



County of Santa Cruz
HUMAN SERVICES COMMISSION

PH (831) 454-4130 · FAX (831) 454-4642
1000 Emeline Avenue, Santa Cruz, CA 95060

www.santacruzhumanservices.org www.workforcescc.com

AGENDA

Wednesday, March 15, 2023

8:30 a.m. – 10:30 a.m.

IN PERSON AT:

United Way Conference Room

4450 Capitola Rd #106, Capitola, CA

[Click here to join this hybrid meeting virtually](#)

To provide written public comments associated with any agenda item, please submit by email to Adam.Spickler@santacruzcounty.us. For Questions regarding the hybrid meeting process, please contact Adam Spickler, Administrative Staff: 831-454-4661 or Adam.Spickler@santacruzcounty.us.

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|---|-----------------|
| I. Roll Call | (2 min) |
| II. Agenda Review | (2 min) |
| III. Announcements | (5 min) |
| IV. Public Comment | (5 min) |
| The public may address the Commission on items not on the agenda for a maximum of five minutes each. | |
| V. Approval of Minutes (Action) | (2 min) |
| • January 18, 2022 | |
| VI. 2023 Unscheduled Vacancies (Action) | (5 min) |
| VII. 2023 Officer Nominations & Selections (Action) | (5 min) |
| VIII. Update on end of COVID-19 State of Emergency & Meeting Attendance (Information Item) | (25 min) |
| • Rules for Attending Virtually per AB 2449 (just cause / emergency circumstances) | |
| i. Commissioners | |
| ii. Staff | |
| iii. The Public | |
| IX. Locations for In-Person (maximizing access) | |
| IX. Schedule of Meetings for 2023 (Action) | (10 min) |
| X. Director's Report (Information Item) | (35 min) |

- Human Services Department’s Regular and Consent Agenda Items Approved by the Santa Cruz County Board of Supervisors Since the Last Meeting of the Human Services Commission (listed on page 3 of this packet)
- Upcoming Human Services Department Items for Possible Consideration by the Board of Supervisors
- Legislative Items

XI. Review current Commission Bylaws and consider next steps (Action) (20 min)

- Related Materials: [Current Bylaws](#), Last Updated 2003

XII. Defer [Workplan](#) to July 2023 (Action) (5 min)

- Reconfirm commission desire to postpone setting workplan until new appointees are sworn in as new commissioners.

XIII. Next Meeting and Agenda Items (2 min)

May 17, 2023 – United Way Conference Room.

XIV. Adjournment

A complete agenda packet will be available for review at the Human Services Department webpage <https://www.santacruzhumanservices.org/Home/HumanServicesCommission>

MATERIALS AND CORRESPONDENCE IN PACKET

The Human Services Department's Regular and Consent agenda items listed below were approved by the Santa Cruz County Board of Supervisors since the last meeting of the Human Services Commission (full agenda items by date available on the [County of Santa Cruz, Board of Supervisors Meeting Calendar](#)):

Meeting Date	Item Link & Description
1/10/2023:	Item 38 – Transfer of 1.0 FTE from ISD to HSD
1/10/2023:	Item 39 – Lobby Kiosk Management System fixed asset purchase
1/31/2023:	Item 56 – Amend Emergency Payment Program contract with CAB
1/31/2023:	Item 57 – TSA South County Emergency Shelter Agreement Approval
1/31/2023:	Item 58 – Ratify Project Homekey Agreement
1/31/2023:	Item 59 – HM North County Emergency Shelter Agreement Approval
1/31/2023:	Item 60 – Executive leadership recruitment contract amendment
1/31/2023:	Item 61 – Authorize applications and accept funds for transitional housing and housing navigation
1/31/2023:	Item 62 – Resolution encouraging CA Legislature to regulate youth transport companies and reunification camps
2/14/2023:	Item 34 – ESG-CV funds for Rehousing agreements with Abode & HM
2/28/2023:	Item 12 – H4H 6-month study session for the Board of Supervisors
2/28/2023:	Item 37 – Project Homekey RFP
2/28/2023:	Item 38 – Master Plan on Aging Needs Assessment agreement
2/28/2023:	Item 39 – BFH Amendment

Other Human Services Related County Commission & Committee Agendas and Minutes

- Childhood Advisory Council: <http://www.childhoodadvisorycouncil.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>



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DRAFT FOR APPROVAL

Meeting Minutes

DATE: January 15, 2023

TIME: 8:30 a.m. – 10:30 a.m.

