



# County of Santa Cruz HUMAN SERVICES COMMISSION

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## AGENDA

**Wednesday, January 19, 2022**

**8:30 a.m. – 10:30 a.m.**

**\*This is a Virtual Public Meeting\***

**Pursuant to AB 361 and Cal. Gov. Code section 54953, due to the ongoing COVID 19 state of emergency and upon recommendation of the County Health Officer, public meetings of the Human Services Commission will be conducted in in hybrid/remote format. Members of the public can attend virtually by teleconference (or in-person, if hybrid).**

**There will be no physical location available for this meeting, however access to the meeting and an opportunity to comment live and in real time will be provided. Please follow the meeting instructions listed below. The instructions will also be posted on the Human Services Department webpage at <https://www.santacruzhumanservices.org/Home/HumanServicesCommission>**

### **Virtual Meeting Instructions:**

**Join on your computer or mobile app**

[Click here to join the meeting](#)

**Or call in (audio only)**

[+1 916-318-9542](tel:+19163189542) United States, Sacramento

Phone Conference ID: [975 930 524#](#)

**To provide written public comments associated with any agenda item, please submit by email to [micki.cocabuss@santacruzcounty.us](mailto:micki.cocabuss@santacruzcounty.us)**

**For Questions regarding the virtual meeting process, please contact Micki Coca Buss, Administrative Support at 831-454-7505 or [micki.cocabuss@santacruzcount.us](mailto:micki.cocabuss@santacruzcount.us)**

**The meeting starts at 8:30 a.m. with the first item and proceeds through the items in consecutive order unless otherwise noted.**

- |                           |                |
|---------------------------|----------------|
| <b>I. Roll Call</b>       | <b>(2 min)</b> |
| <b>II. Agenda Review</b>  | <b>(2 min)</b> |
| <b>III. Announcements</b> | <b>(5 min)</b> |
| <b>IV. Public Comment</b> | <b>(5 min)</b> |
- Members of the public may address the Commission on items not on the agenda for a maximum of five minutes each.

**As a courtesy to those persons affected, please attend the meeting smoke and scent free. The County of Santa Cruz does not discriminate on the basis of disability, and no person shall, by reason of a disability, be denied the benefits of its services, programs, or activities. If you wish to attend this meeting and you will require special assistance in order to participate, please contact Micki Coca Buss at (831) 454-7505 (TDD number 454-2123) at least 72 hours in advance of the meeting to make arrangements. Persons with disabilities may request a copy of the agenda in an alternative format.**

- V. Correspondence/Information Only (3 min)**
- VI. Approval of Minutes (Action) (2 min)**
- November 17, 2021
- VII. Approval of Findings Pursuant to Assembly Bill 361 Authorizing Teleconference Meetings (Action) (5 min)**
- VIII. Review and Approval of 2020-2021 Human Services Commission Biennial Report (Action) (20 min)**
- IX. Election of Officers (Action) (10 min)**
- X. Director's Report (30 min)**
- Santa Cruz County Board of Supervisors Agenda Items: Regular and Consent
- XI. 2021 Human Services Commission Work Plan (Action) (35 min)**
- Discussion of priorities and staff recommendations
  - Engagement strategies including with other County Commissions and within Supervisory districts
- Related materials:
- Human Services Commission Draft Work Plan Year 2020 (pages 7-10)
  - Commissions, Committees, and Advisory Bodies (pages 11-12)
- XII. Next Meeting and Agenda Items (2 min)**
- March 16, 2022 – Location to be determined.
- XIII. Adjournment**

A complete agenda packet will be available for review at the Human Services Department webpage <https://www.santacruzhumanservices.org/Home/HumanServicesCommission>

## MATERIALS AND CORRESPONDENCE IN PACKET

### From the Board of Supervisors Agenda

Full agenda items on indicated dates available at <https://santacruzcountyca.igq2.com/Citizens/Calendar.aspx>

BOS Date	Item	Page # in packet
11/16/2021 Item # 33	<a href="#"><u>DOC-2021-964 : Adopt resolution to accept and appropriate unanticipated revenue in the amount of \$297,652 from the California Department of Social Services; approve an agreement with Housing Matters in the amount of \$181,023, approve two agreements with Downtown Streets Team in the amounts of \$303,801 and \$51,568, and an agreement with Community Action Board of Santa Cruz County, Inc. in the amount of \$274,350, for CalFresh Employment &amp; Training (CFET) Employment Readiness, Work Experience and Cleanup Project services, and take related actions as recommended by the Director of Human Services</u></a>	5
12/07/2021 Item # 74	<a href="#"><u>DOC-2021-1035 : Accept and file report on Human Services Continuing Agreements List renewals with changes and agreements that did not meet the renewal deadline, and ratify agreements, as recommended by the Director of Human Services</u></a>	11
12/07/2021 Item # 75	<a href="#"><u>DOC-2021-1036 : Accept and file annual report on the Child Care Developer Fees collected during Fiscal Year 2020-21 and direct the department to return to the Board with the Fiscal Year 2021-22 annual report in December 2022, as recommended by the Director of Human Services</u></a>	14
12/07/2021 Item # 76	<a href="#"><u>DOC-2021-1038 : Approve scope of work amendments to agreements with Abode Services and Housing Matters to allow for flexibility in providing landlord incentives that facilitate program participants' attainment of permanent housing, including retroactive application of the amended terms to July 1, 2021, and take related actions, as recommended by the Director of Human Services</u></a>	17
12/07/2021 Item # 77	<a href="#"><u>DOC-2021-1039 : Approve agreement with Housing Authority of the County of Santa Cruz in the amount of \$53,540 to administer a landlord risk mitigation fund, and take related actions, as recommended by the Director of Human Services</u></a>	20
12/07/2021 Item # 78	<a href="#"><u>DOC-2021-1040 : Ratify the extension of 57.0 full-time equivalent limited-term positions to continue to support emergency shelter response related to COVID-19 until June 30, 2022, approve the alternate staffing of 19.0 Clerk II and 12.0 Clerk III positions, and approve the conversion of 1.0 full-time equivalent limited-term Sr. Human Services Analyst position to a permanent position, as recommended by the Director of Human Services.</u></a>	22
12/07/2021 Item # 79	<a href="#"><u>DOC-2021-1041 : Ratify the Human Services Department application for the United States Treasury Department Emergency Rental Assistance Round 2 and adopt resolution authorizing the Human Services Director or designee, to enter into an agreement with the State to administer the County's Emergency Rental Assistance Round 2 funds, and take related actions, as recommended by the Director of Human Services</u></a>	25
12/07/2021 Item # 80	<a href="#"><u>DOC-2021-1042 : Ratify the submission of a grant application to the California Department of Social Services to accept Housing and Disability Advocacy Program award in the amount of \$1,502,142; adopt a resolution accepting and appropriating unanticipated revenue in the amount of \$123,915; approve amendment to an agreement with Community Action Board of Santa Cruz County, Inc., increasing the agreement by \$217,092 to a new total amount of \$400,000 for Housing and Disability Advocacy Program housing payment assistance; and take related actions, as recommended by the Director of Human Services</u></a>	28

BOS Date	Item	Page # in packet
1/11/2022 Item # 47	<a href="#">DOC-2022-34 : Accept and file report on COVID-19 related amendments and new agreements approved by County Purchasing Agent under authority of the Board of Supervisors, and approve one amended agreement with Good Guard, in the amount of \$1,200,000, for security services at shelters providing COVID-19 assistance, as recommended by the Director of the Human Services</a>	31

## COMMISSION COMMITTEE AGENDAS AND MINUTES

- Child Care Planning Council <http://www.childcareplanning.org/>
- IHSS Advisory Commission  
<http://www.santacruzhumanservices.org/AdultLongTermCare/InHomeSupportiveServices/AdvisoryCommission.aspx>
- Santa Cruz County Women’s Commission <http://www.sccwc.org/Home/Meetings.aspx>
- Santa Cruz County Seniors Commission <http://www.sccseniors.org/Home/Meetings.aspx>
- Santa Cruz County Commission on Disabilities <http://scccod.net/>
- Santa Cruz County Latino Affairs Commission <http://scclatinoaffairs.org>

## OTHER MATERIALS

- Meeting Minutes – November 2021 (page 33 of packet)
- AB361 (page 35 of packet)
- Biennial Report (page 37 of packet)
- Draft 2022 Workplan (page 45 of packet)
- 2022 Human Services Commission meeting schedule (page 49 of packet)



## County of Santa Cruz Board of Supervisors

### Agenda Item Submittal

**From:** Human Services Department: Employment and Benefit Services Division

(831) 454-4130

**Subject:** Approve CFET Job Readiness & Work Experience Agreements

**Meeting Date:** November 16, 2021

### Recommended Action(s):

- 1) Adopt a resolution accepting and appropriating unanticipated revenue in the amount of \$297,652 from the California Department of Social Services into the fiscal year 2021-22 Human Services Department budget;
- 2) Approve agreement 22W2262 with Housing Matters, in the amount of \$181,023, to provide CalFresh Employment & Training, Employment Readiness services;
- 3) Approve agreement 22W4054 with Downtown Streets Team, in the amount of \$303,801 to provide CalFresh Employment & Training, Work Experience and North County Cleanup Project services;
- 4) Approve agreement 22W4063 with Downtown Streets Team, in the amount of \$51,568, to provide CalFresh Employment & Training, Work Experience and Santa Cruz Neighborhood Cleanup Project services;
- 5) Approve agreement 22W4108 with Community Action Board of Santa Cruz County, Inc, in the amount of \$274,350, for a term of October 1, 2021 through September 30, 2022, to provide CalFresh Employment & Training, Watsonville Works / Work Experience services; and
- 6) Authorize the Director of Human Services to execute the agreements.

### Executive Summary

The Human Services Department (HSD) administers Supplemental Nutrition Assistance Program (SNAP) benefits, known as CalFresh in California. HSD also administers service contracts with nonprofit partners who provide effective employment readiness services for community members who are homeless. To this end, HSD recommends the Santa Cruz County Board of Supervisors (Board) accept \$297,652 in unanticipated CalFresh Employment & Training (CFET) revenue from the California Department of Social Services (CDSS) to expand CFET contracted activities. Additionally, HSD seeks the Board's approval for agreements with three nonprofit contractors, Housing Matters (HM), the Downtown Streets Team (DST) and Community Action Board of Santa Cruz County, Inc. (CAB) to provide an array of CFET services for eligible CalFresh recipients experiencing or at-risk of homelessness, all for a federal fiscal year (FFY) term of October 1, 2021 through September 30, 2022.

