



County of Santa Cruz HUMAN SERVICES COMMISSION

PH (831) 454-4130 · FAX (831) 454-4642
1000 Emeline Avenue, Santa Cruz, CA 95060
www.hsd.co.santa-cruz.ca.us www.workforcescc.com

AGENDA

Wednesday, May 18, 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)

[+1 831-454-2222,,742439474#](tel:+18314542222742439474) United States, Salinas

Phone Conference ID: 742 439 474#

To provide written public comments associated with any agenda item, please submit by email to 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

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

- | | | |
|-------------|---|----------------|
| I. | Roll Call | (2 min) |
| II. | Agenda Review | (2 min) |
| III. | Announcements | (5 min) |
| IV. | Public Comment | (5 min) |
| | Members of the public may address the Commission on items not on the agenda for a maximum of five minutes each. | |
| V. | Approval of Minutes (Action) | (2 min) |
| | <ul style="list-style-type: none"> • March 16, 2022 | |

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.

- VI. Approval of Findings Pursuant to Assembly Bill 361 Authorizing Teleconference Meetings (Action) (5 min)**
- VII. Review current Commission Bylaws and consider next steps (Action) (20 min)**
- VIII. 2021 Human Services Commission Work Plan (Action) (30 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)
- IX. Director's Report (45 min)**
- Santa Cruz County Board of Supervisors Agenda Items: Regular and Consent
 - Legislative Items
- X. Next Meeting and Agenda Items (2 min)**
July 20, 2022 – Location to be determined.
- XI. 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.iqm2.com/Citizens/Calendar.aspx>

BOS Date	Item	Page # in packet
3/22/2022 Item # 16	<u>DOC-2022-303 : Consider report by the Human Services Department, in partnership with other County Departments, and local jurisdictions, to take urgent actions to reduce the risk of evictions and homelessness among County residents after the end of the COVID-19 statewide eviction moratorium on March 31, 2022, and direct the Human Services Department to report back on or before August 23, 2022, as outlined in the memorandum of the Director of Human Services</u>	5
3/22/2022 Item # 17	<u>DOC-2022-304 : Conduct study session on Housing for a Healthy Santa Cruz: A Strategic Framework for Addressing Homelessness in Santa Cruz County Six-Month Plan Implementation and Related Updates, accept and file progress reports on policy goals and program updates, authorize the Human Services Department to apply for a California Interagency Council on Homelessness - Family Homelessness Challenge Grant, and direct the Human Services Department to report back in August 2022 on the next Housing for a Healthy Santa Cruz six-month framework implementation cycle and related program updates, as outlined in the memorandum of the Director of Human Services</u>	8
3/22/2022 Item # 57	<u>DOC-2022-279 : Approve amendment to an agreement with Seneca Family Services for psychosocial assessment and adoption support services, to modify the budget at an unchanged total amount of \$102,200; and take related actions, as recommended by the Director of Human Services</u>	16
4/12/2022 Item # 40	<u>DOC-2022-330 : Approve the fixed asset purchase of two vehicles for Family & Children’s Services division of the Human Services Department and authorize the transfer of \$100,000 to General Services to facilitate the purchase, as recommended by the Director of Human Services</u>	18
4/26/2022 Item # 34	<u>DOC-2022-381 : Adopt a resolution to accept unanticipated revenue in the amount of \$1,700,250 from the California Business, Consumer Services and Housing Agency; approve an amendment to an agreement with The Salvation Army (TSA), reducing the amount by \$346,027 for a new total amount of \$2,556,775 for North County Emergency Shelter Services; approve a separate agreement with TSA in the amount of \$784,007 for South County Emergency Shelter Services; and take related actions, as recommended by the Director of Human Services</u>	20
4/26/2022 Item # 35	<u>DOC-2022-382 : Approve amendment with Express Relief Services to extend the term of the agreement to June 30, 2022, increasing the agreement by \$907,000, to a new not to exceed total of \$1,623,000 for continued COVID-19 related local support and emergency housing infrastructure services, as recommended by the Director of Human Services</u>	24
4/26/2022 Item # 36	<u>DOC-2022-383 : Approve extension of 2.0 full-time equivalent limited-term positions through June 30, 2023, to continue to support coordinated entry, shelter response, and re-housing efforts, as recommended by the Director of Human Services.</u>	27
4/26/2022 Item # 37	<u>DOC-2022-384 : Approve amendment to agreement with Lisa Lahowe to extend the term through June 30, 2023, in the unchanged amount of \$178,000, for consultation services related to the transition of the Public Guardian Office operations; and take related actions, as recommended by the Director of Human Services</u>	29

BOS Date	Item	Page # in packet
4/26/2022 Item # 38	<u>DOC-2022-385 : Approve amendment to Community Action Board Transitional Age Youth Housing Navigation and Housing Focused Case Management Services contract, increasing the agreement by \$42,893 to a new total amount of \$215,693, to provide for additional financial assistance payments and related costs to facilitate participants' access to permanent housing opportunities, as recommended by the Director of Human Services</u>	31
4/26/2022 Item # 39	<u>DOC-2022-386 : Adopt resolution accepting unanticipated revenue in the amount of \$150,000 from the Department of Social Services; approve amendment to agreement with Housing Matters for the Bringing Families Home program, increasing the total amount by \$150,000, to a new three-year total amount of \$1,751,553, to facilitate participant's access to permanent housing opportunities; and take related actions, as recommended by the Director of Human Services</u>	33
5/10/2022 Item # 40	<u>DOC-2022-427 : Approve agreement with Trustees of the California State University on behalf of San José State University for participation in the Social Work Practicum program, to provide Masters in Social Work interns to the Human Services Department, as recommended by the Director of Human Services</u>	35
5/10/2022 Item # 41	<u>DOC-2022-428 : Adopt resolution accepting unanticipated grant funding from the Business, Consumer Services and Housing Agency, in the amount of \$2,370,460, for homelessness encampment clean-up; authorize the Director of Housing for Health to sign the grant agreement on behalf of the County; delegate authority to execute related agreements and direct the department return to the Board on or before August 9, 2022 for ratification, as recommended by the Director of Human Services</u>	37

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 – March 2022 (page 40 of packet)
- AB361 (page 42 of packet)
- Commission Bylaws (page 44 of packet)
- Draft 2022 Workplan (page 48 of packet)
- Legislative Analyst's Office link: <https://lao.ca.gov/>



County of Santa Cruz Board of Supervisors

Agenda Item Submittal

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

Subject: Eviction and Homeless Prevention Urgent Actions

Meeting Date: March 22, 2022

Recommended Action(s):

- 1) Authorize the Human Services Department and Health Services Agency to negotiate and execute new or amended contracts, utilizing the COVID-19 delegated purchasing authority, to support community members at risk of losing their housing in response to the end of the statewide eviction moratorium on March 31, 2022; and
- 2) Direct the Human Services Department to report back on or before August 23, 2022 on the status of revised or newly executed contracts.

Executive Summary

The California COVID-19 Tenant Relief Act and the COVID-19 Rental Housing Recovery Act protects renters impacted financially by COVID-19 through March 31, 2022. Many renters in Santa Cruz County have pending and unpaid rental assistance funding requests with the California Housing Is Key Program with statewide renter protections scheduled to expire.

To reduce the risk of formal evictions and increasing levels of homelessness, the Human Services Department, Health Services Agency, Planning Department, and Public Defender's Office have been in conversation internally, with city partners, and with local community providers assisting those impacted by this pending statewide change. Staff considered the prospect of recommending the Board adopt a new local ordinance to prevent evictions, as well as securing resources that could be provided to support community members when this protection expires.

Staff do not recommend that the Board adopt a new local ordinance to prevent evictions arising from missed rental payments during this period. However, staff have secured one-time funding resources to expand or establish certain contracts with community providers to support county residents at risk of losing their housing when the moratorium expires.

Background

The COVID-19 pandemic has had widespread impacts on population health including economic and housing stability. In recognition of the economic and housing risks associated with the pandemic, the federal and State governments provided one-time financial assistance and legal protections for households at-risk of housing loss and

eviction. The U.S. Treasury established an Emergency Rental Assistance Program (ERAP) for states and local governments to assist tenants with rental payments. The County of Santa Cruz elected to transfer their two allocations of ERAP funding to the State for inclusion in a statewide ERAP program known as Housing Is Key. By combining locally designated ERAP funding with the State allocation, Santa Cruz County benefited from a consistent statewide program infrastructure reducing local administrative and start-up costs and time. The County also leveraged additional State funding for residents.

As of March 10th, there are 3,531 active Santa Cruz County cases, including the cities. Approximately 1,400 applications are from unincorporated County residents. Including the cities, Santa Cruz County residents are requesting more than \$55.5 million in assistance from the Housing Is Key program. Just over \$15.1 million has been paid out as of the same date. Though the State has committed to rapidly processing the balance of requests as soon as they can, and there are some services in the community assisting those at risk of losing their housing while awaiting payment, most anticipate that more support will be needed to minimize undesirable outcomes.

