AGENDA
Wednesday, September 18, 2019
8:30 a.m. – 10:30 a.m.
United Way Conference Room
4450 Capitola Rd #106, Capitola, CA

I. Roll Call (2 Min)

II. Agenda Review (3 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. Correspondence/Information Only (3 Min)

VI. Approval of Minutes (Action) (2 Min)
Related Materials: July 7, 2018 Draft Human Services Commission Work plan objective #3: General Commission Administration Related documents:
May 2019 Meeting Minutes (Pages 4-5)

VII. General Assistance Regulation Changes (Action) (15 Min)
Related Materials: July 7, 2018 Human Services Commission Work Plan Objective #9: Monitor General Assistance Program and review changes. Related documents:
Proposed General Assistance regulation changes (Pages 6-7)

VIII. Child Care Developer Fee Loan Program Recommendations (Action) (50 Min)
Related Materials: July 7, 2018 Human Services Commission Work Plan Objective #11: Participate in Child Care Developer Fee Loans Process. Related documents:
(Pages 8-24)

IX. Report Out on Commission’s Homelessness Services Work Group (10 Min)

X. Veterans Liaison Report (5 Min)

XI. Director’s Report (20 Min)

As a courtesy to those persons affected, please attend the meeting smoke and scent free. The County of Santa Cruz does not discriminate on the basis of disability, and no person shall, by reason of a disability, be denied the benefits of its services, programs, or activities. The United Way Conference Room (as well as alternate sites) is located in an accessible facility. If you wish to attend this meeting and you will require special assistance in order to participate, please contact Jessica Scheiner at (831) 454-4088 (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.
XII. Next Meeting & Agenda Items
November 20, 2019 – United Way Conference Room, 4450 Capitola Rd. #106, Capitola, CA

XIII. Adjournment

A COMPLETE AGENDA PACKET IS AVAILABLE FOR REVIEW AT THE HUMAN SERVICES DEPARTMENT, 1000 EMELINE AVE., SANTA CRUZ, CA
MATERIALS AND CORRESPONDENCE IN PACKET

FROM THE BOARD OF SUPERVISORS AGENDA (Full agenda items available on Board of Supervisors website, https://santacruzcountyca.iqm2.com/Citizens/Calendar.aspx, on Board dates indicated)

• Presentation on the MAH “We’re Still Here” Art Exhibit (8/20/19) .......................................................... 25
• Approve CORE Investments Amendments and New Contracts (8/27/19) .................................................. 26-32
• Approve Housing Assistance Contract Renewals (8/27/19) ............................................................ 33-37
• Approve Family and Children’s Services Contract Renewals (8/27/19) ........................................... 38-40
• Approve Employment and Benefit Services Contract Renewals (8/27/19) .......................................... 41-45
• Workforce Innovation and Opportunity Act Local Partner MOU (9/10/19) ........................................... 46-47

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  (none)
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 20, 2019
TIME:  8:30 a.m. – 10:30 a.m.
PLACE:  United Way Conference Room, 4450 Capitola Rd., Suite #106, Capitola, CA 95010

Commissioners Present:  Sandra Skees (1st District); Danny Keith (2nd District); Martina O’Sullivan (2nd District); Betsy Clark (3rd District); Stoney Brook (4th District); Jennifer Anderson-Ochoa (5th District); and Denise Hitzeman (5th District).

Commissioners Excused:  Heidi Boynton (1st District); Monica Martinez (3rd District); and Tony Gregorio (4th District).

Commissioners Unexcused:  None

Commission Seats Vacant:  None

Staff Present:  Ellen Timberlake, HSD Director; Emily Balli, Deputy HSD Director; Kimberly Petersen, HSD EBSD Division Director; Jessica Scheiner, HSD Senior Analyst; Gary McNeil, HSD Senior Analyst; and Jaimie Murry, Department of Child Support Services Director.

Guests:  Kelly Jacobs, Senator Bill Monning’s Office; Ruby Marquez, Assistant County Counsel; Dianne Munoz, Childhood Advisory Council; Tatiana, Human Services Department, Julie Macecevic, Executive Director Walnut Avenue Family and Women’s Center, and Antonio Rivas, Seniors Commission.

1.  Approval of Minutes (Action):  The Commission approved the January 16, 2019 meeting minutes.  (Skees/O’Sullivan)

   AYES:  Skees, Brook, Hitzeman, Keith, and O’Sullivan,
   NOES:  None
   ABSTAIN:  Clark and Martinez Anderson-Ochoa
   ABSENT:  Boyton, and Gregorio
2. **Recommend Approval of General Assistance Regulation Changes to Board of Supervisors**
   
   *(Action)*: The Commission voted to recommend approval of General Assistance regulation changes to the Board of Supervisors (Brook/O’Sullivan)

   **AYES:** Skees, Keith, O’Sullivan, Clark, Brook, Anderson-Ochoa and Hitzeman.

   **NOES:** None

   **ABSTAIN:** None

   **ABSENT:** Boyton, Martinez, and Gregorio.

   The meeting was adjourned at 10:35 a.m.
To: Human Services Commission
From: Gary McNeil, ext. 5459
Date: September 18, 2019
Re: Proposed Changes to the General Assistance Regulations

As you are aware, item 9 of the Commission's Workplan includes monitoring the General Assistance (GA) Program and reviewing proposed changes. The Human Services Department (HSD) is requesting changes to the Santa Cruz County GA regulations that will adjust the GA loan amount that aligns with a statewide increase to the CalWORKs Maximum Aid Payment (MAP) levels effective October 1st, 2019.

The GA program is a state mandated, 100% County funded program that provides cash assistance in the form of a loan to eligible disabled or unemployed single adult county residents who are ineligible for other aid programs. In 1979, the Santa Cruz County Board of Supervisors indexed the GA monthly amount with that of AFDC (Aid to Families with Dependent Children), now known as CalWORKs.

Recently, the California Department of Social Services issued All County Letter 19-73 which implements a statewide increase to the CalWORKs Maximum Aid Payment (MAP) levels effective October 1st, 2019. As a result of this change, the GA loan amount for one person will increase from $431 up to $606 per month. See Attachment A for a summary of the proposed changes to the GA regulations that will implement the increase to the GA loan amounts.

HSD staff requests your Commission's approval of the proposed GA changes detailed in Attachment and the recommendation of adoption of new GA regulations by the Board of Supervisors.

Enc: Attachment A
<table>
<thead>
<tr>
<th>General Assistance Manual Section</th>
<th>Current Regulation</th>
<th>Proposed Regulation</th>
<th>Program Impact</th>
<th>Fiscal Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter IX. C General Assistance Budget</td>
<td>Current GA payment standards effective 04/01/2019.</td>
<td>Increase to current 04/01/2019 GA payment standards effective 10/1/2019.</td>
<td>There is no impact to staff time allocation. The increase to GA grant levels aligns with the increase to CalWORKs Maximum Aid Payment levels effective October 1st, 2019. The change will increase public assistance support to vulnerable members of our community.</td>
<td>Increase to GA budget expenditures.</td>
</tr>
</tbody>
</table>
Child Care Developer Fee Loan Program
2018 Funding Recommendations

Human Services Commission
September 18, 2019

Background

The Human Services Department (HSD) administers the Child Care Developer Fees Loan (CCDFL) Program Trust Fund for the County, pursuant to Chapter 15.04 of the County Code. As part of the administration process, HSD periodically solicits applications for loans from child care centers and family day care homes in order to maintain and enhance the availability of child care resources for families in Santa Cruz County. In 2019, $170,000 was available for allocation during the application process.

An Ad Hoc CCDFL Subcommittee (Subcommittee), facilitated by HSD, was convened to develop the 2019 funding principles, priorities, and funding process. The Subcommittee consisted of the following individuals:

- Denise Hitzeman, Human Services Commission
- Stoney Brook, Human Services Commission
- Brandon Napoli, Small Business Development Center at Cabrillo College
- Edith Driscoll, County of Santa Cruz, Auditor-Controller’s Office (as needed)
- Diane Muñoz, Childhood Advisory Council
- Sita Moon, Child Development Resource Center
- Vicki Boriak, First Five Santa Cruz County
- Kimberly Petersen, HSD
- Gary McNeil, HSD.

The Subcommittee met three times during the first half of 2019.

At its March 19, 2019 meeting, the Human Services Commission approved the Subcommittee’s recommended 2019 funding principles and priorities as follows:

- **CCDFL Purpose of Program**
  - The purpose of the Child Care Developer Fee Loan (CCDFL) Program is to augment and/or improve the supply of licensed child care in Santa Cruz County.
Specific project funding principles, priorities and criteria are developed each year that CCDFL funds are disbursed based on an assessment of the County’s current child care needs.