## **Background**

CFET is a federal program that funds employment and training services for eligible adults who receive CalFresh benefits. To be eligible for funding, counties must receive annual approval of their “CFET Plan” and ensure funds are used for job search, training and work experience services that support eligible individuals in obtaining more economic stability. Funds may also be used for direct participant costs such as work or training related transportation and supplies, as well as time limited housing support while in the program. CFET funds are issued on a FFY cycle and require a local, non-federal, 50% dollar-for-dollar funding match for all program services.

### Housing Matters

HSD has contracted with HM since 2001 to provide CFET funded employment readiness services to assist participants with removing barriers to obtaining work, gaining basic job readiness skills, accessing shelter and housing supports, and providing time limited housing assistance. Services center on developing employment readiness case plans and supported job searches designed to help participants find greater success in searching for, attaining and keeping employment.

### Downtown Streets Team

HSD has contracted with DST since May of 2018 to provide CFET Work Experience Program (WEP) job training and work experience to eligible individuals who are homeless and receive CalFresh. HSD then began expanding CFET services through partnerships with the Department of Public Works (DPW) and the Health Services Agency (HSA) for the “North County Cleanup Project” in June of 2018. The North County Cleanup Project utilizes CFET job training activities in trash-impacted public spaces along the north coast in Davenport and public areas in Felton. Services included litter abatement as a part of DPW’s Solid Waste & Recycling Education program, as well as syringe removal as one part of HSA’s Syringe Services Program.

In March of 2020, the Board approved a separate agreement with DST to expand their program and service area with the Santa Cruz Neighborhood Cleanup Project. This agreement, through a partnership with HSA, provides similar cleanup activities conducted in north county but in the Emeline neighborhoods of Santa Cruz, including both litter abatement and syringe removal. Contributions by HSA for both cleanup projects make up the required 50% CFET funding match. DPW contributions make up needed program funds not covered by the CFET allocation and required 50% match for the North County Cleanup project. Support from both funding partners helps maximize the participant & community benefit of DST services.

### Community Action Board of Santa Cruz County, Inc.

In 2019, to support those in the greater Watsonville area experiencing homelessness with job readiness and work experience services coupled with housing assistance, CAB began operating a new program, Watsonville Works. Watsonville Works has focused on engaging with unsheltered individuals in the downtown Watsonville, Pajaro River and Slough areas to remove barriers to employment and housing, learn work skills and ultimately exit homelessness to permanent housing. Many of those served by Watsonville Works are either already recipients of CalFresh benefits or are likely eligible for CalFresh and CFET program services.

Watsonville Works was initially funded through California Homeless Emergency Aid Program (HEAP) and California Emergency Solutions Housing (CESH) block grants that ended June 30, 2021. CAB has since engaged the City of Watsonville Public Works Department, HSD, HSA and DPW to collaborate on continuing work experience programming and housing support for those experiencing or at risk of homelessness in South Santa Cruz County. The Watsonville Works program includes litter and syringe abatement services as a job training modality. Expanding these collaborative County funded services with CAB in the greater Watsonville area aligns with the County's desire to expand CFET services into South Santa Cruz County.

## **Analysis**

### Housing Matters

During FFY 2020-21, HM engaged 36 CFET participants to develop a job readiness case plan for improving their ability to find and keep employment. Of those who completed a case plan, 75% became employed after services ended, and 25% returned to college after services ended. Additionally, 2 program participants received two months of housing assistance while participating in the program. It is worth noting that operations during FFY 2020-21 were significantly impacted by the COVID-19 pandemic and the aftermath of the CZU Lightning Complex fires which had a correlated impact on performance outcomes related to case plan activities during the service disruption period.

HM will continue providing similar employment readiness services in FFY 2021-22 to eligible CalFresh recipients experiencing or at-risk of homelessness. The agreement will continue to be measured by the percent of participants who enter into and complete case plan activities, remove barriers to employment, who become employed after services end and who receive housing assistance.

### Downtown Streets Team

In FFY 2020-21, DST served 50 CFET enrolled individuals with job training and work experience services. Of those served, 28% are continuing to receive program services in the new federal fiscal year, and of those who ended services, 22% did so with a completed employment case plan. Of those who completed their employment case plan, 100% became employed after services ended, with 50% retaining employment after 6 months. North County Cleanup Project participants removed a total of 11,428 gallons of trash, and 94 hypodermic needles from designated north county areas since October of 2020. Additionally, Santa Cruz Neighborhood Cleanup Project participants removed a total of 7,628 gallons of trash and 397 hypodermic needles from the Emeline neighborhood area since October of 2020.

Similar to services provided by HM, DST's operations during FFY 2020-21 were significantly impacted by the COVID-19 pandemic and the aftermath of the CZU Lightning Complex fires which had a correlated impact on performance outcomes related activities during the service disruption period. The two agreements with DST will continue focusing on job training and work experience services for eligible CalFresh recipients experiencing or at-risk of homelessness. Additionally, the performance of all cleanup project services will continue to be measured by the amount of waste and syringe litter removed from trash impacted areas, as well as the percent of participants

who become enrolled in CalFresh and eligible for CFET during program participation.

Community Action Board of Santa Cruz County, Inc.

While this is the first year that the County will be using CFET and collaborative departmental funds to contract with CAB for Watsonville Works work experience services, HEAP and CESH funded services during the period of June 2020 through July 2021 saw the program engage with 53 participants for work experience and referrals to other support services. Of those engaged, 26% received housing assistance, and of those housed, 86% became employed after services ended. Additionally, Watsonville Works participants removed a total of 1,950 bags of trash and 2,158 hypodermic needles were safely removed from designated Watsonville and immediate unincorporated areas since June of 2020.

CAB's Watsonville Works work experience program will focus on providing job training and work experience services for eligible CalFresh recipients in the greater Watsonville area experiencing or at-risk of homelessness. The agreement will be measured by the number of participants who become employed after services end, as well as the number of participants housed. Program performance will also be measured by the amount of waste and syringe litter removed from trash impacted areas, as well as the percent of participants who become enrolled in CalFresh and eligible for CFET during program participation.

Unanticipated Revenue

The entirety of HSD's federal fiscal year allocation of CFET revenue was not known at the time HSD submitted its FY 2021-22 budget for Board approval, as CFET funds are allocated annually on a federal fiscal year timeline. As a result, HSD recommends the Board adopt a resolution accepting unanticipated CFET revenue in the amount of \$297,652 into the HSD FY 2021-22 budget as detailed in the attached resolution, to be used to meet the full costs of the above-noted renewing and new FY 2021-22 CFET agreements.

**Financial Impact**

This agreement will not require a new allocation of County General Funds.

A combination of California Department of Social Services (CDSS) CalFresh Employment & Training (CFET) funds as contributed by the Human Services Department (HSD); Solid Waste & Recycling Education Program funds as contributed by the Department of Public Works (DPW); and previously budgeted County General Funds coupled with California Harm Reduction Initiative funds contributed by the Health Services Agency's (HSA) Syringe Services Program, will fund the services outlined in the attached contracts and the attached resolution accepting unanticipated CFET revenue. All three contracts include a federally required 50/50 match. Match dollars are provided in part by the contractors, which are verified to be non-federal by HSD staff, and in part by HSA as outlined in the attached DST and CAB contracts. Additional funding above the required 50/50 match is also obtained through a CFET 100% allocation, as well as a DPW contribution.

Housing Matters, No. 22W2262:

- HSD GL Key: 392100-62381



Downtown Streets Team, No. 22W4054:

- DPW GL Key: 625110-62330-P51008
- HSA GL Key: 362210-95205
- HSD GL Key: 392100-62381

Downtown Streets Team, No. 22W4063:

- HSA GL Key: 362210-95205
- HSD GL Key: 392100-62381

Community Action Board of Santa Cruz County, Inc, No. 22W4108:

- DPW GL Key: 625110-62330-P51008
- HSA GL Key: 362210-95205
- HSD GL Key: 392100-62381

### **Strategic Plan Element(s)**

4.A, B, C (Sustainable Environment: Outdoor Experience, Natural Resources, and Local Conservation) - The Cleanup Project work as funded by HSD, DPW and HSA aligns with the County's goals for supporting a sustainable environment by providing services that protect our County's natural resources through proper recycling and refuse handling.

5.D (Dynamic Economy: Educational Opportunity) - The Employment Readiness, Work Experience Program and Cleanup Project services funded by HSD's CFET Allocation provide work readiness, on-the-job training, work experience and job retention services to CalFresh recipients experiencing or at-risk of homelessness, who have little or no work experience.

### **Submitted by:**

Randy Morris, Human Services Director

### **Recommended by:**

Carlos J. Palacios, County Administrative Officer

### **Attachments:**

- a Agreement - 22W2262 Housing Matters CFET (eSign)
- b Agreement - 22W4054 Downtown Streets CFET (eSign)
- c Agreement - 22W4063 Downtown Streets CFET SC (eSign)
- d Agreement - 22W4108 Community Action Board CFET WW-WEP (eSign)
- e Resolution - AUD 60 CFET (eSign)
- f ADM-29 22W2262 Housing Matters CFET
- g ADM-29 22W4054 Downtown Street Team
- h ADM-29 22W4063 Downtown Streets Team
- i ADM-29 22W4108 CAB Watsonville Works

**cc:**

Community Action Board  
Public Works Department  
Housing Matters  
Eileen Richardson  
Health Services Agency  
Syringe Services Program Advisory Commission



**County of Santa Cruz Board of Supervisors  
Agenda Item Submittal**

**From:** Human Services Department: Administration Services Division  
(831) 454-4130

**Subject:** Ratify CAL increases and late renewals

**Meeting Date:** December 7, 2021

**Recommended Action(s):**

- 1) Accept and file report on renewing agreements with Continuing Agreements List (CAL) designation changes and agreements that did not meet the renewal deadline as listed in the Agreements List;
- 2) Ratify agreement with Community Action Board Contract No. 22W1776, in the amount of \$1,471,957;
- 3) Ratify agreement with Cabrillo Community College District Contract No. 22W1495, in the amount of \$120,000;
- 4) Ratify agreement with BIT California LLC Contract No. 22W3323, in the amount of \$300,000;
- 5) Ratify agreement with Watsonville Law Center Contract No. 22W3600, in the amount of \$69,090;
- 6) Ratify agreement amendment with Families in Transition of Santa Cruz County Inc Contract No. 22W4016, increasing the Fiscal Year (FY) 2021-22 amount by \$5,500 for a new FY 2021-22 total of \$55,000, and a new multi-year total of \$269,500 for FY2017-22;
- 7) Ratify agreement amendment with Santa Cruz Community Health Centers Contract No. 22W4031, increasing the FY 2021-22 amount by \$13,600 for a new FY 2021-22 total of \$136,000, and a new multi-year total of \$666,400 for FY2017-22
- 8) Ratify agreement amendment with The Diversity Center Contract No. 22W4038, increasing the FY 2021-22 amount by \$1,500 for a new FY 2021-22 total of \$15,000, and a new multi-year total of \$73,500 for FY2017-22;
- 9) Take related actions, as recommended by the Director of Human Services.

