent: Monday, October 28, 2024 1:37 PM
To: RiveraFlores, Shiella@CSD <Shiella.RiveraFlores@CSD.CA.GOV>
Subject: COI Yuba Sutter

Greetings:

Ultimately, Sutter and Yuba are responsible for implementing and adhering to their own policies, including assessing potential conflicts in the proper context, so I am providing some general considerations.

The CSBG IM #82 is helpful, particularly under “Have a clear written policy” and “Avoid situations that advantage board member interests or the appearance of advantage”. Generally, CSBG IM #82 recommends erring on the side of caution and using a “smell test”. 2 CFR Section 200.318(c) also provides guidance for general procurement standards.

It’s not immediately clear if a conflict exists in the three scenarios, but if Yuba and Sutter are updating their policy, they should consider:

- 1) Clarifying what types of conflicts should be disclosed (e.g., personal ties, business ownership, etc.);
- 2) When or how the disclosure needs to occur (e.g., before large procurements, grant awards, hiring decisions, documenting the disclosure); and
- 3) What process they will use to assess for potential conflicts (e.g., evaluation by other board members or legal counsel).

Personal Ties

Yes, there could be the appearance of a conflict if a board member makes a decision (e.g., which agencies receive subawards) which involves a family member or close personal friend on the receiving end. It is good news if the board members are honestly disclosing potential conflicts. A direct and obvious conflict is where a board member votes to select their own company as a vendor, but many scenarios are less clear, which is why agencies should have a procedure to assess the circumstances around a potential conflict.

Fundraising

The fundraising connection is not clear. On one hand, a board member could be actively involved in the community, volunteer with multiple programs or agencies, and bring with them a lot of insight and connections. A

scenario with a clear conflict would be if the board member or their partner was employed by another entity and their salary was impacted by the money they generated for that entity.

Benefits Received

There could be the appearance of a conflict, but this seems more attenuated and involves a past benefit. An updated policy can clarify when board members need to disclose receipt of benefits / payments from other entities by the board member, or their family members.



Wilmer Brown, Jr. Branch Chief, Community Services Division

Department of Community Services & Development

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(916) 594-2290 | wilmer.brown@csd.ca.gov





Democratic Process for Selection of Low-Income Directors (Approved by Board of Directors _____)

The criteria for nomination of Yuba County Community Services Commission Low-Income Sector Directors is detailed in the following paragraphs until or unless the Board adopts an alternative criteria and process.

Identification of Qualified Candidates

Low-Income Board members shall be individuals that are either low-income persons, as defined by the Community Services Block Grant (CSBG) program, or individuals affiliated with, or members of affiliate organizations who predominately serve low-income persons. Candidates may be self-nominated, nominated by current Board members, or nominated by an appropriate affiliate organization.

Selection Criteria:

Board will review applications according to the following criteria:

- Individuals must be at least 18 years of age
- Individuals must be a resident of Yuba County
- Individuals must be designated as low-income in accordance with Community Service Block Grant (CSBG) definitions
- If from an organization, the membership and/or consumers of the organization must be predominately composed of low-income people and/or the organization must have a demonstrated commitment to the needs and rights of low-income people residing in Yuba County.

Selection Process:

Within 30 days of a low-income vacancy, a notice of vacancy shall be communicated to low-income individuals and/or organizations that serve the low-income with an invitation to be nominated or to nominate a representative of the low-income community.

- The process for soliciting interested individuals shall be open and inclusive.
- All board vacancies shall be filled within 9 months of a vacancy.
- Low-Income Sector recruitment announcements will be made via YCCSC's social media pages, press releases to local and neighborhood publications, distribution of fliers, etc. Announcements will include a brief description of the agency's work, including meeting requirements, as well as contact information for interested parties.
- Publication of Low-Income Sector vacancies shall be publicized for at least 30 days or until all vacancies are filled.
- Eligible candidates are required to submit an Application for Board Membership, a Low-Income Sector Application Supplement AND a petition signed by at least ten (10) people in poverty. Petition must include verifiable names, addresses, phone number(s) and/or email address, and signatures.
- Nominations committee will review applications and may select one or more candidates for interview and then select final nominee(s) to be recommended for consideration by the full Board of Directors. The Nominations Committee may choose to supplement the pool of applicants through additional outreach and advertising.
- Board of Directors vote on candidates in a regular or special board meeting and submit their choice to Yuba County, County Council and Yuba County Board of Supervisors for final approval.
- Applications of persons not selected for current vacancies will remain on file for a two-year period, to be reviewed and considered by the Nominating Committee when new vacancies occur.



**BOARD OF DIRECTORS
LOW-INCOME SECTOR APPLICATION SUPPLEMENT**

Name of Board Applicant: _____

Yuba County Community Services Commission (YCCSC) Board of Directors representatives from the Low-Income sector must be at least 18 years of age and nominated, by petition, by at least 10 low-income residents of the County of Yuba.

As a Low-Income Sector Representative, you MAY NOT be an employee or relative of an employee of the California Department of Community Services and Development (CSD) or an employee of the Federal Department of Health and Human Services.

Do you meet the conditions in the above statements? Yes No

If NO, please explain: _____

Are you an employee, officer or immediate relative to an employee of an organization receiving Community Services Block Grant funds through direct contract or subcontract? Yes No

If YES, please explain: _____

PETITION PROCESS:

Representatives of the Low-Income Sector are required to submit a petition signed by at least ten (10) persons whose family income does not exceed the poverty guidelines. The attached Petition for Candidacy, that includes the current Federal Poverty Guidelines for CSBG, should be used for this purpose.

SELECTION PROCEDURES:

Each representative of the Low-Income Sector shall be chosen in accordance with democratic procedures that ensure representation of people in poverty in the County of Yuba.

The selection procedures shall be as follows:

- (a) The need for qualified candidates to represent the people in poverty on the YCCSC Board of Directors shall be publicized on the YCCSC social media pages, press releases to local and neighborhood publications, distribution of fliers to organizations that predominately serve the low-income, etc.
- (b) Publication of Low-Income Sector vacancies shall be publicized for at least 30 days or until all vacancies are filled.
- (c) Eligible candidates shall be required to submit an Application for Board Membership, a Low-Income Sector Application Supplement and a petition signed by at least ten (10) people in poverty.
- (d) Candidates must be willing to represent the low-income sector, be at least 18 years of age, and be willing and available to commit the time and effort to focus on the duties and responsibilities of the YCCSC Board of Directors.
 - Meet the 4th Tuesday of every other month at 3:00pm for generally one hour at Yuba County Government Center, Wheatland Room, 915 Eighth Street, Marysville, CA.

- Serve for a four-year term
- (e) Candidates cannot be an employee or relative of an employee of the California Department of Community Services and Development (CSD) or an employee of the Federal Department of Health and Human Services.
- (f) Candidates who are an employee, officer or immediate relative to an employee of an organization receiving Community Services Block Grant funds through direct contract or subcontract must disclose this status in the Application Supplement.
- (g) The Nominations Committee shall screen and interview candidates and make recommendations to the Board of Directors on their qualifications.
- (h) The YCCSC Board of Directors shall vote on candidates in a regular or special Board meeting, and the results of each vote shall be recorded in the minutes of the meeting. YCCSC board will submit their choice to Yuba County, County Council and Yuba County Board of Supervisors for final approval.

CERTIFICATION:

I certify that the information provided in this application supplement is true and correct to the best of my knowledge.

Print Name

Signature

Date

PETITION FOR CANDIDACY

Community Action Agencies are designated and funded to reduce poverty in the communities they serve. Every service, activity, and role funded under Community Action must answer the question: “How does this move the needle on helping families out of poverty?”

Yuba County Community Services Commission (YCCSC) is tasked with maintaining a Community Action Board that operates to assist the low-income residents of Yuba County. The Board is composed of fifteen members representing three sectors: low-income, public, and private. Each member makes a commitment to represent the needs of the particular part of the community they represent (e.g., government, private organizations, or low-income individuals).