Analysis

Eviction Moratorium:

Staff is aware of the community's request for renewed local eviction protections given that the State's COVID eviction protections end on March 31, 2022. The County's local moratorium on evictions related to COVID (SCCC 8.48) expired last year and could not be renewed due to restrictions established under several State laws that essentially occupied the field of addressing back rent for individuals impacted by the pandemic. Specifically, Code of Civil Procedure section 1179.05 was modified to prevent local jurisdictions from extending or expanding local ordinances related to COVID rent payments. Other provisions were enacted to direct COVID-impacted tenants into the assistance programs created under the COVID-19 Tenant Relief Act. Section 1179.05 creates a strong argument that local jurisdictions are preempted from addressing evictions related to rental payments that came due between March 1, 2020 and March 31, 2022. Therefore, staff does not recommend that the Board adopt a new local ordinance to prevent evictions arising from missed rental payments during this period.

Contracting for additional community services:

Under the Board's authority granted on April 28, 2020, in response to the imminent threat to public health resulting from COVID-19, the Board temporarily delegated its authority to a County Purchasing Agent 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.

Staff have identified various funding resources within existing department budgets that can be purposed to contract for more services in the community to assist residents at risk of losing their housing. In addition, some city partners have expressed an interest in partnering with the County to expand the availability of community resources to help reduce the risk of evictions and homelessness among residents in their jurisdictions. Staff estimate approximately \$500,000 of one-time funding availability from existing

grants and approved budgets that can be utilized to buttress housing-related community resources, but staff continue to research and identify what additional funding sources may be available and leveraged. Staff recommend strategic investments in legal assistance and mediation, flexible financial assistance, tenant rights education and counseling, and brief housing-related problem solving and case management services.

Staff will return to the Board to report on amended or executed contracts under this Board action as part of regular updates on COVID-19 emergency contracts.

Financial Impact

Proposed funding sources for the approximately \$500,000 identified to date for community services include a Public Health grant that supports COVID related housing infrastructure, local Emergency Rental Assistance Program (ERAP) administrative funds, and existing and available funds within the HSD Departmental budget. There will be no new General Fund contribution resulting from the proposed contracts.

Strategic Plan Element(s)

2.D. Attainable Housing: Homelessness

Approval of this agenda item will provide potential financial and legal assistance to renters in the County which furthers the County's goal of preventing homelessness.

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: Housing for Health Division

Subject: Report back on Housing for a Healthy Santa Cruz

Meeting Date: March 22, 2022

Recommended Action(s):

- 1) Conduct Study Session to review updates related to addressing homelessness in Santa Cruz County and approve recommended policy priorities for the next six-month Housing for a Healthy Santa Cruz implementation cycle;
- 2) Accept and file progress reports on policy goals and program updates;
- 3) Authorize the Human Services Department to apply for a California Interagency Council on Homelessness - Family Homelessness Challenge Grant, Round (FHC-1) by the April 30, 2022, deadline; and
- 4) Direct the Human Services Department to report back in August 2022 on the next Housing for a Healthy Santa Cruz six-month framework implementation cycle and related program updates.

Executive Summary

The Board of Supervisors (Board) and the Human Services Department (HSD) Housing for Health (H4H) Division established a schedule for Board study sessions on the implementation of the Housing for a Healthy Santa Cruz Framework for addressing homelessness at six-month intervals. As part of these regular updates, the Board and H4H agreed to consolidate separately requested updates on this topic into a single study session.

Background

On March 9, 2021, the Board approved the Housing for a Healthy Santa Cruz strategic framework for addressing homelessness within the County. Prior to the formal adoption of this framework, the Board requested updates on specific programs related to homelessness on separate board dates. This study session is the second six-month study session related to the implementation of the framework. The list of attachments in Table 1 identifies core topics covered in the study session materials. Each attachment presents more detail on each topic area listed.

Table 1: Housing for a Healthy Santa Cruz Study Session Topic Areas and Associated Attachments	
Attachment A	Six-Month Plan Status Update and Proposed January - June 2022 Plan Overview of goals established for the July 1, 2021 - December 31, 2021 period as well as proposed goals for the current six-month period of January 1, 2022 - June 30, 2022. Attachment also includes

	updates on Board policy priority areas including housing communities in unincorporated areas, family and children’s homelessness, Homeward Bound resources, updates on the status of Project Homekey applications, and the Smart Path to Housing and Health coordinated entry referral system.
Attachment B	Framework Performance Measures Information on community performance relative to system performance goals established in the Housing for a Healthy Santa Cruz Framework.
Attachment C	Shelter and Rehousing Wave Update Status Update of shelter and transitional housing capacity, COVID-19 shelter operations, and our current Rehousing Wave programs.
Attachment D	Housing Affordability Gaps and Relationship to Homelessness Information update on housing affordability gaps in the County of Santa Cruz and research on the relationship between this gap and the prevalence of homelessness in a community.
Attachment E	Funding Overview and Gaps Overview of funding resources directly managed by the Human Services Department Housing for Health Division or linked with Housing and Urban Development (HUD) Continuum of Care (CoC) responsibilities. It includes a list of funding recently secured by H4H and other County departments related to addressing homelessness.
Attachment F	Local Funding Decisions and Impact: Homeless Emergency Aid Program (HEAP) Funding Summary Overview of how California Homeless Emergency Aid Program (HEAP) funding was utilized in Santa Cruz County along with its short and long-term impacts.

Analysis

The Housing for a Healthy Santa Cruz Strategic Framework outlines a range of strategies to reduce point-in-time count unsheltered homelessness by 50% and overall homelessness by 25% over the period between January 2019 and January 2024. To reach the above population-level outcomes, the Framework identifies two core goals:

- Core Goal #1: Improve the effectiveness of all programs in helping people secure housing.
- Core Goal #2: Expand capacity within the homelessness response system.

Each of the goals above have specific targets outlined in the Framework for countywide capacity and performance in the areas of shelter and transitional housing, rapid rehousing, and permanent supportive housing. The Framework calls for jurisdictions within the County to meet or exceed very low-income affordable housing development goals in their Regional Housing Needs Allocations (RHNA). The following four strategic work areas are identified for work plan development every six months: 1) Build a Coalition; 2) Prevent Homelessness; 3) Increase Connections, and 4) Expand Permanent Housing.

Six-Month Plan Update:

Over the past six months, the H4H team made substantive progress on nine out of eleven six-month plan goals as outlined in Attachment A. Highlights from the July 1, 2021 to December 31, 2021 period include:

- Securing additional federal and State funding for temporary and permanent housing and homelessness prevention;
- Implementing the effective closure and client transitions from several COVID-19 shelter programs including over 100 former guests moving to permanent homes;
- Partnering with the Health Services Agency to secure funding for multi-disciplinary street outreach teams;
- Improving data collection and reporting and preparing for the 2022 point-in-time count; and
- Preparing to launch a new Continuum of Care coalition building structure in 2022.

In addition to working on these goals, H4H staff continued work in other Board priority areas. Three potential locations for emergency shelter and transitional housing sites in unincorporated areas of the County are being explored. Despite efforts to expand resources and improve system performance for families and children, local data indicates a steady increase in homelessness among this population. More families with children are becoming homeless each month than the system can help return to homes. H4H staff propose the County apply for an available State family homelessness challenge grant to continue efforts to pursue the Board policy goal of no unsheltered children. Homeward Bound resources continue to help some households find stability through connecting with family, friends, and other supports outside of Santa Cruz County. Strategic expansions and increasing the number of entities that can access Homeward Bound resources could help expand the impact of this program.

The County supported four Project Homekey funding application submissions to the California Housing and Community Development Department for a combined total funding request slightly over \$53.5M that could help create 155 new units of permanent affordable supportive housing within the next 12 months. Two of the potential projects are in unincorporated areas of the County, one in the City of Santa Cruz, and one in Watsonville. The County should receive notification about the status of their collaborative Project Homekey applications on or before March 22, 2022.

H4H staff, with support from Focus Strategies consultants, have initiated a process for redesigning the coordinated entry referral system known as Smart Path to Housing and Health over the next six-month goal period. Redesign efforts are focused on creating more emphasis on providing immediate help and problem solving, transparency, and strategic prioritization and matching based on realistic resource availability.

As six-month plan activities continue, H4H staff and partners monitor the impact of this work on Framework Performance measures over time.

Framework Performance Measures:

Measurement of progress on the Framework overall outcome goals requires the regular implementation of point-in-time counts of households experiencing homelessness. H4H staff in partnership with our contractor Applied Survey Research (ASR) and community volunteers implemented the first step in an annual point-in-time count of households

experiencing homelessness on February 28, 2022. The field survey conducted on this date will be paired with Homeless Management Information System (HMIS) data, outreach to providers outside of HMIS, and field-based surveys to generate data for a complete and updated count of households experiencing homelessness on a single day within the County. The final 2022 report is anticipated by July 2022 and this data will be shared at the next six-month update to the Board.

The community has reached some Housing for Health Core Goal #2 system capacity targets due to the influx of one-time State and federal funding. However, the community is falling short on Core Goal #1 performance metrics related to program lengths of stay and the percentage of participants exiting to permanent housing. In calendar year 2021, Homeless Management Information System (HMIS) data indicates 426 households with 643 people received support to move into permanent housing. This represents 30% of the Framework 2021 goal of 1,452 households moving into permanent housing over the course of the year.