**Executive Summary**

The Human Services Department (HSD) requests the Board ratify 7 agreements with various vendors. These agreements were on the Continuing Agreements List (CAL), but were either fully executed past the deadline set by policy or the final negotiated amount

exceeded the CAL approval authority.

### **Background**

On June 29, 2021, the Board approved the CAL for FY 2021-22 which HSD submitted based on the best-known information regarding contract renewals at the time. As per the CAL policy, because the County was under an emergency declaration at the time the CAL was published the deadline for renewal of agreements listed on the CAL was moved from October 1, 2021, to November 1, 2021. Of the 108 contracts listed on the CAL, HSD had 96 contracts approved for renewal by the November 1 deadline to fully execute the agreements.

### **Analysis**

Contract negotiations for the renewal of agreements continued on agreements through October and have caused seven agreements to either exceed their CAL designated amount or exceed the County deadline for renewals. In order to ensure continuity of services and avoid further interruptions in timely invoice payments, these agreements have been fully executed and HSD is requesting the Board ratify the agreements. These agreements have been outlined in Attachment A.

Three of the agreements HSD is requesting ratification of are part of CORE Investments and are amendments to larger multi-year agreements: Families in Transition, Santa Cruz Community Health Centers, and The Diversity Center. The agreements with BIT California LLC, Cabrillo Community College District, and Watsonville Law Center are long-standing HSD agreements that support our direct client services. The agreement with Community Action Board is for emergency client payments and is being utilized by four HSD divisions for direct client services, and this agreement has significantly expanded in the past year.

There are six remaining agreements that are still under negotiation, which HSD will bring before the Board for approval when completed.

### **Financial Impact**

Ratification of the agreements noted in Attachment A does not result in an additional General Fund contribution and funding for these agreements is already established in the HSD FY 2021-22 budget.

### **Strategic Plan Element(s)**

1.B (Comprehensive Health & Safety: Community Support) - Ratifying these agreements will allow continuity of existing services and supports for the community.

### **Submitted by:**

Randy Morris, Human Services Director

### **Recommended by:**

Carlos J. Palacios, County Administrative Officer

### **Attachments:**

- a** Agreement List - Attachment A
- b** ADM-29 22W1776 CAB
- c** ADM-29 22W1495 Cabrillo
- d** ADM-29 22W3323 BIT CA
- e** ADM-29 22W3600 Wats Law
- f** ADM-29 22W4016 FIT
- g** ADM-29 22W4031 SC Community Health
- h** ADM-29 22W4038 Diversity Ctr.



**County of Santa Cruz Board of Supervisors  
Agenda Item Submittal**

**From:** Human Services Department: Administration Services Division  
(831) 454-4130

**Subject:** Accept and File the Annual Child Care Developer Fee Report

**Meeting Date:** December 7, 2021

**Recommended Action(s):**

- 1) Accept and file the Fiscal Year (FY) 2020-21 annual Child Care Developer Fee report; and
- 2) Direct Human Services Department staff return to the Board with the annual Child Care Developer Fee report for FY 2021-22 in December 2022.

**Executive Summary**

The Human Services Department (HSD) is requesting the Board's approval of the annual Child Care Developer Fee report (CCDF) for FY 2020-21 (County Code Section 15.04). The State of California Mitigation Fee Act/AB 1600 (at Gov.C. §§ 66001(c), 66006(b)(1) stipulates that each local agency that requires payment of a fee make information publicly available each year within 180 days after the last day of the fiscal year. This report describes the type of fee collected, the amount and how the fee was expended during the reporting period.

**Background**

In 1991, the Board adopted the Child Care Fees and Exactions Ordinance for the expansion, construction, or renovation of child care facilities in Santa Cruz County. Subsequently the Board adopted guidelines developed by HSD staff in coordination with the Human Services Commission, specifying that revenues derived from Child Care Developer Fees be used for projects that directly increase or enhance the supply of licensed child care in Santa Cruz County.

In 2018, as part of the Thrive by Three Initiative, the County conducted a nexus analysis of the child care facility development impact fee. This report documented and quantified the linkages between the new non-residential and residential development in Santa Cruz County, the demand for child care spaces and the cost of mitigating the demand by developing new child care spaces. The nexus report also outlined information that should be included in the public CCDF annual report:

- A description of the type of the fee and the amount of the fee;
- The beginning and ending balance of the fund;
- The amount of fees collected and interest earned;
- Identification of the improvements constructed;
- The fees expended to construct the improvement;
- The percentage of total costs funded by the fee;
- The approximate date by which any construction of public improvement will

commence if the County determines that there are sufficient funds to complete an incomplete public improvement; and

- A description of each interfund transfer or loan made from the account.

### Analysis

The CCDF annual report below covers the reporting period of FY 2020-21. The information provided in this report reflects the requirements as outlined in the State of California Mitigation Fee Act/AB 1600.

1.	Description of type of fee and amount of the fee	1. Residential Use: • Single family dwelling: \$.73/sq. ft. • Multi-family dwelling \$.23/sq. ft. 2. Non-Residential Use: • Office \$1.87/sq. ft. • Hotel \$.57/sq. ft. • Retail/Restaurant \$1.60/sq. ft. • Manufacturing/Lt. Industrial \$.75/sq. ft.
2.	Beginning and ending balance of fund (July 2020-June 2021)	July 1, 2020: \$112,699 June 30, 2021: \$117,045
3.	Amount collected and interest earned	Fees collected: \$20,228 Interest earned: \$767
4.	Identification of improvements constructed	N/A
5.	Fees expended to construct improvement	\$16,649
6.	Percentage of total costs funded by the fee	N/A
7.	Approximate date construction of public improvement begins if sufficient funds to complete an incomplete public improvement	N/A
8.	Description of interfund transfer or loan made from the account	N/A

It is anticipated that the next round of Childcare Developer Fee funding to support eligible licensed childcare facilities will be opened when the fund reaches approximately \$180,000, which could occur as late as fiscal year 23-24, depending on the number of new developments in the County.

### Financial Impact

Revenue collected from the CCDF is available through the CCDLP Trust Fund, does not result in an additional General Fund contribution.

### Strategic Plan Element(s)

1.B (Comprehensive Health & Safety: Community Support) - Child Care Developer Fee revenue will enhance and improve the availability of healthy and safe child care opportunities for county families.

**Submitted by:**

Randy Morris, Human Services Director

**Recommended by:**

Carlos J. Palacios, County Administrative Officer





**County of Santa Cruz Board of Supervisors  
Agenda Item Submittal**

**From:** Human Services Department: Administration Services Division  
(831) 454-4130

**Subject:** Amend Agreements with Abode Services and Housing Matters

**Meeting Date:** December 7, 2021

**Recommended Action(s):**

- 1) Approve a scope of work amendment to contract W4090 with Abode Services, at an unchanged total amount of \$1,200,000, to provide flexibility in the provision of landlord incentives allowed in the agreement, including retroactive application of the amended terms to July 1, 2021, and authorize the Director of Human Services to execute the agreement.
  
- 2) Approve a scope of work amendment to contract W4088 with Housing Matters, at an unchanged total amount of \$2,969,763, to provide flexibility in the provision of landlord incentives allowed in the agreement, including retroactive application of the amended terms to July 1, 2021, and authorize the Director of Human Services to execute the agreement.

**Executive Summary**

To meet urgent needs for housing assistance prior to the closure of COVID-19 expanded shelter facilities, the Human Services Department (HSD) entered into agreements with Abode Services (Abode) and Housing Matters for emergency rehousing services. HSD recommends the Board approve amendments to the landlord incentives allowed in these agreements to expedite participants' ability to secure permanent housing, retroactive application of the amended terms to July 1, 2021.

**Background**

On March 23, 2021, the Board approved agreements with Abode and Housing Matters to provide emergency rapid rehousing services and related activities for households staying in expanded COVID-19 shelters to move into sustainable permanent homes. Since these agreements were approved, the Housing Authority of the County of Santa Cruz, in coordination with HSD, received approximately 300 new Emergency Housing Vouchers from the federal government. These vouchers are being made available to households staying in expanded COVID-19 shelters. As a result, most of the households will receive an Emergency Housing Voucher, reducing the amount of program funds needed to pay for participant housing costs.

However, the program funds made available by the housing vouchers were needed to address an increasing need for landlord incentives. These agreements, as originally approved, included specific criteria by which available funding could be used to incentivize landlords to rent to program participants. The parameters of these incentives

as originally designed were meant to align with incentives offered by existing housing programs throughout Santa Cruz County. However, other housing programs have begun offering larger incentives to participating landlords, reducing the desire of landlords to work with these specific contracted programs in response to this urgent, critical barrier, HSD approved these contracted programs to offer incentives to landlords in alignment with other key programs in the County to facilitate participants' attainment of permanent housing.

### **Analysis**

Since the original Board's approval of these agreements, Abode, Housing Matters, and HSD's Housing for Health Navigation team have enrolled a combined 246 households, or 293 individuals, into their programs, including almost 50 households who have moved into permanent housing. The rate in which participants have attained permanent housing is slower than anticipated or desired, with one of the critical barriers being the lower landlord incentives offered through these contracted programs in comparison to other local housing programs.

HSD recommends the Board approve amendments to these agreements to allow flexibility in the provision of landlord incentives allowed under these agreements. The added flexibility in the types and amounts of allowable landlord incentives will support these contracted programs' ability to expedite participants' access to permanent housing. Additionally, HSD recommends the Board retroactively approve the amended terms to July 1, 2021 to cover costs incurred by the contracted programs based on HSD's approval of increased landlord incentives due to the barrier for these contracted programs created by lower than standard landlord incentives. County Counsel reviewed the amended agreements and is ready to approve the amendments once the Board of Supervisors authorizes HSD to execute the amendments retroactively.