Yuba County Community Services Commission currently has a vacancy for a low-income sector seat representing Yuba County’s low-income residents.

(Name of Applicant) _____, a resident of Yuba County, has applied for this opportunity.

By signing your name below you are supporting _____ in his/her candidacy to represent the Low-Income Sector on the Yuba County Community Services Commission (YCCSC) Board of Directors and certifying that **(1) you are a resident of Yuba County (2) you are at least 18 years of age and (3) your family income is at or below the income guidelines indicated below.** (Find your family size, check numbers directly below that to confirm if you qualify)

Family size	1	2	3	4	5	6	7	8
Annual income at or below	\$30,120	\$40,880	\$51,640	\$62,400	\$73,160	\$83,920	\$94,680	\$105,440
Monthly income at or below	\$2,510	\$3,406	\$4,303	\$5,200	\$6,096	\$6,993	\$7,890	\$8,786

(2024 income guidelines at 200%)

Printed Name	Signature	Address	Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

For more information, please contact Jackie Slade with Yuba County Community Services Commission, at 530-751-8555 or jslade@ysedc.org.

DRAFT

**YUBA COUNTY COMMUNITY SERVICES COMMISSION
BYLAWS**

Reviewed by County Counsel December 5, 2022
Ratified by Board of Supervisors December 13, 2022
Approved by YCCSC January 24, 2023

**ARTICLE I
NAME**

The name of the organization shall be the Yuba County Community Services Commission (YCCSC), hereinafter referred to as the Commission.

**ARTICLE II
DUTIES**

A. Community Services Commission

The Commission shall serve as Yuba County's Community Action Board, advising and counseling the Yuba County Board of Supervisors on programs that affect the County's low-income or otherwise disadvantaged citizens. The powers of the Commission shall be defined according to a Delegation of Powers Agreement approved by the Board of Supervisors, attached hereto and incorporated herein by reference (page 8). The Commission shall establish communications and working relationships with all public and private agencies and programs that impact on the human needs of low-income or otherwise disadvantage citizens of Yuba County.

B. Executive Director

The Executive Director and all other staff allocated by the Board of Supervisors and appointed by the Executive Director shall be staff support to the Commission.

**ARTICLE III
MEMBERSHIP**

The membership of the Commission shall be **a minimum of twelve (12) and a maximum of** fifteen (15) Commissioners. All must be residents of Yuba County. These members shall be derived from three sources: Private sector, Public sector, and Low-Income sector. All members shall be seated in January following their respective election year, selection year, or appointment year (except those filling vacancies); vacancies will be filled immediately following appointment by the Commission and ratification by Yuba County Board of Supervisors.

A. Public Sector shall be comprised of five (5) members.

1. The Governing Board (Board of Supervisors) are considered automatic members of the Commission but have the option to appoint a representative.

2. Members of the Board of Supervisors serving on the Commission shall serve the length of their elected term of office. Members appointed by a member of the Board of Supervisors shall serve for the length of the term of that Board Member and at the pleasure of that Board member.

B. The Low-Income Sector shall be comprised of five (5) members.

1. Individuals interested in serving as a representative of the low-income sector on the Commission shall submit an application. Vacancies shall be publicly posted so that interested individuals have adequate time to file an application. All Low-Income Sector members shall be elected by the Commission members as a whole, and subject to ratification by the Board of Supervisors.
2. The term of office shall be for four years. Term limits shall be no more than two consecutive terms.
3. The Commission shall consider applications from all individuals desiring to represent the Low-Income Sector that have been verified to qualify as a low-income person or low-income agency representative and shall be approved in accordance with ~~California Administrative Code Section 100605.~~ **Yuba County Community Services Commission's Democratic Process for Selection of Low-Income Directors.**

C. The Private Sector shall be comprised of five (5) members.

1. They shall represent labor, business, or other public or private groups or interests. No two members from this group shall represent the same organization or organizations serving the same goals. All members shall be elected by the Commission as a whole, and subject to ratification by the Board of Supervisors.
2. The term of office shall be for four years. Term limits shall be no more than two consecutive terms.
3. Vacancies shall be publicly posted so that interested individuals have adequate time to file an application.
4. The Commission shall consider applications from all individuals desiring to represent the Private Sector. The criteria used in making the selection of the Private Sector will include:
 - a. Ability to be a resource for the Commission to attain its goals.
 - b. Expertise, contacts, and membership in or visibility in private sector interests or groups whose representation would likely assist the Commission in achieving its goals.
 - c. Experience in and knowledge of Yuba County.

5. The Yuba County Board of Supervisors shall consider the ratification of individuals selected by the Commission to be representatives of the Commission's Private Sector in a formal confirmation agenda item.

D. Voting Rights/Quorum at Commission Meetings

1. Each Commissioner shall be a voting member.
2. All voting must take place at meetings. 1/3 of the seated commissioners shall constitute a quorum. A majority vote of the quorum is necessary to carry a motion. There shall be no proxy voting.

E. Vacancies

If a seat is declared vacant by resignation, death, or removal under Section F below, the following action shall take place to fill the seat for the length of the original term.

1. Vacancies in the Public Sector will be filled by the Board of Supervisor member entitled to make that appointment.
2. Vacancies, in the Low-Income Sector shall be filled by the appointment from the Low-Income Representative applications received, by a vote of the Commission, in accordance with ~~California Administrative Code Section 100605~~ **Yuba County Community Services Commission's Democratic Process for Selection of Low-Income Directors** and subject to ratification by the Board of Supervisors.
3. Vacancies in the Private Sector will be filled by publicly posting notices of such vacancies. The Commission shall then select a replacement from those applications received or already on file, subject to ratification by the Board of Supervisors.
4. A person filling an unexpired term of 50% or more of the length of time of the original term shall be considered serving one full term and less than 50% shall be considered serving no term.

Procedures to fill a vacancy are to commence within 30 days of the creation of the vacancy. There is a vacancy when a member has been notified of his or her official removal by the commission, a member submits his or her resignation, a member dies, a member who is an elected public official leaves office, a member who is an appointed public official is removed from office or a member is the representative of a public official and the public official leaves office.

Vacant commission seats must be filled within nine months of the seat becoming vacant. A vacant seat is filled when the commission votes to seat the new member and they are ratified by the Board of Supervisors.

Commission seats that are vacant for more than nine months could be considered a compliance issue by funders and may result in Yuba County Community Services Commission being placed on a Technical Assistance Plan (TAP) to fill the vacancy.

The commission must be advised of progress in filling a vacancy at each subsequent meeting until such time as the vacancy is filled.

F. Removal of Commissioner

Any Commissioner may be removed from the Commission for the following grounds:

1. There exists a conflict of interest which cannot be resolved by recusal of the member from voting on a particular matter.
2. The member misses three (3) regular meetings in a row without notification. Notice of possible removal from the Commission will be sent to the member after two (2) missed meetings without notification.
3. During a calendar year the member misses more that 50% of the regular meetings that are held.
4. Conduct unbecoming a representative of the County or interference with or obstruction of the goals of the Commission.

A Commissioner may be removed through the following procedures:

1. Public Sector
 - a. Members representing the Public may be removed from the Commission by a majority vote of the Yuba County Board of Supervisors.
 - b. In the event the problem is not resolved, the Commission may instruct that a letter be sent to the Board of Supervisors requesting resolution of the matter within thirty (30) days.
 - c. The Commission may not declare a Public Sector seat vacant but it may however, send a letter requesting assistance from the Board of Supervisors to help resolve the issue.
2. Private Sector

- a. In the event that the problem is not resolved, a letter will be sent to the Private Sector member requesting resolution of the problem within 30 days.
 - b. In the event that a resolution to the problem is not achieved within thirty (30) days, the Commission may declare the seat to be vacant and will commence reviewing requests to fill that seat from other Private Sector applications in accordance with these Bylaws.
3. Low-Income Sector
- a. In the event that the problem is not resolved, a letter will be sent to the Low-Income Sector member requesting resolution of the problem within 30 days.
 - b. In the event that a resolution to the problem is not achieved within thirty (30) days, the Commission may declare the seat to be vacant and will commence reviewing requests to fill that seat from other Low-Income Sector applications in accordance with these Bylaws.