- **CCDFL Funding Principles:**
  - Promote the availability of licensed child care slots throughout the county
  - Promote affordable child care in a safe environment

- **CCDFL Funding Priorities:**
  - Provide child care that is affordable to low income families
  - Address gaps in child care needs
  - Improve, enhance or expand licensed childcare services to children 0 – 3 years old
  - Promote health and safety and general welfare of children in care
  - Improve access to childcare services in an underserved geographic area
  - Support CCDFL funding principles

**New 2019 Application Processes and Requirements**

Since the application process and materials had been thoroughly reviewed in the last loan solicitation process in 2014, the Subcommittee made only minor changes to the application materials and requirements, rating criteria, and loan requirements including:

- Adding questions that specify the provision of care to infants, pre-school, and school age children
- Eliminating the requirement to include the State Child Care License and reports, since this information available on the state website
- Adding a question and text field to summarize the project for which funding is requested
- Conforming the application form to 2019 funding priorities and criteria.

The Subcommittee developed the following 2019 funding application rating criteria, with a maximum score of 70 points:

1. Funding priorities (up to 30 points)
   a. Improves, enhances or expands licensed child care services to children 0-3 years old (up to 10 points), or children age 4-5 (up to 7 points), or school age children (up to 5 points)
   b. Promotes health and safety and general welfare of children in care (up to 5 points)
   c. Improves access to child care services in an underserved geographic area (up to 5 points)
d. Promotes the provision of affordable child care in a safe environment (up to 10 points)

2. Organizational health (up to 20 points)
   a. Is in Good Standing with Community Care Licensing (up to 10 points)
   b. Financial statements indicate a healthy center or business (up to 10 points)

3. Application strength (up to 10 points)
   a. Project uses other funding sources (up to 5 points)
   b. Application is thorough and accurate (up to 5 points)

4. Cost vs. benefit (up to 10 points)
   a. Project has high “bang for the buck” (up to 10 points)
      i. Improves or enhances licensed capacity of existing program
      ii. Improves or enhances licensed capacity via new program

The Subcommittee made no changes to the CCDFLP loan process and contract.
2019 CCDFL Application Review and Recommendations

When the application deadline closed on August 6, 2019 the County received 24 funding applications requesting $458,798 including $437,848 from 22 family day care homes and $20,950 from 2 child care centers. Included in the family day care applicant pool, there is one applicant requesting $28,458 to expand from family care to a small child care center.

A subgroup of the Subcommittee volunteered to review and score the submitted applications using the above rating criteria. The Loan Review Subgroup (Subgroup) consisted of the following members: Diane Muñoz, Sita Moon, and Vicki Boriak, and Brian Howard, delegated by Auditor Controller Edith Driscoll.

The Auditor-Controller’s office separately rated the financial health of the family care homes and child care centers that applied. On August 27 and 29, the balance of the Subgroup met to discuss the applications and make funding recommendations. Because of the limited funds available for the CCDFLP, the Subgroup’s the applications to identify opportunities to fund projects at a lower amount than originally proposed, based on the feasibility of only partially funding a proposed project, or based on the bids submitted with the applications. Through this analysis the Subgroup was able to lower the project costs enough to fund the recommended projects.

However, as noted above, the requested amount of funding was more than two and one-half times the amount of available funds. Therefore, a number of projects were not recommended for funding. The following provides a summary of the funding recommendation. The table in Attachment A provides summary details on the submitted applications and the Subgroup’s funding recommendations.

| Total Family Day Care Home Funding Recommendations: | $159,000 |
| Total child care center funding recommendation: | $ 11,000 |
| **Total:** | **$170,000** |
Proposal Summaries and Funding Recommendations: Family Day Care Providers

**Applicant: A Child’s Garden**

Total Project Cost: $24,424  
Amount Requested: $15,000

This family day care, located in the unincorporated area of Corralitos, has been licensed to serve no more than 14 children since 2011. As of June 3, 2019, the majority of the children that the day care served were toddlers and preschool age. 15% of the children received a subsidy or other assistance to make enrollment in the day care more affordable.

Proposal Summary: This proposed project has three components, first to update the equipment in the infant/toddler area, the second to replace a broken fence, and third to improve and landscape the playground.

Recommendation: $15,000

The Subgroup recommends funding the entire proposed project including the fence component to address health and safety concerns.

**Applicant: Adriana Castillo**

Total Project Cost: $20,029  
Amount Requested: $17,000

This Santa Cruz day care has been licensed to serve up to 14 children since 2001 including infants/toddlers, pre-school and school age children. As of June 3, 2019, three children including three infant/toddlers were enrolled. All children are private pay.

Proposal Summary: The proposed project is to replace kitchen cabinets and countertop, children’s cubbies, and the cracked and lifting floor tile.

Recommendation: $17,000

The Subgroup recommends funding for the kitchen improvements, and better children storage units, which are consistent with the needs of a large family day care home, and replacement of the flooring that is an emerging health and safety concern.
Applicant: Angeles Day Care

Total Project Cost: $15,336  
Amount Requested: $13,800
This family day care, located in Watsonville, has been licensed to serve a maximum of 14 children since 2013. The day care currently serves infants and toddlers, preschool, and school age children. 81% of the day care’s children received a subsidy or other assistance to make enrollment more affordable.

Proposal Summary: The proposal includes replacing the deteriorated fence around day care’s play yard on the back patio. The proposal also requests funds to replace the flooring in the kitchen, living room, bedroom and bathroom.

Recommendation: $5,400
The Subgroup recommends funding the replacement of the fence to avoid health and safety issues. Due to insufficient funds, the floor replacement is not recommended.

Applicant: Anna Lizbeth Ponce

Total Project Cost: $7,850  
Amount Requested: $7,065
Since 2013, this day care, located in the unincorporated area of Watsonville, has been licensed to serve up to 14 children, including infants, toddlers, preschool and school age children. As of June 3, 2015, the majority of the children served by the day care were preschool age or younger. 80% of the day care’s children received a subsidy or other assistance to make enrollment more affordable.

Proposal Summary: The proposed project includes renovating the existing bathroom, including replacement of the fixtures, flooring and base boards, as well as the replacement of the bedroom carpet with laminate flooring.

Recommendation: $1,200
The Subgroup recommends funding the cost to replace the old stained carpet with laminate flooring.

Applicant: Bertha Rocha

Total Project Cost: $11,420  
Amount Requested: $10,000
Child Care Developer Fee Loan Program: 2019 Funding Recommendations
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Since 2006, this day care, located in the unincorporated area of Freedom, has been licensed to serve up to 14 children. As of June 3, 2019, the majority of the children served by the day care were preschool age, and nearly all the day care’s children receive a subsidy or other assistance to make enrollment more affordable.

Proposal Summary: The proposed project to enclose the outdoor patio and to remove and replace the patio roof which has separated from the house wall and leaks in the rain, making the patio area unusable.

Recommendation: $10,000
The Subgroup recommends funding the entire proposal to address health and safety concerns reflected in the proposal, in the amount of the lowest bid included with the application.

**Applicant: Brook Knoll Buddies**

Total Project Cost: $62,441
Amount Requested: $28,458

Since 2010, this unincorporated Santa Cruz day care has been licensed to serve 14 children. As of June 2, 2014, most of the children were preschool age, none of whom were receiving a subsidy or other assistance to make their enrollment more affordable, although the day care does accept CalWORKs and Voucher subsidized families but is now at capacity.

Proposal Summary: The proposal is to fill in an existing pool that is now fenced off from the rest of the child care areas, and to utilize the filled in areas to create a playscape with equipment for the children including a backyard play structure, water play area, block area, and outdoor children’s tables. With these and other improvements, the applicant intends to expand to be licensed as a small child care center.

Recommendation: $17,400
The Subgroup recommends funding to fill in the existing pool, to eliminate this health and safety concern, and allow for the filled in area to be used as a playscape for the children. Due to insufficient funds, no funding is recommended for the day care outdoor equipment.

**Applicant: Carolyn Glanton**

Total Project Cost: $18,500
Amount Requested: $15,000
Child Care Developer Fee Loan Program: 2019 Funding Recommendations
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Since 2017, this unincorporated Watsonville day care has been licensed to serve up to 8 children. As of June 3, 2019, the majority of the children served by the day care were preschool age. None of the children received a subsidy or other assistance to make enrollment more affordable.

Proposal Summary: The proposal will provide fencing in three separate areas of the back yard of the day care, which will allow the space to be used by the day care for outdoor activities.

Recommendation: $15,000
The Subgroup recommends funding the demolition of the existing perimeter fence and install new fence to expand outdoor area for day care use, in order to avoid health and safety issues.

**Applicant: Guzman Day Care**

**Total Project Cost:** $9,669  
**Amount Requested:** $8,210
Since 2007, this Santa Cruz day care has been licensed to serve 14 children. As of June 3, 2019, there was one toddler and 11 preschool children. Currently none of the children enrolled receive a subsidy or other assistance to make their enrollment more affordable, although the day care rates are relatively affordable.

Proposal Summary: The proposed project includes a necessary kitchen upgrade including the replacement of underperforming oven, stovetop, refrigerator and the leaking kitchen sink, countertops, refrigerator, exhaust hood and water heater, and the installation of a dishwasher.