### **Financial Impact**

This agreement will not require a new allocation of County general funds. Funding for these agreements come from the State Homeless Housing, Assistance and Prevention Program (HHAP) and the federal Emergency Solutions Grant-Corona Virus Relief Act (ESG-CV). HHAP will fund the services outlined in the attached Abode Services Real Estate Program amendment. ESG-CV will fund the services outlined in the attached Housing Matters Rapid Rehousing program amendment. The unanticipated issuance of federal Emergency Housing Vouchers for program participants creates housing cost savings that can support increased landlord incentive amounts within these agreements.

Abode Services: No.W4090

- Index/GL Key: 391200-62381

Housing Matters: No.W4088

- Suffix-01: Index/GL Key: 391200-62381
- Suffix-02: Index/GL Key: 391200-62381

### **Strategic Plan Element(s)**

2.D (Attainable Housing: Homelessness) - HSD contracts with Abode Services and Housing Matters to assist participants experiencing homelessness in attaining and

maintaining permanent housing. Amending the agreements with Abode Services and Housing Matters increases HSD's ability to reduce homelessness and increase housing stability.

**Submitted by:**

Randy Morris, Human Services Director

**Recommended by:**

Carlos J. Palacios, County Administrative Officer

**Attachments:**

- a Agreement - W4088 Housing Matters RRH Amendment 1 (eSign)
- b Agreement - W4090 Abode REP Amendment 1 (eSign)
- c ADM029 22W4088 Housing Matters
- d ADM-29 22W4090 Abode



**County of Santa Cruz Board of Supervisors  
Agenda Item Submittal**

**From:** Human Services Department: Administration Services Division  
(831) 454-4130

**Subject:** Approve Agreement with Housing Authority of the County of Santa Cruz

**Meeting Date:** December 7, 2021

**Recommended Action(s):**

Approve agreement with Housing Authority of the County of Santa Cruz in the amount of \$53,540 to administer a landlord risk mitigation fund and authorize the Director of Human Services to execute the agreement.

**Executive Summary**

HSD is entering into an agreement with the Housing Authority of the County of Santa Cruz (Housing Authority) to administer a landlord risk mitigation fund. The risk mitigation fund provides an incentive for unincorporated Santa Cruz County landlord participation in Housing Authority rental assistance programs by offering to cover a portion of damages or other expenses incurred by participating landlords that exceed the security deposit for a unit. Due to transitioning oversight of this agreement from the County of Santa Cruz Planning Department (Planning) to the Human Services Department (HSD), completion of this fiscal year's agreement was delayed even though the intended agreement start was July 1, 2021.

**Background**

The Housing Authority maintains a landlord risk mitigation fund to encourage landlord participation in its rental assistance programs. The fund includes contributions from local jurisdictions coupled with matching funds from the Housing Authority. The risk mitigation fund can cover damage caused by tenants, unpaid rental balances after a tenant vacates a unit, and some vacancy loss due to lease terminations or expirations that are not covered by the security deposit. The maximum amount payable is \$5,000 per unit/tenant. Of the \$5,000, \$2,500 comes from local jurisdictional contributions and the other \$2,500 from the Housing Authority.

Historically, the County of Santa Cruz has made contributions to the risk mitigation fund for participating landlords in the unincorporated areas of the County through an agreement between Planning and the Housing Authority. With the creation of a new Housing for Health Division in HSD, Planning and HSD agreed to transition the management and oversight of this agreement to HSD.

**Analysis**

Due to the transition of management and oversight of this agreement from Planning to HSD, negotiations with the Housing Authority and completion of the agreement were delayed. Therefore, HSD is seeking authorization to execute this agreement

retroactively beginning July 1, 2021. County Counsel reviewed the agreement and is ready to approve the agreement once the Board of Supervisors authorizes HSD to execute the agreement retroactively.

County contributions help provide risk mitigation resources for over 800 participating leased units in the unincorporated areas of the County each year. Approval of the agreement allows the County to continue its contribution to the Housing Authority landlord risk mitigation fund, supporting the County's efforts to find and maintain stable, long-term housing for people experiencing or at risk of homelessness.

### **Financial Impact**

This agreement will not require a new allocation of County general funds.

The Permanent Local Housing Allocation (PLHA), currently in the Planning Department budget, will fund the services outlined in the attached risk mitigation agreement with the Housing Authority of the County of Santa Cruz. PLHA funds are currently within the Planning budget. PLHA funds will be transferred as needed to pay for the agreement.

Housing Authority of the County of Santa Cruz

- Index/GL Key: 391200/62381

### **Strategic Plan Element(s)**

2.A. Affordable Housing: Lower Barriers to Housing

2.D Affordable Housing: Homelessness

HSD aims to contract with Housing Authority to increase landlord participation in tenant-based subsidy programs that secure units in unincorporated areas of the County. Approving this agreement furthers the County's strategic goals of reducing barriers to affordable housing and working toward preventing and ending homelessness.

### **Submitted by:**

Randy Morris, Human Services Director

### **Recommended by:**

Carlos J. Palacios, County Administrative Officer

### **Attachments:**

- a Agreement - Housing Authority Risk Mitigation (eSign)



**County of Santa Cruz Board of Supervisors  
Agenda Item Submittal**

**From:** Human Services Department: Administration Services Division  
(831) 454-4130

**Subject:** Extend limited term position due to shelter extensions

**Meeting Date:** December 7, 2021

**Recommended Action(s):**

- 1) Ratify the extension of 57.0 full-time equivalent (FTE) limited-term positions in the Human Services Department (HSD) in the COVID Unit Index 391300 to include: 8.0 Clerical Supervisors II, 12.0 Clerical Supervisors I, 12.0 Clerks III, 19.0 Clerks II, 1.0 Administrative Aide, 3.0 Program Coordinators, 1.0 Assistant Human Services Analyst, and 1.0 Mental Health Client Specialist until June 30, 2022, to continue to support emergency shelter response and re-housing efforts related to COVID-19.
- 2) Approve the alternate staffing of 19.0 Clerk II and 12.0 Clerk III positions at the Clerk I/II/III levels to allow for flexibility in staffing.
- 3) Approve the conversion of 1.0 FTE limited-term Sr. Human Services Analyst position to a permanent position in the Housing for Health Unit Index 391200.

**Executive Summary**

HSD requests the Board ratify the term date of 57.0 FTE limited-term positions and approve the alternate staffing of 19.0 Clerk II and 12.0 Clerk III positions to maintain the emergency shelter response to the COVID-19 pandemic and the associated rehousing effort. These positions will provide continued stability to the response for the pandemic including decreasing the risk for COVID-19 transmission among people experiencing homelessness. The extension will also allow current participants to remain sheltered while efforts to help them obtain permanent homes continue. Additionally, HSD requests the conversion of one FTE limited-term Sr. Human Services Analyst position to a permanent position within the Housing for Health Division.

**Background**

Since the start of the COVID-19 pandemic response, HSD has hired over 400 extra-help employees and 73.0 FTE limited-term positions to support the local COVID response and shelter operations. To date, these staff have supported over 1,300 people experiencing homelessness to shelter in place and/or isolate/quarantine safely. On December 8, 2020, HSD requested 45.0 FTE limited-term classifications and on February 23, 2021, HSD requested an additional 28.0 FTE limited-term classifications to support shelter operations. Through the FY 2021-22 Supplemental Budget process, the County Administrative Office requested extension of the 45.0 FTE limited-term positions until September 30, 2021. At that time, the continued funding through FEMA, American Rescue Plan Act of 2021, and the California State Office of Emergency Service was uncertain. Based on the knowledge of the available funding for pandemic response and

rehousing efforts, HSD will need to maintain shelter operations and sustain an expanded workforce through June 30, 2022.

At its March 23, 2021, meeting, the Board approved a series of nonprofit contractual agreements to support a collaborative effort known as a Rehousing Wave. Through October 31, 2021, 73 individuals have exited from a COVID supported shelter to permanent housing. As of November 1, 2021, there are 148 households and 182 individuals remaining in COVID-19 Project Roomkey leased hotel sites. Between July and October 2021, the Rehousing Wave effort helped between 10-15 households per month move into permanent housing. During this same period, the County has been gradually closing COVID-related sheltering programs. Rehousing wave staff have focused on helping participants remain sheltered while they work toward securing permanent housing. Only two COVID-related Project Roomkey sites will remain in operation as of December 1, 2021, with a combined maximum capacity of 146 households.

In FY 2020-21, HSD added one FTE limited-term Sr. Human Services Analyst position to the Housing for Health Division to support the re-housing efforts for the COVID-19 shelter guests.

### **Analysis**

FEMA authorization for non-congregate sheltering efforts was extended until April 1, 2021, and it remains unclear if further extensions will occur. The County of Santa Cruz Human Services and Planning Departments have collaborated to secure one-time COVID-related federal funding to support the extension of COVID shelter operations beyond the FEMA authorization period. Extension of the remaining Roomkey shelter sites beyond April 1, 2021, increases the likelihood of more Rehousing Wave supported exits to permanent housing among remaining guests. It also maintains shelter capacity during the winter months.

Acceptance of the extension of the limited-term positions and approval of the alternate staffing of positions is necessary to mitigate the effects of COVID-19 among people experiencing homelessness, to extend COVID shelter operations, and to increase the probability of more positive exits to permanent homes among current shelter guests. HSD will utilize these limited-term positions to sustain staffing stability, continue shelter operations, and coordinate rehousing efforts in both North and South County.

Due to increasing needs to manage various Housing for Health grant funding and ongoing services, HSD has identified ongoing revenue to support converting the limited-term Sr. Human Services Analyst position to a permanent position within the Housing for Health Division.

### **Financial Impact**

The cost to extend 57 limited term positions from January – June 2022 is \$2,944,807 and will be provided through FEMA, the American Rescue Plan, and other funding sources for the COVID-19 sheltering and rehousing response including, but not limited to, Emergency Solutions Grant – Coronavirus (ESG-CV) and Community Development Block Grant-Coronavirus (CDBG-CV), which run through June 30, 2022, and October 15, 2023 respectively. Funding for the converted limited-term position to permanent in

Index 391200 will remain the same as budgeted. There is no additional general fund impact for both actions.

