



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, November 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 as a guest](#)

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.

- | | |
|---|-----------------|
| 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) |
| • September 20, 2023 | |
| VI. New Commissioner Introductions (Informational) | (5 min) |
| VII. Director's Report (Information Item) | (30 min) |
| • Human Services Department recent (see page 2) and future Board of Supervisors items | |
| • HSD Director Highlight of Upcoming Commission Structure Proposals by CAO | |
| VIII. Update on Child Care Developer Fee Study (Informational) | (20 min) |
| • Brief Staff Overview of History, Commission Duties, Timeline of Pending Action | |
| IX. Veteran's Liaison Report (Informational) | (5 min) |
| X. Approve Updates to Commission Bylaws (Action) | (5 min) |
| • Related Materials: Current Bylaws with Suggested Updates , reference to Rosenberg's Rules | |
| XI. Schedule of Commission Meetings for 2024 | (20 min) |
| • Set locations, finalize schedule | |
| XII. Next Meeting and Agenda Items | (4 min) |
| • January 17, 2024 – location TBD | |
| XIII. Adjournment | |

A complete agenda packet can be accessed online: <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
10/3/2023:	Item 27 : General Assistance program COLA increase
10/3/2023:	Item 28 : Packard Grant Approval for CORE Technical Assistance
10/3/2023:	Written Correspondence Listing h. Agism Awareness Day proclamation
10/17/2023:	Item 47 : RFQ releases for Resource Family Recruitment and Resource Family Mentoring/Training
10/17/2023:	Item 48 : Ratify Application and Accept Award for CDPH Housing for Persons Living with AIDS
10/17/2023:	Written Correspondence Listing e. Proclamation - IHSS Caregiver Month

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>

#####



County of Santa Cruz

HUMAN SERVICES COMMISSION

(831) 454-4130 or 454-4088

FAX (831) 454-4642

1000 Emeline Avenue, Santa Cruz, CA 95060

www.santacruzhumanservices.org www.workforcescc.com

DRAFT FOR APPROVAL

September Meeting Minutes

DATE: September 20, 2023
TIME: 8:30 a.m. – 10:30 a.m.
PLACE: *Hybrid Meeting: In person at the United Way, 4450 Capitola Rd #106, Capitola, CA, and Virtually via Microsoft Teams*

Commissioners Present: Lisa Smith (1st District); Danny Keith (2nd District); Stephen Gray (2nd District); Betsy Clark (3rd District); Stoney Brook (4th District); Karina Moreno (4th District) Jennifer Anderson-Ochoa (5th District)

Commissioners Excused: Emily Hanson (1st District), Denise Hitzeman (5th District)

Commissioners Unexcused: None

Commission Seats Vacant: Supervisor Justin Cummings (3rd District, 1 seat)

Staff Present: Randy Morris, HSD Director; Jamie Murray, CSS Director; Adam Spickler, HSD Senior Analyst, Heather Viola, HSD Executive Secretary

Guests: Jim Dale, HSD Employment & Benefit Services Division (EBSD) Deputy Director; Josie Montes, EBSD Senior Analyst; Rocio Ortiz, EBSD Associate Analyst

- Agenda Review: The Commission approved moving item XII, Commission Training and Efficacy up in the agenda to become item IX, moving all other items down one in agenda order. (Keith/Gray)
AYES: Smith, Keith, Gray, Clark, Brook, Moreno, Anderson-Ochoa
NOES: None
ABSTAIN: None
ABSENT: None
- Approval of Minutes (Action): The Commission approved March 15, 2023, May 17, 2023 and July 19, 2023 meeting minutes. (Keith/Moreno)

AYES: Smith, Keith, Gray, Clark, Brook, Moreno, Anderson-Ochoa
NOES: None
ABSTAIN: None
ABSENT: None

3. Consideration of Proposed General Assistance Program Changes: The Commission approved recommending to the Santa Cruz County Board of Supervisors their approve of an increase to the current General Assistance loan amounts by a 3.6% cost of living adjustment; and added further direction for the Commission to add a review of the General Assistance program to its upcoming 2024 Workplan to determine potential solutions to gaps in resources within the current program structure. (Anderson-Ochoa / Moreno)

AYES: Smith, Keith, Gray, Clark, Brook, Moreno, Anderson-Ochoa
NOES: None
ABSTAIN: None
ABSENT: None

4. Approval of Updates to Commission Bylaws: The Commission approved administrative updates to correct outdated information contained in the most current edition of the Human Services Commission Bylaws; and added further direction for staff to return to the Commission in November to confirm whether the County has formally adopted an alternative to Robert's Rules of Order and if so, to further adjust the Human Services Commission's Bylaws to reflect this. (Keith/Clark)

AYES: Smith, Keith, Gray, Clark, Brook, Moreno
NOES: None
ABSTAIN: None
ABSENT: Anderson-Ochoa

5. Deferral of Workplan Review & Subcommittee Selection: The Commission moved to defer a Commission review and any updates to the current Workplan until 2024 when a Commission retreat takes place, to agendize as part of a Human Services Commission retreat. (Moreno/Gray)

AYES: Smith, Keith, Gray, Clark, Brook, Moreno
NOES: None
ABSTAIN: None
ABSENT: Anderson-Ochoa

6. Motion to Adjourn: The Commission meeting adjourned at 10:32 am (Clark/Moreno)

AYES: Smith, Keith, Gray, Clark, Brook, Moreno
NOES: None
ABSTAIN: None
ABSENT: Anderson-Ochoa

#####



County of Santa Cruz

HUMAN SERVICES COMMISSION

(831) 454-4130 or 454-4130

FAX (831) 454-4642

1000 Emeline Ave., Santa Cruz, CA 95060

www.santacruzhumanservices.org www.workforcescc.com

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 socioeconomic needs of low income, disabled, disadvantaged, and at-risk people;
- C. Provide advice and counsel to the administrator and senior management of the Human 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 socioeconomic 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 socioeconomic 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 or mental disability, medical condition (including cancer-related and genetic characteristics), marital status, sexual orientation, age (over 18), 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 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 sent electronically to each Commission member at least forty-eight (48) hours prior to each regular meeting:
 - 1. Any 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 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 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 [Rosenburg's Rules of Order](#) unless otherwise specified by the authorizing legislation.

3. QUORUM & VOTING

- A. The presence of a majority of the Human Services Commission 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 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 submit those items to the Commission Chairperson and staff liaison to the Commission at least two weeks in advance of the meeting.
- B. The agenda will 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, September 20, 2023, November 15, 2023

DATES AMENDMENTS APPROVED BY BOARD OF SUPERVISORS: January 1, 1992, June 16, 1992, November 9, 1993, March 8, 1994, February 25, 2003