Recommendation: $8,300
The Subgroup recommends funding the cost of the upgrade to the kitchen fixtures and appliance, and the replacement of the water heater.

**Applicant: Karina Garcia**

**Total Project Cost:** $52,844  
**Amount Requested:** $47,000
Since 2010, this Watsonville day care has been licensed to serve 14 children. As of June 3, 2019, the majority of the children attending the day care were preschool age. 85% of the day care’s children received a subsidy or other assistance to make enrollment more affordable.

Proposal Summary: The proposed project has several components as follows:
Child Care Developer Fee Loan Program: 2019 Funding Recommendations
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- A room addition (or expansion) of the living room to have more space for separate areas to be used by preschoolers and infants and toddlers
- Repair and modification of the porch roof, that leaks and makes the area below unusable on rainy days.
- Expansion of the driveway to allow for an open parking area that will allow parents improved access when dropping off and picking up their children.

Recommendation: $10,500
The Subgroup recommends funding the porch roof repairs and the driveway expansion which will address potential health and safety issues and provide safer access for parents leaving off and picking up children at the family care home.

**Applicant: Luz Maria Escobar**

Total Project Cost: $16,874  
Amount Requested: $16,274
Since 2005, this Watsonville day care has been licensed to serve up to 14 children. As of June 2, 2014, the children ranged from infants, toddlers, preschool and school age. Almost 90% of the children received a subsidy or other assistance to make enrollment more affordable.

Proposal Summary: The proposed project is for a new front play yard, improvements to side play yard including a shade structure, new sand box and improve concrete walkway. New outside play toys, new inside storage, chairs, cots, tables, etc.

Recommendation: $7,400
The Subgroup recommends funding the shade structure only to address health and safety issues. The Child Care Developer Fee Loan program funds are not available do not fund child care equipment items.

**Applicant: Maria Castillo**

Total Project Cost: $8,050  
Amount Requested: $7,000
Since 2009, this unincorporated Watsonville day care has been licensed to serve a maximum of 14 children. As of June 3, 2019, the majority of children served were preschool age. The day care serves infants and toddlers, and over 78% of the children received a subsidy or other assistance to make enrollment more affordable.
Proposal Summary: The proposed project will remove the cracked, uneven, and deteriorated concrete areas in the front yard (which is used as the play area for the day care) and replace with installed pavers.

Recommendation: $7,000
The Subgroup recommends funding the cost of the removal of the old concrete sections of the play yard and installing new pavers in those areas to address potential health and safety issues.

Applicant: Maria Lopez

Total Project Cost: $41,200  
Amount Requested: $37,080
Since 2006, this Watsonville day care has been licensed to serve 14 children. As of June 3, 2019, the day care served one infant, one toddler, 10 preschool children, and 1 school age child. 100 percent of the children received a subsidy or other assistance to make their enrollment more affordable.

Proposal Summary: The proposal has three components. The first is to replace the roof on the day care home. The second is to remove and replace the concrete in the patio area that is used for day care. And the third is to expand the area in which child care services are provided by 90 square feet to make it more comfortable and provide additional space for activities.

Recommendation: $4,700
The Subgroup recommends funding only the project to replace the concrete in the patio area used for day care only to address health and safety issues. Due to limitations on the availability of Child Care Developer Fee Loan funds, there are insufficient resources to fund the remaining two components of the proposal.

Applicant: Rosalia Jimenez

Total Project Cost: $32,120  
Amount Requested: $28,908
This Watsonville day care has been licensed since 2002 to serve up to 14 children, including infants, toddlers, preschool, and school age children. As of June 3, 2019, the majority of the children were preschool age. Eighty-five percent of the children received a subsidy or other assistance to make their enrollment at the day care more affordable.

Proposal Summary: The proposal includes two projects.
the first is to install cement on the portion of the patio near the back access that is graded to direct rainwater from flowing into the day care home. The second is to replace patio roof, that leaks.

Recommendation: $16,500
The Subgroup recommends funding the portion of the proposal to install a new cement area in a portion of the patio, that will direct rain water away from the home, and make the patio area usable when it is raining. This will avoid future health and safety concerns. Due to limited loan funds, only this portion of the project is recommended for funding.

Applicant: Silvia Castillo

Total Project Cost: $17,935  
Amount Requested:  $13,935  
Since 2009, this Watsonville day care has been licensed to serve 14 children, including infants and toddlers, preschool and school age children. As of June 3, 2019, the majority of the children were preschool age. Over 90 percent of the children received a subsidy or other assistance to make their enrollment more affordable.

Proposal Summary: The proposed project will replace deteriorated, cracked and uneven concrete slab in the back yard play area, and in the day care’s driveway, where families access services.

Recommendation: $14,000
The Subgroup recommends funding for the concrete replacement work for both the play area and the drive-way area. The project will address potential health and safety issues.

Applicant: Teresa Garcia Vasquez

Total Project Cost: $36,500  
Amount Requested:  $32,850  
This Watsonville day care has been licensed since 2004 to serve up to 14 children, including infants, toddlers, preschool and school age children. As of June 2, 2019, the majority of the children were preschool age. 85% of the children received a subsidy or other assistance to make their enrollment more affordable.

Proposal Summary: The proposal includes a number of components, first convert the garage to a living room with kitchen area; second to replace the patio roofing; third is to replace the roof gutters that do not work effectively; fourth to replace the artificial grass in the play yard; and
finally to repair and replace the piping for the water service to the home that is leaky, an can no longer be repaired.

Recommendation: $7,000
The Subgroup recommends funding to replace the leaking water pipe, and to replace the leaking gutters the lowest bids included with the application. There is not sufficient funding to address the other requested projects.

** Applicant: Wheelock Orchard School**

**Total Project Cost:** $34,400  
**Amount Requested:** $30,000
Since 2006, this unincorporated Watsonville day care (Interlaken area) has been licensed to serve 14 children. As of June 3, 2019, the day care served 11 preschool and 2 school age children. 15 percent of the children received a subsidy or other assistance to make their enrollment more affordable.

Proposal Summary: The proposal has four components: the first is to create a hard surface driveway; the second is to replace the roof over the classroom; the third is to replace the classroom window; and the fourth is to create a concrete tricycle path.

Recommendation: $2,600
The Subgroup recommends funding to replace the main window in the classroom and to repair and replace the siding around the window. While two of the three remaining requested components (roof and concrete driveway) would improve the health and safety of the day care home, there are insufficient Child Care Developer Fee Loan Program resources to fund the remaining these two components of the proposal.

**Total Family Day Care Home Funding Recommendations:** $159,000

**Proposal Summaries and Funding Recommendations: Child Care Centers**

**Applicant: Baymonte Christian Schools**

**Total Project Cost:** $20,000  
**Amount Requested:** $19,000
Child Care Developer Fee Loan Program: 2019 Funding Recommendations
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Baymonte Christian Schools operates three child care centers in the City of Scotts Valley, as well as an infant-toddler center licensed for the last four years serving 27 children. The preschool care centers have been in operation for eight years and licensed for 56 children. Less than three percent of the children received a subsidy or other assistance to make enrollment in the day care more affordable.

Proposal Summary: The proposed project includes two components: The first component is to replace a raised wood deck that poses a trip hazard with patio pavers. The second component is to install a permanent shade structure over a newly created toddler play area.

Recommendation: $9,000
The Subgroup recommends partial funding of the proposal to address health and safety concerns with regard to the raised wood deck that is a trip hazard. Due to the limited availability of CCDFLP funds, the loan award recommendation is less than the requested amount for the project.

Applicant: Kinder Cottage

Total Project Cost: $1,950
Amount Requested: $1,950
Since 1987, this unincorporated Santa Cruz child care center has been licensed to serve up to 32 children. As of June 3, 2019, all the children all children served are preschoolers. 16% of the children received a subsidy or other assistance to make enrollment more affordable.

Proposal Summary: The proposed project is the replacement of a failing refrigerator that both drips and freezes food placed on the back part of the shelving.

Recommendation: $2,000
The Subgroup recommends funding the entire proposal to address health and safety issues related to the day care facility’s food preparation operations.

Total child care center funding recommendation: $11,000
Applications Not Recommended for Funding

**Applicant: Eva’s Day Care**

Total Project Cost: $12,943  
Amount Requested: $10,000

Since 2003, this unincorporated Santa Cruz day care has been licensed to serve a maximum of 14 children, and currently the day care is at capacity serving toddlers, preschool, and school age children. As of June 3, 2019, the majority of children served were preschool age. 85% of the children received a subsidy or other assistance to make enrollment more affordable.

Proposal Summary: The proposed project addresses demolition and replacement of kitchen cabinets.

Not Recommended for Funding: While the proposed project may improve the family day care home, the application does not indicate that the cabinet replacement is an immediate health, safety, and/or licensing issue. The bids included with the application were confusing, with some not including countertops, and others not including permits, suggesting that the amount needed for the project was questionable. Given the limitation on available loan funds, applicant will be encouraged to consider a small business loan.