ARTICLE IV OFFICERS

- A. The officers of the Commission shall be: the Chair, Vice-Chair, and Secretary/Treasurer. A Vice-Chair and Secretary/Treasurer shall be elected by the Commission during the month of January each year. Any number of offices may be held by the same person, except that the secretary/treasurer may not serve concurrently as the Chairperson.
- B. The Chair shall preside at all Commission meetings and Executive Committee meetings; be the Ex Officio member of all committees, appoint chair of all committees with the ratification of the Commission.
- C. The Vice-Chair shall act as an aide to the Chair and shall perform the duties of the Chair in his/her absence. If the Chair shall become vacant the Vice-Chair shall accede to that office.
- D. The Secretary/Treasurer shall keep or cause to be kept, at YCCSC's principal office or such other place as the board may direct, a book of minutes of all meetings, proceedings, and actions of the board. The Secretary/Treasurer shall also keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of YCCSC financial transactions.
- E. The Chair shall review and sign the minutes of the Commission meetings.
- F. In the absence of the Chair and Vice-Chair, a temporary Chair shall be elected from the Commission to preside over that meeting.
- G. Election of Officers
 - 1. A nominating committee consisting of three members, one from each of the three (3)

Commission membership sectors, shall be appointed by the Chair. The committee shall present a suggested slate of officers to the Commission at the first regular meeting of the year.

2. Nominations may be made from the floor at the first regular meeting of the year.
3. Elections shall be held at the first regular meeting of the year as the first order of business on the agenda. A majority of the ballots cast shall elect.
4. Officers shall assume duties and responsibilities for a term of one (1) year, beginning with the second regular Commission meeting of the new year.

ARTICLE V MEETINGS

- A. The Commission shall schedule regular meetings to be held a minimum of six (6) times a year, or as required. The regular date, time, and location shall be agreed upon by a quorum of the Commission and thereafter noticed in accordance with the Brown Act. [Government Code section 54950 et seq.]
- B. Special meetings of the Commission may be called:
 1. By the Executive Director
 2. Upon request of the Board of Supervisors.
 3. Upon request, in writing, by a majority of the total membership.

All Commission members and public media in Yuba County shall be sent written notice in sufficient time to be received 24 hours prior to the date and time of the special meeting. The notice shall state the purpose for which the special meeting has been called including time, place, and date of the meeting.

- C. All public meetings of the Commission shall be held at a time and place convenient and open to the public. Public Notice of each meeting shall state the time and place at which the meeting shall be held. Notice of Meetings shall be given by:
 1. Posting a copy of the agenda at the County Center, at the county library and on the Commission website.
 2. Forwarding a formal notice to:
 - a. Each person who has submitted a written request for copies of such notices, or who has requested time on the agenda.
 - b. All Commission members.
- D. Each meeting shall be held at the time and place set forth in the notice of meeting. In the event the meeting cannot be completed on that date, it may be adjourned to a later time or day without

notice other than the announcement of the place, day, and time by the presiding officer and the posting of that information at the Yuba County Center, and the county library.

- E. Each meeting shall be in conformity with the Ralph M. Brown Act.
- F. Minutes shall be kept of all meetings and shall include a record of votes on all motions.
- G. Persons desiring to speak will be heard when recognized by the Chair. The Chair shall firmly protect the right of recognized speakers to be heard without interruptions from other Commission members or persons in the audience.

ARTICLE VI
EXECUTIVE COMMITTEE

- A. The Executive Committee shall consist of the Commission's Officers (Chair, Vice-Chair, and Secretary/Treasurer) and any additional members appointed by the Chair.
- B. At any meeting of the Executive Committee, the quorum to conduct business shall be a majority of the Executive Committee. Each member of the Executive Committee must be notified in advance by any means. Meetings may be conducted by conference call, so long as all members participating in the meeting and the public attending the meeting can hear one another.
- C. An Executive Committee meeting shall be held at the Chair's request or that of any three (3) members of the Executive Committee.

ARTICLE VII
STANDING COMMITTEES

- A. There shall be created the following Standing Committees:
 - 1. The Grant application Allocation Committee shall consist of all members of the commission.
 - 2. The Nominating Committee shall consist of no less than two commissioners. The committee shall be responsible for receipt and review of applications for membership, nominating applicants for membership, screening conflict of interest statements submitted by commissioners, and the making of recommendations to the Commission pursuant to those duties.
 - 3. Such other standing committees as the Commission deems advisable to assist in the performance of its duties.
- B. Standing Committee Chairs shall be appointed by voluntary action, if full membership is not realized then the Commission Chair shall appoint sufficient to attain full membership.
- C. Members of the Standing Committees shall be appointed by voluntary action.

ARTICLE VIII
AD HOC COMMITTEES

- A. The Commission shall authorize the establishment of Ad Hoc Committees as needed to evaluate community needs and programs, and to carry out other assignments given by the Commission or the Board of Supervisors and shall consist of no less than two commissioners.
- B. A Chair for each Ad Hoc Committee shall be appointed by voluntary action. Participation on the committee shall be voluntary, unless a full complement is not attained, in which circumstance, the Commission Chair shall appoint members of the Commission to complete the number needed.
- C. Ad Hoc Committees so created shall be for a limited term and shall be of limited jurisdiction as assigned by the Commission.

ARTICLE IX
AVAILABILITY OF BOOKS AND RECORDS

All published material and financial records not otherwise restricted by laws are available for public inspection during established working hours in accordance with the Public Records Act. [Government Code section 6250 et seq.]

ARTICLE X
AMENDMENTS

These Bylaws, Powers, Standing Rules, and Rights of Commission members may be amended by the Board of Supervisors after considering any recommendation by the Commission. The text of proposed amendments must be distributed to Commission members prior to the meeting at which such proposals will be considered.

ARTICLE XI
STANDING RULES AND POLICIES

- A. It shall be the responsibility of the Commission to develop the necessary rules and policies for the implementation and clear conduct of obligations set forth in these Bylaws.
- B. Procedures for conduct of business not specifically covered by these Bylaws shall be conducted according to The Brown Act.

**Delegation agreement between the County of Yuba and
Yuba County Community Services Commission**

THE YUBA COUNTY COMMUNITY SERVICES COMMISSION POWERS

The powers of the Commission shall be to share (with the Yuba County Board of Supervisors) in the development of the following:

- A. Policies and procedures which assess or evaluate and prioritize the needs of low-income, near poor and poor residents of Yuba County,

- B. Community Action Plan, establishing programmatic and service priorities or formulas for allocating CSBG revenues and resources, (as required by State Department of Community Services and Development),
- C. Policies and procedures with which to evaluate the abilities of local programs public and private to perform the tasks or provide the services established as priorities by the Commission including performance criteria,
- D. Request for Proposals; to establish a competitive process through which program objectives or service priorities are announced, proposals are solicited and contracts are let by the Commission,
- E. Programs, public and private, which improve or expand the delivery of services to low-income residents of Yuba County,
- F. Grant applications generated through Grant Development Activities,
- G. Coordination activities designed to extend dollar use among our programs,
- H. Procedures and disciplinary action insuring that all programs funded with CSBG resources are in compliance with (1) CSBG guidelines (as defined by State CSD), (2) Commission goals or objectives and/or the conditions of each contract entered into with the Commission. The procedures shall include, but not be limited to the following:
 - 1. A warning that a contractor is out of compliance or has failed to meet the conditions of their contract, and requiring a response from the contractor within five (5) business days ,
 - 2. An agreement to correct or remedy the problem resulting in no further action,
 - 3. A second warning that a contractor is out of compliance and is unwilling to correct or remedy the noncompliance thereby requiring a hearing of Commission's program committee within ten (10) days of this notification to contractors.
 - 4. At the time of the hearing, the Commission may make a finding that fraud has been perpetrated upon the Commission or that a contractor is out of compliance. The contractor will be notified of action within five (5) business days of the hearing,
 - 5. Action: Depending on nature of the noncompliance found by the Commission the following actions may be taken:
 - a. Disallowed funds returned to Commission or property seized and turned over to Commission,
 - b. Suspension of Grant until corrective action can be verified by Commission,

- c. Termination of contract. Funds awarded to alternative program,
 - d. Legal action to recover disallowed funds.
6. The Commission reserves the right to suspend funds immediately, if and when it suspects a fraud is being perpetuated against the Commission or if it perceives that clients are in any type of perceived danger.

