



CITY OF SANTA MONICA

**REGULAR MEETING AGENDA OF THE
SOCIAL SERVICES COMMISSION**

**KEN EDWARDS CENTER, 1527 4TH
STREET, SANTA MONICA, CA 90401**

MONDAY, FEBRUARY 24, 2020

7:00 PM

**Call to Order
Roll Call**

(Please note that Agenda Items may be reordered during the meeting at the discretion of the body.)

1. **Public Input:** Public input is permitted on items not on the agenda only to the extent those items fall within the subject matter jurisdiction of the body. State law prohibits the body from taking any action on items not listed on the agenda, including issues raised under this agenda item. (A chit should be completed indicating items for public input. Each speaker is limited to three (3) minutes. Written communications that do not relate to items on the agenda will also be accepted.)
2. **Approval of the Minutes for the January 27, 2020 Regular Meeting.**
Attachments:
-- Draft Minutes for the January 27, 2020 Regular Meeting
3. **Presentation and public hearing for input on the Draft 20-25 Consolidated Plan**
Attachments:
-- PowerPoint presentation from City's consultant (TDA Consulting)
 - A. Presentation from City's consultant (TDA Consulting) and discussion regarding the current status of the Draft 2020-25 Consolidated Plan, including: background on purpose and use of Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funds, historical funding levels, examples of past activities funded, development to-date of 2020-25 Plan, initial needs assessment/market analysis findings, and draft goals/objectives.
 - B. Report from Ad Hoc Committee on CDBG Consolidated Plan (Chair Wechsler and Commissioner Coleman).

4. **Discussion and possible action on future presentation from the Santa Monica Public Library on the impact of social services currently provided and/or needed at library locations.**
Attachments:
-- Proposal from Commissioner Stoff
5. **Discussion and possible action to form an Ad Hoc to provide input on the City's annual update to City Council on the topic of homelessness.**
6. **Discussion and possible action re: 2020 Boards and Commissions Video Report/Dinner scheduled for May 11, 2020.**
Attachments:
-- Email message from City Clerk's Office re: 2020 Boards/Commissions Video Report/Dinner, including the Project Scope and the Questionnaire
7. **Discussion and possible action re: National Foster Care Month Proclamation at the May 12, 2020 City Council Meeting.**
8. **Reports from Ad Hoc Committees and Liaisons**
 - A. Ad Hoc Committee on the Canavan Project (Chair Wechsler, Commissioners Parent and Coleman).
 - B. Ad Hoc Committee on Reimagining SAMOSHEL (Commissioners Akin, Parent, and Stoff).
 - C. Ad Hoc Committee on the Budget (Chair Wechsler, Vice Chair Stedje-Stroud).
 - D. Ad Hoc Committee on Mental Health (Vice-Chair Stedje-Stroud, Commissioners Akin, and Ambriz)
 - E. Ad Hoc Committee on Addiction and Substance Abuse (Commissioners Akin, Devermont, and Parent).
 - F. Liaison Report on Homelessness Steering Committee (Commissioner Parent).
 - G. Ad Hoc Committee on the City Clerk's recommendations to Council on Boards & Commissions (Commissioners Ambriz, Coleman, and Parent)
 - H. Liaison Report on Early Childhood Task Force (Commissioner Ambriz)
 - I. Liaison Report on Santa Monica Cradle to Career (SMC2C) (Chair Wechsler).

J. Liaison Report on Relevant California Legislation (Vice Chair Stedje-Stroud).

9. Staff Liaison Report – Setareh Yavari

10. Future Agenda Planning

Adjournment

STANDARDS OF BEHAVIOR THAT PROMOTE CIVILITY AT ALL PUBLIC MEETINGS:

- Treat everyone courteously;
- Listen to others respectfully;
- Exercise self-control;
- Give open-minded consideration to all viewpoints;
- Focus on the issues and avoid personalizing debate;
- Embrace respectful disagreement and dissent as democratic rights, inherent components of an inclusive public process, and tools for forging sound decisions

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PUBLIC INPUT GUIDELINES: Public attendance and comment at Commission meetings are welcomed and encouraged. Members of the public will have 3 minutes to speak on items on the agenda and should submit a chit to City staff before the presentation begins. Chits submitted for public comment should indicate the agenda item to which public comment is addressed. Members of the public wishing to speak will be called upon in the order in which their chit was received. Applause or any other disruptive behavior is not allowed.