**Applicant: Guadalupe Lobato**

Total Project Cost: $62,900  
Amount Requested: $56,610

Since 2018, this nincorporated Watsonville day care, is licensed to serve a maximum of 14 children, and currently the day care serves a total of two toddlers, seven preschool, and four school age children. As of June 3, 2019, the majority of children served were preschool and 85% of the children received a subsidy or other assistance to make enrollment more affordable.

Proposal Summary: The proposed project renovates the patio area to the side of the house to make it the primary play area for the day care. Project includes cementing the driveway, new fences, new carport, and new front gate and fence, to create a new access to the play area.

Not Recommended for Funding: While the proposed project may improve the family day care, it is unclear if the improvements address an immediate health, safety, and/or licensing issues. Given the limitation on available loan funds, applicant will be encouraged to consider a small business loan.
Child Care Developer Fee Loan Program: 2019 Funding Recommendations
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**Applicant: Jessica Martinez**

Total Project Cost: $1,742  
Amount Requested: $1,500

The applicant is in the process of applying for a state license to operate a family day care home serving up to eight children at her home in Watsonville.

**Proposal Summary:** The proposed project is to purchase equipment needed to open a new family day care home, including a table and chairs, floor mats, a changing station for children under three years, and open locker units for the children.

**Not Recommended for Funding:** The proposal is not recommended for funding because the Child Care Developer Fees Loan Program funds are not available for these types of equipment and furniture. The Subgroup recommends referring the applicant to other resources that may provide funding for child care equipment and furniture.

**Applicant: Maria Cristina Trengove**

Total Project Cost: $17,000  
Amount Requested: $15,000

Since 2018, this Aptos day care, known as Learning Montessori, has been licensed to serve a maximum of 14 children, and currently the day care one infant, two toddlers and four preschool children. As of June 3, 2019, the majority of children served were preschool age. 43% of the children received a subsidy or other assistance to make enrollment more affordable.

**Proposal Summary:** The proposed project addresses the need to replace the roof at the day care home

**Not Recommended for Funding:** While the proposed project may improve the family day care, the application does not indicate that the roof replacement is an immediate health, safety, and/or licensing issue. Given the limitation on available loan funds, applicant will be encouraged to consider a small business loan.

**Applicant: Norma Navarro Day Care**

Total Project Cost: $15,309  
Amount Requested: $13,788

Since 2018, this Watsonville day care has been licensed to serve a maximum of 14 children. The applicant provided day care at another location during the previous 12 years. As of June 3, 2019
the day care serves a total of two infants, two toddlers, and eight preschool children. 100% of the children received a subsidy or other assistance to make enrollment more affordable.

Proposal Summary: The proposed project is for a new driveway which is the entrance area to the family day care home.

Not Recommended for Funding: Although the entry driveway visibly warrants replacement, the proposal is not recommended for funding because the application was missing required documents, specifically financial statements for the last two years. The applicant will be encouraged to consider a small business loan.

**Applicant: Rosalia Fernandez**

Total Project Cost: $19,000

Amount Requested: $13,370

Since 1999, this Watsonville day care has been licensed to serve 14 children, and serves infants and toddlers, and preschool children. As of June 3, 2019, the majority of the children served were preschool age. All of the children received a subsidy or other assistance to make their enrollment at the day care more affordable.

Proposal Summary: This proposal has two components. The first is to expand and remodel a sleeping and play room next to the living room, and the second is to replace the existing patio area with a closed-in porch area.

Not Recommended for Funding: While the proposed purchases may improve the family day care structure, the Subgroup determined that they do not address health, safety, and/or licensing issues.
## Child Care Developer Fee Loan Program 2019 Proposed Loan Award Recommendations

September 18, 2019

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Center or Home</th>
<th>Request</th>
<th>Recommended Amt</th>
<th>Funded Project</th>
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<td>(recommended) $170,000</td>
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Consider presentation, report, and tour of the 'We're Still Here' art exhibit, and conduct dialogue with seniors in the community who participated in the exhibition creation, as outlined in the memorandum of Chair Coonerty

Information
Department: Board of Supervisors: Administration
Category: BOS Administration - Board Letter
Sponsors: Chair, Board of Supervisors
                        Ryan Coonerty
Functions: General Government

Attachments
Board Memo
"We're Still Here" Exhibition (web link)
#03 comment (AARP infographic)
#03 web comment, Kempf, C
#03 Loneliness and Social Connections infographic (web link)

Board Letter
Recommended Action(s):
Accept and file report on the 'We're Still Here' art exhibit, tour the exhibit, and conduct dialogue with seniors in the community who participated in the exhibition creation.

Background
Loneliness and social isolation uniquely impact older adults and are a growing health epidemic in our County. People over age 60 who report feeling lonely have a 45% greater chance of mortality. In 2017, more than 1 in 3 seniors in Santa Cruz reported feeling socially isolated and lonely. Their stories and experiences are highlighted in an art exhibit at the Museum of Art and History (MAH). "We're Still Here: Stories of Seniors and Social Isolation" is a powerful exhibition created by 186 seniors and advocates in our community forming the Creative Community Committee (C3). Over the course of seven months, C3 poured their ideas, art, hopes, and stories together to create this inspiring exhibition. Artists collaborated with seniors to create the exhibit.

The exhibit includes recorded words of wisdom from local seniors, pictures that express stories, an interactive Game of Life showing the challenges and triumphs of aging, and physical rooms and dance choreography illustrating the isolation experience. The Pajaro Valley Quilting Association is assembling quilts from patches visitors create at the MAH envisioning a more inclusive intergenerational community. Finally, local seniors have their own artistic works expressing loneliness on display. The exhibition opened on April 5, 2109 and runs through January 12, 2020.

Analysis
Today's special meeting will reveal the experiences of seniors experiencing loneliness and isolation and will also include concrete ways to support their needs and create a more inclusive intergenerational community. Included as an attachment is a brief infographic from the American Association of Retired Persons (AARP) displaying some of the impacts of loneliness on adults.

Body
Strategic Plan Element(s)
1. A, B (Comprehensive Health & Safety: Health Equity and Community Support)

Meeting History
Aug 20, 2019 9:00 AM
Board of Supervisors
SPECIAL MEETING
The Board received a presentation, toured the 'We're Still Here' art exhibit, and conducted dialogue with seniors in the community who participated in the exhibition creation.
RESULT: PRESENTATION

Discussion
Add Comment
Recommended Actions

1) Adopt resolutions accepting and appropriating unanticipated revenues in the amount of $15,000 from the City of Santa Cruz and the First 5 Commission; and in the amount of $49,000 from the Monterey Peninsula Foundation;

2) Approve an amendment to the agreement with Community Action Board, increasing the contract amount by $10,000, for a new three-year term total amount of $1,266,000, and modifying the scope of work to correct an administrative error;

3) Approve an amendment to the agreement with Community Bridges, increasing the contract amount by $85,000, for a new three-year term total amount of $2,205,000, and modifying the scope of work to reflect a change in the evidence-based program for older adults;

4) Approve an amendment to the agreement with Encompass Community Services, increasing the contract amount by $80,000, for a new three-year term total amount of $771,000, and modifying the scope of work to reflect outcome refinements for provision of parent education for fathers and the addition of a new substance use disorder program providing mindfulness-based medication assisted treatment;

5) Approve an amendment to the agreement with Pajaro Valley Prevention and Student Assistance, increasing the contract amount by $60,000, for a new three-year term total amount of $519,000, and modifying the scope of work to reflect a change in the evidence-based mental health program for at-risk youth and their families and the expansion of an outpatient substance use disorder program for at-risk youth;

6) Approve an amendment to the agreement with Santa Cruz Barrios Unidos, increasing the contract amount by $10,000, for a new three-year term total amount of $140,000, for tutoring and mentoring of at-risk youth;

7) Approve an agreement with Janus of Santa Cruz from July 1, 2019 through June 30, 2020, in an amount not to exceed $20,000, for staff training on substance use disorder evidence-based programs;
8) Approve an agreement with New Life Community Services from July 1, 2019 through June 30, 2020, in an amount not to exceed $60,000, for substance use disorder transitional housing for women exiting jail or actively engaged with the local criminal justice system;

9) Approve an agreement with Optimal Solutions Consulting from July 1, 2019 through June 30, 2020, in an amount not to exceed $203,525, for Phase 4 of Collective of Results and Evidence-based (CORE) Investments consultation services;

10) Authorize the Human Services Department Director to execute the agreements, as recommended by the Director of Human Services; and

11) Return to the Board in October 2019 with recommendations on the reallocation of $15,000 of CORE Investments funds.

Executive Summary
The Collective of Results and Evidence-based (CORE) Investments is a collective impact funding model and movement designed to improve the well-being of county residents. With the Board’s approval, the Human Services Department (HSD) recommends approval of five contract amendments that adjust the budget and/or further refines the performance measurements for four existing programs. HSD also recommends two program amendments and two new contracts for expanded and new substance use disorder (SUD) services that were approved by the Board on February 26, 2019. Additionally, staff recommends the approval of a contract for Phase 4 of CORE Investments.