An analysis of HMIS and system capacity data over the last six months described in further detail in Attachment B shows the following trends:

- Increases in homelessness among all household types and increased rates among children under 18, children 0-5, and seniors over 55
- Some progress on hitting Framework capacity targets, but with one-time resources this progress may not be sustained for lasting impacts
- Significant capacity gaps with rapid rehousing and very low-income affordable housing
- Increased lengths of stay in all program types with static or modest improvements in housing outcomes
- Gaps in rental stock and affordable rental stock are likely a significant contributing factor to increased lengths of stay and limited progress on rehousing rates

Shelter and Rehousing Wave Update:

As a result of significant increases in one-time State and federal funding to address the impact of the COVID-19 pandemic on people experiencing housing instability and homelessness, the County has exceeded its Strategic Framework capacity goals for shelter/transitional (interim) housing and permanent supportive housing but not its goals for rapid rehousing. Shelter capacity goals have been achieved due to the availability of one-time COVID-19 shelter resources and locations. Declines in shelter capacity are likely if additional long-term funding and shelter locations are not secured in the next six-month period. An update on the status of current shelter capacity and our COVID-19 rehousing wave are included in Attachment C.

The scattered-site, permanent supportive housing resources secured come from one-time increases in the availability of affordable housing subsidy vouchers from the Housing Authority of the County of Santa Cruz coupled with one-time funding for supportive services. These resources are limited by private rental market availability and willingness to participate in publicly supported programs. Three hundred fifteen (315) currently homeless households have been issued vouchers as of the end of February 2022. Among this group, 72 have moved into units and others continue searching.

Housing Affordability Gaps and Relationship to Homelessness:

The California Housing and Community Development Department (HCD) manages a [public dashboard](#)

<<https://app.powerbigov.us/view?r=eyJrIjoieMDA2YjBmNTItYzYwNS00ZDdiLThmMGMtYmFhMzc1YTAzMMDM4IiwidCI6IjJiODI4NjQ2LWlwMzctNGZINy04NDE1LWU5MzVjZDM0Y2Y5NiJ9&pageName=ReportSection3da4504e0949a7b7a0b0>> that allows local

jurisdictions to review their housing production trends in relationship to Regional Housing Needs Allocation (RHNA) goals for the period January 2016 to December 2023. Through December 2020, this data indicates that collectively Santa Cruz County jurisdictions have issued building permits for 105 units of very low-income housing representing only 14% of the 8-year target development goal of 734 units. The RHNA goals reflect a conservative affordable housing creation goal relative to the California Housing Partnership 2021 County Housing Needs Report <[Santa-Cruz Housing Report 2021-HNR.pdf \(netdna-ssl.com\)](#)

<https://1p08d91kd0c03rlxhmtydpr-wpengine.netdna-ssl.com/wp-content/uploads/2021/05/Santa-Cruz_Housing_Report_2021-HNR.pdf>

that indicates a need for an additional 10,545 affordable rental homes to ensure all rental households in the County pay less than 30% of their monthly income for housing costs. According to one metric from the National Low Income Housing Coalition (NLIHC) annual report on national affordable housing needs - "Out of Reach 2021", Santa Cruz County is the least affordable housing market in California for local renters. In Santa Cruz County, a renter household earning the mean wage for renters would need 3.4 full-time jobs to afford a two-bedroom apartment at fair market rent. The creation of additional affordable and general rental housing stock, particularly housing for those living with extremely low incomes, is essential for the success of the Housing for a Healthy Santa Cruz Framework.

Efforts to prevent and end homelessness in Santa Cruz County will remain challenging in an environment of low rental unit vacancy rates, high rents, and mean renter incomes inadequate to pay for housing costs. High documented demand for pandemic-related rental assistance coupled with gaps in payments may foreshadow potential increases in housing stress, displacement, overcrowding, and homelessness within Santa Cruz County.

Attachment D provides more detailed information on local housing affordability gaps and how this contributes to homelessness.

Funding Overview and Gaps:

The proposed State budget for the upcoming fiscal year reflects continued one-time investments focused on addressing housing affordability and homelessness with funding coming through multiple State agencies for a range of housing and service programs. Current proposed federal allocations appear to represent a gradual return to pre-pandemic levels of resources rather than deeper and lasting investments in affordable housing and homelessness.

The State developed and the federal government approved major changes to the Medi-Cal program that provides health insurance coverage for nearly 14 million lower-income Californians. The program reforms, known as California Advancing and Innovating

Medi-Cal (CalAIM), expand resources and opportunities for linking together health, human service, and housing providers to promote health and housing stability for Medi-Cal enrollees. Local collaborative action and matched funding strategies are necessary to effectively mobilize these new resources.

Federal and State agencies continue to promote financial incentives linked to documented levels of local collaboration and coordination and improved housing outcomes. For example, the Housing and Homeless Incentive Program (HHIP) provides incentives for Medi-Cal managed care plans to partner with local Continuum of Care (CoC) entities on local collaborative action plans to address homelessness. Other funding sources require collaboration around land use and development to create new housing and residential programs.

Achievement of the capacity and performance metrics outlined in the Framework will require additional financial resources from multiple levels of government. A high-level review of current estimated costs for implementation of the Housing for Healthy Santa Cruz Framework indicates it would require just over \$77 million per year to fully implement framework goals including achievement of conservative RHNA very low-income housing targets. With the availability of current one-time State and federal funding, the gap to reach \$77 million in resources is around \$40million per year. Without these one-time resources the gap increases to around \$62 million per year.

Achieving the more ambitious California Housing Partnership affordable housing goals alone would cost nearly \$190 million per year and would significantly reduce the need for homelessness specific programming over time. During the February 15, 2022 meeting of the Board, the Board considered adoption of a Transient Occupancy Tax (TOT) ballot measure that could provide additional funding to close some of these gaps. Local tax revenues can help close this resource gap directly and by creating new opportunities for leveraging matching State and federal funding.

Over the past 12 months the Housing for Health Division with other county partners helped secured five distinct competitive grants to address homelessness totaling \$7.7 million that can be utilized over the next few years. The current Request for Proposal for CORE funding will also likely impact the availability of resources to address homelessness. In the current fiscal year \$970,800 worth of CORE funding supports activities related to implementation of the Framework.

Attachment E provides more detail on the high-level gaps analysis described above and an overview of current funding resources managed by the H4H Division. This attachment also highlights potential lessons to learn from the national approach toward addressing homelessness among veterans.

Local Funding Decisions and Impact:

Given the one-time and time-sensitive nature of federal and State funding to address homelessness, local governments, and Continuum of Care (CoC) entities must make quick strategic decisions on how to invest in projects that support desired long-term outcomes that may have multiplier or ripple effects that continue beyond the initial investment. One-time funding can be used in ways that mitigate immediate challenges related to homelessness but fail to produce long-term positive housing and community

outcomes. Attachment F provides an overview of how one-time California Homeless Emergency Aid Program (HEAP) Funding was utilized in Santa Cruz County.

Lessons learned from the use of this funding should be applied to future local investment decisions. For example, local or State funding sources can be utilized to generate or leverage matching federal funding sources under some circumstances, thereby increasing total resources. This requires thoughtful and strategic use of funding in partnership with County agencies with the authority to leverage matching federal funding.

County HSD staff are working closely with City of Santa Cruz officials to develop collaborative plans for the strategic use of their one-time \$14 million in State funding to address homelessness. Another one-time funding source is being made available to local governments and CoCs related to addressing family homelessness and H4H staff are requesting authorization to apply for this funding.

Authorization to Apply for Family Homelessness Challenge Grant:

The California Business, Consumer Services and Housing Agency released a Request for Applications (RFA) on March 1, 2022 on behalf of the California Interagency Council on Homelessness (CAL ICH) for a Family Homelessness Challenge Grant. Up to \$30 million of grant funding is available Statewide and will be distributed in two separate competitive grant application rounds, with \$15 million available in the first round. Only applicants that receive Round 1 funding are eligible to apply for and receive Round 2 funding. Eligible applicants include a Continuum of Care (CoC) or local government jurisdiction.

The CAL ICH Family Homelessness Challenge Grant funding RFA provides an opportunity for Santa Cruz County and the Housing for Health Partnership (CoC) to secure funding to support efforts to promote an established Board of Supervisors Policy Goal of no unsheltered children in the County. Countywide school district data from 2020-2021 indicates that southern Santa Cruz County contains the largest number of unstably housed and literally homeless students in the County - 2,838 out of 3,831 countywide. If authorized to apply for funding, H4H staff will work closely with southern County stakeholders to develop a competitive application proposal focused on addressing the clear need for additional housing resources and support for families, children, and youth in the area.

Financial Impact

There is no financial impact associated with this study session and associated materials. Additional progress on Housing for a Healthy Santa Cruz overall goals will require additional resource and financial investments from multiple sources.

Strategic Plan Element(s)

2.D. Attainable Housing: Homelessness

Submitted by:

Randy Morris, Human Services Director

Recommended by:

Carlos J. Palacios, County Administrative Officer

Attachments:

- a Six Month Plan Status Update and Proposed January - June 2022 Plan - Attachment A
- b Framework Performance Measures - Attachment B
- c Shelter and Rehousing Wave Update - Attachment C
- d Housing Affordability Gaps and Relationship to Homelessness - Attachment D
- e Funding Overview and Gaps - Attachment E
- f Local Funding Decisions and Impact - Attachment F



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

From: Human Services Department: Family and Children's Services
Division
(831) 454-4130

Subject: Approve Amendment with Seneca for Private Adoption Agency
Reimbursement Program

Meeting Date: March 22, 2022

Recommended Action(s):

Approve an amendment to agreement with Seneca Family of Agencies, Contract No. 22W4110, at an unchanged amount of \$102,200, for a term of July 1, 2021, through June 30, 2022, to provide psychosocial assessment and adoption support services, and authorize the Director of Human Services to execute the agreement.