PLACE: *Virtual Meeting via Microsoft Teams*

Commissioners Present: Emily Hanson (1st District); Lisa Smith (1st District); Danny Keith (2nd District); Betsy Clark (3rd District); Stoney Brook (4th District); Denise Hitzeman (5th District)

Commissioners Excused: Martina O’Sullivan (2nd District); Monica Martinez (3rd District); Jennifer Anderson-Ochoa (5th District)

Commissioners Unexcused: None

Commission Seats Vacant: Supervisor Felipe Hernandez (4th District)

Staff Present: Randy Morris, HSD Director; Adam Spickler, Senior Analyst, Heather Viola, Executive Secretary, and Jamie Murray, Child Support Services Director

Guests: Sven Stafford, County Administrator’s Office Principle Analyst; Katie Spurlock, Housing Authority Program Manager

1. AB 361 Findings (Action): The Commission approved to keep meeting virtually.

(Hitzeman/Brook)

AYES: Smith, Keith, Clark, Hitzeman, Brook, Hanson

NOES: None

ABSTAIN: None

ABSENT: Martinez, O’Sullivan, Anderson-Ochoa, Hernandez

2. Presentation on “A Santa Cruz County Like Me”: Presentation by Sven Stafford, Principal Analyst for the County Administrator’s Office for commissioners, with updates on surveyed demographics information on commissions and commissioners across the county. Link for commissioner survey: <https://forms.office.com/g/1hmgPkswxU>

3. Approval of Minutes (Action): The Commission approved November 16, 2022, meeting minutes. (Keith/Hanson)
AYES: Hanson, Keith, Clark, Hitzeman, Brook
NOES: None
ABSTAIN: Smith (not present)
ABSENT: Martinez, O’Sullivan, Anderson-Ochoa, Hernandez

4. Amendment to current Commission Bylaws: The Commission approved a change to section 2. A. in the bylaws related to meeting location, by motion, adding the underlined phrase to the following bylaw: **“Regular meeting of the Commission shall be held the third Wednesday of every other month (January, March, May, July, September, November (or the fourth Wednesday of the month if the third Wednesday is a County-observed holiday)convening at 8:30 a.m. at the United Way Conference room, 1220 41st Avenue, Capitola, California, or at another location designated by the Commission, to include sites that can accommodate hybrid meetings for virtual and in-person attendance. At least one meeting a year will be scheduled in Watsonville.”** The Commission also approved continuing the review of bylaws to its March 15 meeting. (Clark/Hitzeman)
AYES: Smith, Keith, Clark, Hitzeman, Brook, Hanson
NOES: None
ABSTAIN: None
ABSENT: Martinez, O’Sullivan, Anderson-Ochoa, Hernandez

5. Motion to Adjourn: The Commission lost its quorum when one commissioner needed to leave the meeting, meeting adjourned at 10:12 am (Hitzeman/Keith)
AYES: Smith, Keith, Hanson, Clark, Brook, Hitzeman
NOES: None
ABSTAIN: Brook, Hanson
ABSENT: Martinez, O’Sullivan, Anderson-Ochoa, Hernandez



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Scheduled Meetings

Human Services Commission meetings are held bimonthly on the third Wednesday of the month, from 8:30 am to 10:30 am, at the United Way's Capitola Conference room, located at 4450 Capitola Rd #106, Capitola, CA. The 2023 Commission Meeting schedule is as follows:

2023 Human Services Commission Meeting Schedule		
DATE	TIME	LOCATION
Wednesday, January 18, 2023	8:30 am to 10:30 am	4450 Capitola Rd #106, Capitola, CA
Wednesday, March 15, 2023	8:30 am to 10:30 am	4450 Capitola Rd #106, Capitola, CA
Wednesday, May 17, 2023	8:30 am to 10:30 am	4450 Capitola Rd #106, Capitola, CA
Wednesday, July 19, 2023	8:30 am to 10:30 am	Watsonville TBD
Wednesday, September 20, 2023	8:30 am to 10:30 am	Santa Cruz TBD
Wednesday, November 15, 2023	8:30 am to 10:30 am	4450 Capitola Rd #106, Capitola, CA

All Commission meetings starting with the March 15, 2023, will be held in a hybrid in-person/virtual format so that members of the public wishing to attend virtually may do so. To attend virtually, you may [Click here to join the meeting](#), or you may email Commission staff at Adam.Spickler@santacruzcounty.us to be sent a link electronically.

