



County of Santa Barbara  
105 E. ANAPAMU, SANTA BARBARA

## HUMAN SERVICES COMMISSION

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### REGULAR MEETING - ACTION SUMMARY

Date: Thursday, October 6, 2016

Time: 10:00 AM to Noon

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

#### **REGULAR COMMISSION MEETING:**

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

**Roll Call**      **Members Present:** Chair Mickiewicz, Commissioners Keator, Sepulveda, Tade, Cawthon, Lindner, Aceves

**Absent:** Commissioners Siegel, Jensen, Solomon, Ramirez

**Staff Present:** Susan Foley

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

September 8, 2016 meeting notes: Commissioner Keator made a motion to accept with one edit correcting the Retreat guest speaker's name from Howard to Fox. This was seconded by Commissioner Linder and passed.

**Commission Chair report:** Chair Mickiewicz asked Ms. Foley to comment on her meeting with the Santa Barbara Foundation (SBF) about how to improve reporting. Ms. Foley met with the SBF to discuss organizing a small group of funders to look at how grant reporting is done and how it can be improved. The concern is over or under reporting from grantees that isn't meaningful for them or the funders. Ms. Foley and SBF staff will decide on when to meet and who to invite to the discussion. Ms. Foley suggested that after that meeting, the Commissions Contract Compliance committee meet to go over suggestions and review the status of reporting for current grantees.

#### **Committee Updates:**

**Allocations Committee:** Members met with Housing and Community Development (HCD) staff prior to this regular meeting. The purpose was to review the FY2017-18 Notice of Funding Availability (NOFA) for the county's federal Community Development Block Grant (CDBG). There will not be an allocation of Emergency Solutions Grant (ESG) funding for the fiscal year. Ms. Foley mentioned that the state will be providing additional ESG funds instead. The NOFA will be published November 3, 2016. The HSC mini grant will be published at the same time. This will include website postings and an email blast. The CDBG funds are generally published in the paper as well. Applications for the mini grant will be due Friday, December 16, 2016 and for CDBG, January 9, 2017. CDBG interviews will be held Thursday, February 2, 2017 at a place to be determined. Deliberations will be held Friday, February 3, 2017 for both CDBG and mini grants at St. Marks Church in the Parlor Room. Both of those meetings will likely be from 9:00 a.m. until noon. The next meeting of the Allocations Committee will be November 3, 2016 at 9:45 a.m. prior to the regular Commission meeting. At that meeting the Committee will elect its chair. All grantees applying for CDBG are required to attend mandatory training. Ms. Foley informed the Commissioners that they too can attend if they are interested. They will be held in South County: Board of Supervisors

(BOS) hearing room 105 E. Anapamu St. fourth floor from 1:00 – 2:00 p.m. and North County: November 9, 2017 at BOS hearing room in Santa Maria, 511 E. Lakeside Parkway, Santa Maria from 1:00 – 2:00 p.m. ZoomGrants training follows both of the CDBG trainings as well.

**Community Relations Committee:** Commissioner Tade noted that the Commission website is up and running but Commissioner photos haven't been uploaded yet. Ms. Foley will follow up with IT staff to get the photos uploaded. In addition the URL isn't set up yet. Commissioner Tade offered to follow up with IT staff. It was suggested that the new website link be provided to the BOS after the election and be placed on the NOFAs.

**Contract Compliance Committee:** Once Ms. Foley and Chair Mickiewicz have a meeting with the foundations and funders about performance reporting, she will schedule a meeting with this committee. Chair Mickiewicz asked if there was an easy way for Commissioners to access contract documents. Commissioner Tade agreed to look into setting up a Google docs program for Ms. Foley to place these items.

**Staff Items:** Commissioners Lindner and Ramirez still need to provide updated ethics certificates. Ms. Foley reminded Commissioners that mileage is due at the end of October (quarter 1). Ms. Foley informed the Commission that per the Brown Act they must permit members of the public to comment on all agenda items in addition to the regular public comment period about non agenda items.

Chair Mickiewicz explored options for Commissioner business cards. She offered to reach out to Commissioners to obtain their input on what they would like on the business card. It was agreed that the County logo and administrative contact information, and the website would be on all cards. Ms. Foley agreed to clear use of County logo. She also said there is money in the budget for this expense. She agreed to obtain the cost of printing inside the county.

**What's Happening in the Community:** Commissioner Tade reminded Commissioners of an upcoming North County Non Profit forum scheduled for Thursday, October 20, 2016. She offered to go and report back to the Commission. Commissioner Sepulveda mentioned the wonderful work Legal Aid is doing in the area of domestic violence. They now have an in-house counsel dedicated to domestic violence and they continue their focus on landlord/tenant conflicts. They are hosting a fundraiser October 16, 2016 at the Fess Parker Doubletree.

**Next Meeting:** Thursday, November 3, 2016

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