Executive Summary

The Human Services Department (HSD) recommends the Santa Cruz County Board of Supervisors (Board) approve an amendment to an agreement with Seneca Family of Agencies (Seneca) to provide for psychosocial assessment and adoption support services. The agreement is consistent with the California Department of Social Services (CDSS) mandate for counties to manage the Private Adoption Agency Reimbursement Program (PAARP). Seneca has provided services in support of adoption finalizations that exceed the available budget for the current term and is not expected to provide as many psychosocial assessments as budgeted for. As a result, a budget modification is recommended to shift \$36,000 from the psychosocial assessment line item of the budgeted expenditures to the PAARP Adoption Placement line item, with no change to the total contract amount. Approval will allow HSD to make payment for PAARP adoption placement services rendered to date.

Background

The Family and Children's Services (FCS) Division of HSD administers our county's Resource Family approval process to determine whether a family is approved to begin adoption proceedings. Seneca provides HSD with contracted psychosocial assessment services as a key component of the FCS Resource Family approval process.

On October 19, 2021, the Board approved a renewing agreement with Seneca, in the amount of \$102,200, using PAARP funding allocated by CDSS to county child welfare agencies, for pre-and post-adoption services needed for Resource Families approved for adoption of a child in the child welfare system.

Analysis

During FY 2021-22 to date, Seneca has facilitated the completion of six (6) adoptions,

initiated proceedings for another, and has an eighth adoption in process. The number of families being referred by HSD for psychosocial assessments has decreased, resulting in available funding in the budget for those assessments; and the number of adoptions expected has been exceeded.

Based on the successful performance under this contract, HSD recommends amending the agreement to realign the service components of the budget to meet the actual demand for services. The budget modification will shift \$36,000 from the Psychosocial Assessment line item of the budgeted expenditures to the PAARP Adoption Placement line item, with no change to the total contract amount. The amendment to the agreement will allow HSD to compensate Seneca for increased eligible Adoption Assistance Program services related to supporting families through the process of adopting children and non-minor dependents delivered during this fiscal year. Mono-lingual Spanish speaking families are served specifically through the agreement with Seneca for bilingual services.

Financial Impact

The agreement, in the unchanged amount of \$102,200, will not require a new allocation of County General Funds. The California Department of Social Services (CDSS) Resource Family Approval (RFA) funds and Private Adoption Agency Reimbursement Program (PAARP) allocations, as included in the Board approved FY 2021-22 HSD budget, will fund the attached Seneca Family of Agencies agreement.

Seneca Family of Agencies, No. 22W4110, FY 2021-22

- Psychosocial Assessments – 392100 – 62885 – WCEC3 – 08880031
- PAARP – 392100 – 62885 – WCEC3 – 01170068

Strategic Plan Element(s)

1.B (Comprehensive Health & Safety: Community Support) Adoption support services prepare families for adoption through home visits, assistance in gathering the required documents, and connecting to services, which facilitates the adoption process to completion.

Submitted by:

Randy Morris, Human Services Director

Recommended by:

Carlos J. Palacios, County Administrative Officer

Attachments:

- a Agreement - W4110 Amendment 1 Seneca PAARP (3/22 AMS#11251)
- b ADM-29 22W4110 A01 Seneca Family of Agencies



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

From: Human Services Department: Family and Children's Services
Division

(831) 454-4130

Subject: Purchase of Two Vehicles for Family & Children's Services

Meeting Date: April 12, 2022

Recommended Action(s):

- 1) Approve the fixed asset purchase of two vehicles for Family & Children's Services; and
- 2) Authorize the transfer of appropriations within the Human Services Department and adopt resolution to transfer \$100,000 to the General Services Department - Fleet Division; and
- 3) Authorize the General Services Department to take the necessary steps to procure the vehicles.

Executive Summary

Board approval is requested for the Human Services Department (HSD) to purchase two sport utility vehicles for child welfare visits and placement in the Family & Children's Services (FCS) division of the Human Services Department. General Services (GSD) will procure the vehicles on behalf of HSD.

Background

HSD has hybrid sedans that were purchased in 2016 that are used by Social Workers for child welfare checks and to transport children for placement, however the vehicles are not sufficient for travel to mountainous and remote areas of the County. FCS staff will utilize their own vehicles at times, but it is not ideal to transport children in an employee's personal vehicle. The division is requesting two sport-utility vehicles to address this need.

Analysis

In addition to FCS staff using their personal vehicles, an additional option is to rent a vehicle from the GSD Pool. However, the GSD pool does not contain SUVs and the decision to remove a child from the home may happen unexpectedly during a routine welfare check. Purchasing the vehicles is in the best interest of the department and the children and families the department serves.

Financial Impact:

The total amount of the two vehicles is not expected to exceed \$100,000. No new General Funds are requested for this purchase. The financing source is a Child Welfare Services augmentation from 2011 Realignment that was received in this fiscal year.

Both an AUD-60 and AUD-74 are required to facilitate the appropriation transfers as GSD Fleet is an Internal Service Fund.

Strategic Plan Element(s)

1.B (Comprehensive Health & Safety: Community Support)

6.C (Operational Excellence: County Infrastructure)

Purchasing the two vehicles will assist Family & Children's Services in fulfilling the mandate to ensure the health and safety of children.

Submitted by:

Randy Morris, Human Services Director

Recommended by:

Carlos J. Palacios, County Administrative Officer

Attachments:

- a Resolution AUD-60 FCS to GSD - DocuSigned with Certifications
- b AUD-74 FCS - DocuSigned with Certifications
- c Quote - Ford Explorer
- d Quote - Bronco



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

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

Subject: The Salvation Army Agreements Renewal and Amendment

Meeting Date: April 26, 2022

Recommended Action(s):

- 1) Adopt a resolution accepting and appropriating unanticipated revenue in the amount of \$1,700,250 from the California Business, Consumer Services and Housing Agency into the fiscal year 2021-22 Human Services Department budget;
- 2) Approve an amendment to agreement C4204 with The Salvation Army, reducing the amount by \$346,027 for a new total amount of \$2,556,775, for North County Emergency Shelter services, and authorize the Human Services Director to execute the amended agreement; and
- 3) Approve agreement C4378 with The Salvation Army, in the amount of \$784,007, for a term of July 1, 2021 through June 30, 2022, and authorize the Human Services Director to execute the agreement.

Executive Summary

The County of Santa Cruz Human Services Department (HSD) is charged with supporting implementation of the Housing for a Healthy Santa Cruz Framework, adopted by the Board on March 9, 2021 to address homelessness, serving as the lead administrative agency for the federally mandated local Continuum of Care (CoC) to coordinate housing and services funding for homeless families and individuals. As such, HSD administers agreements to support housing-focused emergency shelter services throughout Santa Cruz County. To accomplish this, HSD recommends the Santa Cruz County Board of Supervisors (Board) accept \$1,700,250 in unanticipated revenue from the California Business, Consumer Services and Housing Agency (BCSH) to fund local emergency shelter service agreements. Additionally, HSD is requesting the Board approve a contract amendment with The Salvation Army, A California Corporation (TSA) for North County Emergency Shelter Services, and renewal of a contract for South County Emergency Shelter Services.

Background

In fiscal year (FY) 2020-21 emergency shelter service contracts with TSA for both north and south Santa Cruz County were funded through California Homeless Emergency Aid Program (HEAP) and California Emergency Solutions Housing (CESH) block grants, COVID response funding sources, and CoC contributions for emergency shelter services. Historically, the County of Santa Cruz (County) and CoC have not had

adequate funding resources and stable operating locations to support year-round housing focused shelter. The current expansion of State resources to support local efforts to address homelessness, local dedicated funding for shelter, and the availability of emergency COVID response funding created an opportunity to sustain FY 2020-21 shelter programs into the current fiscal year. In the prior fiscal year, TSA operated two distinct emergency shelter service contracted programs: 1) South County emergency shelter at the TSA property at 104 Grant St. in Watsonville with a reduced COVID capacity of 26 beds; and 2) North County emergency shelter services utilizing two distinct shelter structures-the affixed National Guard Armory building with a reduced COVID capacity of 60 beds, and a California Office of Emergency Services (CalOES) supported temporary shelter tent with a capacity of 40 beds, both co-located at 301 Armory Road in Santa Cruz.

Homeless Management Information System (HMIS) data for these programs indicates 416 unique individuals received emergency shelter services at one or more of these locations during FY 2020-21. The sites operated year-round, 7 days per week, provided hygiene and meal services, safe sleeping areas, and referrals to other supportive services for guests. All sites had reduced point-in-time capacity compared to prior winter shelter years to reduce the risk of COVID disease among shelter guests and staff.

The Housing for a Healthy Santa Cruz framework calls for the community to work together to establish and support stable housing-outcome focused emergency shelter and transitional housing programs with a point-in-time bed capacity of 600 beds. In March of 2021, the County had over 1,000 available beds due to expanded COVID-19 sheltering capacity. COVID sheltering capacity was anticipated to decline at the end of FY 2020-21 through the current fiscal year. As a result, the CoC and City of Santa Cruz recommended continued year-round support of TSA sheltering capacity at the Armory, and all TSA contracts were placed on the continuing agreements contract list for FY 2021-22. Current countywide shelter capacity is just over 600 beds, including the TSA locations noted in this Board memo.