Background
CORE Investments contracts have come to the end of the second year of a three-year term. On December 11, 2018, the Board approved extending the CORE Investments contract term to a fourth year, ending FY 2020-21 to align with the County’s two-year budget. CORE contracts continue to have terms ending in FY 2019-20, but by next fiscal year, all contracts will be extended into a fourth year.

Four of the five contract amendments recommended for Board approval at this time incorporate changes to their CORE budget that were approved during Budget Hearings on June 18, 2019:

- Community Action Board, Encompass and Santa Cruz Barrios Unidos contracts will be amended to include a Local Innovation Trust award in the amount of $10,000 each for FY 2019-20.

- The Community Bridges contract amendment includes a continued base augmentation in the amount of $85,000 for the Meals on Wheels program.

On November 20, 2018, HSD obtained the Board’s approval to release a letter of
interest (LOI) solicitation for unused funds dedicated to substance use disorder (SUD) services. HSD recommended and your Board approved awards for four agencies and programs and to develop agreements for services for two years in alignment with the Board’s direction from December 11, 2018. Two of the amendments (Encompass and Pajaro Valley Prevention and Student Assistance) and two of the new contracts (New Life and Janus) recommended for Board approval at this time are for awarded SUD services. Staff recommends that the term for SUD contracts be one fiscal year with the understanding that all CORE contracts will be submitted to the Board for a term extension to FY 2020-21. The purpose is to have term alignment across all CORE contracts at the end of FY 19-20.

On February 12, 2019, the Board approved an amendment to the service agreement with Optimal Solutions to facilitate and lead Phase 3 of the CORE Investments model. This phase covered the time-period January 2019 to June 2019. As indicated in the June 11, 2019 report from HSD to the Board regarding Phase 3 of CORE Investments, the consultants worked with the CORE Steering Committee during Phase 3 to operationalize the CORE framework by populating the CORE Results Menu for each CORE condition; developing the CORE Continuum of Results and Evidence; building CORE networks among other funders and collaboratives; providing training and technical assistance, and; conceptualizing the CORE Institute for Innovation and Impact.

Analysis
Proposed Amendments and New Contracts
HSD recommends the approval of five contract amendments that adjust the budget and/or further refine the performance measurements for four existing programs and approval of two new contracts for SUD services. Additional detail is provided in Attachment A.

In July the County terminated the $15,000 CORE Investments Warming Center Program contract and no services were provided by this program in this fiscal year. HSD will return to the Board in October with recommendations to re-allocate the funds.

CORE Investments: Phase 4
HSD recommends the Board approve a contract with Optimal Solutions Consulting to continue development of the CORE Investments model. Optimal Solutions will begin Phase 4, which will include: continued technical assistance; increasing stakeholder knowledge and community engagement in CORE Investments; developing a web-based, interactive CORE tool (Results Menu and Evidence based Practice "library"); expanded leadership and infrastructure to sustain CORE Investments, and; development of a CORE Institute for Innovation and Impact, a public-private partnership that will provide continuous learning and improvement among local public, private, non-profit and community partners.

Financial Impact
The CORE amendments and new contracts will continue to receive funding from the General Fund at Board approved amounts. The SUD LOI programs will be funded through a General Fund contribution of $70,000 in SUD allocated rollover funds from FY
2018-19 and in $140,000 in SUD allocated FY 2019-20 funds. The one-time unexpended FY 2018-19 amount of $44,525 will be applied to Optimal Solutions. All augmentations and new contract amounts are outlined in Attachment B. In addition, HSD will return with an update on the distribution of the unallocated annual amount of $15,000.

**Strategic Plan Element(s)**
1.B (Comprehensive Health & Safety: Community Support) - CORE Investments is a collective impact funding model and movement designed to improve the well-being of county residents.

**Submitted by:**
Ellen M. Timberlake, Director

**Recommended by:**
Carlos J. Palacios, County Administrative Officer

**Attachments:**

- Summary of Amended and New CORE Contracts (Attachment A)
- Financial Impact Table (Attachment B)
- Resolution (AUD60) - City of Santa Cruz & First 5 Santa Cruz County
- Resolution (AUD60) - Monterey Peninsula Foundation
- Amendment 20W4010 - Community Action Board
- ADM 29 20W4010
- Amendment 20W4012 - Community Bridges Contract
- ADM 29 20W4012
- Amendment 20W4015 - Encompass Community Services
- ADM-29 20W4015 Encompass
- Amendment 20W4026 - Pajaro Valley Prevention and Student Assistance
- ADM 29 20W4026
- Amendment 20W4030 - Santa Cruz Barrios Unidos
- ADM 29 20W4030
- Contract No. 20W4059 - Janus of Santa Cruz
- ADM 29 20W4059
- Contract No. 20W4060 - New Life Community Services
- ADM 29 20W4060
- Contract No. 20W4050 - Optimal Solutions Consulting
- ADM 29 20W4050
Attachment A – CORE Investments Contracts

The FY 2019-20 proposed contract amendment changes and new contracts are summarized below:

1. **Community Action Board amendment (Contract No. 20W4010)**
   - Alcance program received a one-time only Local Innovation Trust award, increasing its FY 2019-20 budget in the amount of $10,000.
   - Rental Assistance North/Mid-County and South County Housing Collaborative program require correction of an administrative error on the scope of work, removing the requirement for the ongoing use of the VI-SPDAT assessment tool in its entirety, including any related VI-SPDAT training requirements for staff, to be in alignment with services provided.

2. **Community Bridges amendment (Contract No. 20W4012)**
   - Elderday program is adjusting an Evidenced Based Practice (EBP) to meet the needs of the participants served.
   - Meals on Wheels FY 2019-20 budget is being augmented by a continued $85,000 addition to its base funding amount.

3. **Encompass Community Services amendment (Contract No. 20W4015)**
   - Papás of the Central Coast is refining its outcome measurements, and the program received a one-time only Local Innovation Trust award, increasing its FY 2019-20 budget in the amount of $10,000.
   - Mindfulness-based Medication Assisted Treatment (MB-MAT) program is a new substance use disorder (SUD) program for adults with opioid use disorder. The FY 2019-20 budget amount is $70,000.

4. **Pajaro Valley Prevention and Student Assistance amendment (Contract No. 20W4026)**
   - Functional Family Therapy program is changing its EBP to the Brief Strategic Family Therapy intervention to better meet the needs of participants.
   - Seven Challenges program is expanding SUD services to at-risk-youth and the FY 2019-20 program budget is increasing by $60,000.

5. **Santa Cruz Barrios Unidos amendment (Contract No. 20W4030)**
   - Educational Outreach Program received a one-time only Local Innovation Trust award, increasing its FY 2019-20 budget in the amount of $10,000.

6. **Janus – New Contract (Contract No. 20W4059)**
• Co-occurring Disorder Capable program is a new SUD program providing training to staff on EBPs with the intended goal of improving capacity to serve persons with co-occurring mental and substance use disorders. The FY 2019-20 budget amount is $20,000.

7. New Life Community Services – New Contract (Contract No. 20W4060)

• Gemma program is a SUD program providing transitional housing for women exiting jail or actively engaged with the local criminal justice system.
Attachment B – Financial Impact Table

The FY 2019-20 financial impact of the proposed contract amendment changes and new contracts are detailed below:

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County of Santa Cruz Board of Supervisors  
Agenda Item Submittal  
From: Human Services Department: Employment and Benefit Services Division  
(831) 454-4130  
Subject: Approve Housing Assistance Contract Renewals and Bringing Families Home Amendment  
Meeting Date: August 27, 2019

Recommended Action(s):
1) Approve an agreement with Homeless Services Center, in the total two-year amount of $1,470,414, with annual totals in the amount of $735,207 in fiscal year 2019-20, and $735,207 in fiscal year (FY) 2020-21 for provision of CalWORKs Housing Assistance and Move in Program and CalWORKs Emergency Housing Program services;

2) Approve an agreement with Community Action Board of Santa Cruz County, Inc., in the total two-year amount of $1,434,440, with annual totals in the amount of $432,000 in FY 2019-20, $432,000 in FY 2020-21 for provision of the CalWORKs Emergency Payment Program, and $570,440 across FYs 2019-20 and 2020-21 for provision of Home Safe Financial Assistance Program services;

3) Approve an agreement with Central Coast Center for Independent Living, in the total amount of $200,000, for provision of Housing and Disability Advocacy Program services;

4) Approve an amendment to the contract with Homeless Services Center, increasing the amount by $272,500 to a new total of $852,500 for provision of Bringing Families Home services;

5) Adopt the attached resolution accepting and appropriating unanticipated revenue from the California Department of Social Services for the Bringing Families Home Program, in the amount of $272,500, into the FY 2019-20 Human Services Department budget; and

6) Authorize the Human Services Director to execute the agreements, as recommended by the Director of Human Services.