YUBA COUNTY COMMUNITY SERVICES COMMISSION EXECUTIVE DIRECTOR POWERS

The Executive Director of the Yuba County Community Services Commission is authorized to sign and execute all documents and to act in all matters outlined in these by-laws or as enacted by the Commission.

The Executive Director or his/her designee shall be responsible for the development of all documents or reports outlined in the by-laws including, but not limited to:

- Demographic analysis
- Assessment of need
- Community Action Plan
- RFPs
- State contract with CSD,
- Budget
- Negotiation of contracts including contractor performance criteria
- Monitoring reports and evaluations
- Close-out reports and budgets, and budget modifications
- Grant applications
- Disciplinary actions and procedures
- Payments, purchases, and reimbursements
- Coordination activities

The Executive Director shall also have the authority to suspend, at any time, grant funds to any contractor who has grossly failed in carrying out the terms of their contract, placed client's life or property in danger, placed the County in a position of fiscal liability, or is perceived by the Executive Director to be perpetrating a fraud upon the County or the State.

GRIEVANCE OR APPEAL PROCEDURES

In the event that a contractor is unhappy with an administrative or policy decision made by the Executive Director, YCCSC, or any staff connected with YCCSC, that contractor may appeal such decision through the following process:

1. Contractor will have 5 business days to submit a written appeal to the Executive Director, clearly stating reasons for their appeal and a recommendation for desired solution.
2. The Executive Director will have 10 business days in which to resolve the situation and render a

decision.

3. If the contractor is not satisfied with the Executive Director's decision; they may, within 15 business days, file a written appeal to the Chairman of the Commission with a copy to the Executive Director. The written appeal shall set forth the issue(s) being appealed and the basis for the appeal.

4. The Chairman of the Commission will assign the appeal to an appropriate YCCSC sub-committee which will have 15 business days to render a decision.

5. In the event that the contractor is unhappy with the sub-committee's decision in the matter, they may file a written appeal within 5 business days to the Chairman of the Commission requesting action by the full Commission. The appeal shall set forth the issue(s) being appealed and the basis for the appeal. The full Commission must render a decision within 30 days of receiving the appeal.

6. In the event that the contractor is not satisfied with the decision made by the full Commission, they may appeal the decision to the Yuba County Board of Supervisors and if not satisfied with the Board of Supervisors they may appeal to the California Department of Community Services and Development, 2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 98533. Telephone: (916) 576-7109.



JASON WIMBLEY
DIRECTOR

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov



GAVIN NEWSOM
GOVERNOR

October 09, 2024

Via: Electronic Mail

Brynda Stranix, Executive Director
Yuba-Sutter Economic Development Corporation
950 Tharp Road, Suite 1303
Yuba City, CA 95993

Dear Ms. Stranix:

Audit Transmittal Report TR 23-044 (FYE 6/30/2023)

The Department of Community Services and Development (CSD) has performed a desk review of an audit report submitted to this office by the Yuba-Sutter Economic Development Center (County) or the auditor identified below. This review is conducted in accordance with the provisions of the Office of Management and Budget (OMB) Title 2, Code of Federal Regulations (CFR), Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," Subpart F, Section 200.500 et seq.

Auditor: CliftonLarsonAllen LLP
Audit Period: July 1, 2022 through June 30, 2023
Contract No. 's 20F-3692; 21F-4454; 22F-5053; and 23F-4053
Report Date: 06/04/2024 **FAC Date:** 06/19/2024 **Date Rec'd:** 06/24/2024

This desk review of the single audit report ensures that applicable standards have been met and determines if there are outstanding matters that must be resolved before the audit is closed. This review is solely based on the Single Audit desk review for the fiscal year ended June 30, 2023 and is not part of any other audit or investigation. Based on our review, we have the following comments or recommendations.

SUBMISSION OF AUDIT REPORT - RECURRING

This finding has occurred over multiple years. Per 2 CFR §200.512 and Article 8.3.C. of your contract with CSD, single audits are to be submitted to the Federal Audit Clearinghouse (FAC) and CSD respectively "...within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine (9) months after the end of the audit period." The audit due date was March 31, 2023. Based on the 9-month due date, the Single Audit report was approximately 85 days late to CSD and 80 days late to the FAC.

Ms. Stranix
October 09, 2024

Recommendations:

1. Review agency procedures to ensure timely submission of your single audits to both the FAC and CSD.
2. The agency shall submit their future single audit report concurrently to CSD and the FAC within the nine-month period. Failure to comply may result in CSD taking one or more actions outlined in CSD contract.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (SEFA) COMBINED - RECURRING

This finding was noted in the previous transmittal letter and was not corrected in this year's SEFA. The Community Service Block grant contains two components. **CSBG and CSBG Discretionary**. These two amounts must be reported separately on the SEFA.

Action Item:

1. Review agency and county procedures to ensure each component is reported separately on the SEFA.
2. Please provide a written confirmation within **TEN** days confirming the agency will verify the above action is captured in the 2024 SEFA report. Upon submission of next year's audit submission, CSD will automatically reject the audit report if the components are not properly broken out.

SUPPLEMENTAL SCHEDULE OF REVENUE AND EXPENDITURES (SSRE) FORMATTING

During review if the SSREs which were submitted to CSD, the auditor found that the reports were not in conformance with the format provided by CSD. The SSREs should only be submitted for contracts which close within the fiscal period and should reflect all fiscal periods in which the contract was opened. The agency was able to provide corrected SSREs to CSD.

Action Item:

3. Review agency and county procedures to ensure that the SSREs are in conformance to the standards set by CSD.

Contracts: 20F-3692; 21F-4053 and 22F-5053

The terms of these contracts were covered in the audited period. Since there were no audit findings requiring corrective action, CSD's Audit Services Unit considers these contracts closed.

Contract: 23F-4053

The term of this contract extends beyond the audit reporting period. Please ensure these contracts are included in the next single audit and that **expenditures are identified by** CSD contract number, program components (i.e., Weatherization and ECIP/HEAP/Assurance16; **CSBG and CSBG Discretionary**), and Catalog of Federal

Ms. Stranix
October 09, 2024

Domestic Assistance number. Supplemental Statements of Revenues and Expenses that reconcile to the Schedule of Expenditures of Federal Awards are required for all contracts passed through CSD. These supplemental statements should also be broken down by program component, fiscal year, and CSD budget line item.

INTERNAL CONTROL FINDINGS

The auditor identified one instance of material weakness in internal control over financial reporting and three instances of significant deficiencies in internal controls over major federal programs. While these findings are not directly related to CSD, CSD has concerns that similar findings may exist within our grant.

Recommendation:

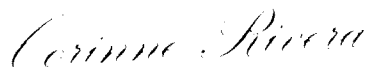
3. Please ensure the agency develops and implements the corrective action plans listed in the Single Audit Report.

