



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

REGULAR MEETING - ACTION SUMMARY

Date: Thursday, November 5, 2015

Time: 10:00 AM to Noon

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

Call to Order: Commission Chair Solomon called the meeting to order at 10:00 a.m.

Roll Call **Members Present:** Chair Solomon, Commissioners Keator, Ramirez, Mickiewicz, Sepulveda, Tade, Fairfield, Cawthon, Jensen, Siegel

Absent: Commissioners Aceves and Lindner

Staff Present: Susan Foley

Public Comment Period: There was no public comment.

- I. **Minutes to October 1, 2015 HSC Community Relations Committee meeting:**
Commissioner Keator made a motion to accept the Committee meeting notes. This was seconded by Commissioner Tade and passed. Committee member Cawthon abstained. Committee member Lindner was not in attendance.

- II. **Minutes to October 1, 2015 HSC Regular meeting:** Commissioner Fairfield made a motion to accept the meeting notes. This was seconded by Commissioner Jensen and passed. Commissioners Allen, Ramirez, Cawthon and Siegel abstained. Commissioners Aceves and Linder were not present.

- III. **BOS Briefings:**
 - a. District 5, Lavagnino Commissioners Allen, Linder and Aceves attended the briefing. Commissioner Allen reported: Supervisor expressed some concern over agencies coming in during the budget hearings outside of the process. She said the Commissioners would be happy to offer some suggestions. The Supervisor expressed support for the new HSC process and for the Mini Grants to continue.
 - b. District 4, Adam: No meeting was held but Commissioners have been in touch with Chief of Staff Bob Nelson about appointing a D4 representative. Commissioner Allen stated that they would appreciate suggestions from Commissioners but that recommendations should be from D4.
 - c. District 3, Farr: Chair Solomon reported on this briefing. She and Commissioners Tade and Fairfield attended the Supervisor briefing. She expressed support for the work of the Commission. She noted that agencies will always come in outside of the normal process. She also stated her support for the Solvang/Buellton Senior Centers which were recommended for funding during the budget hearings but not during the HSC process. The Supervisor also suggested the Commission be more involved in public forums where

Human Service needs are at the center of discussion. She also suggested that the Commission get involved in agency requests and the County budget process ahead of the budget decision making. There was discussion about what that involvement means and it was clarified that due to ethics, no Commissioner could directly support a candidate for public office but could advocate for human service's needs.

- d. D2, Wolf: Commission Chair Solomon and Commissioners Ramirez, Siegel and Mickiewicz attended. Supervisor Wolf agreed with Commissioners that accepting applications for funding outside of an organized process without adequate review and due diligence could be problematic. She acknowledged that the more sophisticated agencies are aware of this "outside" opportunity which isn't fair to smaller less sophisticated agencies. There was discussion about how to resolve the issue including awarding the Commission additional funding to oversee these outside agency requests that come in during budget hearings. Supervisor Wolf also asked for more clarity on how and why the Commission makes their funding recommendations and suggested that it would be helpful to map out the services throughout the county. She also asked that she be made aware of any contract compliance concerns sooner in the process.
- e. D1, Carbajal: Commission Chair Solomon and Commissioners Cawthon, Sepulveda, and Keator attended. The Supervisor spoke in support of agencies continuing to exercise their rights to attend and plea for additional funding during the budget hearings. He reiterated his support for additional funding for the Commission since funding has remained stagnant for decades while the needs have increased. Regarding administrative needs, he suggested Commissioners work with Assistant CEO Terri Nisich to evaluate the needs and come back to the Supervisors with a recommendation.

Commissioner Ramirez shared with the group that the BOS had discussed this issue at their November 3, 2015 meeting and recommended that everyone review the tapes once posted. She said that Supervisor Wolf brought up the issues related to the outside agency requests during budget hearings and that the other Supervisors fundamentally agreed that improvement to the process was necessary. They directed the CEO to develop some options and return with recommendations.