Changes to the schedule, including special meetings, changes of location, or meeting cancellations, will be listed on the [Human Services Commission website](#) as soon as information becomes available.

The Human Services Commission adopted this 2023 Meeting schedule at its March 15, 2023, meeting:

Stoney Brook, Chairperson

Date



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BYLAWS

SANTA CRUZ COUNTY HUMAN SERVICES COMMISSION

1. DUTIES AND RESPONSIBILITIES

As set forth in the Santa Cruz County Code [Section 2.60](#), the Commission shall exercise the following responsibilities in its efforts to ensure the highest quality and maximum effectiveness of human services provided for the benefit of the citizens of the county:

- A. Guide long-term planning regarding meeting the socioeconomic needs of low income, disabled, disadvantaged, and at-risk people in Santa Cruz County;
- B. Advise the County Board of Supervisors on policies and priorities that affect the socio-economic needs of low income, disabled, disadvantaged, and at-risk people;
- C. Provide advice and counsel to the administrator and senior management of the Human ~~Resources Agency~~[Services Department](#) on best practices in the operation of the agency's programs;
- D. Provide a forum for citizens affected by county human services programs and policies;
- E. Advise the Board of Supervisors on funding decisions affecting the socio-economic needs of low income, disabled, and disadvantaged people, including county allocation of resources to county programs and community programs funding;
- F. Integrate efforts and initiatives affecting the socio-economic needs of the poor which cross departmental, divisional, and interest group lines;
- G. Advise the Board of Supervisors on legislative matters concerning the County human

services programs.

2. MEETINGS

- A. Regular meeting of the Commission shall be held the third Wednesday of every other month (January, March, May, July, September, November (or the fourth Wednesday of the month if the third Wednesday is a County-observed holiday) convening at 8:30 a.m. at the United Way Conference room, 1220 41st Avenue, Capitola, California, or at another location designated by the Commission, to include sites that can accommodate meetings for virtual and in-person attendance. At least one meeting a year will be scheduled in Watsonville.
- B. No meeting of this Commission shall be held in any facility that prohibits the admittance of any person, or persons, on the basis of race, religion, color, creed, national origin, ancestry, physical handicap or mental disability, medical condition (including cancer-related and genetic characteristics), marital status, ~~sex~~, sexual preference orientation, age (over 4018), ~~or~~ veteran status, gender, gender identity or pregnancy. All meetings shall be held at locations which are accessible to the public and which are functional for, usable, and accessible to physically handicapped persons.
- C. Special meetings may be called by the Chairperson, or by a majority vote of the Commission during any regular or special meeting.
- D. The public shall be notified in advance of the time and place of regular and special meetings.
- E. At least forty-eight (48) hours prior to each regular meeting, an agenda for the regular meeting shall be mailed-sent electronically to each Commission member, representative of the news media, and each person who has submitted a written request to the Commission for notification of meetings. The following items should be mailed-sent electronically to each Commission member at least forty-eight (48) hours prior to each regular meeting:
 1. Any written-print or electronic material to be discussed at the meeting.

2. Minutes of the last meeting.

F. Prior to each special meeting, an agenda for the special meeting shall be mailed-sent electronically to each

Commission member, representative of the news media, and each person who has submitted a written request to the Commission for notification of meetings. Notice for a special meeting must be received at least twenty-four (24) hours prior to the time of the meeting.

G. A person shall not be required to register his, or her, their name or fulfill any other obligation as a condition to attendance at any meeting of this Commission but may volunteer such information for inclusion in the Commission's minutes (Government Code Section 54953.3).

H. The meetings will be conducted in accordance with Robert's Rules of Order Revised unless otherwise specified by the authorizing legislation.