Conclusion

A written response is required within **TEN** days of the date of this letter for all required actions. This TR will be closed upon ASU's review and acceptance of the Agency's response. If the Agency has any other questions regarding this TR, I may be contacted by phone at (916) 570-7822 or by email at corinne.rivera@csd.ca.gov.

Thank you for your dedication and commitment to serving low-income individuals and families throughout the state. CSD looks forward to working in partnership with you to develop innovative and effective programs and strengthen our capacity to reduce poverty and improve the lives of those living in poverty in California.

Sincerely,



CORINNE O. RIVERA
CSD Management Auditor

c: Richard Webb, Board Chairperson



2024 Service Provider Site Visits

BRIDGES TO HOUSING (Regular and Discretionary Contract)

Date Visited: **September 16, 2024**

Agency Reps Interviewed: Frank Hopkins, Ann Fletcher, Debbie Schmidt, Kathy Massar, Betty Nelson

YCCSC Reps: **Steve Duckels, Vera Correa**

Primary Mission/Overview of Organization:

Our mission is to assist homeless and low-income families to obtain safe, decent, affordable housing in Colusa, Yuba and Sutter Counties and to ensure successful, permanent housing by building relationships with landlords and property managers.

How would you like to change/improve/better your services/programs in the coming year or two?

Continue to partner with all of the newly/ created/built low-income housing properties for easy-referrals from them to us and us to them to make the process more effective and less confusing to the client.

What Technical Assistance/Training would be helpful for your agency?

None indicated

What services do the clients you serve most often need that they are UNABLE to obtain in the community?

Affordable and safe housing

What are some of your recent program successes?

Seeing the joy in the faces of clients they are able to provide security deposit assistance to.

What are your greatest challenges?

Having enough money to provide security deposit assistance to those in need.

What would be a long-term goal or need for your agency?

Having enough volunteers and board members to operate effectively.

What makes your program unique or special from other programs?

Bridges to Housing is a well-established organization that provides specific rental housing assistance by assisting with the rental deposit for individuals who would otherwise qualify for a rental house.

Other Comments:

Bridges to Housing works with Mercy and Regional Housing who provide a portion of rent for qualified applicants while Bridges to Housing provides deposit payment assistance.

HABITAT FOR HUMANITY

Date Visited: **September 27, 2024**

Agency Reps Interviewed: **Bethany Hiatt, Administrative Officer**

YCCSC Reps: **Andi Crivello and Carolina Coronado**

Primary Mission/Overview of Organization:

Serving our local community through housing, education, and service with the ultimate goal of ending homelessness and substandard housing in a fiscally and socially responsible manner.

How would you like to change/improve/better your services/programs in the coming year or two?

To improve service, an increase in staffing would be a goal to reach within the next two years.

What Technical Assistance/Training would be helpful for your agency?

- QuickBooks training
- Human resource management
- Grant Writing Basics workshop

What services do the clients you serve most often need that they are UNABLE to obtain in the community?

The need for low-income housing is very high in our community. Clients are often unable to obtain low-income housing on their own and seek our organization for assistance.

What are some of your recent program successes?

- They are now offering group & 1 on 1 sessions. They do court advocacy for the clients and hold classes 2 x per month at the life building center – It’s around 30 people on average
- They host/target rotating demographics to ensure they are offering classes to cover everyone (started hosting classes at the library. Focus on topics such as Parenting, Finances, Substance Abuse (SUDS – Substance Use Disorder Syndrome)

What are your greatest challenges?

Marketing and Enrollment

What would be a long-term goal or need for your agency?

Full time position – Position needed for Rapid Emergency care/assessment & on-call wellness checks.

What makes your program unique or special from other programs?

It’s very complex with Supportive Services & Caseworkers – not just housing placement. They assist with all areas of housing navigation as well as focus on the individual’s health/wellness and life skills. No Habitat program offers all of these services, and they are even being looked at to help others implement some of the programs.

Other Comments:

It seems as if they are continually looking for ways to expand and grow their program outreach and offerings.

NEW DAY TRAINING CENTER (Regular and Discretionary Contract)

Date Visited: **September 20, 2024**

Agency Reps Interviewed: Esther Dahm and Nicholas Anderson

YCCSC Reps: Steve Duckels and Don Blaser

Primary Mission/Overview of Organization:

NDTC's mission is to promote the field of psychotherapy by providing effective training, ongoing coaching, and the education necessary to enhance the services of therapists who support their communities and to provide quality, effective counseling to low-income families and individuals in our community. NDTC's mission provides a double benefit to our community in that it increases the number of mental health workers engaged in our community (by recruiting therapist trainees to its program) and increases the amount of mental health services provided to low-income clients.

How would you like to change/improve/better your services/programs in the coming year or two?

- Increase marketing reach to recruit new low-income clients to receive mental health services.

- Increase grant funding to increase services to low-income clients and to increase training opportunities for New Days staff to further equip them to deliver mental health services to a diverse population.

What Technical Assistance/Training would be helpful for your agency?

- Marketing and promotion
- Grant Writing Basics workshop
- Program Evaluation and Measuring Outcomes workshop
- Workshop on creating required documents and policies would be helpful (workplace violence prevention, grievance policies, etc.).

What services do the clients you serve most often need that they are UNABLE to obtain in the community?

- Couples counseling is one of the biggest needs identified by the hundreds of clients New Day serves. Insurance does not cover couples counseling and so couples must pay out of pocket or providers must find another way to fund these services. Some clients do not qualify for Medi-Cal but lack private insurance and are not able to afford to pay out of pocket for therapy. Typically, they can only receive services if the organization or therapist is willing to provide pro bono services. New Day uses a sliding fee scale and does not refuse services based on a client’s ability or inability to pay, but this obviously comes at a cost to New Day.

What are some of your recent program successes?

Counseling with the funds allocated to them in 2024 by the Yuba County Community Services Commission.

What are your greatest challenges?

Retaining therapists after their training period ends has been difficult for New Day Training Center. They have also been challenged with not having enough space as demand for their therapy services increases.

What would be a long -term goal or need for your agency?

- To have the ability to pay therapists more
- Add additional space for therapists to work
- Provide more wraparound services
- Be able to provide childcare to patients during therapy sessions

What makes your program unique or special from other programs?

Patients are encouraged to speak up if they are not satisfied with their therapists so that New Day Training Center can provide them with a therapist that is better able to meet their needs. A good patient/therapist connection is essential for a successful outcome.

Other Comments:

New Day Training Center serves a dual purpose by providing training opportunities to new therapists while helping to improve the public's mental health.

SALVATION ARMY DEPOT

Date Visited: **September 16, 2024**

Agency Reps Interviewed: **Shari Tucker, Financial Manager and Rosalina Palega, Operations**

YCCSC Reps: **Vera Correa and Rich Webb**

Primary Mission/Overview of Organization:

Our mission is to preach the Gospel of Jesus Christ and to meet human needs in name without discrimination

How would you like to change/improve/better your services/programs in the coming year or two?

Become a license substance use recovery center

What Technical Assistance/Training would be helpful for your agency?

None indicated

What services do the clients you serve most often need that they are UNABLE to obtain in the community?

Direct mental health services

What are some of your recent program successes?

- Several clients have graduated out of the program into permanent housing.
- They have experienced short staffing in the recent past but are in the process of hiring several staff members.
- They are working on program stabilization and a new Homeless Prevention program.
- Cal Aim funding is beginning to become available for some of their programs.

What are your greatest challenges?

- A lack of available funding.
- The condition of the Depot building. While significant work on the building has been accomplished, much more is still needed. They are currently housing 38 occupants. When all repairs are complete, they can accommodate 58 occupants.

What would be a long -term goal or need for your agency?

- Secure funding source in order to remain serving the community.
- A long-term goal would include having additional property with building(s).

What makes your program unique or special from other programs?

It is the only “family” shelter west of the Mississippi. This allows them to keep entire families together throughout the program and training. The goal is for the family to learn and grow together through the program.