Executive Summary
The Human Services Department (HSD) administers a continuum of evidence-based housing support services in partnership with nonprofit contractors. HSD seeks the Board's approval to renew three contracts that will provide housing support services to recipients of CalWORKs, General Assistance and Adult Protective Services; to amend a contract that provides homeless, child welfare impacted families with Bringing Families
Home (BFH) housing support services; and to adopt a resolution accepting and appropriating unanticipated revenue to increase the BFH program’s capacity.

**Background**
HSD is dedicated to ensuring effective services to the community’s homeless population, consistent with the County’s goal to provide stable housing for its residents. To this end, HSD administers contracts with local service providers to provide housing services to eligible persons experiencing or at-risk of homelessness.

**CalWORKs Housing Assistance and Move in Program**
For the past five years, HSD has overseen the CalWORKs Housing Assistance and Move in Program (CHAMP) in partnership with local nonprofit contractors. Using evidence-based practices, the partner agencies implemented this rapid re-housing program to provide housing navigation, financial assistance and support services to CalWORKs families experiencing homelessness. In fiscal year (FY) 2018-19, CHAMP contractor Homeless Services Center (HSC) assisted 23 families to attain housing or to maintain housing attained through the program in the prior fiscal year. More than 94% of the families housed by HSC and exited the program during FY 2018-19 were in housing at program exit.

In addition to these CHAMP rapid re-housing services, HSD has funded HSC since 2016 to provide emergency shelter services for CalWORKs families, including families enrolled in CHAMP while they await permanent housing. In FY 2018-19 HSC served 15 CHAMP enrolled families at an average stay of 47 shelter service days while awaiting their CHAMP housing placement. HSC also assisted 32 CalWORKs families ineligible for CHAMP services in FY 2018-19, providing them with an average stay of 51 shelter service days along with case plan development that focused on reducing barriers to housing.

**CalWORKs Emergency Payment Program and Home Safe Financial Assistance**
Since 2005, HSD has contracted with Community Action Board of Santa Cruz County, Inc. (CAB) to offer the CalWORKs Emergency Payment Program (CEPP). CEPP provides CalWORKs recipients with emergency payments for timely purchase of emergency needs, including emergency housing, which allows recipients to continue participating in employment and/or family stabilization services. In FY 2018-19, 99% of all emergency payments made were available within two working days.

In December of 2018, HSD was awarded competitive grant funds by the California Department of Social Services (CDSS) to administer the Home Safe Financial Assistance Program (Home Safe). Home Safe will allow HSD to reduce homelessness among victims of elder and dependent adult abuse and neglect by working collaboratively with local partner agencies to offer support for housing-related emergency needs experienced by this population. To help provide this urgent, short-term support for the housing related emergency needs of the older and dependent adults served, HSD will partner with CAB to add a Home Safe component to the existing CEPP contract, to distribute authorized, housing-related emergency payments in a timely manner on behalf of approved Home Safe program participants.

**Housing and Disability Advocacy Program**
For the past year, HSD has overseen the Housing and Disability Advocacy Program (HDAP) to provide disabled individuals experiencing homelessness with disability benefit advocacy and housing assistance in partnership with local nonprofit contractors. In January of 2019, HSD entered into a $100,000 purchase order with the Central Coast Center for Independent Living (CCCIL) to provide case management and housing location services to HDAP participants. CCCIL’s services started later in the fiscal year than initially anticipated, primarily due to delays related to difficulties in recruiting and hiring eligible staff. The CCCIL HDAP is currently fully staffed and services are being provided at the anticipated levels. By the end of FY 2018-19, CCCIL coordinated SSI benefits advocacy and provided housing and case management services to six clients.

**Bringing Families Home Amendment**

In May 2017, HSD was awarded $545,000 in competitive State BFH funding through CDSS to provide housing supports to homeless families in the child welfare services system so as to reduce the number of families in the child welfare system experiencing homelessness, increase the number of families reunifying, and prevent foster care placement. On August 18, 2017, the Board approved a two-year agreement with HSC in the amount of $545,000 to provide BFH case management and financial assistance. On May 21, 2019, the Board approved an amendment to increase the budget by $35,000 and extend the term to June 30, 2020. Since the program’s start, HSC assisted 19 families involved with child welfare services to attain housing. Despite this success, more families are in dire need of this critical service. To meet this need, CDSS has awarded HSD with an additional $272,500 for FY 2019-20 in unanticipated revenue.

**Analysis**

HSD reviewed past performance information and recommends the renewal of three agreements and a contract amendment, all related to housing. These agreements are described below.

**CalWORKs Housing Assistance and Move in Program**

HSD proposes continuing a two-year contract with HSC to provide CHAMP rapid re-housing services for CalWORKs participants experiencing homelessness, in the two-year total amount of $1,470,414. In addition to CHAMP housing support, the HSC contract includes $257,400 annually for emergency family shelter services, which will be prioritized for CHAMP participants. The performance of the proposed renewing CHAMP contract will continue to be measured by the percent of families who obtain permanent housing and achieve housing stability. The family shelter component of HSC’s contract will continue to be measured by the number of CHAMP-enrolled families who receive shelter prior to their CHAMP housing placement, and by the number of families ineligible for CHAMP services who develop a housing case plan.

**CalWORKs Emergency Payment Program and Home Safe Financial Assistance**

HSD also recommends approval of a renewing contract with CAB in the two-year total amount of $1,434,440 to provide two payment assistance programs. CEPP will continue to provide timely payments to expedite the purchase of emergency needs, including housing and emergency shelter, for approved CalWORKs recipients. Home Safe will provide victims of elder and dependent adult abuse and neglect with timely payments for urgent, short-term, emergency needs that will reduce the risk of homelessness. The performance of the proposed contract will continue to be measured by the timeliness of
all payments made.

**Housing and Disability Advocacy Program**
Additionally, HSD recommends approval of a contract with CCCIL to provide HDAP disability benefit advocacy and housing assistance services to disabled individuals experiencing homelessness in the amount of $200,000. The performance of the proposed renewing HDAP agreement will be measured by the percent of participants who attain permanent housing.

**Bringing Families Home Amendment**
Finally, HSD proposes approval of an amendment to the HSC BFH contract increasing the amount by $272,500, to a new total of $852,500. The added funding will help further reduce the number of families in the child welfare system experiencing homelessness, increase the number of families reunifying, and help prevent foster care placements by providing further housing supports to homeless families in the child welfare services system. The performance of the BFH contract will continue to be measured by the percent of participants who attain permanent housing.

In addition to approval of these contracts, HSD seeks the Board’s adoption of a resolution accepting and appropriating unanticipated revenue of $272,500 into HSD’s FY 2019-20 budget. HSD was allocated additional funding from the State’s BFH program and the attached resolution details the funds. The funds will provide housing and support services to families in the child welfare system experiencing homelessness, as described above.

**Financial Impact**
The California Department of Social Services (CDSS) CalWORKs Single and CalWORKs Housing Support Program allocations will fund the HSC CHAMP and family shelter services contract, as well as the CEPP component of the CAB contract. Home Safe funds through CDSS will fund the Home Safe component of the CAB contract, HDAP funds through CDSS will fund the CCCIL contract, and BFH funds through CDSS will fund the HSC BFH contract amendment. These agreements and amendment do not result in an additional General Fund contribution. As noted, the unanticipated revenue is from the CDSS Bringing Families Home program.

- Homeless Services Center No. 20W3973 – Index/GL Key: 392100-75291
- Community Action Board No. 20W1776- Index/GL Key: 392100-75291
- Central Coast Center for Independent Living No. 20W4061 - Index/GL Key: 392100-75291
- Homeless Services Center No. 19W4046 – Index/GL Key: 392100-62885

**Strategic Plan Element(s)**
2.D (Attainable Housing: Homelessness) - HSD contracts with HSC, CAB and CCCIL to reduce homelessness and increase housing stability, by assisting persons experiencing or at risk of homelessness to attain and/or maintain permanent housing.

Submitted by:
Ellen M. Timberlake, Director
Recommended by:
Carlos J. Palacios, County Administrative Officer

Attachments:

a  Contract 20W3973 Homeless Services Center
b  ADM-29 20W3973 Homeless Services Center CalWORKs CEHP
c  Contract 20W1776 Community Action Board, Inc. (for Approval)
d  ADM-29 20W1776 CAB
e  Contract 20W4061 Central Coast Center for Independent Living
f  ADM-29 20W4061 CCCIL HDAP Svcs
g  Amendment 20W4046 Homeless Services Center
h  ADM-29 20W4046 HSC
i  Resolution (AUD60) State BFH Funds
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 Family & Children's Services Contract Renewals  
Meeting Date: August 27, 2019

Recommended Action(s):
1. Approve an agreement with Parents Center Inc., in the total two-year amount of $1,842,784, with annual totals in the amount of $921,392 in fiscal year (FY) 2019-20, and $921,392 in FY 2020-21, for provision of family reunification services and crisis hotlines;

2. Approve an agreement with Santa Cruz County Office of Education, in the total two-year amount of $236,028, with annual totals in the amount of $118,014 in FY 2019-20, and $118,014 in FY 2020-21, for provision of the Emergency Child Care Bridge Program for Foster Children; and

3. Authorize the Human Services Director to execute the agreements, as recommended by the Director of Human Services.

Executive Summary
The Human Services Department (HSD) contracts for an array of child welfare prevention and intervention services to ensure children are safe in our community. HSD seeks the Board's approval to continue three contracts to provide these critical child welfare related services.

