



County of Santa Barbara
105 E. ANAPAMU, SANTA BARBARA
HUMAN SERVICES COMMISSION

REGULAR MEETING - ACTION SUMMARY

Date: Thursday, January 8, 2014

Time: 10:30 AM to Noon

Place: Parlor, St. Mark's Episcopal Church, 2901 Nojoqui Ave., Los Olivos, CA

Call to Order: Commission Chair Ramirez called the meeting to order at 10:30 a.m.

Roll Call **Members Present:** Chair Lucille Ramirez, Commissioners Allen, Fairfield, Aceves, Keator, Mickiewicz, Saltman, Lindner Sepulveda, Solomon and Jensen
Absent: Lauren Saltman, Christina Pizarro
Staff Present: Susan Foley

Public Comment Period: There was no public comment.

I. Minutes to November 6, 2014 HSC meeting: Commissioner Keator made a motion to accept the minutes, this was seconded by Commissioner Fairfield and passed.

II. Chair Ramirez announced that staff worked with District 3 Supervisor Farr's staff to obtain a Resolution thanking Pastor Randall and St. Mark's Episcopal Church for hosting meetings for the Commission for nearly a decade. Pastor Randall attended the meeting and was presented the Resolution by Chair Ramirez. He thanked the Commission for using the space and said that the church views its hosting meetings and gatherings as an honor and responsibility and they plan to continue to always be accessible to the general public.

III. Allocations Committee briefing – From January 8, 2015 Committee meeting

The Allocations Committee met prior to the Commission meeting to go through ZoomGrants "reviewer training" and to obtain information from Housing and Community Development staff related to the Community Development Block Grant (CDBG) public services awards under the Commissions purview. The Allocations Committee asked that their final agenda item to review scoring sheets, be rolled into the full Commission meeting.

There was a great deal of discussion related to how to best rank and score applications. Ms. Foley noted that in addition to the applications themselves, the interviews would also weigh in to the scoring sheets.

The following structure was developed by Commissioner Allen and accepted by the full Commission for each of the three tiered grants. Each of the following 4 categories would equal 25 points each for a total of 100 points:

1. Relation to Human Services Commission Priorities

- a. Senior, children, access (transit, language), non-English speaking services, freedom from abuse, low income
2. Potential for significant positive impact
 - a. Meaningful impact demonstrated through a clear, concise concept
 - b. Strong “reach” to target population (access)
 - c. Well thought out new idea or on-going program
 - d. Unmet need/high need: only program/service available serving a certain population or addressing a certain need
3. Return on Investment
 - a. Bang for the buck (high number of beneficiaries, leverage, accomplishments vs. funding)
 - b. Quantifiable goals
 - c. Clear measurable performance targets and outcomes (e.g., resulting in new skill, ability, knowledge for beneficiaries rather than outputs such as attending a class)
 - d. Budget (adequately funded to succeed)
4. Other Indicators of success:
 - a. Agency goals and mission clear
 - b. Capacity in terms of skills and knowledge/experience (agency, Executive Director, program staff, volunteers, Board of Directors)
 - c. Past performance; timely reporting and invoicing
 - d. Agency Financial Capability (strong stable financials; recent audited financials, 990’s, cash reserves to participate in cash reimbursement contract?)
 - e. Commitment to Evidence Based Practices or moving toward EBP
 - f. Commitment to collect, evaluate and assess program data, involve constituents and track clients to determine benefits
 - g. Collaboration and partnerships (reduce duplication)

IV. Communications Committee Update

- The Committee prepared and presented the Resolution to the Church
- The Committee is working with staff to improve the website. Ms. Foley stated that the CEO’s office and County websites have since been updated and she will work with County staff to improve the access to the Human Services Commission portion of the CEO’s website which appears to be even harder to access now with these overall County website improvements.
- District 4 Report – Ms. Foley asked for clarification on this report. Commissioner Solomon stated that the goal is to identify funds spent north south or by District from the last cycle of funding. This would be used to let District 4 and maybe all Supervisors, the great human services programs that have been funded countywide.

V. Liaison Reports

Adult and Aging –

Homeless –

Mental Health Commission –

Kids Network –

Child Abuse Council–

V. Other items

Ethics Certificates – Staff emailed Commissioners who need to obtain certificates. Commissioner Aceves provided her certificate to staff at the meeting.

BIOS – Ms. Foley reminded several Commissioners to send in bios for the website. She agreed to send Commissioners copies of existing Commissioner Bios to use as a guide.

Mileage – Ms. Foley reminded Commissioners to send in mileage forms for reimbursement

Gift to staff from Commission – Ms. Foley thanked the Commission for the generous \$275 holiday gift. She reiterated that she was not legally permitted to accept. However she stated that if the Commission agreed, she would use the funds (and track with receipts) for the upcoming February all-day meetings. This was agreed to.

VI. Calendar and Announcements

- January 29, 2015 9:00 – 10:30 am Communications Committee meeting to go over applications that were received and discuss how the review process is going. No individual applications will be discussed.
- February 4, 2015 CDBG Public Services Applicant Interviews and Deliberations
- February 5th and 6th 2015 HSC General Fund Applicant Interviews and Deliberations
- All meetings to be held at the Grange in Los Olivos.

VII. Adjournment

There being no further business, the meeting was adjourned at Noon