



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](http://www.santacruzhumanservices.org)    [www.workforcescc.com](http://www.workforcescc.com)

**AGENDA**

**Wednesday, May 17, 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](mailto: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](mailto:Adam.Spickler@santacruzcounty.us).

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|---|-----------------|
| <b>I. Roll Call</b>   | <b>(2 min)</b>  |
| <b>II. Agenda Review</b>  | <b>(2 min)</b>  |
| <b>III. Announcements</b>   | <b>(5 min)</b>  |
| <b>IV. Public Comment</b>   | <b>(5 min)</b>  |
| The public may address the Commission on items not on the agenda for a maximum of five minutes each.  |                 |
| <b>V. Approval of Minutes (Action)</b>  | <b>(2 min)</b>  |
| • <a href="#">March 15, 2023</a>  |                 |
| <b>VI. New Commissioner Introductions (Informational)</b>   | <b>(5 min)</b>  |
| <b>VII. July Meeting &amp; Director Updates (Information)</b>   | <b>(10 min)</b> |
| <b>VIII. Director's Report (Information Item)</b>   | <b>(45 min)</b> |
| • Human Services Department Past & Current Board of Supervisors Items<br>( <a href="#">recent agenda items</a> are listed on page 2 of this packet) |                 |
| • Upcoming State Budget & Legislative Items, Review of the Governor's May Revise  |                 |
| <b>IX. Approve Updates to Commission Bylaws (Action)</b>  | <b>(10 min)</b> |
| • Related Materials: <a href="#">Current Bylaws</a> with Suggested Updates, Last Updated 2003   |                 |
| <b>X. Planning for July Workplan Review (Informational)</b>   | <b>(30 min)</b> |
| • Related Materials: <a href="#">Current Workplan</a> , Last Updated 2021   |                 |
| <b>XI. Next Meeting and Agenda Items</b>  | <b>(5 min)</b>  |
| July 19, 2023 – Watsonville, TBD  |                 |
| <b>XII. Adjournment</b>   |                 |

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](#)):

<b>Meeting Date</b>	<b>Item Link &amp; Description</b>
3/14/2023:	<a href="#">Item 10</a> : Approval in concept, ordinance to prohibit use of force by private companies when transporting youth
3/28/2023:	<a href="#">Item 16</a> : Adopt ordinance to prohibit use of force by private companies when transporting youth
3/28/2023:	<a href="#">Item 51</a> : Ratify Access to Technology agreement with Seniors Network
3/28/2023:	<a href="#">Item 52</a> : Ratify a software agreement for tools to help prevent sexual exploitation of youth
3/28/2023:	<a href="#">Item 53</a> : Approve agreement for disability benefits advocacy software to support permanent housing for persons with a disability experiencing homelessness
3/28/2023:	<a href="#">Item 54</a> : Ratify a Project Homekey agreement for Park Ave in Soquel
4/11/2023:	<a href="#">Item 35</a> : Approve agreement amendment for specialized communications support on elder abuse and neglect prevention outreach
4/11/2023:	<a href="#">Item 36</a> : Approve two-year COVID related sheltering services agreement
4/25/2023:	<a href="#">Item 11</a> : CORE Investments 5-year look-back presentation to the Board
4/25/2023:	<a href="#">Item 43</a> : Approve 2021-14 WIOA local/regional plan modifications
4/25/2023:	<a href="#">Item 44</a> : Board support for disaster response funding for counties
4/25/2023:	<a href="#">Item 45</a> : Approve amendment to a print & mail services agreement
4/25/2023:	<a href="#">Item 46v</a> : Approve amendment for consulting services related to permanent supportive housing
5/9/2023:	<a href="#">Item 7</a> : Public Hearing on County FY 2023/24 Budget, including Human Services Budget and related items
5/9/2023:	<a href="#">Item 38</a> : State application approval for Project Homekey funds
5/9/2023:	<a href="#">Item 39</a> : Resolution supporting AT HOME Plan
5/9/2023:	<a href="#">Item 40</a> : Board support for legislation to increase IHSS immigrant providers
5/9/2023:	<a href="#">Item 41</a> : Approve a new youth rapid rehousing program agreement

### **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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# County of Santa Cruz

## HUMAN SERVICES COMMISSION

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**DRAFT FOR APPROVAL**

### *Meeting Minutes*

**DATE:** March 15, 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 via Microsoft Teams*

Commissioners Present: Emily Hanson (1<sup>st</sup> District, Virtual); Lisa Smith (1st District); Danny Keith (2<sup>nd</sup> District); Betsy Clark (3<sup>rd</sup> District); Stoney Brook (4<sup>th</sup> District); Karina Moreno (4<sup>th</sup> District) Jennifer Anderson-Ochoa (5<sup>th</sup> District); Denise Hitzeman (5<sup>th</sup> District)

Commissioners Excused: None

Commissioners Unexcused: None

Commission Seats Vacant: Supervisor Zach Friend (2nd District, 1 seat); Supervisor Justin Cummings (3rd District, 1 seat)

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

Guests: None present or virtually

1. AB 2449 Just Cause / Emergency Circumstances (Action): The Commission approved to allow Commissioner Hanson (1<sup>st</sup> District) to participate in the meeting virtually.