Background
HSD provides a continuum of services to ensure the safety of Santa Cruz County children. To this end, HSD contracts with local service providers to deliver an array of services to prevent child maltreatment, and to intervene when children have been abused or neglected and placed in out-of-home care as mandated through the courts.

On February 26, 2019, the Board authorized HSD to release an RFP for a two-year contract for family reunification and after-hours crisis hotline services. On May 21, 2019, the Board approved a recommendation from HSD to award a two-year contract to Parents Center, Inc. (Parents Center), a local non-profit partner who has collaborated with HSD for more than a decade to provide the supervised visitation, parenting education and counseling services that support reunification of families involved in Dependency Court, as well as night and weekend support for the child and adult protective services crisis hotlines. In FY 2018-19, 52 families participated in Positive Parenting Program (Triple P) parenting education. Of those participants, 76% reported that improved parenting skills led to a reduction in problematic behaviors in their
children. Participants also demonstrated a 40% average decrease in stress and a 60% average improvement in their overall confidence and efficacy in their parenting style.

For the past year, HSD has contracted with the Santa Cruz County Office of Education - Childcare Development Resource Center (CDRC) to implement the Emergency Child Care Bridge Program (Bridge). When a child is removed from their home, HSD places them with a resource family—a relative, friend or a licensed foster family—many of whom must immediately identify and pay for child care. To address this, CDRC provides resource families with child care navigation and short-term stipends. CDRC also provides trauma-informed training for local child care providers to care for children recently removed from their homes. During FY 2018-19, CDRC assisted resource families by placing 26 children in child care within one month of referral, and 168 local child care providers have received trauma-informed training.

United Way has served as the Child Abuse Prevention Council (CAPC) for Santa Cruz County and has convened the Children’s Network since 2008, addressing child abuse prevention. Due to program adjustments after a one-time increase in FY 2018-19, the activities and budget have been amended, and the responsibility for mandated reporter trainings will shift from United Way to HSD in FY 2019-20, as HSD has the available expertise to handle this training. As a result, the current contract will be restored to the budget reflected in the FY 2017-18 contract. Due to the financial amount of the agreement, it will now be executed as a purchase order in accordance with revised purchasing guidelines.

Analysis
HSD reviewed past performance information, emerging needs and recommended contract enhancements. As a result, HSD proposes the renewal of the three contracts that are the subject of this memo, as detailed below.

HSD recommends renewing its contract with Parents Center in the two-year total amount of $1,842,784, as detailed in a May 21, 2019 memo to the Board, to provide supervised visitation, therapeutic counseling, parenting education and crisis hotline services. The proposed contract will continue to be measured by a reduction in stress among parents, improved parenting skills and a reduction of problematic behaviors in children.

HSD also proposes continuing its contract with CDRC for the Bridge program in the two-year total amount of $236,028, for child care navigation, short-term child care stipends and trauma-informed training for local child care providers caring for children recently removed from their homes. The performance of this agreement will continue to be measured by the percent of participants who obtain child care within one month of referral and the number of local child care providers who receive trauma-informed training.

Lastly, HSD recommends renewing its agreement with the United Way in the amount of $32,810, to continue serving as the CAPC for Santa Cruz County along with convening the Children’s Network to address child abuse prevention. This agreement will be executed as a purchase order in the amount of $32,810, in accordance with current
County purchasing guidelines. The agreement will continue to be measured by the number of participants attending presentations.

**Financial Impact**
The California Department of Social Services (CDSS) Promoting Safe and Stable Families (PSSF), child welfare and adult protective service funds will fund the Parent Center contract. The CDSS Emergency Child Care Bridge Program will fund the contract with the Santa Cruz County Office of Education’s CDRC. The United Way contract is funded by Children’s Trust Fund. These agreements do not result in an additional General Fund contribution.

- Parents Center No. 20W3611 - GL Key: 392100-62885 and 392100-62856
- Santa Cruz County Office of Education No. 20W4058 - GL Key: 392100-62885
- United Way of Santa Cruz County Purchase Order No. to be assigned - GL Key: 392400-75217

**Strategic Plan Element(s)**
1.B (Comprehensive Health and Safety: Community Support) - The Emergency Child Care Bridge Program provides access to social services by assisting resources families and their recently placed child with child care navigation services, short-term stipends for prompt child care placement and help with finding permanent subsidized care.

1.D (Comprehensive Health & Safety: Behavioral Health) - The Parents Center and United Way contracts lessen community impact of child abuse and neglect by providing an array of prevention, intervention and education services.

**Submitted by:**
Ellen M. Timberlake, Director

**Recommended by:**
Carlos J. Palacios, County Administrative Officer

**Attachments:**
- Contract 20W3611 Parents Center, Inc (renewal)
- ADM-29 20W3611 Parents Center
- Contract 20W4058 Santa Cruz County Office of Education (renewal)
- ADM-29 20W4058 SCCCOE
Recommended Action(s):

1) Approve agreement with Second Harvest Food Bank, in the total two-year amount of $622,540, with annual totals in the amount of $328,770 in fiscal year (FY) 2019-20, and $293,770 in FY 2020-21, for provision of CalFresh outreach and application assistance;

2) Approve agreement with Community Action Board of Santa Cruz County Inc., in the total two-year amount of $1,299,932, with annual totals in the amount of $649,966 in FY 2019-20, and $649,966 in FY 2020-21, for provision of job placement and subsidized employment services;

3) Approve agreement with Goodwill Central Coast, in the total two-year amount of $1,299,430, with annual totals in the amount of $649,715 in FY 2019-20, and $649,715 in FY 2020-21, for provision of on-the-job training and employment readiness services;

4) Approve agreement with Goodwill Central Coast, in the total two-year amount of $274,952, with annual totals in the amount of $137,476 in FY 2019-20, and $137,476 in FY 2020-21, for provision of job readiness and job search training services; and

5) Authorize the Human Services Director to execute the agreements, as recommended by the Director of Human Services.

Executive Summary
The Human Services Department (HSD) administers Supplemental Nutrition Assistance Program (SNAP) benefits, known as CalFresh in California, as well as the California Work Opportunity and Responsibility to Kids (CalWORKs), Welfare-to-Work (WTW) program which supports families to become self-sufficient. HSD seeks the Board’s approval to continue and enhance contracts with Second Harvest Food Bank (SHFB) for CalFresh benefits outreach assistance, and with Community Action Board (CAB) and Goodwill Central Coast (Goodwill) for employment services.

Background
HSD administers the CalFresh Program, formerly known as food stamps, which provides food and nutritional benefits to eligible individuals and families. In order to
increase participation in the CalFresh program, HSD has contracted with Second Harvest Food Bank since 2010 to provide CalFresh outreach, awareness, education and application assistance with eligible and potentially eligible CalFresh recipients. In the coming fiscal year, SHFB will expand its CalFresh outreach efforts to include newly eligible seniors and people with disabilities receiving Supplemental Security Income (SSI). In FY 2018-19, 74% of the households who received assistance from SHFB to apply for CalFresh were successfully approved for benefits.

California Work Opportunity and Responsibility to Kids (CalWORKs), through Welfare-to-Work (WTW) employment services, provides a continuum of support to help families become self-sufficient. These services, operated in conjunction with community nonprofit partners, assist eligible participants with employment placements and removal of employment barriers.

Since 2012, HSD has contracted with the Community Action Board (CAB) for the SmartHire program to help eligible participants prepare for and find paid employment through job readiness support and by matching participants to subsidized and unsubsidized jobs. During FY 2018-19, CAB placed 21 participants in subsidized employment. For those participants who exited the program during FY 2018-19 and were polled, 57% reported being employed six months after the subsidized placement ended. To continue to grow new placement opportunities, the program recruited 6 new employers to provide subsidized jobs to participants.

Since 2012, HSD has contracted with Goodwill for the Subsidized Transitional Employment Program (STEP) and the short-term program, Temporary Employment to Meet Participation (TEMP). Both program components provide subsidized on-the-job skills training to participants who have little or no work experience, and TEMP is specifically structured to help individuals meet their State and federally mandated work participation requirements. In FY 2018-19, the STEP and TEMP programs served 111 participants. Approximately 46% of participants successfully completed the programs in which they were enrolled. Of those who completed the STEP program, 33% entered employment. Additionally, 69% of participants who completed their STEP placement and who were surveyed, demonstrated increased skills and knowledge toward participating successfully in employment.

