



COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

Minutes

Date & Time: March 11, 2026, 5:30 p.m. to 7:00 p.m.

Location: HHSA West Sacramento – River City Room
500 A Jefferson Blvd., West Sacramento, CA
95605

Organizer: Yolo County Health and Human Services Agency

Contact: Kerrie Covert (530) 661-2612

Members Attended		
Board Members Present:	Present	Absent
Roz Stone – Low-Income Representative	X	
Melissa Comstock – Low-Income Representative	X	
Victoria Lopez – Low-Income Representative	X via zoom	
Clyde Froehlich – District 4 Representative	X	
Alena Anberg – Community Organization Representative	X	
Jack Johnson – District 1	X	
Heather Williams-Contreras – Low-Income Representative		X
Marco Magagnini – Community Based Representative		X
Vacant – District 5-	-	-
Board Staff Present:		
Kerrie Covert – Yolo HHSA Manager II	X	
Pete Vargas – Yolo HHSA Analyst	X	
Diana Ponce – Yolo HHSA Analyst	X	
Members of Public/Providers Present:		
Joni Lara-Jimenez – District 3 Representative Alternate	X	
Oliver Snow – Supervisors Deputy	X	
Eileen Allen – District 2 Representative Alternate	X	
Melisa Flores –Public	X	
Monica Rivera – Supervisors Deputy	X	

The meeting was brought to order at 5:33 p.m. by Melissa Comstock.

1. **Pledge of Allegiance:** Melissa Comstock
2. **Introduction:** Melissa Comstock

- Melissa Comstock, Low-Income Representative welcomed attendees, led members in the pledge of allegiance, and led introductions of board members and staff.

3. Approval of 3/11/26 Agenda

Motion: Clyde Froehlich

Second: Roz Stone

Ayes: Unanimous

Nays: None

Abstentions: None

4. Approval of 1/14/26 Meeting Minutes

Motion: Jack Johnson

Second: Alena Anberg

Ayes: Unanimous

Nays: None

Abstentions: None

5. Approval of corrected 12/10/25 Meeting Minutes

Motion: Alena Anberg

Second: Jack Johnson

Ayes: Unanimous

Nays: None

Abstentions: None

6. Cal Capa Guest Speaker – Lawrence Hiner

Lawrence Hiner, Director of Training and Technical Assistance, NCRT started his presentation on giving some background on Cal Capa which is the community action partnership association in California. They support about 60 CSBG entities across California, about half are public entities like Yolo County. Community Action originated with President Lyndon B. Johnson's War on Poverty and the Economic Opportunity Act, which established the Community Action Program (CAP). Through CAP, public agencies and private nonprofits called Community Action Agencies were formed to promote self-sufficiency and respond to immediate social and economic needs within their communities. In 1981, CAP and several other funding streams were consolidated into the Community Services Block Grant. When this change happened, there was now a department within every state that is responsible for distributing CSBG dollars. This funding is meant to be leveraged and there's lots of things you can do that you cannot do with other grant funds. In the 90s is when there was a change in reporting and the government mandated different kinds of reporting. Today, we have the annual report, and the final report gets submitted by the State on March 31st and after that it goes to the Feds and gets combined with everyone across the country and then congress gets the report. The Community Action Board is required to have a tripartite structure, and it must

include representation from public officials, the private sector, and low-income residents. As a board, the primary thing is to learn the needs of the community and to take back what you have learned to the board, so that the agency can try and resolve those needs. The Community Needs Assessment is done every two years and it's to identify the needs of the community. Lawrence invited everyone to attend the Advocacy Day schedule for May 14 that will be right in front of the Capitol. It's an opportunity to let our elected officials that are in town know what's going on and speakers will be present to discuss housing, healthcare, etc. The Community Services Action Board (CSAB) is what connects everything back to the community, there's a lot of great influence in having elected officials and important business leaders attend. As the CSAB members, you get to see the whole plan and guide it.

7. Updates on CSBG Direct Client Services Expended Funds – Pete Vargas

Pete Vargas, Health and Human Services Agency (HHSA) analyst gave an overview of the CSBG direct client services expended funds. Total of 71 service records with 53 services going towards housing related costs and 18 for emergency assistance requests. Pete then made a comparison between December 2025 to February 2026, confirming that there has been an increase in requests in the new year. The remaining funds are \$42,119.02 of \$174,391.26 total allocation for direct client services. The goal is to spend these funds by March 31st and he sees no problem in doing that.

8. Update on CSAB Bylaws for Alternate – Pete Vargas

Pete announced that the CSAB Bylaws were approved by County Legal Counsel, and the next step is to have them go to the Board of Supervisors on March 24th for their final approval. Pete went on to give a scenario of when this would be used. He mentioned that this can be used only if one of the districts isn't present and they aren't meeting quorum, then if one of the alternates was present, they can step in to meet quorum.

9. Public Comment

Alena Anberg announced that on March 17 and March 18, Woodland Community College will be hosting a career fair to explore job, internship, and career opportunities aligned with guided pathways. At Yuba College on April 16, they'll be hosting a multi-county job/career expo. She went on to say that she appreciates the flexibility in serving folks that need help. Afterwards, there was some discussion about federal work study and the process of a student acquiring that because Pete recently got direct client requests from students.

10. Adjournment: Meeting was adjourned at 7:00 p.m. by Melissa Comstock.

Next Meeting: May 13, 2026, at HHSA Woodland – Walker Room located at 137 N. Cottonwood St., Woodland, CA 95695 from 5:30 p.m. – 7:00 p.m.