There was a lengthy discussion of staffing needs. Commissioner Mickiewicz who used to have this program under her when she was at Public Health, stated that when the program ran with 3 staff she thought it was over-staffed. She also suggested, along with other Commissioners, that there may be a way to shift administrative work to other staff in the CEO's office to free Ms. Foley up to work on projects with the Commission such as those being recommended by Commissioner Tade related to public relations. Ms. Foley agreed that she is adequately managing the work at this time but she is not able to do extra meaningful work unless there is a shift of some duties to other department staff. Ms. Foley asked for a special purpose "ad hoc" committee to work with the CEO's office in responding to the Supervisors directive. Commission Chair Solomon and Commissioners Ramirez, Cawthon, Mickiewicz volunteered. The first meeting was scheduled for Friday, November 20, 2015 from 9:00 a.m. to 10:00 a.m. at the CEO's office in the fourth floor conference room. Ms. Foley stated she would meet with Ms. Nisich on November 16, 2015 to discuss this and try to get her scheduled to attend the November 20th meeting.

- IV. **Bylaws:** Commissioner Cawthon made a recommendation to accept the revised bylaws per the Bylaws Committees final draft presented to the full Commission. This was seconded by Commissioner Keator and approved by all. Commissioners Aceves and Linder were not in attendance.

V. Allocations Committee Report: Committee Chair Mickiewicz reported that she was selected chair of the Committee. The committee discussed the 2016 NOFA process and ZoomGrants process. She informed the full Commission that it was decided that the review process would be split into two days with interviews with applicants to be held on February 4, 2016 and the deliberations to be held on February 5, 2016. This would give the Allocations Committee members a chance to review their preliminary scores after the agency interviews. Both meetings would be legally noticed per the Brown Act and could be held at St. Mark's in Los Olivos. The Allocations Committee makes funding recommendations based on:

- Individual members review and of the applications which they independently score in ZoomGrants (or for the mini-grants, score manually)

- Agency interviews

- Allocations Committee group input and discussions

Last year there was some confusion when the individual ZoomGrants scores were displayed as some of the agencies and others in attendance were not aware that these scores were not final would be adjusted based on the interviews and group discussions of the Allocations committee members. Because of this the Allocations Committee will be displaying only the final scoring of the applications at the public meeting. She said it is important that we inform the public, especially applicants that ZoomGrants is a tool for the Committee to make an initial scoring of applications and that the interviews and Committee discussions also affect scoring of applications. Commissioner Allen suggested a way for the committee to standardize their initial scoring by awarding 1 point to applications if they have reservations about funding, 3 points for applications in the middle and 5 points for applications they would recommend be considered for funding. The Committee agreed that they would standardize and will utilize on the 1, 3 5 point approach. Commissioner Tade reported on her discussion with the Allocations Committee about the human services funding provided by Foundations. She mentioned that the Commission is one of the largest funders of Human Services in the County if not the largest. She recommended the Commission do more (with her assistance as this is her expertise) to tout what the Commission does for the community and to share the importance of the work. She also informed the Commission that she was working on a press release announcing the appointment of new Commissioner including herself. There was some discussion about the role the Commission might play with the Foundation Roundtable that meets monthly. There may be a way to collaborate during this forum.

V. Liaisons: Commissioner Ramirez expressed her support for the liaison work saying she benefitted immensely from interacting with these outside groups. She said their work had influenced her thinking with regard to HSC funding recommendations in the past. There was discussion about naming this "What's Happening in the Community" vs. Liaisons and allowing Commissioners to share more informally what they have learned from their involvement in outside activities.

- VI. Next Meeting:** Chair Solomon suggested that the next meeting (December 3, 2015) have a holiday spirit to it by having a cookie party for anyone interested. She reminded Commissioners that there would not be a February meeting due to the Allocations Committee's NOFA work on the same day. The March meeting would be for the full Commission to hear the Allocations Committees 2016-17 funding recommendations on the Mini Grants. The Allocations Committees CDBG/ESG recommendations do not come before the full Commission per BOS instructions.

Adjournment: There being no further business, the meeting was adjourned at noon