Other Comments:

- They collaborate with other agencies, i.e., Twin Cities Rescue Mission, 14 Forward and both Yuba and Sutter One-Stop’s
- Clients who have income contribute 30% in the form of rent. 10% of the income paid towards rent is deposited into a savings account that can be used later for down payment towards permanent housing.

YUBA SUTTER FOOD BANK (Regular and Discretionary Contract)

Date Visited: **September 26, 2024**

Agency Reps Interviewed: **Maria Ball, Executive Director**

YCCSC Reps: **Marlys Eatmon and Andi Crivello**

Primary Mission/Overview of Organization:

Our mission is to lead the fight to end food insecurity through community partnerships.

How would you like to change/improve/better your services/programs in the coming year or two?

- Work with United Way to create a tailored disaster plan for the Yuba-Sutter Food Bank. (Currently referencing the California Association of Food Banks Disaster plan)
- Establish a VOAD – Volunteer Organizations Active in Disaster

What Technical Assistance/Training would be helpful for your agency?

- Marketing and promotion
- Human resource management
- Grant Writing Basics workshop
- Program Evaluation and Measuring Outcomes workshop

What services do the clients you serve most often need that they are UNABLE to obtain in the community?

Delivery of groceries and/or meals to those who lack transportation or are homebound due to temporary or chronic health issues.

What are some of your recent program successes?

- Serving over 30,000 people per month.
- They have 12 employees and lots of volunteers.
- Added partner agencies and was able to get additional grant funds to make improvements.
- They got a new walk in Freezer (it cost \$500,000 due to needing some foundational upgrades along with the unit itself)

What are your greatest challenges?

- Funding
- Aging equipment that needs upgrading, they need the refrigerator fixed.
- Large display Freezer is currently broken.

What would be a long -term goal or need for your agency?

Sustainable Funding.

(They spend \$4000-\$7000 a month on the PG&E bill. They have Solar installed but it has not yet been turned on by PG&E so that will end up cutting their bill in half.)

What makes your program unique or special from other programs?

The Food Recovery aspect of the Food Bank. They are helping Yuba-Sutter with the state requirements for using the items from various grocery/retail locations and disbursing it to the community.

Other Comments:

We were there when other partner organizations were there picking up food. They had a process set in place that appeared to flow well and make the most out of the supplies on hand.

YUBA SUTTER LEGAL CENTER FOR SENIORS

Date Visited: **October 2, 2024**

Agency Reps Interviewed: **Joseph Carrico, Directing Attorney and Rita Bardwell**

YCCSC Reps: **Marlys Eatmon, Carolina Coronado and Carmen Rodriguez**

Primary Mission/Overview of Organization:

Mission is to promote senior's self-sufficiency by enabling them to assert their legal rights, maintain financial independence, obtain health care, avoid abuse, etc.

How would you like to change/improve/better your services/programs in the coming year or two?

Would like to have additional qualified lawyers to assist with pro bono representation. Also, would like access to emergency funds to assist clients in eviction cases to help with storage, deposits and moving costs, as these clients are often at the very edge and such assistance can make all the difference between a "soft landing" and being homeless.

What Technical Assistance/Training would be helpful for your agency?

- QuickBooks training
- Marketing and promotion
- Human resource management
- Grant Writing Basics workshop
- Program Evaluation and Measuring Outcomes workshop

What services do the clients you serve most often need that they are UNABLE to obtain in the community?

- Low-income housing is very difficult to obtain and almost impossible on short notice

- A substantial amount of grant funds require the beneficiary to become homeless before they qualify for any help. Even where their eviction is certain and they have not other options, they are not eligible for funds until they are actually homeless.

What are some of your recent program successes?

Success Story--After the loss of her father, a daughter found herself struggling to keep up with payments on the family home, which ultimately led to its sale to new owners. Faced with the daunting task of moving, she reached out to the Legal Center for support. They facilitated communication with the new owners, who were compassionate about her situation. Together, they reached an agreement that allowed her three months to remain in the home, giving her the time she needed to find a new place to live and to safely remove her family's belongings.

Grateful for their assistance, the client sent a heartfelt thank you to Mr. Carrico, expressing her appreciation not only for the help he provided in her situation but also for the way his support helped her stabilize her mental state and see the world in a more positive light.

What are your greatest challenges?

Currently, the most significant challenge they face is a decrease in funding. This issue was exacerbated by delays in their last audit, which was not completed on time due to unclear information. As a result of the late audit, they experienced a substantial reduction in funding, which has further complicated their operations.

What would be a long-term goal or need for your agency?

- To better serve the community, they aim to reach out to other ethnic groups in the Yuba Sutter area, including Hispanic, East Indian, and Hmong families. One of their initial efforts is to participate in the Sikh Parade, one of the largest parades in town, which provides an excellent opportunity to connect with a diverse range of families. They have secured a booth space on the parade route and are actively seeking more volunteers to help staff their booth throughout the event.
- Additionally, they are working on translating their documents into various languages to ensure that all clients can easily understand the information provided. This multifaceted approach aims to foster inclusivity and better support the diverse communities in the Yuba Sutter area.

What makes your program unique or special from other programs?

The compassion extended to everyone who walks through their doors in search of support and guidance is truly remarkable. They not only assist clients with their current legal challenges but also strive to provide valuable resources that empower them to move forward.

Other Comments:

None

SUTTER-YUBA HOMELESS CONSORTIUM

Date Visited: **September 26, 2024**

Agency Reps Interviewed: **Johnny Burke, Executive Director**

YCCSC Reps: **Dennise Burbank and Don Blaser**

(For 2024, SYHC had five sub-service providers that were also funded with CSBG funds: Adventist Health and Rideout (partial year), Casa de Esperanza, REST)

Primary Mission/Overview of Organization:

Our Consortium is dedicated to preventing homelessness by coordinating and enhancing shelter and housing support efforts. We facilitate partnerships between various stakeholders, including those in the homeless community, to develop and implement effective strategies for addressing and mitigating homelessness. Our goal is to strengthen the overall network of support and ensure comprehensive, sustainable solutions for those at risk or currently experiencing homelessness.

How would you like to change/improve/better your services/programs in the coming year or two?

SYHC is placing a larger emphasis on Prevention funding/services to attempt to slow the amount of residents becoming homeless for the first time.

What Technical Assistance/Training would be helpful for your agency?

- Marketing and promotion
- Grant Writing Basics workshop
- Program Evaluation and Measuring Outcomes workshop

What services do the clients you serve most often need that they are UNABLE to obtain in the community?

N/A

What are some of your recent program successes?

- Coordinated Entry program – 273 individuals housed
- Cedar Lane was smoother with lessons learned from New Haven

What are your greatest challenges?

- Homeless for less than one year do well, homeless for longer is more challenging
- Newly homeless is endless – Need more prevention – 963 new homeless this year

What would be a long-term goal or need for your agency?

- More funds for prevention
- More Shelters
- Would like REST to be year round
- More funds for sustainability

What makes your program unique or special from other programs?

- Have a unified entry program so that people are not sent to different locations for each service
- Every agency participates whether linked or not

Other Comments:

- CSBG not intended for long term
- Partners leaving Consortium
- 63% of funds have been used year to date
- REST will use the remainder of funds when they open

ADVENTIST HEALTH - under SYHC

Date Visited: **Not visited. Adventist abruptly dropped their Street Nursing program in April 2024 and their contract with SYHC was subsequently terminated.**

CASA DE ESPERANZA -under SYHC and Discretionary Contract

Date Visited: **September 23, 2024**

Agency Reps Interviewed: **Michelle Downing, Executive Director**

YCCSC Reps: **Angie Gates and Rich Webb**

Primary Mission/Overview of Organization:

Mission is to empower people caught in the cycles of domestic violence, sexual assault, sex trafficking and Child abuse by providing protection, education and assisting them in regaining control of their lives and moving toward healing.