**Strategic Plan Element(s)**

1.A. Comprehensive Health & Safety: Health Equity

1.B. Comprehensive Health & Safety: Community Support

2.D Attainable Housing: Homelessness

Approving the extension of the limited term positions furthers the County's strategic plan goals of health equity, community support and homelessness by continuing to provide shelter support services to people who are 65 and older, medically vulnerable, and experiencing homelessness.

Approving the conversion of the one FTE limited-term Sr. Human Services Analyst position within the Housing for Health Division furthers County's strategic plan goal of supporting people experiencing homelessness to attain permanent housing.

**Submitted by:**

Randy Morris, Human Services Director

**Recommended by:**

Carlos J. Palacios, County Administrative Officer

**Attachments:**

a Positions Detail





**County of Santa Cruz Board of Supervisors  
Agenda Item Submittal**

**From:** Human Services Department: Employment and Benefit Services Division

(831) 454-4130

**Subject:** Authorize ERA Round 2 Grant Application

**Meeting Date:** December 7, 2021

**Recommended Action(s):**

- 1) Ratify the Human Services Department application for the United States Treasury Department Emergency Rental Assistance Round 2 funding; and
- 2) Adopt resolution authorizing the Human Services Director or designee to enter into an agreement with the State for the Department of Housing and Community Development to administer the County's Emergency Rental Assistance Round 2 award, and take other actions necessary for continued participation in the State Rental Assistance Program.

**Executive Summary**

Due to urgent timelines to submit the required federal grant application, the Human Services Department (HSD), in coordination with the County Administrative Office (CAO), submitted a grant application for the Emergency Rental Assistance Program Round 2 (ERA 2) and was awarded a not to exceed amount of \$10,716,136.20. HSD is requesting the Board ratify the grant application. HSD is also requesting the Board adopt a resolution authorizing the Human Services Department (HSD) to enter into an agreement with the California Department of Housing and Community Development (HCD) to receive the County's ERA 2 funds directly from the United States Department of the Treasury (Treasury) and administer the funds on behalf of the County for the benefit of County residents through the State Rental Assistance Program (RAP). As part of the agreement, State RAP will issue \$321,484.09 of the County's ERA 2 to the County to administer the local RAP program, which HSD will incorporate into the Fiscal Year 2022-23 budget. Funding will help support continued local community efforts to prevent homelessness into next fiscal year.

**Background**

Section 501 of the Consolidated Appropriations Act of 2021, enacted in December 2020, created and appropriated funds for a national Emergency Rental Assistance (ERA) Program. The ERA program covers past due rent and utilities as well as limited prospective rent and utility assistance for lower-income renters. These funds, referred to as ERA 1, were distributed on January 25, 2021 to states and local governments with populations of 200,000 or more, including Santa Cruz County. The County's Planning Department (Planning) was the local administrator of ERA 1.

On January 28, 2021, State Senate Bill 91 established a statewide Rental Assistance

Program (RAP). On January 29, 2021, State officials notified the County that the County could opt into the statewide RAP (State RAP) and obtain additional ERA funds. On February 23, 2021, the Board authorized the County to fully participate in State RAP.

On May 7, 2021, the U.S. Treasury announced the second round of ERA (ERA 2), made available under the American Rescue Plan Act of 2021. On August 4, 2021, the County completed its application for ERA 2 funding and on August 9, 2021, the County received confirmation that it was awarded a not to exceed amount of \$10,716,136.20 in ERA 2 funding by the Treasury.

Since the confirmation of the ERA 2 award in August 2021, the County awaited the result of negotiations between the Treasury and HCD regarding the least complicated methodology to transfer the County's ERA 2 award to HCD for inclusion in the State RAP and then for the County to receive a portion of the award to administer the local RAP. The final process, as recommended by the Treasury and HCD in early November 2021, is for the County to authorize the Treasury via the attached Board resolution to disburse the County's ERA 2 award directly to HCD, HCD to administer these funds as part of the State RAP on behalf of the County, and for HCD to issue a not to exceed amount of \$321,484.09 to the County to support homelessness prevention efforts into the next fiscal year. HSD will incorporate these funds into the Fiscal Year 2022-23 budget via the standard fiscal year budget process. Other one-time funding sources are being used to support ERA implementation this fiscal year. ERA 2 administrative funding will be used to continue the rental assistance program in FY 2022-23.

### **Analysis**

As of November 2021, the ERA dashboard from HCD on Santa Cruz County applicants indicates 2,781 applications received with over \$39 million in requested funds. To date, 805 households have been served with an average assistance amount of \$11,329 and \$9,120,036 of funds paid to households in need of and requesting assistance. A report from the Bay Area Equity Atlas reviewed several surveys to estimate the number of households in need of rental assistance. Their report estimates Santa Cruz County has 6,348 households behind on their rent with an average rent burden of \$3,701 resulting in an estimated need for \$23.5M of rental relief.

HSD recommends continuing to support full participation in the State ERA program with ERA 2 funding to continue utilization and improvement of the existing ERA infrastructure at the state and local level. HSD will be the lead department coordinating ERA 2 funding in collaboration with the Planning Department, who was involved in ERA 1. Engaging both the Planning and Human Services Departments is intended to extend and improve outreach and education efforts related to the ERA program and homelessness prevention.

### **Financial Impact**

There is no net county cost associated with receipt of ERA 2 funding.

The County will receive \$321,484.09 in ERA 2 funding from HCD to support local implementation of homelessness prevention work into FY 22-23. HSD will incorporate these funds into the Fiscal Year 2022-23 budget via the standard fiscal year budget process.

**Strategic Plan Element(s)**

The recommended actions address the following Strategic Plan elements related to housing and homelessness by maximizing the amount of rental assistance resources available to eligible County recipients:

Attainable Housing, goal A(ii): Affordable Housing - Pursue local and state funding to support affordable housing and rental assistance;

Attainable Housing, Goal D: Homelessness - Expand services to reduce homelessness and increase housing stability.

**Submitted by:**

Randy Morris, Human Services Director

**Recommended by:**

Carlos J. Palacios, County Administrative Officer

**Attachments:**

- a Resolution - Emergency Rental Assistance Program (ERA2) (eSign)
- b Agreement - CAHCD 21 - ERAP 10008 (eSign)
- c Application - Emergency Rental Assistance Program(ERA2)



**County of Santa Cruz Board of Supervisors  
Agenda Item Submittal**

**From:** Human Services Department: Administration Services Division  
(831) 454-4130

**Subject:** Ratify HDAP Certification Letter, Accept Unanticipated Revenue and Amend CAB-HDAP agreement

**Meeting Date:** December 7, 2021

**Recommended Action(s):**

- 1) Ratify the submission of a grant application to accept funding from the California Department of Social Services in the amount of \$1,502,142 for Housing and Disability Advocacy Program (HDAP) funds;
- 2) Adopt a resolution accepting and appropriating unanticipated revenue in the amount of \$123,915, for the administration of financial payments to support HDAP participants to attain and maintain housing;
- 3) Approve an amendment to agreement 22W4053 with Community Action Board of Santa Cruz County, Inc., increasing the agreement by \$217,092 to a new total amount of \$400,000 for Housing and Disability Advocacy Program housing payment assistance; and authorize the Director of Human Services to execute the agreement and take related actions.

**Executive Summary**

To provide housing support and ensure continuity of existing services, the Human Services Department (HSD) requests the Board ratify a grant application with the California Department of Social Services (CDSS) to accept a Housing and Disability Advocacy Program (HDAP) award in the amount of \$1,502,142. A related resolution accepting and appropriating unanticipated revenue in the amount of \$123,915 and an amendment to an agreement with the Community Action Board of Santa Cruz County, Inc. (CAB), for the administration of financial payments to support HDAP participants to attain and maintain housing is also recommended for Board approval.

**Background**

HSD is dedicated to ensuring effective services to persons experiencing or at-risk of homelessness in Santa Cruz County, consistent with the County's goal to provide stable housing for its residents. To this end, HSD administers both internal programs and contracted services with local providers for the provision of housing services for persons experiencing or at-risk of homelessness.

HSD was first awarded HDAP funding in May 2017 to be utilized as a 26-month pilot program to provide outreach, case management, disability benefits advocacy and housing assistance, including temporary rent subsidies, to persons likely eligible for disability benefits and experiencing homelessness. HSD has been contracting with CAB

to provide housing payment assistance to eligible HDAP participants since the program's inception in 2018. Since 2018, HDAP has assisted more than 100 households experiencing homelessness with program services.

### **Analysis**

On September 13, 2021, CDSS notified counties of the availability of funds to continue and expand housing and homelessness assistance through HDAP. HSD applied for and was awarded \$1,502,142 to be used to support eligible persons who are experiencing homelessness and likely eligible for disability benefits. Part of the awarded \$1,502,142 will be used to fund the increase in the CAB agreement from \$182,908 to \$400,000 and the remainder of funds will be used to fund internal County staffing within Housing for Health (H4H) Division and additional services to serve HDAP participants. HSD will return to the Board at a later date to appropriate the remainder of the award, as the funds are available to spend through June 30, 2024.

Additionally, HSD requests the Board approve the amendment of an agreement with CAB increasing the agreement by \$217,092 to a new total amount of \$400,000 for HDAP housing payment assistance. CDSS HDAP funds included in the approved HSD FY 21-22 budget will be applied to the CAB agreement in combination with the new allocation. The amendment of this agreement will allow CAB to continue providing housing and related payments to facilitate HDAP participants' ability to attain and maintain housing. The performance of the agreement will continue to be measured by the timeliness of financial assistance payments made on behalf of program participants.

The newly awarded \$1,502,142 in HDAP funds will help sustain the level of rapid re-housing and permanent supportive housing programs for persons experiencing homelessness in Santa Cruz County. More specifically, HSD anticipates the funds will provide 60 eligible households with HDAP assistance prior to the end of FY 2023-24.

### **Financial Impact**

This agreement will not require a new allocation of County general funds.

CDSS HDAP funds included in the approved HSD FY 21-22 budget added to a fiscal year (FY) 2021-22 award of funds from CDSS HDAP will fund the services outlined in the attached attached HDAP agreement with CAB and attached resolution.