(Clark/Anderson-Ochoa)

AYES: Smith, Keith, Clark, Brook, Moreno, Anderson-Ochoa, Hitzeman

NOES: None

ABSTAIN: Hanson  
ABSENT: None

2. Approval of Minutes (Action): The Commission approved January 18, 2023, meeting minutes. (Keith/Anderson-Ochoa)

AYES: Hanson, Smith, Keith, Clark, Brook, Hitzeman  
NOES: None  
ABSTAIN: Moreno, Anderson-Ochoa (not present at January meeting)  
ABSENT: None

3. 2023 Unscheduled Vacancies: The Commission approved two resignations as submitted, the resignation of 3<sup>rd</sup> District Commissioner Monica Martinez and 2<sup>nd</sup> District Commissioner Martina O'Sullivan, creating unscheduled vacancies to be filled by County Supervisors, authorizing Commission staff to submit the notices of resignation to the Board of Supervisors on behalf of the commission. (Keith Hitzeman)

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

4. 2023 Officer Nominations & Selections: The Commission approved the nomination of Stoney Brook as 2023 Commission Chair, and the nomination of Denise Hitzeman as 2023 Vice-Chair. (Clark/Hitzeman)

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

5. Schedule of Meetings for 2023: The Commission approved a Commission meeting schedule for 2023. (Brook/Hitzeman)

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

6. Commission Bylaws: The Commission deferred approval of updated bylaws to the May 2023 Commission Meeting. (Keith/Clark)

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

7. Commission Workplan: The Commission deferred approval of updating its annual Workplan to the July 2023 Commission Meeting. (Moreno/Hitzeman)

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

NOES: None

ABSTAIN: None

ABSENT: Anderson-Ochoa

8. Motion to Adjourn: The Commission meeting adjourned at 10:39 am (Brook/Keith)

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

NOES: None

ABSTAIN: None

ABSENT: Anderson-Ochoa

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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 41<sup>st</sup> 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, May 17, 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**

<b>BOARD RELATED ACTIVITIES</b>			
<b>OBJECTIVE</b>	<b>STATUTORY PURPOSE</b>	<b>ACTIVITIES</b>	<b>TIME FRAME</b>
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"> <li>Receive reports on the new CORE funding model, and provide advice and assistance in implementing the changes</li> <li>Receive and review reports on CORE Investments funding recommendations and model, as well as CORE Conditions</li> <li><del>Receive and review reports on CalFresh outreach activities and application assistance for CalFresh and health insurance.</del></li> </ul>	<a href="#">TBDAs needed</a>
2. Respond to matters referred by Board of Supervisors	§2.60.050: Powers and duties. (Generally)	<ul style="list-style-type: none"> <li>Respond to matters referred to the Human Services Commission on an as needed basis.</li> </ul>	As needed
3. General Commission Administration	§2.60.040: Organization and procedures.	<ul style="list-style-type: none"> <li>Approve biennial report and annual work plan, set meeting schedule and elect officers.</li> </ul>	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"> <li>Review Departmental legislative priorities.</li> <li>Receive/review Legislative Analyst's Office (LAO) reports as appropriate.</li> </ul>	March / <a href="#">May / July</a>  As needed

**COMMUNITY RELATED ACTIVITIES**

OBJECTIVE	STATUTORY PURPOSE	ACTIVITIES	TIME FRAME
5. Share Information with other County <del>health</del> <u>Health</u> and <del>human</del> <u>Human service</u> <del>Service</del> <u>commissions</u> <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 <del>low</del> <u>incomelow-income</u> people; integrate efforts and initiatives.	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Invite other commissions to present at meetings.</li> <li>• Invite the Workforce Development Board Chair and Director to provide reports on WIOA activities and participate in WIOA committees as appropriate.</li> </ul>	<p><del>TBDAs</del> <u>needed</u></p> <p><del>TBDAs</del> <u>needed</u></p> <p><del>TBDAs</del> <u>needed</u></p>
6. Child Support Services	§2.60.050(A) & (C): Guide long-term planning regarding the needs of <del>at risk</del> <u>at-risk</u> clients; advise Human Services Department Director.	<ul style="list-style-type: none"> <li>• Receive periodic reports from the Department of Child Support.</li> <li>• Review and comment on Department of Child Support initiatives.</li> </ul>	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 <a href="#">at-risk</a> clients; advise Human Services Department Director.	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Review and consider reports on the progress of federal health insurance benefits.</li> <li>• <a href="#">Receive and review reports on CalFresh outreach activities and application assistance for CalFresh and health insurance.</a></li> </ul>	<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"> <li>• Review periodic reports from HSD’s Families and Children Division Director re: system improvement goals, indicators, and progress.</li> <li>• Continue to have a Commissioner designated as a liaison to the CWS System Improvement Plan Committee and receive periodic reports from the liaison.</li> <li>• Receive reports on the new Child Welfare Continuum of Care (CCR) and provide advice and assistance in implementing the changes</li> </ul>	<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"> <li>• Consider changes to County General Assistance Regulations.</li> </ul>	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"> <li>• Receive periodic reports on services and resources for veterans and their families.</li> <li>• Continue to have a Commissioner designated as a liaison to Veterans Services Office and receive periodic reports from the liaison.</li> </ul>	<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"> <li>• Designate subcommittee to review and consider new funding priorities and develop a funding process for the allocation of Child Care Development fee funds.</li> <li>• Make recommendations to the Board on funding.</li> </ul>	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"> <li>• Act as the Program Coordinating Committee for the Santa Cruz Housing Authority Family Self-Sufficiency Program including:                             <ul style="list-style-type: none"> <li>○ Receive periodic reports from the County of Santa Cruz Housing Authority on the Family Self-Sufficiency Program.</li> <li>○ Review and comment on Family Self-Sufficiency Program initiatives.</li> </ul> </li> </ul>	Ongoing  As Needed