Analysis

TSA has been a consistent provider of winter and year-round emergency shelter services in Santa Cruz County for multiple years. The increased availability of one-time pandemic related, and State resources has enabled the County to support year-round adult household shelter operations through FY 2020-21 and 2021-22 emergency shelter contracts with Housing Matters and TSA in the City of Santa Cruz, and with TSA in the City of Watsonville. Combined, these services have provided over 180 year-round shelter beds, a significant increase in total year-round, County-supported capacity compared to prior years.

Expanded COVID shelter capacity has been gradually declining since June 2021 due to a loss of available one-time pandemic-related resources. CalOES has withdrawn their fiscal and operational support for the temporary Pavilion shelter tent at the National Guard Armory location, effective December 31, 2021. The County is supporting the continuation of this infrastructure during the months of January and February but does not have the resources to support the infrastructure costs beyond February 28, 2022. The loss of this infrastructure will require an amendment to the current North County Emergency Shelter contract with TSA, to accommodate the loss of the 40-bed capacity

Pavilion shelter tent. HSD recommends the Board approve an amendment reducing the total North County Emergency Shelter contract budget from \$2,902,802 to \$2,556,775. The Armory building portion of their sheltering contract remains unchanged, and the program will continue through the end of the fiscal year with a reduced capacity of 60 beds in total.

Execution of a final contract for South County emergency shelter services was delayed due to protracted contract negotiations with the vendor. Both parties agreed to finalize the execution of an agreement for South County, for nighttime only shelter services which will provide at least 26 beds per night at a total amount of \$784,007. This negotiated agreement represents a reduction in overall services when compared to the FY 2020-21 contract with TSA.

HSD will analyze shelter operating locations and funding resources as part of the FY 2022-23 budgeting process with the County, CoC, and local jurisdictional partners. Reductions in pandemic related resources for sheltering are anticipated to contribute to significant overall declines in shelter capacity in FY 2022-23. Additional financial resources and locations will need to be identified and secured to maintain the Housing for a Healthy Santa Cruz framework goal of 600 housing-outcome focused shelter and transitional housing beds in the County.

Funds for the TSA North and TSA South agreements were initially included in the HSD FY 2021-22 budget, as approved by the Board, at \$334,000 and \$178,000, respectively. HSD received \$1,700,250 in BCSH funding for the County's use in FY 2021-22, providing resources to extend emergency shelter services as needed. This unanticipated revenue, along with the funds already accounted for in HSD's approved FY 2021-22 budget will help fund the amended and renewing TSA contracts outlined and attached.

Financial Impact

Approval of these agreements will not require a new General Fund contribution. A portion of both contracts and the attached resolution will be funded through a grant provided by the California Business, Consumer Services and Housing Agency. A portion of both contracts will also be funded through a cost sharing agreement approved by the Homeless Action Partnership, from existing budgeted funds in Index 391200.

The Salvation Army, A California Corporation, No. C4204 - Index/GL Key:

- Suffix-01: 391200/62381
- Suffix-02: 391300/62381

The Salvation Army, A California Corporation, No. C4378 - Index/GL Key:

- Suffix-01: 391200/62381

Strategic Plan Element(s)

2.D (Attainable Housing: Homelessness) - HSD contracts with The Salvation Army, A California Corporation, to provide individuals experiencing homelessness with shelter services and referral to mainstream services that help reduce homelessness and increase housing stability.

1.A (Comprehensive Health & Safety: Health Equity) - The funds used during COVID-19 have furthered health equity by helping to mitigate the spread of the disease among people experiencing homelessness during the County's shelter in place order.

Submitted by:

Randy Morris, Human Services Director

Recommended by:

Carlos J. Palacios, County Administrative Officer

Attachments:

- a Resolution - AUD-60 BSCH TSA (eSign)
- b Agreement - C4204 TSA North Amendment 1
- c Agreement - C4378 TSA South
- d ADM-29 22C4204 A01 Salvation Army North
- e ADM-29 22C4378 Salvation Army SoCo Nav Ctr

**County of Santa Cruz Board of Supervisors****Agenda Item Submittal****From:** Human Services Department: Administration Services Division
(831) 454-4130**Subject:** Amendment to Express Relief Services**Meeting Date:** April 26, 2022**Recommended Action(s):**

Approve an amendment to agreement 22W4113 with Express Relief Services to extend the term of the agreement to June 30, 2022, increasing the agreement by \$907,000, to a new not to exceed total of \$1,623,000 for continued COVID-19 related local support and emergency housing infrastructure services, and authorize the Director of Human Services to execute the agreement.

Executive Summary

The Human Services Department (HSD) is requesting the Board approve an amendment to the agreement with Express Relief Services for continued COVID-19 local support and emergency housing infrastructure services through June 30, 2022. This agreement was established with approval from the County's Purchasing Agent, as authorized by the Board on April 28, 2020 in response to the emergency declaration resulting from COVID-19. The amendment exceeds the Purchasing Agent's approval authority and requires Board approval to continue services.

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. Services for the operation of shelters include facility infrastructure, cleaning, linen, delivered meal services and security services, among others. In support of the local County emergency response, the State of California Department of General Services also contracted with Express Relief Services to provide temporary shelter facilities, supplies, and showering stations at the National Guard Armory location. This agreement between the State and the vendor terminated December 31, 2021 and the County established an agreement to continue full services through February 28 2022 and partial services through June 30 2022.

Analysis

For a portion of the COVID-19 pandemic, the State of California Department of General Services contracted with Express Relief Services to provide a temporary tent shelter facility, showering stations including an ADA accessible shower, and other related sheltering supplies at the National Guard Armory location, which is operated by County staff in partnership with The Salvation Army. The County learned on December 3, 2021 that this agreement between the State and the vendor would terminate on December 31, 2021. Due to the short timeline and resurging risk of COVID-19, the County entered into an agreement with Express Relief Services from January 1, 2022 until February 28, 2022, to provide continued support for temporary shelter resources and accessible shower facilities while staff worked toward relocating the participants and helping as many as possible to secure permanent housing. Most guests at the temporary shelter facility were relocated to longer-term shelter programs with a few guests moving to permanent housing. The temporary tent shelter was removed on March 31, 2022, however the permanent Salvation Army facility does not have ADA accessible shower units. The portable ADA showers and adjacent services will be maintained until the end of the current fiscal year or until another solution is established, to serve the adjacent facility operated by the Salvation Army.

Due to the need for ongoing supportive shelter infrastructure services, the projected compensation exceeds the General Services' temporary purchase limits. This memo requests the Board's approval of an amendment to the agreement with Express Relief Services, Contract No. 22W4113, increasing the agreement by \$907,000 to a new not to exceed total amount of \$1,623,000 for COVID-19 local shelter and emergency housing infrastructure support services through June 30, 2022.

Financial Impact

Approval of the new agreement does not result in an additional General Fund contribution. The total cost of the agreement (22W4113) is not to exceed \$1,623,000, which is included in the HSD Shelter and Care budget (GL 391300 - 62381 / JL WSHL024 - WCARE). FEMA, CalOES, and the American Rescue Plan Act will fund the services requested by the County for COVID-19 shelter services.

Strategic Plan Element(s)

1.B (Comprehensive Health & Safety: Community Support) - Amending the existing agreement 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 Agreement - W4113 Express Relief Services Amendment One
- b ADM-29 22W4113 Amendment Cortez Express Relief Svcs



County of Santa Cruz Board of Supervisors

Agenda Item Submittal

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

Subject: Extend 2.0 Limited-Term Positions for Housing for Health Efforts

Meeting Date: April 26, 2022

Recommended Action(s):

Approve the extension of 2.0 full-time equivalent (FTE) Program Coordinator limited-term positions in the Human Services Department (HSD) through June 30, 2023, to continue to support coordinated entry, shelter response, and re-housing efforts.

Executive Summary

HSD requests the Board extend the termination date of 2.0 FTE Program Coordinator limited-term positions to maintain their roles with coordinated entry, shelter response, and rehousing efforts through June 30, 2023. These positions are fully funded by a Housing and Urban Development (HUD) grant and will help households obtain permanent housing by providing continuity during the community transition from COVID-19 sheltering to general sheltering operations for people experiencing homelessness.

Background

HSD has utilized various housing programs during the COVID-19 pandemic response to find temporary and permanent housing solutions for people experiencing homelessness. Project Roomkey funding has supported a system of COVID-19 non-congregate shelters, which have been gradually closing over the past year. On June 20, 2022, the last Project Roomkey shelter location will close. Rehousing Wave staff have focused on helping participants remain sheltered while they work toward securing permanent housing, and as of February 2022 this effort has resulted in 107 people exiting to permanent housing.

Analysis

The Human Services Department has secured Housing and Urban Development (HUD) continuum of care (CoC) Coordinated Entry System funding to support the transition of two limited-term Program Coordinator positions currently budgeted as part of the COVID-19 shelter operations team (COVID Unit Index 391300) to becoming part of the Housing for Health team and budget (Index 391200). This budgetary transition allows staff with a history of working with the COVID-19 non-congregate sheltering system to continue supporting this work throughout next fiscal year, at a minimum. As part of this transition, the staff members will take on more active roles in supporting CoC coordinated entry housing problems solving, prioritization, and matching roles. Continuity of staffing will minimize transition challenges and likely improve guest outcomes.