Community Action Board of Santa Cruz County, Inc., No. W4053

- Index/GL Key: 392100/75291

### **Strategic Plan Element(s)**

2.D (Attainable Housing: Homelessness) - HSD contracts with CAB to assist persons experiencing homelessness with a disability to attain and maintain housing. Amending the CAB contract increases HSD's ability to reduce homelessness and increase housing stability.

### **Submitted by:**

Randy Morris, Human Services Director

**Recommended by:**

Carlos J. Palacios, County Administrative Officer

**Attachments:**

- a Resolution - AUD 60 - HDAP (eSign)
- b Agreement - W4053 CAB HDAP Amendment 1 (eSign)
- c HDAP Funds Certification Letter - CDSS FY 2021-22
- d HDAP ACWDL Director's Certification
- e ADM-29 22W4053 CAB



**County of Santa Cruz Board of Supervisors  
Agenda Item Submittal**

**From:** Human Services Department: Administration Services Division  
(831) 454-4130

**Subject:** Ratify COVID-19 Agreements and Agreement with City of Santa Cruz

**Meeting Date:** January 11, 2022

**Recommended Action(s):**

- 1) Accept and file report on COVID-19 related amendments and new agreements approved by County Purchasing Agent, as authorized by the Board of Supervisors on April 28, 2020; and
- 2) Approve amended agreement with Good Guard Security Inc., Contract No. 22W4100, in the amount of \$1,200,000 for COVID-19 shelter security services, and authorize the Director of Human Services to execute the agreements.

**Executive Summary**

The Human Services Department (HSD) is requesting the Board accept and file this report on COVID-19 related amendments and new agreements approved by the County's Purchasing Agent, as authorized by the Board on April 28, 2020, in response to the emergency declaration resulting from COVID-19. HSD is also requesting the Board approve one contract amendment exceeding the Purchasing Agent's approval authority as per the COVID-19 related April 28, 2020 Board authorization.

**Background**

On April 28, 2020, in response to the imminent threat to public health resulting from COVID-19 and based on emergency declarations issued by the County's Health Officer, the Board adopted a resolution to temporarily delegate its authority to the County Purchasing Agent to approve scope of work amendments for existing contracts and to increase the Purchasing Agent's authority to approve contracts for services up to \$1,000,000. The authority granted to the Purchasing Agent allows County departments to respond to the COVID-19 emergency by expeditiously implementing contract changes or new agreements in response to the emergencies.

In response to the COVID-19 public health emergency, HSD provides several services, including operating shelters, to provide safe environments for vulnerable members of the community impacted by COVID-19. This includes services in partnership with the City of Santa Cruz. These contracted services include providing portable restrooms, hygiene stations, and ancillary services necessary for the operation of shelters. Services for the operation of shelters include cleaning, linen, delivered meal services and security services, among others.

**Analysis**

The attached new and amended agreements list (Attachment A) includes four contracts, one with the City of Santa Cruz and the three others for local shelter and housing support services. HSD will continue a portion of its COVID-19 related shelter services

until at least March 31, 2022. Due to this extension, the projected compensation for one of the shelter provider contractors, Good Guard Security Inc., exceeds the General Services' temporary purchase limits. This memo requests the Board's approval of an amended agreement with Good Guard Security Inc., Contract No. 22W4100, increasing the agreement by \$390,000 to a new total amount of \$1,200,000 for COVID-19 shelter security services.

Through the duration of the COVID-19 pandemic, the County of Santa Cruz has partnered with the City of Santa Cruz through HSD's COVID-19 Department Operations Center (DOC) in establishing emergency shelter services. Due to the City's access and existing relationships with providers and services within its jurisdiction that enabled services to be activated quickly, the DOC had the City initiate services with the agreement that those services would be reimbursed by the County. Accordingly, the County and City entered into an agreement for COVID-19 expenditures from March 10, 2020 thru February 25, 2021, totaling \$332,102.96, to be reimbursed by the County. The other service agreements are detailed in Attachment A.

### **Financial Impact**

The Federal Emergency Management Agency (FEMA), California Office of Emergency Services (CalOES), and the Coronavirus Relief Fund will fund the service agreements noted in Attachment A – New and Amended Agreements List. Approval of the new agreements does not result in an additional General Fund contribution. FEMA, CalOES and the American Rescue Plan Act will also fund the services requested by the County and provided by the City of Santa Cruz for COVID-19 shelter services.

### **Strategic Plan Element(s)**

1.B (Comprehensive Health & Safety: Community Support) - Establishing the new agreements and amending the existing nonprofit services contracts allows HSD to accommodate various response activities in the County's broader effort to respond to the COVID-19 emergency.

### **Submitted by:**

Randy Morris, Human Services Director

### **Recommended by:**

Carlos J. Palacios, County Administrative Officer

### **Attachments:**

- a New and Amended Agreement Lists - Attachment A
- b Agreement - 22W4100 Good Guard Amendment 1
- c ADM-29 22W4100 Good Guard Amendment





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# County of Santa Cruz

## HUMAN SERVICES COMMISSION

(831) 454-4130 or 454-4088

FAX (831) 454-4642

1000 Emeline Avenue, Santa Cruz, CA 95060

[www.santacruzhumanservices.org](http://www.santacruzhumanservices.org)   [www.workforcescc.com](http://www.workforcescc.com)

Draft

### Meeting Minutes

**DATE:** November 17, 2021

**TIME:** 8:30 a.m. – 10:30 a.m.

**PLACE:** Virtual Meeting via Microsoft Teams

Commissioners Present: Emily Hanson (1st District); Lisa Smith (1<sup>st</sup> District); Martina Shayn O’Sullivan (2<sup>nd</sup> District); Danny Keith (2<sup>nd</sup> District); Monica Martinez (3rd District); Betsy Clark (3<sup>rd</sup> District); Stoney Brook (4<sup>th</sup> District); Jennifer Anderson-Ochoa (5th District); Denise Hitzeman (5<sup>th</sup> District).

Commissioners Excused: None

Commissioners Unexcused: Felipe Hernandez (4th District)

Commission Seats Vacant: None

Staff Present: Randy Morris, HSD Director; Kimberly Petersen Employment and Benefit Services Division Director; Robin Luckett Family & Children’s Services Division Director, and Jackie West, Executive Secretary.

Guests: none

1. Approval of Minutes (Action): The Commission approved September 15, 2021, meeting minutes. (Clark/Martinez)

AYES: Hanson, Smith, Keith, Martinez, Clark

NOES: None

ABSTAIN: Brook, Anderson-Ochoa

ABSENT: O’Sullivan, Hernandez, Hitzeman

2. General Assistance Proposed Changes (Action): The Commission approved the proposed changes.

(Brook/Clark)

AYES: Hanson, Smith, Keith, O’Sullivan, Martinez, Hernandez, Anderson-Ochoa

NOES: None

ABSTAIN: None

ABSENT: Hitzman

The meeting was adjourned at 10:37 a.m.



County of Santa Cruz  
HUMAN SERVICES COMMISSION

PH (831) 454-4130 · FAX (831) 454-4642  
1000 Emeline Avenue, Santa Cruz, CA 95060  
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**SANTA CRUZ COUNTY HUMAN SERVICES COMMISSION'S  
FINDINGS PURSUANT TO ASSEMBLY BILL 361 AUTHORIZING TELECONFERENCE MEETINGS AS A RESULT OF  
THE CONTINUING COVID-19 PANDEMIC STATE OF EMERGENCY AND HEALTH OFFICER RECOMMENDATION  
FOR SOCIAL DISTANCING**

**WHEREAS**, THIS HUMAN SERVICES COMMISSION is a legislative body under the Brown Act as defined under Cal. Gov. Code section 54952(b) and Santa Cruz County Code Section 2.38.110; and

**WHEREAS**, on September 16, 2021, Governor Newsom signed Assembly Bill 361 ("AB 361"), urgency legislation effective immediately, that amended Government Code section 54953 to permit legislative bodies subject to the Brown Act to continue to meet under modified teleconferencing rules provided that they comply with specific requirements set forth in the statute; and,

**WHEREAS**, pursuant to AB 361 and Cal. Gov. Code section 54953(e)(1)(A), a legislative body may meet under the modified teleconferencing rules during a proclaimed state of emergency, and where local officials have imposed or recommended measures to promote social distancing; and

**WHEREAS**, on March 4, 2020, Governor Newsom issued a Proclamation of State of Emergency in response to the COVID-19 pandemic, and which remains in effect; and

**WHEREAS**, on September 30, 2021, Santa Cruz County Public Health Officer Dr. Gail Newel strongly recommended that legislative bodies in Santa Cruz County continue to engage in physical/social distancing by meeting via teleconference as allowed by AB 361 and confirmed that she will regularly review and reconsider this recommendation and notify the public when it is no longer recommended; and

**WHEREAS**, pursuant to AB 361 and Cal. Gov. Code section 54953(e)(3), within 30 days of the date the legislative body first holding a teleconferenced meeting under the modified rules, and every 30 days thereafter, a legislative body can continue to hold such teleconference meetings provided it has reconsidered the circumstances of the state of emergency and determined either that the state of emergency continues to directly impact the ability of the members to meet safely in person or that local officials continue to recommend measures to promote social distancing; and

**WHEREAS**, on January 19, 2022 this Human Services Commission held its teleconference meeting under AB 361; and

**WHEREAS**, this Human Services Commission has reconsidered the circumstances of the current state of emergency and finds that the COVID-19 pandemic continues to directly impact the ability of members of the public to participate safely in person and further finds that the Santa Cruz County Public Health Officer continues to recommend measures to promote social distancing; and

**WHEREAS**, in the interest of public health and safety, and due to the emergency caused by the spread of COVID-19, the Human Services Commission deems it necessary to utilize the modified teleconferencing rules set forth in AB 361;

**NOW, THEREFORE**, the Human Services Commission makes the following findings by a majority vote:

**Section 1.** The foregoing recitals are true and correct, and adopted as findings of the Human Services Commission.

**Section 2.** Effective immediately, and for the next 30 days, the Human Services Commission will meet via teleconference as authorized under AB 361 and Government Code section 54953(e)(3).

**Section 3.** No later than thirty (30) days from making today's findings, or at the next scheduled meeting, the Commission will reconsider the circumstances of the COVID-19 state of emergency and, if necessary, adopt subsequent findings to continue holding teleconference meetings in accordance with Government Code section 54953(e)(3).