In 2017, HSD applied for and was selected as 1 of 5 governmental departments to receive a technical assistance grant to participate in an administrative data pilot project. The project is a partnership with national nonprofit Third Sector Capital Partners (Third Sector) and Stanford’s Center on Poverty and Inequality (CPI) and is designed to utilize administrative data to improve the long-term economic well-being of CalWORKs recipients who participate in HSD’s contracted subsidized employment programs.

Based on a comprehensive review of CAB and Goodwill past contract performance data, data on employment barriers faced by CalWORKs WTW participants and studies on contract outcome payment models, Third Sector and CPI collaborated with HSD to develop a plan to enhance its subsidized employment contracts. The plan utilizes administrative data to monitor the short- and long-term outcomes of subsidized employment programming on CalWORKs recipients. As part of the plan, these outcomes are the basis of a “Fee for Performance” (FFP) payment model based on each contract partner’s achievements toward improving employment outcomes for the
clients served. The plan’s contract enhancement structure was co-created alongside both CAB and Goodwill, who were engaged in the process through monthly provider meetings with HSD, Third Sector and CPI.

Since 2006, HSD has maintained an agreement with Goodwill to provide Job Search Workshop (JSW) services for CalWORKs participants during the critical early participant engagement process. Services include job readiness and supervised job search training activities that aid participants preparing to search for suitable work. In FY 2018-19, 76% of the 25 participants who completed the program were employed within 6 weeks of finishing JSW participation. JSW services are provided centrally, at Capitola’s One Stop Career Center, an America’s Job Center of California (AJCC) partner. The Workforce Innovation and Opportunity Act (WIOA) requires local WIOA Boards and their AJCC partners to establish cooperative working relationships between partners, including shared space use costs for all One-Stop Career Center partners. As a mandated partner of WIOA, there will be an increase in the JSW contract budget to cover HSD’s share of space use cost for JSW services.

Analysis
HSD reviewed past performance information, emerging needs and recommended contract enhancements, and as a result proposes the renewal of the four contracts that are the subject of this memo, as detailed below.

HSD recommends renewing its contract with SHFB to continue providing CalFresh Outreach in the two-year total amount of $622,540 for CalFresh outreach, awareness, education and application assistance, along with new components that will expand outreach efforts to the newly eligible SSI population. The performance of this contract will continue to be measured by the number of new households determined eligible for CalFresh as a result of SHFB application support, as well as the number of partnering agencies trained to provide outreach and application assistance.

HSD also proposes continuing its contract with CAB for the SmartHire program in the two-year total amount of $1,299,932, for employment preparation and job placement services that will be enhanced through revised performance measurements and administrative outcome data that will inform a robust outcome payment structure. The performance of the enhanced agreement will be measured by the percent of participants who (1) achieve unsubsidized employment after program participation, (2) demonstrate an earnings growth after program exit, and (3) end reliance on CalWORKs cash assistance.

Similarly, HSD proposes continuing its contract with Goodwill for the STEP/TEMP program in the two-year total amount of $1,299,430, for subsidized on-the-job skills training and support programs that will be enhanced through revised performance measurements and administrative outcome data that will inform a robust outcome payment structure. The performance of the enhanced agreement will be measured by the percent of participants who (1) participate in SmartHire subsidized employment after program exit; (2) achieve unsubsidized employment after program participation; and (3) exit CalWORKs cash assistance due to positive income-related reasons.
Lastly, HSD recommends renewing its contract with Goodwill in the two-year total amount of $274,952, to continue providing Job Search Workshop services to CalWORKs WTW participants county-wide, in its current mid-county location. The proposed contract will continue to be measured by participants’ improving their job search knowledge and skills, as well as the percent who become employed after completing their JSW participation.

Financial Impact
The California Department of Social Services (CDSS) CalWORKs Single and Expanded Subsidized Employment allocations will fund the two subsidized employment contracts. The CDSS CalWORKs Single allocation will fund the Job Search Workshop contract, and the CDSS CalFresh allocation will fund the CalFresh Outreach contract. These agreements do not result in an additional General Fund contribution.

- Second Harvest Food Bank No. 20W3902 - GL Key: 392100-62381
- Community Action Board No. 20W3904 - GL Key: 392100-75291
- Goodwill Central Coast No. 20W3913 - GL Key: 392100-75291
- Goodwill Central Coast No. 20W2261 - GL Key: 392100-75291

Strategic Plan Element(s)
1.B (Comprehensive Health & Safety: Community Support) - HSD contracts with Second Harvest Food Bank to assist eligible and potentially eligible CalFresh recipients experiencing food insecurity to increase access to food and basic nutritional support through comprehensive CalFresh application assistance.

5.A (Dynamic Economy: Regional Workforce) - HSD contracts with CAB and Goodwill to help eligible CalWORKs participants prepare for and find paid employment through on-the-job training services, and by matching participants to subsidized and unsubsidized jobs. The programs enhance the local workforce which in turn supports the regional economy.

5.D (Dynamic Economy: Educational Opportunity) - HSD contracts with Goodwill, for Job Search Workshop services to help CalWORKs participants find and keep employment for the long-term by providing basic job readiness and job search training.

Submitted by:
Ellen M. Timberlake, Director

Recommended by:
Carlos J. Palacios, County Administrative Officer

Attachments:
a Contract 20W3902 Second Harvest Food Bank
b ADM-29 20W3902 SHFB
c Contract 20W3904 Community Action Board, Inc.
d ADM-29 20W3904 CAB
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County of Santa Cruz Board of Supervisors
Agenda Item Submittal
From: Human Services Department: Workforce Development Board
(831) 454-4130
Subject: Workforce Innovation and Opportunity Act Local Partner Memorandum of Understanding
Meeting Date: September 10, 2019

Recommended Action(s):
1. Approve the Santa Cruz County Workforce Development Board Workforce Innovation and Opportunity Act local partner Memorandum of Understanding and authorize the Board Chairperson to sign the agreement; and
2. Authorize the Human Services Department Director to execute this agreement; and to act on behalf of the County in all matters pertaining to this agreement for submission to the California Employment Development Department, as recommended by the Human Services Department Director.

Executive Summary
The purpose of this letter is to seek the Board’s approval of the Santa Cruz County Workforce Development Board Workforce Innovation and Opportunity Act (WIOA) local partner Memorandum of Understanding (MOU) and to authorize the Board Chair to sign the agreement; and the Human Services Department Director to execute this agreement and act on behalf of the County in all matters pertaining to this agreement for submission to the California Employment Development Department.

Background
WIOA, enacted in 2015, requires an MOU be developed and executed between the Local Workforce Development Board (WDB) and the America’s Job Center of California (AJCC) partners to establish agreement concerning the operations of the AJCC delivery system. The purpose of the agreement is to establish a cooperative working relationship between partners and to define their respective roles and responsibilities in achieving policy objectives. The agreement also serves to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

The initial MOU was created in two (2) phases: phase one, approved by the Board on June 28, 2016, established the solid foundation for service collaboration and phase two, Board approved on August 22, 2017, established agreement on the resource sharing and joint infrastructure costs of the AJCC delivery system.

WIOA requires MOUs be reviewed and updated every three years. Per California Employment Development Department (EDD) Workforce Services directive released April 30, 2019 (WSD18-12), the two phase approach was consolidated to include both service coordination and resource sharing among the AJCC mandated partners into one MOU to be updated every three years.

Washoe Tribal Temporary Assistance to Needy Families (TANF) program is listed as refusing to sign citing California Department of Social Services (CDSS) All-County letter 16-51 for its
exemption to the WIOA MOU. The guidance in the letter indicates Tribal TANF programs are not mandatory partners with AJCCs. Per EDD guidance, the Washoe Tribal TANF program is listed in the MOU for the purposes of demonstrating its local presence in the affiliate AJCC site in Capitola.

Analysis
Using a quarterly Career Center Operator meeting, the WDB staff reviews and negotiates the MOU with the local mandated partners on an annual basis. This established forum provides the local partners the opportunity to build effective partnerships, make appropriate referrals and cross-train staff on partner services.

On August 28, 2019, the Executive Committee of the WDB approved the MOU and authorized its Chair to execute the agreement. A fully executed agreement is due to EDD no later than September 30, 2019.

Financial Impact
The California Employment Development Department provides an annual WIOA allocation to the Santa Cruz County WDB. In accordance with the WIOA, local areas are mandated to demonstrate how the workforce system is sustained through the use of infrastructure resource sharing agreements. Approval of the Santa Cruz County Workforce Development Board local partner MOU does not result in an additional General Fund contribution.

Strategic Plan Element(s)
5.A Dynamic Economy: Regional Workforce

Santa Cruz County Workforce Development Board WIOA local partner MOU is required to establish a high quality delivery system and enhanced collaboration among partner programs which supports dynamic local and regional workforce development.

Submitted by:
Ellen M. Timberlake, Director

Recommended by:
Carlos J. Palacios, County Administrative Officer

Attachments:

a 2019 Santa Cruz County WIOA Partner MOU