Financial Impact

The annual cost for these positions, including in salaries and benefits, is \$218,200(\$109,100 per position). Funding for the extended limited-term positions in Index 391200 will be provided through Housing and Urban Development (HUD) Continuum of Care Coordinated Entry Expansion grant funds. There is no General Fund impact for this action.

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 support services to people experiencing homelessness.

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: Approve Amendment to Extend Term for Public Guardian
Consultant Lahowe

Meeting Date: April 26, 2022

Recommended Action(s):

Approve an amendment to an agreement with Lisa Lahowe, contract 22W4107, to extend the term through June 30, 2023, in the unchanged amount of \$178,000 for consultation services related to the transition of the Public Guardian Office operations, and authorize the Director of Human Services to execute the agreement.

Executive Summary

The Human Services Department (HSD) recommends the Santa Cruz County Board of Supervisors (Board) approve an amendment to an agreement with Lisa Lahowe to provide consultation services related to the transition of the Public Guardian Office (PGO) operations, by extending the term through June 30, 2023.

Background

Lisa Lahowe has been successfully providing consultation services under an agreement approved by the Board in September 2021 related to the transition and integration of the PGO from the Health Services Agency (HSA) to HSD effective July 1, 2021.

Analysis

In order to continue the effort to transition the PGO to HSD, and to integrate the services currently provided by HSA, Lisa Lahowe has developed a detailed integration plan and provided recommendations of best practices. Extending the agreement through fiscal year (FY) 2022-23 will assist HSD with effectively implementing, monitoring and evaluating the transition of PGO into HSD.

Financial Impact

This agreement will not require a new allocation of County general funds. The agreement (contract 22W4107) extends the term through June 30, 2023, and does not change the \$178,000 amount for consultation services related to the transition of the Public Guardian Office operations. This agreement is funded by General Funds already appropriated in HSD's fiscal year 2021-22 budget (Index/GL Key: 392100- 62381 - WCEC4- W424).

Strategic Plan Element(s)

6.A Operational Excellence: Customer Experience - Moving PGO to HSD creates an organizational structure that provides for continuity of care in the delivery of safety net

services across a vulnerable adult's lifespan, which improves client experience and health outcomes.

6.D Operational Excellence: Continuous Improvement - Aligning safety net programs that serve vulnerable adults allows for economy of scale and fiscal responsibility.

Submitted by:

Randy Morris, Human Services Director

Recommended by:

Carlos J. Palacios, County Administrative Officer

Attachments:

- a Agreement 22W4107 Lisa Lahowe (BOS 4-26-22 AMS 12390)
- b ADM-29 22W4107 A01 Lahowe



County of Santa Cruz Board of Supervisors

Agenda Item Submittal

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

Subject: Amend Community Action Board Transitional Age Youth Housing Agreement

Meeting Date: April 26, 2022

Recommended Action(s):

Approve an amendment to agreement 21W4087 with the Community Action Board for Transitional Age Youth Housing Navigation and Housing Focused Case Management, increasing the agreement by \$42,893 for Fiscal Year (FY) 2021-22, to a new two-year total amount of \$215,693, to provide for additional financial assistance payments and related costs to facilitate participants' access to permanent housing opportunities, and authorize the Director of Human Services to execute the agreement.

Executive Summary

To facilitate attainment of permanent housing for Transitional Age Youth (TAY) who are experiencing or at-risk of homelessness and are or were foster care involved, the Human Services Department (HSD) recommends the Board approve an amendment to the Community Action Board's (CAB) TAY Housing Navigation and Housing Focused Case Management Services contract. The amendment will allow CAB to provide for additional financial assistance payments and related costs, consistent with the County's Strategic Plan to provide stable housing for its residents.

Background

In May 2020, the Board ratified grant applications to the California State Department of Housing and Community Development (HCD) for the TAY Housing Navigation and Transitional Housing Programs and adopted related resolutions accepting the awards. On October 20, 2020, the Board approved submission of a grant application to HCD for Round Two of HCD's Transitional Housing Program (THP). On December 8, 2020, the Board approved the release of a Request for Qualifications for the provision of evidence-based services for housing navigation and case management services for TAY households experiencing or at-risk of homelessness, to be funded through HCD's Housing Navigation and Transitional Housing Programs. On February 23, 2021, the Board approved HSD's recommendation to contract with CAB in the amount of \$172,800 to provide housing navigation and housing focused case management services through June 30th, 2022 to 27 TAY individuals.

All eligible TAY program participants are or were foster care involved, making them eligible for a Family Unification Program (FUP) Voucher which provides subsidized rents for up to five years. While CAB supports participants to access these vouchers, the contract with CAB provides limited funding for costs associated with the initial attainment of housing such as security deposits, first months rent, application fees, and

landlord incentives. Access to funding to support these costs has proven to be a significant barrier to participants' housing attainment.

Analysis

Since the Board approved the TAY Housing Navigation and Transitional Housing Program contract, CAB has provided 22 TAY households with housing navigation, case management, and assistance applying for FUP vouchers. Of these 22 TAY households, 3 have moved into or retained permanent housing. Lack of sufficient funds for move-in costs, application fees, and landlord incentives is identified as a critical barrier to housing attainment by the remaining households.

At the end of FY 2020-21, HSD identified an underspend in its allocated State Homeless Emergency Aid Program (HEAP) funding, and applied HEAP funds to the CAB TAY agreement instead of the HCD THP funds to ensure the HEAP funds were utilized prior to the expenditure deadline of June 30, 2021. The proposed amendment increases the budget by utilizing those remaining HCD THP funds. HSD recommends the Board approve a \$42,893 increase in the current contract with CAB, to a new total two year amount of \$215,693, to provide additional supports to facilitate participant access to permanent housing.

Financial Impact

This amendment will not require a new allocation of County General Funds. The additional \$42,893 in funding to increase this agreement comes from HCD THP funds already in the HSD budget for FY 2021-22.

Strategic Plan Element(s)

2.D (Attainable Housing: Homelessness) - The grant funds will be used to assist TAY households who are or were previously foster care involved to attain and maintain permanent housing. The additional grant funds will increase 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 - W4087 CAB TAY Housing Navigation Amendment One



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

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

Subject: Amend Agreement for Bringing Families Home based on new allocation

Meeting Date: April 26, 2022

Recommended Action(s):

- 1) Adopt a resolution accepting unanticipated revenue in the amount of \$150,000 from the California Department of Social Services (CDSS) for the Bringing Families Home (BFH) program; and
- 2) Approve an amendment to Housing Matters contract, 20W4046, to expand Bringing Families Home program services, increasing the total by \$150,000, for a new three-year total of \$1,751,553, and authorize the Human Services Director to execute the amendment.

Executive Summary

To facilitate attainment of permanent housing for families who are child welfare involved and experiencing or at-risk of homelessness, and support the positive resolution of child welfare cases including family reunification, the Human Services Department (HSD) recommends the Board adopt a resolution accepting unanticipated revenue from CDSS totaling \$150,000 and approve an amendment to Housing Matter's Bringing Families Home (BFH) contract. The BFH contract amendment will allow additional families experiencing or at-risk of homelessness to receive housing assistance, as well as providing additional support to current participants.

Background

Since the program's inception in 2017, Housing Matters has assisted more than 40 BFH participating families in attaining and maintaining permanent housing. While Santa Cruz County has been very successful in meeting its BFH program goals as required by CDSS, the number of families qualifying for this program exceeds those targets. To help meet this need, CDSS has allocated an additional \$1,566,553 to HSD to continue implementing the BFH program through June 30, 2024.

Most BFH participants are able to access a Family Unification Program (FUP) Section 8 Voucher that provides for long-term housing affordability and decreases the amount of BFH program funds needed for rental costs. Over the last year there has been significant delays in the processing of participants' FUP Vouchers resulting in the BFH program having to subsidized participants' rents for longer than anticipated. The additional funds will allow the BFH program to both expand its capacity and provide participants with extended rent subsidies.

Analysis

HSD seeks the Board's approval to adopt a resolution accepting unanticipated revenue of \$150,000 into the HSD FY 2021-22 budget as detailed in the attached AUD 60 resolution, with the remaining \$1,416,553 scheduled to be brought into the HSD FY 2022-23 budget at a later date. This assistance will reduce the number of families in the child welfare system experiencing homelessness, help increase the number of families reunifying, and help prevent foster care placements. These funds will be used to provide additional housing and support services to families with an open child welfare case who are experiencing homelessness by increasing the current Housing Matters multi-year contract for BFH services by \$150,000, for a new three-year total of \$1,751,553. The increased funding will provide additional housing supports to existing participants. The performance of the BFH contract will continue to be measured by the number of participants who attain permanent housing.

Financial Impact

This amendment will not require a new allocation of County General Funds. The additional \$150,000 in funding to increase this agreement comes from CDSS BFH program funds as outlined in the attached resolution and will be used to provide housing services and supports for program participants.