**PASSED AND ADOPTED** by the Human Services Commission in Santa Cruz, State of California, this 17<sup>th</sup> day of November 2021, by the following vote:

AYES: Hanson, Smith, Keith, Shayn O'Sullivan, Martinez, Clark, Brook, Anderson-Ochoa, Hitzeman  
NOES: None  
ABSENT: Hernandez  
ABSTAIN: None

Betsy Clark  
Chair, Human Services Commission

ATTEST: Micki Coca Buss  
Department Staff

Approved as to Form:

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Office of the County Counsel

## SANTA CRUZ COUNTY HUMAN SERVICES COMMISSION ~~2018-2019~~ 2020-2021 BIENNIAL REPORT

### I. ROLE OF THE COMMISSION

As established in Ordinance 4106, the Human Services Commission exercises the following responsibilities in its efforts to ensure the highest quality and maximum effectiveness of human services provided for the benefit of the citizens of the County:

- A. Guide long-term planning regarding meeting the socio-economic needs of low income, disabled, disadvantaged, and at-risk people in Santa Cruz County;
- B. Advise the County Board of Supervisors on policies and priorities that affect the socio-economic needs of low income, disabled, disadvantaged, and at-risk people;
- C. Provide advice and counsel to the director and senior management of the Human Services Department on best practices in the operation of department programs;
- D. Provide a forum for citizens affected by County human services programs and policies;
- E. Advise the Board of Supervisors on funding decisions affecting the socio-economic needs of low income, disabled, and disadvantaged people, including county allocation of resources to County programs and community programs funding;
- F. Integrate efforts and initiatives affecting the socio-economic needs of the poor, which cross departmental, divisional, and interest group lines; and
- G. Advise the Board of Supervisors on legislative matters concerning the County human services programs.

### II. MEETING DATES, TIME AND LOCATION

During reporting years ~~2018-2020~~ and ~~2019~~2021, meetings were held from 8:30 to 10:30 a.m. on the third Wednesday of every other month. Pursuant to AB361 and Cal.Gov. Code section 54953, due to the on-going COVID 19 state of emergency and upon recommendation of the County Health Officer, public meetings of the Human Services Commission were conducted in a hybrid/remote format. Member of the public can attend virtually by teleconference or in-person if hybrid. The Commission's usual meeting location was the United Way of Santa Cruz County, 4450 Capitola Road, Suite 106, Capitola. The Commission very much appreciates the United Way's generosity in making its facility available for its meetings.

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III. COMMISSION STRUCTURE AND MEMBERSHIP

The Human Services Commission consists of 10 members appointed by the Board of Supervisors.

As of ~~December 2019~~ March 2021, the members of the Human Services Commission included: **First District:** ~~Sandra Skees and Heidi Boynton~~ Emily Hanson and Lisa Smith; **Second District:** Danny Keith (Commission Vice-Chair) and Martina O'Sullivan; **Third District:** Betsy Clark (Commission Chair) and Monica Martinez; **Fourth District:** Stoney Brook and ~~Tony Gregorio~~ Felipe Hernandez; and **Fifth District:** Jennifer Anderson-Ochoa and Denise Hitzeman.

In ~~2018~~2020, the members of the Human Services Commission were: **First District:** Sandra Skees and Heidi Boynton; **Second District:** Danny Keith (Commission Vice-Chair) and Martina O'Sullivan; **Third District:** Betsy Clark (Vice-Commission Chair) and Monica Martinez; **Fourth District:** Stoney Brook and Tony Gregorio; and **Fifth District:** Jennifer Anderson-Ochoa (Commission Chair), and Denise Hitzeman.

IV. COMMISSION STAFF

The Commission was staffed by ~~Ellen Timberlake~~ Ellen Timberlake, HSD Director (January 2020) Randy Morris, HSD Director (~~2018-February 2020~~ and ~~2019~~ 2021), and ~~Jessica Scheiner~~ Micki Coca Buss, Senior Human Departmental Administrative Services Analyst (~~2018~~2020 and 2021), and ~~Gary McNeil~~, Senior Human Services Analyst (2019). Jackie West, Executive Assistant (2020 and 2021)

V. ATTENDANCE

Please see the attached 2018-2020 and 2019-2021 attendance rosters.

VI. BIENNIAL GOALS & ACCOMPLISHMENTS

CORE Investments

The Commission has been updated periodically on the development and implementation of the new Community Programs funding model, known as the activities associated with the Collective of Results and Evidence-based (CORE) Investments. Commission activities related to the Community Programs/CORE investments included:

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- Being kept apprised of ongoing strategic planning, [the Request for Proposals \(RFP\) process](#), and technical support regarding the CORE Investments funding model; and  
Reviewing Board memos and correspondence on [the implementation of the CORE Investments](#).

State and Local Budget Impacts.

The Commission was provided updates on the status of State and local budget deliberations and their implications for the Department's programs.

State and Federal Legislation

The Commission was provided regular updates on State and federal proposed and enacted legislation, and their implications on both the Human Services Departments' (HSD) programs and the persons it serves.

Child Care Developer Fees Loan Program.

~~The Commission was provided updates on the status of the Child Care Developer Fee Loan (CCDFL) program and was asked to consider and provide recommendations on next steps for the program. In March and July 2018, the Commission received an update on the Child Care Developer Fee Study, and the proposed fee increase. In November 2018, the Commission initiated a new CCDF application process utilizing a Commission subcommittee to guide the process. The Commission received updates from subcommittee and staff throughout 2019, and in September 2019 approved a recommendation to the Board of Supervisors for loan awards to 18 child care providers totaling \$170,000. The recommendations were approved by the Board of Supervisors on October 22, 2019.~~

Homelessness Services

~~In July 2018 the Commission received an update from its homelessness education subcommittee, and in September 2018 it hosted a panel discussion on homelessness, that included local service providers, County Departments, the Housing Authority, and housing services advocates. In July 2019, the Commission received presentations on the status of substance use disorder services in the County, and the availability of housing for individuals receiving recovery services.~~

Housing Authority Family Self-Sufficiency Program Coordinating Committee

~~In its capacity as the Santa Cruz County Housing Authority's Family Self-Sufficiency Coordinating Committee, the Commission heard updates and provided recommendations on the program.~~

~~In March 2021, Robert Ratner, MPH, MD, Housing for Health Division Director~~

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[introduced the newly formed Housing for Health Division within the Human Services Department to the Commission. In addition, the Dr. Ratner hosted a question-and-answer session for the Commission.](#)

Veterans Services

Commissioner Stoney Brook, Veterans Liaison to the Human Services Commission, provided regular reports on programs, activities, and issues related to Veterans in Santa Cruz County.

**Commented [MCB1]:** We should consider the activities related to the homeless veterans and include in this section.

Child Support Services

The Commission continued to act as a citizens' advisory group to the Department of Child Support Services and received reports on the Department's activities.

**Commented [MCB2]:** Was the Commission provided any reports?

Other Human Services Related Reports.

~~Over the last two years~~[In January 2021, George Malachowski, HSD Business Analytics Manager, presented and overview of HSD's Operational Plan. In May 2021, the Commission received information on how to offer feedback on the County's Operational Plan. In September 2021, the Commission received a General Assistance report from Kimberly Petersen, Employment and Benefits Services Division Director reviewed and recommended to the Board of Supervisors changes to the General Assistance program. The Commission received a presentation on the Human Care Alliance Wage equity Campaign, as well as an update on the Santa Cruz County 2019-21 Strategic Plan. In December 2019, the Commission heard a presentation on the Report on Career Pathways in Early Childhood Education.](#)

Ongoing Review and Input on Human Services Programs and Issues.

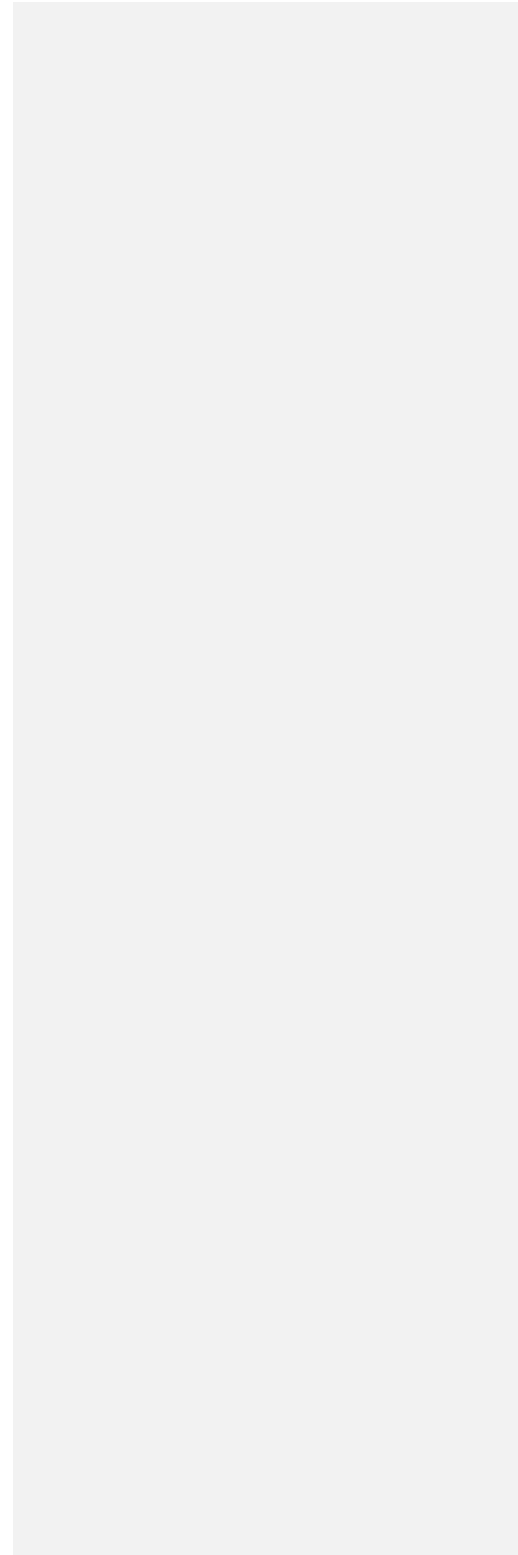
In order to meet its advisory, guidance, and counseling responsibilities under Ordinance 4106, the Commission was routinely provided with reports and briefings on HSD's programs and activities and issues related to the socio-economic needs of persons in Santa Cruz County who are low income, disabled, disadvantaged, or at-risk, including:

- The Commission received ~~reports~~[information from:](#)
  - [Alicia Morales, Adult & Long Term Care Division Director on California's Master Plan on Aging.](#)
  - [Kimberly Petersen, Employment and Benefits Services Division director on the General Assistance \(CA\) Program, Cash Assistance Program for Immigrants \(CAPI\), and an overview of other programs administered by the division.](#)





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## HUMAN SERVICES COMMISSION ATTENDANCE FOR 2020

<b>District - Commissioner</b>	<b>1/15/20</b>	<b>3/18/20*</b>	<b>5/20/20</b>	<b>7/15/20</b>	<b>9/16/20</b>	<b>11/18/20*</b>
1 <sup>st</sup> Sandra Skees	P		P	E	P	
1 <sup>st</sup> Heidi Boynton	P		P	P	P	
2 <sup>nd</sup> Danny Keith	E		A	P	A	
2 <sup>nd</sup> Martina O'Sullivan	P		E	E	P	
3 <sup>rd</sup> Betsy Clark	E		P	P	P	
3 <sup>rd</sup> Monica Martinez	P		P	P	P	
4 <sup>th</sup> Tony Gregorio	A		P	P	P	
4 <sup>th</sup> Stoney Brook	P		P	P	E	
5 <sup>th</sup> Jennifer Anderson-Ochoa	E		A	E	P	
5 <sup>th</sup> Denise Hitzeman	P		E	P	P	

\* The March 18 and November 18, 2020, meetings of the Human Services Commission were cancelled.