Casa de Esperanza has been in Yuba, Sutter and Colusa Counties since 1977. Casa is an emergency shelter, counseling, education and advocacy program. We provide advocacy and awareness for prevention, intervention and treatment to survivors of domestic violence, sexual assault and child abuse.

How would you like to change/improve/better your services/programs in the coming year or two?

Provide training for staff and volunteers that provide direct services to victims/survivors of domestic violence and sexual assault.

What Technical Assistance/Training would be helpful for your agency?

None indicated

What services do the clients you serve most often need that they are UNABLE to obtain in the community?

- Free or low-cost legal assistance (Attorney)
- Affordable Housing

What are some of your recent program successes?

Hope Haven – Public access point for counseling and supportive services. They are seeing a lot of clients who do not currently require shelter accommodations but may be preparing to leave abusive relationships.

What are your greatest challenges?

FUNDING! Federal “VOCA” funding was reduced by 40%. The state provided a one-time backfill for the current year, but it is unknown if that funding will be available going forward. The county had entered into a two year agreement to provide some funding but had to back out of the second year due to their funding being reduced.

What would be a long-term goal or need for your agency?

- Acquire the building that currently houses Hope Haven. This is a beautiful recently remodeled building that has room for expansion.
- A long-term goal would be to convert currently unutilized space on the second floor into transitional housing, which would provide living space for clients leaving the shelter until they can find permanent housing.

What makes your program unique or special from other programs?

Hope Haven has introduced counseling services utilizing interns from a number of colleges. These services are specific to victims of domestic violence, sexual assault, sex trafficking and child abuse.

Other Comments:

Both Board members were extremely impressed with the facilities that Hope Haven occupies. There are plans to expand and strengthen the programs and services offered, including providing transitional housing for clients ready to move forward out of the shelter.

REST - under SYHC

Date Visited: **October 2, 2024**

Agency Reps Interviewed: **Rhonda Cameron, Board President and acting Executive Director**

YCCSC Reps: **Angie Gates and Dennise Burbank**

Primary Mission/Overview of Organization:

Regional Emergency Shelter Team, or REST, is an organization that partners with participating churches, congregations and other community and faith-based organizations to provide cold weather shelter and warm meals to families, single women and couples who are experiencing homeless in the Yuba-Sutter area.

How would you like to change/improve/better your services/programs in the coming year or two?

- Provide supportive services and training to clients while in the program to help them in the future. (ex. Job hunting, computer support for unhoused students and assistance in applying for replacement identification)

What Technical Assistance/Training would be helpful for your agency?

- QuickBooks training
- Marketing and promotion
- Human resource management
- Grant Writing Basics workshop
- Program Evaluation and Measuring Outcomes workshop

What services do the clients you serve most often need that they are UNABLE to obtain in the community?

Clients are aging, need

- preventative medical services
- counseling for mental health
- services to get houses

What are some of your recent program successes?

- People housed, saw new people this year
- Own their own van-- 11 Passenger
- Past guests are giving back as their lives have improved

What are your greatest challenges?

- Finding permanent location for intake
- A place for just women

What would be a long-term goal or need for your agency?

- Transitional housing for women and parents with children

What makes your program unique or special from other programs?

- Sheltering women when no one else is
- All volunteer
- Partnering with churches

Other Comments:

- 18-week program in the winter
- Cooling center in the summer
- Dogs are allowed but only 2 per night
- Discussed a social media site to request needs from community like there was for the fairgrounds during the camp fire evacuation such as shoes, socks, toiletries, etc.



November 19, 2024

TO: Yuba County Community Services Commission Directors

FROM: Brynda Stranix, Executive Director

RE: Staff Report on 2024-2025 Strategic Plan Update of Activities- October/November 2024

GOAL: INDIVIDUALS AND FAMILIES WITH LOW-INCOMES ARE STABLE AND ACHIEVE ECONOMIC SECURITY

OBJECTIVE: Fund services that reduce barriers to stability for vulnerable populations

Support agencies that provide job training programs/skills required for employment

- November 2024, Yuba County Office of Education had a ribbon cutting for their new Adult and Career Technical Education building, located at 805 10th St. in Marysville. The facility will provide residents with a wide range of educational opportunities and skills training to meet the demands of the modern workforce. Currently YCOE offers courses in medical assisting, certified nursing assistant, home health aide, welding and digital literacy, however the new facility will allow them to expand curriculum to include additional courses in construction, truck driving, hospitality, and automotive repair. English language instruction and support will be available for students enrolled in welding and medical assisting classes.
- November 2024 Yuba County One Stop will have a representative available at drop in times at the Life Building Coordinated Entry site to assist clients with job readiness.
- \$40,000 in 2024 YCCSC funding was awarded to Salvation Army Depot for their 64-bed family shelter that provide homeless and low-income families and individuals with support services like vocational and educational development in food service and janitorial service, job search and computer training.

Support improved transportation systems as a means of increasing employment and educational opportunities

No report for October/November

Support agencies that provide supportive services and counseling to reinforce self-sufficiency skills

- November 2024, Monthly Service Calendar at Life Building Center Coordinated Entry site indicates the following classes/sessions will be held: Understanding Tobacco Use, Community Connect Social and Health Barriers, Living in Balance, Behavioral Health Support Group, Anger Management.
- \$19,930 in 2024 YCCSC funding was awarded to Habitat for Humanity for their Day Rehabilitation Vocational Trainer Program to provide classes to low-income that cover a wide range of skills, including personal development, conflict resolution, community participation, interpersonal relationships, daily living, and community resource awareness.

OBJECTIVE: Increase food security

Support agencies that provide access to healthy food

- October 2024 Salvation Army announced they now have a dietician on staff that can offer medically tailored groceries and meals to the unhoused via their Hope Express food truck. The truck stops at 2 shelters in Yuba (14 Forward and Life Building Center) and 2 shelters in Sutter County (Better Way and Hands of Hope) and offers 2 meals a day (one hot, one sack), seven days a week and now they can offer medically tailored meals for those who need it.
- \$8,360 in 2024 YSSCC Discretionary funding was awarded to Yuba-Sutter Food Bank for their food recovery and distribution program to provide food to low-income individuals.
- \$40,000 in 2024 YCCSC Regular funding was awarded to Yuba-Sutter Food Bank for their food recovery and distribution program to provide food to low-income individuals.

Support increased food distribution days/times available to accommodate working families

- October 2024 Yuba-Sutter Food Bank Food Distribution Schedule indicates the following:
 - There are 9 food pantries/food giveaways in Yuba County, 3 of which distribute at times convenient for working families.
 - USDA Food Distribution 3rd Saturday of the month 10-11am at Marysville Bible Baptist Church, N. Beale Road, Linda
 - USDA Food Distribution 3rd Tuesday of the month 5-6pm at Wheatland High School, Wheatland Road, Wheatland
 - Community Food Giveaway 4th Saturday of the month 9am at Ella Elementary, Olivehurst Ave., Olivehurst

OBJECTIVE: Increase homelessness prevention programs/services

Support agencies that provide emergency funds for unexpected hardships (ie utilities, rent, car repair, etc.)

No report for October/November

Support agencies that provide emergency shelter and counseling/education services (including domestic violence services)

- \$29,727 in 2024 YCCSC funding was awarded to Sutter Yuba Homeless Consortium that was specifically earmarked for Casa de Esperanza to provide an emergency shelter that serves victims of domestic violence, sexual assault, dating violence, stalking, human trafficking.
- \$11,724 in 2024 YCCSC funding was awarded to Sutter Yuba Homeless Consortium that was specifically earmarked for Regional Emergency Shelter Team (REST) to provide a 30-35 bed emergency winter warming shelter, serving women, children and families.