Contract: 20W4046

Amount: \$1,751,553

GL/Index: GL 392100 - 62885 / JL WCEC3 - W496031

Strategic Plan Element(s)

2.D (Attainable Housing: Homelessness) - The BFH funds will be used to assist families who are experiencing or at-risk of homelessness and child welfare involved to attain and maintain permanent housing. The additional funds will increase 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 Bringing Families Home
- b Agreement - W4046 Housing Matters BFH Amendment One



County of Santa Cruz Board of Supervisors

Agenda Item Submittal

From: Human Services Department: Family and Children's Services
Division

(831) 454-4130

Subject: Approve Agreement with of San José State University for Masters
in Social Work Interns

Meeting Date: May 10, 2022

Recommended Actions

Approve an agreement with the Trustees of the California State University on behalf of San José State University, for the term of five years from execution, to provide Masters in Social Work interns to the Human Services Department and authorize the Director of Human Services to execute the agreement.

Executive Summary

The memorandum of understanding (MOU) between the Human Services Department (HSD) and San Jose State University (SJSU) provides a framework for the collaborative relationship benefiting students of SJSU's Masters in Social Work (MSW) program, where HSD provides a field supervisor to MSW interns as an essential element of the social worker's professional education. This "real-world" experience provides direct engagement in service activities and offers skills practice, with a focus on equity of service delivery for the community's most vulnerable populations. This agreement continues the arrangement between HSD and SJSU for a term of five years.

Background

HSD has benefitted from an agreement with the Trustees of the California State University on behalf of SJSU for over ten years. The collaborative relationship allows MSW interns valuable experience in the field, creating a better pool of Social Worker candidates for HSD to hire from when filling vacancies.

The SJSU MSW Program is part of the California Social Work Education Center (CalSWEC) Title IV-E Program administered by CalSWEC for California State University and University of California campuses. Participation in the internship program requires MSW interns to commit to a career in public or Tribal child welfare, and historically, when an applicant for a Social Worker position with the County has participated in this internship program, they have been hired by HSD approximately 85% of the time.

Analysis

While this agreement has been longstanding between the agencies, HSD is requesting Board approval as the County's standard indemnification and insurance clauses are not included and the agreement is scheduled to be renewed. Because this agreement is mutually beneficial and has invoked mutual indemnification for the duration of the program without issue, HSD recommends this MOU be approved under the terms as originally drafted so the program can continue. Board approval will formalize the arrangement between the County and SJSU for another five years under these terms.

Financial Impact

This agreement will not require a new allocation of County General Funds. There is no fiscal provision in this agreement #MOU-27-105 with San Jose State University.

Strategic Plan Element(s)

5.A (Dynamic Economy: Regional Workforce) - This agreement will create opportunities to develop a quality workforce by increasing the availability of Social Work professionals in support of the regional economy.

5.D (Dynamic Economy: Educational Opportunity) - This agreement will support partnerships that promote early learning, higher education, and vocational and lifelong studies in the field of Social Work.

Submitted by:

Randy Morris, Human Services Director

Recommended by:

Carlos J. Palacios, County Administrative Officer

Attachments:

- a Agreement MOU-207-35 San Jose State University



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

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

Subject: Accept Homeless Encampment Grant Funding

Meeting Date: May 10, 2022

Recommended Action(s):

- 1) Adopt resolution to accept unanticipated grant revenue in the total amount of \$2,370,460 for Fiscal Year 2021/22 for the California Business, Consumer Services and Housing Agency Encampment Resolution Funding Program and authorize the Director of Housing for Health to sign the agreement; and
- 2) Delegate authority to the Human Services Department Director to execute California Business, Consumer Services and Housing Agency Encampment Resolution Funding Program agreements related to assisting unsheltered individuals residing near the San Lorenzo River within the City of Santa Cruz and return to the Board on or before August 9, 2022, for ratification.

Executive Summary

The Human Services Department (HSD) seeks Board adoption of a resolution accepting and appropriating Encampment Resolution grant funding to expand housing navigation services and financial assistance to help unsheltered individuals, near the San Lorenzo River in the City of Santa Cruz, to secure permanent homes.

Background

In October 2021, the California Homeless Coordinating and Financing Council of the Business, Consumer Services and Housing Agency, released a request for application for an Encampment Resolution Funding (ERF) Program with applications due December 31, 2021. The ERF was established to assist local jurisdictions initiate innovative and replicable efforts to resolve encampment concerns and to support individuals to access safe and stable housing, using Housing First approaches. With support from the local Continuum of Care (CoC) Board and city jurisdictions, the Housing for Health (H4H) Division of the Human Services Department submitted a proposal in partnership with the City of Santa Cruz to establish a Housing Pathways Scholarship program for unsheltered individuals residing near the San Lorenzo River within the City of Santa Cruz.

H4H staff proposed a \$2,370,460 program over a two-year period that includes funding for housing navigation and tenancy sustaining services coupled with flexible financial assistance to allow enrolled households to develop and implement individualized rehousing plans in partnership with peers and supportive services staffing. The proposed program will serve at least 65 individuals over the duration of the grant period and build on existing programs with Community Action Board (CAB) and Front St., Inc.

(FSI) to support timely implementation and collaborative structures for program sustainability. Program participants will be referred from the Behavioral Health Department Healing the Streets Program and will be eligible for Medi-Cal managed care supported health and housing services.

Analysis

The \$2,370,460 budget includes at least \$1,040,000 for direct participant financial assistance related to participant individualized Housing Pathways Scholarship plans, up to \$982,180 for supportive services staffing, and \$348,280 for supportive services operational expenses and grant administration. No more than 5% of grant funding can be used for program grant administrative expenses. On April 8, 2022, HSD received the necessary documents from the State to execute the grant agreement. Documentation must be returned no later than May 11, 2022.

Half of grant funds must be expended by June 30, 2023 and all funds must be expended by June 30, 2024. The ERF requires fast implementation and H4H staff will utilize funding as quickly as practical to begin program operations in FY 2021-22 and will carry over any unexpended funds into future fiscal years as appropriate. Staff recommends delegating contract approval authority to HSD, so that agreements with the Community Action Board (CAB) and Front St., Inc. (FSI) can be executed expeditiously. It is anticipated that the CAB agreement will be approximately \$650,000 for staffing and housing pathway scholarships and the FSI agreement will be approximately \$420,000 for targeted housing navigation and specialist staffing. HSD would return to the Board on or before August 9th, 2022 to ratify the agreements. Separate Board of Supervisors action will be requested related to other program implementation contract agreements.

The program will be coordinated with City of Santa Cruz efforts to support people experiencing homelessness living in encampments near the San Lorenzo River and Park. As time is of the essence, Board approval is requested to delegate authority to the Human Services Department to execute agreements that utilize this grant funding.

Financial Impact

The \$2,370,460 grant award from the California Business, Consumer Services and Housing Agency will be appropriated within the Human Services Department Housing for Health FY 2021-22 budget. Any unexpended funds will be carried over into the following fiscal year(s) as appropriate.

The grant expires June 30, 2024, and does not require a local match of general funds.

GL Key:	391200	
Revenue Object:	40867 St-Housing	\$2,370,460
Expenditure Object:	51000 Regular Pay-Permanent	\$80,000
Expenditure Object:	62381 Prof & Spec Services	\$2,290,460

Strategic Plan Element(s)

Grant funding will help the County establish an innovative program to help people experiencing homelessness, living in encampments, to develop individualized plans for

securing permanent homes as quickly as possible.

Submitted by:

Randy Morris, Human Services Director

Recommended by:

Carlos J. Palacios, County Administrative Officer

Attachments:

- a Resolution AUD-60 Encampment (DocuSign)
- b Agreeemnt 22R0345 Standard Agreement and Exhibits A - E (DocuSign)
- c Encampment Grantee Disbursement Instructions
- d Encampment Resolution Funding Program - Request for Funds Form - Santa Cruz County
- e ADM-29 22R0345 CA BCSHA Grant Agreement



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 www.workforcescc.com

Draft

Meeting Minutes

DATE: March 16, 2022
TIME: 8:30 a.m. – 10:30 a.m.
PLACE: Virtual Meeting via Microsoft Teams

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

Commissioners Excused: None

Commissioners Unexcused: Felipe Hernandez (4th District)

Commission Seats Vacant: None

Staff Present: Randy Morris, HSD Director; Micki Coca Buss, Administrative Services Manager, and Jackie West, Executive Secretary, Dr. Robert Ratner, Housing for Health Division Director.

Guests: none

1. Approval of Minutes (Action): The Commission approved January 19, 2022, meeting minutes. (O’Sullivan / Clark)
AYES: Hanson, Smith, Keith, O’Sullivan, Martinez, Clark, Brook, Hitzeman
NOES: None
ABSTAIN: Anderson-Ochoa
ABSENT: Hernandez

2. AB 361 Findings (Action): The Commission approved to keep meeting virtually.
(Keith/Hanson)
AYES: Hanson, Smith, Keith, O’Sullivan, Martinez, Clark, Brook, Hitzeman,
Anderson-Ochoa
NOES: None
ABSTAIN: None

ABSENT: Hernandez
3. Bylaws Review (Action): The Commission approved to review the current Bylaws at the
May 18, 2022, meeting.
(Martinez, Anderson-Ochoa)
AYES: Hanson, Smith, Keith, O’Sullivan, Martinez, Clark, Brook, Anderson-Ochoa,
Hitzeman
NOES: None
ABSTAIN: None
ABSENT: Hernandez
4. Review and Approve 2021 Human Services Commission Work Plan (Action)
Item continued to the May 18, 2022, meeting.