P – Present

E – Excused Absence

A – Unexcused Absence

X – Not a member of the Commission

## HUMAN SERVICES COMMISSION ATTENDANCE FOR 2021

District - Commissioner	1/20/21	3/17/21	5/19/21	7/21/21	9/15/21	11/17/21
1 <sup>st</sup> Sandra Skees*	E	A				
1 <sup>st</sup> Heidi Boynton*						
1 <sup>st</sup> Emily Hanson*			P	P	P	P
1 <sup>st</sup> Lisa Smith*			P	P	P	P
2 <sup>nd</sup> Danny Keith	P	P	P	P	P	P
2 <sup>nd</sup> Martina O'Sullivan	P	A	E	E	P	P
3 <sup>rd</sup> Betsy Clark	P	P	P	P	P	P
3 <sup>rd</sup> Monica Martinez	E	P	P	P	P	P
4 <sup>th</sup> Tony Gregorio*						
4 <sup>TH</sup> Felipe Hernandez*		P	P	P	P	A
4 <sup>th</sup> Stoney Brook	P	P	P	E	P	P
5 <sup>th</sup> Jennifer Anderson-Ochoa	E	A	P	E	P	P
5 <sup>th</sup> Denise Hitzeman	P	P	P	P	E	P

\* Appointment Changes:

1<sup>st</sup> District:

- Heidi Boynton term ended January 1, 2021
- Sandra Skees term ended April 1, 2021
- Emily Hanson term began April 1, 2021
- Lisa Smith term began April 1, 2021

4<sup>th</sup> District:

- Tony Gregorio term ended January 1, 2021.
- Felipe Hernandez term began March 1, 2021

P – Present

E – Excused Absence

A – Unexcused Absence

X – Not a member of the Commission

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**HUMAN SERVICES COMMISSION**  
**YEAR 2022 WORK PLAN**

<b>BOARD RELATED ACTIVITIES</b>			
<b>OBJECTIVE</b>	<b>STATUTORY PURPOSE</b>	<b>ACTIVITIES</b>	<b>TIME FRAME</b>
1. Review the Collective of Results and Evidence-Based (CORE) Investments funding process.	§2.60.050(A) & (E): Guide long-term planning regarding the needs of at risk populations; Advise the Board of Supervisors on funding decisions.	<ul style="list-style-type: none"> <li>• Receive reports on the new CORE funding model, and provide advice and assistance in implementing the changes</li> <li>• Receive and review reports on CORE Investments funding recommendations and model, as well as CORE Conditions</li> <li>• Receive and review reports on CalFresh outreach activities and application assistance for CalFresh and health insurance.</li> </ul>	TBD
2. Respond to matters referred by Board of Supervisors	§2.60.050: Powers and duties. (Generally)	<ul style="list-style-type: none"> <li>• Respond to matters referred to the Human Services Commission on an as needed basis.</li> </ul>	As needed
3. General Commission Administration	§2.60.040: Organization and procedures.	<ul style="list-style-type: none"> <li>• Approve biennial report and annual work plan, set meeting schedule and elect officers.</li> </ul>	January
4. Advocate for Human Service/Social Services Legislation	§2.60.050(G): Advise the Board of Supervisors on legislative matters concerning County human services programs.	<ul style="list-style-type: none"> <li>• Review Departmental legislative priorities.</li> <li>• Receive/review Legislative Analyst's Office (LAO) reports as appropriate.</li> </ul>	March As needed

<b>COMMUNITY RELATED ACTIVITIES</b>			
<b>OBJECTIVE</b>	<b>STATUTORY PURPOSE</b>	<b>ACTIVITIES</b>	<b>TIME FRAME</b>
5. Share Information with other County health and human service commissions	§2.60.050(A), (B) & (F): Guide long-term planning; Advise the Board of Supervisors on policies and priorities that affect the needs of low income people; integrate efforts and initiatives.	<ul style="list-style-type: none"> <li>As appropriate: Share minutes and agendas with other County Commissions; participate in joint subcommittees; and/or include chair or designee of other Commissions in forums promoting information sharing and planning on relevant community issues.</li> <li>Invite other commissions to present at meetings.</li> <li>Invite the Workforce Development Board Chair and Director to provide reports on WIOA activities and participate in WIOA committees as appropriate.</li> </ul>	TBD  TBD TBD
6. Child Support Services	§2.60.050(A) & (C): Guide long-term planning regarding the needs of at risk clients; advise Human Services Department Director.	<ul style="list-style-type: none"> <li>Receive periodic reports from the Department of Child Support.</li> <li>Review and comment on Department of Child Support initiatives.</li> </ul>	Ongoing  As needed

<b>HUMAN SERVICES DEPARTMENT PROGRAM RELATED ACTIVITIES</b>			
<b>OBJECTIVE</b>	<b>STATUTORY PURPOSE</b>	<b>ACTIVITIES</b>	<b>TIME FRAME</b>
7. Increase community access to public assistance programs	§2.60.050(A) & (C): Guide long-term planning regarding the needs of at risk clients; advise Human Services Department Director.	<ul style="list-style-type: none"> <li>Review and consider reports on program progress, outreach efforts and outcomes in the following areas: CalWORKs/TANF Welfare-to-Work and Work Participation Requirements, Medi-Cal, CalFresh, and the Earned Income Tax Credit.</li> </ul>	Ongoing
		<ul style="list-style-type: none"> <li>Review and consider reports on the progress of federal health insurance benefits.</li> </ul>	Ongoing
8. Child Welfare Services (CWS) System Improvement Plan (SIP)	§2.60.050(A) & (C): Guide long-term planning regarding the needs of at risk clients; advise Human Services Department Director.	<ul style="list-style-type: none"> <li>Review periodic reports from HSD's Families and Children Division Director re: system improvement goals, indicators, and progress.</li> </ul>	Ongoing
		<ul style="list-style-type: none"> <li>Continue to have a Commissioner designated as a liaison to the CWS System Improvement Plan Committee and receive periodic reports from the liaison.</li> <li>Receive reports on the new Child Welfare Continuum of Care (CCR) and provide advice and assistance in implementing the changes</li> </ul>	Ongoing
9. Monitor General Assistance Program and review needed changes to regulations	§2.60.050 (C): Provide advice and counsel to the HSD Director and senior management on best practices.	<ul style="list-style-type: none"> <li>Consider changes to County General Assistance Regulations.</li> </ul>	As needed
10. Veterans Services	§2.60.050(A) & (C): Guide long-term planning regarding the	<ul style="list-style-type: none"> <li>Receive periodic reports on services and resources for veterans and their families.</li> </ul>	Ongoing

	needs of at risk people; advise Human Services Department Director.	<ul style="list-style-type: none"> <li>Continue to have a Commissioner designated as a liaison to Veterans Services Office and receive periodic reports from the liaison.</li> </ul>	Ongoing
11. Participate in Child Care Development Fee Loans Process	§2.60.050(E): Advise the Board of Supervisors on funding decisions.	<ul style="list-style-type: none"> <li>Designate subcommittee to review and consider new funding priorities and develop a funding process for the allocation of Child Care Development fee funds.</li> <li>Make recommendations to the Board on funding.</li> </ul>	As needed
12. Housing Authority Family Self-Sufficiency Program	§2.60.050(A), (B) & (F): Guide long-term planning; Advise the Board of Supervisors on policies and priorities that affect the needs of low income people; integrate efforts and initiatives.	<ul style="list-style-type: none"> <li>Act as the Program Coordinating Committee for the Santa Cruz Housing Authority Family Self-Sufficiency Program including:                             <ul style="list-style-type: none"> <li>Receive periodic reports from the County of Santa Cruz Housing Authority on the Family Self-Sufficiency Program.</li> <li>Review and comment on Family Self-Sufficiency Program initiatives.</li> </ul> </li> </ul>	Ongoing  As needed



## **HUMAN SERVICES COMMISSION** 2022 Meeting Schedule

Human Services Commission meetings are held bimonthly on the third Wednesday from 8:30 – 10:30 a.m.

The 2021 Commission meetings will be held on the following dates:

- January 19, 2022 – 8:30 to 10:30 a.m.
- March 16, 2022 – 8:30 to 10:30 a.m.
- May 18, 2022 – 8:30 to 10:30 a.m.
- July 20, 2022 – 8:30 to 10:30 a.m.
- September 21, 2022 – 8:30 to 10:30 a.m.
- November 16, 2022 – 8:30 to 10:30 a.m.

As a courtesy to those persons affected, please attend the meeting smoke and scent free. The County of Santa Cruz does not discriminate on the basis of disability, and no person shall, by reason of a disability, be denied the benefits of its services, programs, or activities. The United Way Conference Room (as well as alternate sites) is in an accessible facility. If you wish to attend one of these meetings and you will require special assistance in order to participate, please contact Micki Coca Buss at (831) 454-7505 or at [micki.cocabuss@santacruzcounty.us](mailto:micki.cocabuss@santacruzcounty.us) in advance of the meeting to make arrangements.