Any member of the public unable to attend a meeting but wishing to comment on an item(s) listed on the agenda may submit written comments prior to the meeting by mailing them to: SSC, c/o 1685 Main Street, Room 212, Santa Monica, CA 90401, or to: humanservices@smgov.net. Written comments received from the public by 12 PM (noon) on the day of the meeting will be distributed to the Commissioners prior to the meeting. Written comments should indicate the agenda item to which they relate; written comments not relating to a specific agenda item will be considered submitted as general Public Input under agenda item 1.

Any documents produced by the City regarding any item on this agenda will be made available in Room 212 at City Hall, 1685 Main Street, Santa Monica, during normal business hours.

Agendas, minutes, and information on the Social Services Commission are available on the website: <http://www.smgov.net/ssc>.

This agenda is subject to change up to 72 hours prior to a regular meeting and 24 hours prior to a special meeting. Please check the agenda prior to the meeting for changes.

From: OZ <zurawska@yahoo.com>

Sent: Sunday, February 9, 2020 5:19 PM

To: HumanServices Mailbox <HumanServices.Mailbox@SMGOV.NET>

Cc: Winifred Wechsler <Winifred.Wechsler@SMGOV.NET>; Brian Stedge-Stroud <Brian.Stedge-Stroud@SMGOV.NET>; Nancy Coleman <Nancy.Coleman@SMGOV.NET>; Eric Stoff <Eric.Stoff@SMGOV.NET>; Elaine Barringer <Elaine.Barringer@SMGOV.NET>; Derek Devermont <Derek.Devermont@SMGOV.NET>; Kay Ambriz <Kay.Ambriz@SMGOV.NET>; Bill Parent <Bill.Parent@SMGOV.NET>; Cindy Akin <Cindy.Akin@SMGOV.NET>

Subject: agenda item 1 Public Input at the February 2020 meeting of the Santa Monica Social Services Commission

EXTERNAL

Hello,

This is my written public comment regarding agenda item 1 (Public Input) at the February 2020 meeting of the Santa Monica Social Services Commission.

Seems that Los Angeles County is finally catching on to what I have been saying and advocating for for 3.5 years now: there is a dire need for accountability in homeless services.

I incorporate the full text of the enclosed Los Angeles Daily News article as part of my input.

One excerpt stands out:

"In January, the [LA City Council approved a motion by City Councilman Paul Krekorian](#) calling on LAHSA to "demonstrate greater transparency regarding its funded programs and expenses." Krekorian's motion specifically requests LAHSA (which also organized the county's massive homeless count each January) to provide any performance data and expenses by category, program and provider going back four years."

It will be interesting to see the performance data of The People Concern. Providing the data is based in reality, that is. As we know from the recent lawsuits filed against the agency, and from multiple client testimonies, The People Concern is no stranger to doctoring documents and making false statements.

If only the City of Santa Monica had any interest in how the residents' tax dollars are being spent on the local "homeless services"...

Regards,

Olga Zurawska

LA County set to push homeless panel for more accountability

The county's effort comes on the heels of the city of LA's push for more data on the region's lead homeless agency's outcomes.

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Ken Craft walks in to Penny Lane in North Hills to participate in the homeless count on January 21, 2020. (Photo by Hans Gutknecht, Los Angeles Daily News/SCNG)

By [RYAN CARTER](#) | rcarter@scng.com | Daily News

PUBLISHED: February 7, 2020 at 5:50 pm | UPDATED: February 8, 2020 at 9:19 am

Faced with a “humanitarian crisis,” Los Angeles County leaders are planning to press Los Angeles Homeless Services Authority to house the unsheltered more quickly, and to look for ways to make the county’s top agency on homelessness more accountable.

LAHSA is in the direct focus of the LA County Board of Supervisors, who say the agency — at the helm of county efforts to coordinate housing for the homeless and the so-called “continuum of care” — needs to address “hurdles to placing individuals in available units” and to fill those units as soon as possible.

The push comes on the heels of the L.A. City Council’s own similar action, and months after the city’s audits found that LAHSA — meant to move hundreds of people from the streets into dwellings, shelters or treatment for mental illness and substance abuse — has failed to meet key goals in outreach and housing.

