



County of Santa Barbara  
105 E. ANAPAMU, SANTA BARBARA

## HUMAN SERVICES COMMISSION

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### REGULAR MEETING - ACTION SUMMARY

Date: Thursday, March 5, 2015

Time: 11:00 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 11:03 a.m.

**Roll Call**

**Members Present:** Chair Lucille Ramirez, Commissioners Allen, Fairfield, Aceves, Keator, Mickiewicz, Saltman, Sepulveda, and Jensen

**Absent:** Julie Solomon, Linda Lindner

**Staff Present:** Susan Foley, Assistant CEO Terri Nisich

**Guests:** Representatives from County non-profit agencies included Ashlyn McCague (CALM), Cheryl Gauron (St. Vincent's), Arcelia Sencion (SYVPH), Holly Carmody (CAC), Elsa Granados (SBRCC), Lu Ann Miller (IV Youth Projects), Lisa Brabo (FSA)

**Public Comment Period:** There was no public comment.

**I. Minutes to January 8, 2015 HSC meeting:** Commissioner Allen made a motion to accept the minutes; this was seconded by Commissioner Jensen and passed.

**II. 2015 NOFA Recommendations:** Commissioner Aceves, Chair of the HSC Allocations Committee presented the Committee's *final* Community Development Block Grant (CDBG) recommendations that will go on to the Board of Supervisors. CDBG was not presented to the full Commission for any consideration but rather for information purposes. She then presented the Committee's draft *Human Services General Fund* recommendations to the full Commission for consideration. Commissioner Aceves shared a PowerPoint outlining the Committee's review process and key criteria that led to the recommendations. Recommended programs included a \$30,000 funding recommendation to the Court Appointed Special Advocates (CASA) Foster Care program. This was added by the Committee after the CEO's office finalized the HSC budget, which made additional funds available for allocation. The Foster Care program was the next highest ranked basic service grant and that was the reason the Committee recommended it for the additional funds. Commissioner Fairfield made a motion to accept the Allocations Committee's HSC General Fund recommendations. This was seconded by Commissioner Jensen and it passed.

**III. HSC 2015 Budget for information:** Ms. Foley presented the HSC draft \$1.2 million dollar budget to the full Commission for review and input. She stated there is approximately \$1,049,000 available for agency programs. Staff increased the mileage budget to accommodate additional Commissioner site visits. She noted that the administration expenses have gone up slightly over the years with benefits increasing. The current administrative expenses cover Ms. Foley and part-time work from fiscal staff.

Other expenses include minor amounts for training (i.e. retreat, conferences, office supplies, motor pool for staff). She handed out the budget for review and discussion.

**IV. Bylaws** – Chair Ramirez informed the Commission of the need to form an ad hoc special purpose committee to review the Bylaws. Specifically she stated that staffing for the Commission’s work with both the Community Development Block Grant (CDBG) – Federal Public Services programs, and the HSC General Fund programs needs clarification partly to ensure that each department managing those programs works closely with the Commission throughout the administration of these programs. Other items needing clarification include the role of the Commission with regard to the Child Abuse Prevention Council (CAPC) funding. Chair Ramirez reminded the Commission of their desire to add a Mental Health Liaison to the Commissioners liaisons. This would be done through the Bylaws. The review committee may find other needed revisions as well. Ms. Foley agreed to send the Bylaws to Commissioners after the meeting, highlighting key areas to be reviewed. Commissioners Sepulveda, Allen and Saltman volunteered to sit on the committee along with Chair Ramirez and Assistant CEO Terri Nisich and staff Susan Foley. The first meeting was scheduled for **Thursday, April 2, 2015** from noon – 1:00 p.m. following the regular Commission meeting, in Los Olivos.

**V. Contract Compliance** – Ms. Foley said she is preparing a mid-year report that she would like to go over with the Contract Compliance Committee. This meeting was set for **May 7, 2015** from noon – 1:00 p.m. following the regular Commission meeting. Contract Compliance Committee members include Commissioners Saltman, Solomon, Jensen and Lindner.

**VI. Partnership for Excellence Conference Scholarships - April 16, 2015** at the Fess Parker Doubletree Hotel in Santa Barbara – Commissioners Fairfield, Sepulveda and Allen will attend to represent the Commission, along with Ms. Foley. She agreed to send the Commissioners the Conference information and agreed to get the 3 Commissioners registered. Chair Ramirez plans to attend without scholarship.

#### **VII. Calendar and Announcements**

**April 2, 2015** – Allocations Committee Meeting 9:00 a.m. – 10:00 a.m.

**April 2, 2015** - Regular Commission Meeting 10:00 a.m. – Noon; Bylaws Committee Noon – 1:00 p.m.

**May 5, 2015** Board of Supervisors Public Hearing about 2015 program recommendations (Santa Barbara – morning)

**May 7, 2015** – Regular Commission Meeting 10:00 a.m. – Noon; Contract Compliance Noon – 1:00 p.m.

#### **VIII. Adjournment**

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