3. QUORUM & VOTING

A. The presence of a majority of the Human Services Commission ~~voting~~ membership shall constitute a quorum, as required by Santa Cruz County Code Section 2.38.150.

B. For a vote of the Commission to be considered valid, at least a majority of the Commission's quorum must concur therein.

C. All official acts of the Commission shall comply with Santa Cruz County Code Section 2.38.150.

4. OFFICERS

A. The officers of the Commission are the Chairperson and the Vice-Chairperson. They shall be elected by the Commissioners for a term of one year, and may serve a maximum of two consecutive one-year terms.

B. The duties of the Chairperson are to preside over meetings, prepare agendas, represent the Commission, and be responsible for communication with the Human ~~Resources~~ Agency Services Department and the Board of Supervisors. The Vice-Chairperson shall assume these same duties in the absence of the Chairperson

5. AGENDAS

- A. Commission members who wish to place items on the agenda shall ~~give~~ submit those items to the Commission Chairperson and staff ~~person liaison of to~~ the Commission at least ~~one~~ two weeks in advance of the meeting.
- B. The agenda will ~~terminate~~ begin with community oral communications.
1. Citizens shall be given approximately five minutes each to express their concerns.
 2. When further discussion is required, the Commission may vote to allot time in the agenda of the following meeting.

6. SUBCOMMITTEES

- A. Subcommittees may be appointed, as needed, by the Chairperson with the majority approval of the Commission. The Chairperson, with the majority approval of the Commission, shall terminate the subcommittee when its function is no longer necessary.

7. APPROVAL OF BYLAWS

These Bylaws, and any subsequent amendments thereto, shall be approved by the Board of Supervisors pursuant to the Santa Cruz County Code Section 2.38.140.

8. AMENDMENTS TO BYLAWS

Amendments to these Bylaws may be recommended to the Board of Supervisors by a majority vote of the Commission.

Approved as to Form

By: _____
County Counsel

DATE ADOPTED BY COMMISSION: August 12, 1991

DATE APPROVED BY BOARD OF SUPERVISORS: September 10, 1991

DATES AMENDED BY COMMISSION: December 9, 1991, May 20, 1992,

October 20, 1993, February 16, 1994, November 16, 1994, January 15, 2003, January 18, 2023

DATES AMENDMENTS APPROVED BY BOARD OF SUPERVISORS: January 1, 1992,

June 16, 1992, November 9, 1993, March 8, 1994, February 25, 2003

**HUMAN SERVICES COMMISSION
YEAR 2022 WORK PLAN**

DRAFT

BOARD RELATED ACTIVITIES			
OBJECTIVE	STATUTORY PURPOSE	ACTIVITIES	TIME FRAME
1. Review the Collective of Results and Evidence-Based (CORE) Investments funding process.	§2.60.050(A) & (E): Guide long-term planning regarding the needs of at-risk populations; Advise the Board of Supervisors on funding decisions.	<ul style="list-style-type: none"> • Receive reports on the new CORE funding model, and provide advice and assistance in implementing the changes • Receive and review reports on CORE Investments funding recommendations and model, as well as CORE Conditions • Receive and review reports on CalFresh outreach activities and application assistance for CalFresh and health insurance. 	TBDAs needed
2. Respond to matters referred by Board of Supervisors	§2.60.050: Powers and duties. (Generally)	<ul style="list-style-type: none"> • Respond to matters referred to the Human Services Commission on an as needed basis. 	As needed
3. General Commission Administration	§2.60.040: Organization and procedures.	<ul style="list-style-type: none"> • Approve biennial report and annual work plan, set meeting schedule and elect officers. 	January
4. Advocate for Human Service/Social Services Legislation	§2.60.050(G): Advise the Board of Supervisors on legislative matters concerning County human services programs.	<ul style="list-style-type: none"> • Review Departmental legislative priorities. • Receive/review Legislative Analyst's Office (LAO) reports as appropriate. 	March / May / July As needed