“We continue to closely examine every element at play in homelessness — including access to mental health services, substance abuse treatment, urgent housing and available resources,” said Supervisor

Kathryn Barger, who along with Supervisor Hilda Solis plan to press the issue at Tuesday's Board of Supervisor's meeting. "At the same time, we must also consider how we can improve LAHSA as a joint agency to better reflect the changing needs and dynamics of the homeless crisis," Barger added.

RELATED LINKS

- [On homeless tour in LA, Gov. Gavin Newsom laments 'human crisis'](#)
 - [Vouchers in hand, some homeless in the Sepulveda Basin are displaced with apartments almost in reach](#)
 - [LA County gives unanimous approval to new homeless shelter in San Pedro](#)
 - [LA County officials unveil a way to predict homelessness, in effort 'to get to more people sooner'](#)
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- [Homeless advocates help homeless people register to vote in Chatsworth](#)

County officials have been pushing harder on the issue as the homeless population cascades across the region, and as local neighborhoods have pushed back on proposed homeless housing projects. In a presentation at the board's most recent meeting, an update on the county's response to the crisis noted that barriers to housing continue to be funding restrictions, government red tape and "social barriers" such as NIMBY-vs.-YIMBY neighborhood concerns.

"I am concerned that there are vacancies in our affordable housing units that are not being filled, and this situation also deserves a thorough review and immediate attention given we are in the midst of a housing crisis," Solis said, noting that LAHSA's budget has more than tripled, which calls for a motion on Tuesday for a fresh analysis of LAHSA and its structure.

Created in 1993 as a joint-powers authority by the Board of Supervisors and the city of LA, the idea was to integrate the region's response to homelessness, and establish a central strategic homeless services delivery system.

It's governed by an appointed, [10-member commission \(chosen by the board, the mayor of LA and the City Council\)](#) that meets each month. All told, the agency coordinates and manages more than \$400 million annually in federal, state, county, and city funds for programs that provide shelter, housing, and services to people experiencing homelessness, according to the Barger/Solis motion.

But after 27 years and a homeless population that has grown to more than 60,000 in LA County, officials are concerned that the agency's policy has not been concentrated enough to keep up with the influx of people without four walls and a roof over their heads.

"The humanitarian crisis that currently exists on our streets does not look the same as it did in 1993," according to the motion.

LAHSA, whose former executive director Peter Lynn stepped down after leading the agency through five turbulent years, is experiencing more change now.

"Given the homelessness crisis across Los Angeles County, LAHSA is committed to ensuring we are consistently improving the way we deliver services to get people housed as quickly as possible," interim Executive Director Heidi Marston said in a statement. "As Board Chair Barger noted in her motion, LAHSA's Housing Central Command is an example of LAHSA leading system refinement. We look forward to working with the ad hoc committee to achieve the optimal structure for our rehousing system."

The board's push also comes amid a region-wide sense of urgency to "do something" about growing homelessness. It also comes with added scrutiny on how public dollars — funds that arrived

via [Measure H](#) (a voter-approved sales tax aimed at raising \$355 million each year to fight homelessness) and [Measure HHH](#) (a \$1.2 billion LA city homeless housing bond measure, approved by voters in 2016) are being spent.

RELATED ARTICLES

- [LA County bids to purchase St. Vincent Medical Center for homeless aid](#)
- [Councilman John Lee's effort stalls to launch housing project for homeless in North Hills](#)
- [Councilman David Ryu explores safe parking site at former Sherman Oaks homeless encampment](#)
- [Homeless advocates help homeless people register to vote in Chatsworth](#)
- [LA City Council District 12 election forum planned – and we need your questions for the candidates](#)

In January, the [LA City Council approved a motion by City Councilman Paul Krekorian](#) calling on LAHSA to “demonstrate greater transparency regarding its funded programs and expenses.” Krekorian’s motion specifically requests LAHSA (which also organized the county’s massive homeless count each January) to provide any performance data and expenses by category, program and provider going back four years.

“In the past few years, unprecedented resources have been put into the effort to combat homelessness,” Krekorian said [in announcing his motion](#). “And yet, there are more people living on the streets; in sleeping bags, makeshift encampments, and vehicles.”

That push on the L.A. City Council came on the heels of L.A. city controller audits that concluded that the city was [falling short keeping up with in usung Prop. HHH funds to get enough housing built](#), and that LAHSA [falling short on key goals on getting people into bridge housing and on outreach](#). All this as Los Angeles city officials been celebrating the 10,000 homeless housing units that would be built under Proposition HHH.