Support agencies that provide affordable legal services including counseling on legal rights as tenants and homeowners

- November 2024 California Rural Legal Assistance, a non-profit that assists low-income individuals, will have drop in times at Coordinated Entry sites in Yuba and Sutter for clients to “Talk to an Advocate”. They are also available to assist with landlord and property management notices and unlawful detainers.
- \$10,000 in 2024 YCCSC funding was awarded to Yuba-Sutter Legal Services for Seniors to provide free legal services and advocacy for low-income persons aged 60 and over in Yuba County to help them obtain or maintain their income, housing and medical care.

Misc. activities to assist low income become stable and achieve economic security

- \$8,360 in June 2024 YSSCC Discretionary funding was awarded to Bridges to Housing to provide rental deposits, rent payments and other housing assistance to low-income clients.
- \$5,000 in 2024 YCCSC Regular funding was awarded to Bridges to Housing to provide rental deposits, rent payments and other housing assistance to low-income clients.

GOAL: THE CONDITION IN WHICH LOW-INCOME PEOPLE LIVE IS IMPROVED AND THEY ARE ENGAGED AND ACTIVE IN BUILDING OPPORTUNITIES IN YUBA COUNTY

OBJECTIVE: Provide opportunities that improve the quality of life of low-income residents in Yuba County

Support the creation of affordable housing, transitional housing and permanent supportive housing in the region

No report for October/November

Support agencies that improve the areas in which the low-income live including but not limited to; improving safe passages; developing parks/community centers, rehabilitation of existing housing, etc.

No report for October/November

Misc. activities that provide opportunities to improve the quality of life of low-income residents in Yuba County

- \$19,930 in YCCSC 2024 funding was awarded to Habitat for Humanity to provide a property manager for Prosperity Village, a 61-unit permanent supportive housing site, to work closely with residents, staff and the community to ensure a safe and stable housing environment.

OBJECTIVE: Improve access to healthcare (including mental, behavioral, physical, locational and alcohol/substance abuse)

Support agencies that provide outpatient behavioral health counseling and programs for the low and moderately severe mentally ill

- \$35,000 in YCCSC 2024 funding was awarded to New Day Training Center to provide low-income couples, sexual trauma survivors and families who need mild to moderate level therapeutic care with mental and behavioral health group therapy.
- The Sedona Project, established in 2024, works to mitigate the impacts of Yuba and Sutter Counties lack of mental health providers by filling a gap between crisis and wellness. They offer the following:
 - Meditation Mondays with a peaceful meditative space to breathe, quiet your mind and unwind
 - Sedona Nights with trained peer counselors to listen and provide emotional support
 - The Haven, a safe space for young men to come together and share their experiences, challenges and triumphs
 - Group support for people living with chronic illness

Support agencies that provide semi-permanent shelter that offers a comprehensive array of services to include mental health counseling and substance abuse programs and counseling.

- 40,000 in 2024 YCCSC funding was awarded to The Salvation Army Depot for their 64-bed family shelter that provides homeless and low-income families and individuals with support services.

OBJECTIVE: Increase low-income resident’s community engagement

Increase awareness of volunteer, board and committee opportunities available within regional service providers

- October/November 2024 newsletter had a flyer on volunteers needed for the Sutter-Yuba Strategic Suicide Prevention Planning Team.
- November 1, 2024 a Summit on Ending Homelessness was held from 8:30- 1:00pm at Boyd Hall, on Klamath Lane in Yuba City. Those working with the unhoused, interested residents, low-income and the unhoused were encouraged to attend.
The Summit included:
 - Upcoming Housing Development Presentations
 - Upcoming programs through Proposition 1
 - LEAP training
 - Statistic Overview and areas of focus

GOAL: PARTNERSHIPS AMONG SUPPORTERS AND PROVIDERS OF SERVICES TO LOW-INCOME PEOPLE ARE ACHIEVED AND AGENCIES THAT SERVE THE LOW-INCOME INCREASE THEIR CAPACITY TO ACHIEVE RESULTS

OBJECTIVE: Strengthen the efficiency, effectiveness and sustainability of YCCSC and its service providers

Continue to encourage and educate the non-profit community of funding opportunities and capacity building measures

- October/November 2024 newsletter (see attached) was distributed and included information/tips on reducing your costs, when kids volunteer: liability basics, how an organizational assessment can improve your operation, six grant opportunities, nonprofit agency events and more.

Increase community education about YCCSC and its service providers activities, achievements, needs, volunteer opportunities, etc.

- October/ November 2024, helped advertise for Yuba-Sutter Legal Center’s upcoming Open House on social media sites, helped advertise for Salvation Army’s Volunteer Open House on social media sites
- October/November 2024 newsletter had YCCSC’s 2025 CSBG RFP and Yuba-Sutter Food Bank’s shout out to get more food pantry and distribution sites.
- (Ongoing) Each board meeting is printed in Appeal Democrat and Territorial Dispatch under events or business calendar and the agenda packet is posted at the Yuba County Library and Yuba County Government Center.

Maintain and refresh YCCSC website, Facebook page and bi-monthly newsletter

- Facebook page was created September 2016 and is posted on regularly. Currently it has 1,019 followers.
- Bi-monthly newsletter began distribution in December 2016. It is currently distributed to 211 contacts from local non-profits.
- (Ongoing) YCCSC and its service providers activities are posted on Facebook, www.yubacares.org and/or in the bi-monthly newsletter to increase visibility.
- (Ongoing) a services resources page by category is on YCCSC’s website www.yubacares.org and is reviewed and updated continually.

Misc. Activities to strengthen the efficiency, effectiveness and sustainability of YCCSC and its service providers

- October 2024, YCCSC program managers completed a 30-hour ROMA certification.

OBJECTIVE: Promote collaboration and partnerships between community organizations to address homelessness and related issues

- October 8, 2024, Yuba-Sutter Chamber of Commerce hosted a Nonprofit Roundtable meeting at Boyd Hall in Yuba City to promote collaboration, sharing of best practices/challenges, etc. Next one to be February 4, 2025.
- (ongoing) YCCSC's Executive Director is active with the following groups in an effort to encourage community agencies to partner with Coordinated Entry, collaborate together and find solutions for our region:
 - Board member-Sutter Yuba Homeless Consortium (Continuum of Care)
 - Board member-Sutter Community Affordable Housing Board
 - Administrative staff to Sutter County Community Action Agency



RESOLUTION

WHEREAS, the State of California Department of Community Services and Development has made available Community Service Block Grant funds for 2025, and

WHEREAS, the State of California, Department of Community Services and Development has offered CSBG Contract # _____ to the Yuba County Community Services Commission, and

WHEREAS, the Yuba County Community Services Commission Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the aforementioned contract, and

WHEREAS, should the Yuba County Community Services Commission accept a contract from the California State Department of Community Services and Development, the organization certifies that all uses of funds will be in compliance with Department of Community Services and Development regulations, guidelines and contract provisions.

WHEREAS, Yuba County Community Services Commission has entered into a Memorandum of Understanding with Brynda Stranix of Yuba-Sutter Economic Development Corporation for the administration of this contract as Executive Director.

WHEREAS, the Board Chairperson or the Executive Director, Brynda Stranix, can act on behalf of the Yuba County Community Services Commission and will sign all necessary documents required to complete the contract.

NOW THEREFORE BE IT RESOLVED THAT the Board of Directors of the Yuba County Community Services Commission hereby authorizes the Board Chairperson or the Executive Director, Brynda Stranix, to enter into contract # _____ and any amendment thereto with the California Department of Community Services and Development, including amendments to the aforementioned contract # _____ which alter Section 2, Term, and Section 3, Amount. The Executive Director is further authorized to sign subsequent required fiscal and programmatic reports, and to perform any and all responsibilities in relationship to such contract.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Yuba County Community Services Commission, on the _____ day of November, 2024, by the following vote:

AYES ())

NOES ())

ABSENT ())

ABSTAIN ())

Signed _____ Dated _____
CHAIRPERSON