COMMUNITY RELATED ACTIVITIES

OBJECTIVE	STATUTORY PURPOSE	ACTIVITIES	TIME FRAME
5. Share Information with other County Health <u>Health</u> and Human <u>Human</u> Service <u>Service</u> Commissions <u>Commissions</u> and other <u>Boards</u>	§2.60.050(A), (B) & (F): Guide long-term planning; Advise the Board of Supervisors on policies and priorities that affect the needs of low <u>low-income</u> people; integrate efforts and initiatives.	<ul style="list-style-type: none"> As appropriate: Share minutes and agendas with other County Commissions; participate in joint subcommittees; and/or include chair or designee of other Commissions in forums promoting information sharing and planning on relevant community issues. Invite other commissions to present at meetings. Invite the Workforce Development Board Chair and Director to provide reports on WIOA activities and participate in WIOA committees as appropriate. 	<p>TBDAs <u>needed</u></p> <p>TBDAs <u>needed</u></p> <p>TBDAs <u>needed</u></p>
6. Child Support Services	§2.60.050(A) & (C): Guide long-term planning regarding the needs of at risk <u>at-risk</u> clients; advise Human Services Department Director.	<ul style="list-style-type: none"> Receive periodic reports from the Department of Child Support. Review and comment on Department of Child Support initiatives. 	Ongoing As needed

HUMAN SERVICES DEPARTMENT PROGRAM RELATED ACTIVITIES

OBJECTIVE	STATUTORY PURPOSE	ACTIVITIES	TIME FRAME
7. Increase community access to public assistance programs	§2.60.050(A) & (C): Guide long-term planning regarding the needs of at-risk-at-risk clients; advise Human Services Department Director.	<ul style="list-style-type: none"> Review and consider reports on program progress, outreach efforts and outcomes in the following areas: CalWORKs/TANF Welfare-to-Work and Work Participation Requirements, Medi-Cal, CalFresh, and the Earned Income Tax Credit. Review and consider reports on the progress of federal health insurance benefits. Receive and review reports on CalFresh outreach activities and application assistance for CalFresh and health insurance. 	<p>Ongoing</p> <p>Ongoing</p>
8. Child Welfare Services (CWS) System Improvement Plan (SIP)	§2.60.050(A) & (C): Guide long-term planning regarding the needs of at risk clients; advise Human Services Department Director.	<ul style="list-style-type: none"> Review periodic reports from HSD’s Families and Children Division Director re: system improvement goals, indicators, and progress. Continue to have a Commissioner designated as a liaison to the CWS System Improvement Plan Committee and receive periodic reports from the liaison. Receive reports on the new Child Welfare Continuum of Care (CCR) and provide advice and assistance in implementing the changes 	<p>Ongoing</p> <p>Ongoing</p>
9. Monitor General Assistance Program and review needed changes to regulations	§2.60.050 (C): Provide advice and counsel to the HSD Director and senior management on best practices.	<ul style="list-style-type: none"> Consider changes to County General Assistance Regulations. 	As needed
10. Veterans Services	§2.60.050(A) & (C): Guide long-term planning regarding the needs of at-risk people; advise Human Services Department Director.	<ul style="list-style-type: none"> Receive periodic reports on services and resources for veterans and their families. Continue to have a Commissioner designated as a liaison to Veterans Services Office and receive periodic reports from the liaison. 	<p>Ongoing</p> <p>Ongoing</p>

HUMAN SERVICES DEPARTMENT PROGRAM RELATED ACTIVITIES (Continued)

OBJECTIVE	STATUTORY PURPOSE	ACTIVITIES	TIME FRAME
11. Participate in Child Care Developer Fee Loan Process	§2.60.050(E): Advise the Board of Supervisors on funding decisions.	<ul style="list-style-type: none"> • Designate subcommittee to review and consider new funding priorities and develop a funding process for the allocation of Child Care Development fee funds. • Make recommendations to the Board on funding. 	As needed
12. Housing Authority Family Self-Sufficiency Program	§2.60.050(A), (B) & (F): Guide long-term planning; Advise the Board of Supervisors on policies and priorities that affect the needs of low-income people; integrate efforts and initiatives.	<ul style="list-style-type: none"> • Act as the Program Coordinating Committee for the Santa Cruz Housing Authority Family Self-Sufficiency Program including: <ul style="list-style-type: none"> ○ Receive periodic reports from the County of Santa Cruz Housing Authority on the Family Self-Sufficiency Program. ○ Review and comment on Family Self-Sufficiency Program initiatives. 	Ongoing As Needed