The meeting was adjourned at 10:34a.m.



County of Santa Cruz
HUMAN SERVICES COMMISSION

PH (831) 454-4130 · FAX (831) 454-4642
 1000 Emeline Avenue, Santa Cruz, CA 95060
www.hsd.co.santa-cruz.ca.us www.workforcescc.com

**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 March 16, 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 16th day of March 2022, by the following vote:

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

ATTEST: Micki Coca Buss
Department Staff

Denise Hitzeman
Chair, Human Services Commission

Approved as to Form:

Office of the County Counsel



County of Santa Cruz

HUMAN SERVICES COMMISSION

(408) 454-5459
 FAX (408) 454-4642
 1000 Emeline St., Santa Cruz, CA 95060
www.hra.co.santa-cruz.ca.us www.workforcescc.com

BYLAWS

SANTA CRUZ COUNTY HUMAN SERVICES COMMISSION

1. DUTIES AND RESPONSIBILITIES

As set forth in the Santa Cruz County Code Section 2.60, the Commission shall exercise 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 socioeconomic 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 socioeconomic needs of low income, disabled, disadvantaged, and at-risk people;
- C. Provide advice and counsel to the administrator and senior management of the Human Resources Agency on best practices in the operation of the agency's 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;
- G. Advise the Board of Supervisors on legislative matters concerning the County human services programs.

2. MEETINGS

- A. Regular meeting of the Commission shall be held the third Wednesday of every other month (January, March, May, July, September, November (or the fourth Wednesday of the month if the third Wednesday is a County-observed holiday) convening at 8:30 a.m. at the United Way Conference room, 1220 41st Avenue, Capitola, California, or at another location designated by the Commission. At least one meeting a year will be scheduled in Watsonville.
- B. No meeting of this Commission shall be held in any facility that prohibits the admittance of any person, or persons, on the basis of race, religion, color, national origin, ancestry, physical handicap, medical condition (cancer related), martial status, sex, sexual preference, age (over 40), or veteran status. All meetings shall be held at locations which are accessible to the public and which are functional for, usable, and accessible to physically handicapped persons.
- C. Special meetings may be called by the Chairperson, or by a majority vote of the Commission during any regular or special meeting.
- D. The public shall be notified in advance of the time and plane of regular and special meetings.
- E. At least forty-eight (48) hours prior to each regular meeting, an agenda for the regular meeting shall be mailed to each Commission member, representative of the news media, and each person who has submitted a written request to the Commission for notification of meetings. The following items should be mailed to each Commission member at least forty-eight (48) hours prior to each regular meeting:
 - 1. Any written material to be discussed at the meeting.
 - 2. Minutes of the last meeting.
- F. Prior to each special meeting, an agenda for the special meeting shall be mailed to each Commission member, representative of the news media, and each person who has submitted a written request to the Commission for notification of meetings. Notice for a special meeting must be received at least twenty-four (24) hours prior to the time of the meeting.

- G. A person shall not be required to register his, or her, name or fulfill any other obligation as a condition to attendance at any meeting of this Commission, but may volunteer such information for inclusion in the Commission's minutes (Government Code Section 54953.3).
- H. The meetings will be conducted in accordance with Robert's Rules of Order Revised unless otherwise specified by the authorizing legislation.

3. VOTING

- A. A majority of the voting members shall constitute a quorum.
- B. All official acts of the Commission shall comply with Santa Cruz County Code Section 2.38.150.

4. OFFICERS

- A. The officers of the Commission are the Chairperson and the Vice-Chairperson. They shall be elected by the Commissioners for a term of one year, and may serve a maximum of two consecutive one-year terms.
- B. The duties of the Chairperson are to preside over meetings, prepare agendas, represent the Commission, and be responsible for communication with the Human Resources Agency and the Board of Supervisors. The Vice-Chairperson shall assume these same duties in the absence of the Chairperson.

5. AGENDAS

- A. Commission members who wish to place items on the agenda shall give those items to the staff person of the Commission at least one week in advance of the meeting.
- B. The agenda will terminate with community oral communications.
 - 1. Citizens shall be given approximately five minutes each to express their concerns.
 - 2. When further discussion is required, the Commission may vote to allot time in the agenda of the following meeting.

6. SUBCOMMITTEES

- A. Subcommittees may be appointed, as needed, by the Chairperson with the majority approval of the Commission. The Chairperson, with the majority approval of the Commission, shall terminate the subcommittee when its function is no longer necessary.

7. APPROVAL OF BYLAWS

These Bylaws, and any subsequent amendments thereto, shall be approved by the Board of Supervisors pursuant to the Santa Cruz County Code Section 2.38.140.

8. AMENDMENTS TO BYLAWS

Amendments to these Bylaws may be recommended to the Board of Supervisors by a majority vote of the Commission.

Approved as to Form

By: _____
County Counsel

DATE ADOPTED BY COMMISSION: August 12, 1991

DATE APPROVED BY BOARD OF SUPERVISORS: September 10, 1991

DATES AMENDED BY COMMISSION: December 9, 1991, May 20, 1992,

October 20, 1993, February 16, 1994, November 16, 1994, January 15, 2003

DATES AMENDMENTS APPROVED BY BOARD OF SUPERVISORS: January 1, 1992,

June 16, 1992, November 9, 1993, March 8, 1994, February 25, 2003

DRAFT
HUMAN SERVICES COMMISSION
YEAR 2022 WORK PLAN

BOARD RELATED ACTIVITIES			
OBJECTIVE	STATUTORY PURPOSE	ACTIVITIES	TIME FRAME
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"> • Receive reports on the new CORE funding model, and provide advice and assistance in implementing the changes • Receive and review reports on CORE Investments funding recommendations and model, as well as CORE Conditions • Receive and review reports on CalFresh outreach activities and application assistance for CalFresh and health insurance. 	<u>TBDAs needed</u>
2. Respond to matters referred by Board of Supervisors	§2.60.050: Powers and duties. (Generally)	<ul style="list-style-type: none"> • Respond to matters referred to the Human Services Commission on an as needed basis. 	As needed
3. General Commission Administration	§2.60.040: Organization and procedures.	<ul style="list-style-type: none"> • Approve biennial report and annual work plan, set meeting schedule and elect officers. 	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"> • Review Departmental legislative priorities. • Receive/review Legislative Analyst's Office (LAO) reports as appropriate. 	March / <u>May</u> / <u>July</u> As needed

COMMUNITY RELATED ACTIVITIES			
OBJECTIVE	STATUTORY PURPOSE	ACTIVITIES	TIME FRAME
5. Share Information with other County health Health and human Human service-Service commissions Commissions and other Boards	§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 low-income people; integrate efforts and initiatives.	<ul style="list-style-type: none"> 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. Invite other commissions to present at meetings. Invite the Workforce Development Board Chair and Director to provide reports on WIOA activities and participate in WIOA committees as appropriate. 	<p>TBD As needed</p> <p>TBD</p> <p>TBD As needed</p>
6. Child Support Services	§2.60.050(A) & (C): Guide long-term planning regarding the needs of at risk at-risk clients; advise Human Services Department Director.	<ul style="list-style-type: none"> Receive periodic reports from the Department of Child Support. Review and comment on Department of Child Support initiatives. 	<p>Ongoing</p> <p>As needed</p>

HUMAN SERVICES DEPARTMENT PROGRAM RELATED ACTIVITIES			
OBJECTIVE	STATUTORY PURPOSE	ACTIVITIES	TIME FRAME
7. Increase community access to public assistance programs	§2.60.050(A) & (C): Guide long-term planning regarding the needs of <u>at-risk-at-risk</u> clients; advise Human Services Department Director.	<ul style="list-style-type: none"> 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. 	Ongoing
		<ul style="list-style-type: none"> Review and consider reports on the progress of federal health insurance benefits. <u>Receive and review reports on CalFresh outreach activities and application assistance for CalFresh and health insurance.</u> 	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"> Review periodic reports from HSD's Families and Children Division Director re: system improvement goals, indicators, and progress. Continue to have a Commissioner designated as a liaison to the CWS System Improvement Plan Committee and receive periodic reports from the liaison. Receive reports on the new Child Welfare Continuum of Care (CCR) and provide advice and assistance in implementing the changes 	Ongoing Ongoing
9. Monitor General Assistance Program and	§2.60.050 (C): Provide advice and counsel to the HSD Director and	<ul style="list-style-type: none"> Consider changes to County General Assistance Regulations. 	As needed

review needed changes to regulations	senior management on best practices.		
10. Veterans Services	§2.60.050(A) & (C): Guide long-term planning regarding the needs of at risk people; advise Human Services Department Director.	<ul style="list-style-type: none"> • Receive periodic reports on services and resources for veterans and their families. • Continue to have a Commissioner designated as a liaison to Veterans Services Office and receive periodic reports from the liaison. 	Ongoing 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"> • Designate subcommittee to review and consider new funding priorities and develop a funding process for the allocation of Child Care Development fee funds. • Make recommendations to the Board on funding. 	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"> • Act as the Program Coordinating Committee for the Santa Cruz Housing Authority Family Self-Sufficiency Program including: <ul style="list-style-type: none"> ○ Receive periodic reports from the County of Santa Cruz Housing Authority on the Family Self-Sufficiency Program. ○ Review and comment on Family Self-Sufficiency Program initiatives. 	Ongoing As needed