



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

REGULAR MEETING - ACTION SUMMARY

Date: Thursday, November 7, 2013
Time: 1:00PM to 2:00PM
Place: Parlor, St. Mark's Episcopal Church
 2901 Nojoqui Avenue, Los Olivos

Call to Order: Chair Lucille Boss-Ramirez

Roll Call **Members Present:** Chrissy Allen, Michele Mickiewicz, Gary Keefe, Travis Gibbons, Ruth Jensen, Lauren Saltman, Carol Keator, Lucille Boss-Ramirez.
Staff Present: Terri Nisich, Asst. CEO and Amy Schneider, Consultant

Public Comment Period - No public present.

Agenda Items:

I. Approval of Minutes of October 30, 2013

Motion by Commission Gibbons to approve minutes, seconded by Commissioner Mickiewicz.

Motion passed by unanimous vote.

Non-agenda item:

Chair Ramirez asked for the status on the C3H calendar being made available to the Commissioners. Terri Nisich stated that the calendar is currently being revised by the C3H committee. Terri Nisich will distribute the updated calendar once she receives it. Chair Ramirez asked about the calendar survey for the Human Services Commission. Terri Nisich stated the survey has not been completed. Sonia Thompson will follow up with the Commissioners and survey the group for best available dates and times to meet.

II. Development of Communication and Public Outreach for Bridge Process

- Terri Nisich provided an overview. She stated that at the October 30 meeting the Commission decided to pursue the one year rollover option. For this option staff will begin accumulating data and working on providing information back to the Commission regarding the RFP for Community Asset Mapping. Terri Nisich also noted that she has been working on a chart to identify key components of the asset map which will form the foundation of the RFP. The goal for this month is to move forward on the rollover process.
- Terri Nisich stated that staff is ready to begin the process and seeking direction on how to pursue the communication & outreach process. Specifically the how and what is to be communicated to the following audiences:
 - Agencies waiting for the next round of funding to be made available.
 - Agencies that are currently funded and that are in compliance.

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- Agencies that are not currently in compliance. This will be discussed with the Compliance Committee meeting.
- Terri stated that she wanted to kick-off the discussion for the Communication and Public Outreach process. Commissioner Ramirez commented that the discussion regarding the communication process should be for the PR Committee. This discussion will be notes for the PR Committee.
- Terri Nisich clarified that she would like to get staff direction regarding possibly sending letters out about the rollover process. Terri suggested that the staff work on reconfirming the statements of work, new target numbers for the upcoming year. The larger process is the communication outreach to the community.
- There was further discussion among the Commissioners about the options of communicating via website and sending letters to the three specific groups.
- Commission agreed to have Terri Nisich draft a general memo on behalf of the commission to the BOS. Commission agreed to have the "Option 3" item be clarified and posted on the website. Terri will send draft via email to the Commission for review.
- Noted that the Contract Compliance Committee will provide report at the December 5 meeting.
- Special Purpose Committee to prepare draft of RFP to be presented at December 5 meeting. The Committee will be:
 - 1st – Keator and/or Srivastava
 - 2nd – Mickiewicz
 - 3rd – Uribe, Solomon or Polan
 - 4th – Jensen
 - 5th – Gibbons
- Terri stated that staff has updated the Human Services Commission website and asked that the commissioners take a look at the website. The commissioners are now listed on the website as well as the meeting agendas and minutes. Commissioner bios will also be added to the website. Sonia Thompson will be in contact with the commissioners to receive and post updated bios on the website.

Non-agenda items:

Terri Nisich provided an update on the electronic application process. This process is underway and Zoom Grants was selected. There will be a mapping component as part of the database. The total cost to the Commission is approximately \$5,000. Terri has asked that a webinar be set up for the Commission so that they can preview this new application process.

211 Update – Handouts provided to the commission. The Commissioners followed up with discussion regarding the importance of the service provided by the 211 program.

Sonia Thompson to send out mileage forms to the Commission.

Motion to adjourn by Commissioner Keator and seconded by Commissioner Jensen.

Next Meeting: December 5, 2013