Strategy on the Streets: Improving LAHSA's Outreach Program – Los Angele...

Under the county motion, Barger and Solis are asking asking their colleagues on the dais for:

- “Corrective actions” to address hurdles to placing homeless people in permanent housing;
 - An analysis of LAHSA, piggybacking on LA City’s efforts;
 - And for LAHSA to provide bimonthly public reports beginning on March 17 to the Board of Supervisors on the work being done by LAHSA. That would includes data on housing services and outreach.
- source:

<https://www.dailynews.com/2020/02/07/la-county-set-to-push-homeless-panel-for-more-accountability/>



**MINUTES
SOCIAL SERVICES COMMISSION
REGULAR MEETING
MONDAY JANUARY 27, 2020 AT 7:00PM
KEN EDWARDS CENTER
1527 4TH STREET, SANTA MONICA CA 90401**

Call to Order

Chair Wechsler called the meeting to order at 7:02PM

Roll Call

The following persons were recorded in attendance by the Recording Secretary:

Present: Chair Wechsler
Vice Chair Stedge-Stroud
Commissioner Akin (arrived 7:07PM)
Commissioner Ambriz
Commissioner Coleman
Commissioner Parent (arrived 7:07PM)
Commissioner Stoff

Absent: Commissioner Barringer
Commissioner Devermont

Also present: Setareh Yavari, Human Services Manager

1. Public Input

Public input was heard from Olga Zurawska.

2. Approval of the Minutes for the December 16, 2019 Special Meeting.

Commissioner Coleman moved and Commissioner Ambriz seconded to approve the minutes for the December 16, 2019 Special Meeting. The motion did not pass due to a lack of quorum of Commissioners in attendance at the December 16, 2019 Special Meeting.

Commissioners Akin and Parent arrived at 7:07PM.

Commissioner Parent moved and Commissioner Akin seconded to approve the minutes for the December 16, 2019 Special Meeting. The motion passed by voice vote.

3. Update from Staff on the status of the Social Service Commission's Resolution, passed on November 25, 2019, recommending to the City Council changes to Section 2.60.030 of the Santa Monica Municipal Code.

Staff Liaison Yavari reported that Council received the Social Services Commission's proclamation as public comment to the City Clerk's proposals for Boards & Commissions. The proclamation will be considered as part of the larger review of Boards & Commissions by a new community working group, to be heard by Council at a later date.

4. Update from Staff debriefing the January 22, 2020 Santa Monica Homeless Count, including an estimate of when results will be available.

Staff Liaison Yavari reported on the event and stated that results will be available later this year.

5. Discussion and possible action on the general timeline for the City's budget process, including opportunities for public participation, through the end of the fiscal year.

Staff Liaison Yavari reported on the general timeline for the City's budget process, provided information on the City's Budget Task Force, and fielded questions from Commissioners around participation given the biennial nature of the budget.

6. Update and possible action on the op-ed submission written by the Ad Hoc Committee on Providence Saint John's Development Agreement and other Development Agreements, as approved on December 16.

The Commission reviewed the updated op-ed, as edited and approved by a majority of the Commission at the December 16 meeting. Commissioner Ambriz expressed approval of the revised version after an initial "no" at the December 16 meeting.

Commissioner Ambriz moved and Commissioner Stoff seconded to approve the op-ed to be submitted for publication by the Ad Hoc on behalf of the full Social Services Commission. The motion passed by the following roll call vote:

Aye: Chair Wechsler, Vice Chair Stedje-Stroud Commissioner Akin, Commissioner Ambriz, Commissioner Coleman. Commissioner Parent, Commissioner Stoff.

No: None

Abstain: None

Absent: Commissioners Barringer, Devermont

7. Reports from Ad Hoc Committees and Liaisons

- A. Ad Hoc Committee on the Canavan Project (Chair Wechsler, Commissioners Parent and Coleman).

Staff Liaison Yavari reported that a report from Canavan is expected in Winter 2020, with additional opportunities for involvement leading into a request for proposals for the Human Services Grants program in Fall 2020.

- B. Ad Hoc Committee on CDBG Consolidated Plan (Chair Wechsler and Commissioner Coleman).

The Ad Hoc will schedule a meeting with Claire Hester, Senior Administrative Analyst, Human Services Division, prior to a presentation at the February meeting.

- C. Ad Hoc Committee on Reimagining SAMOSHEL (Commissioners Akin, Parent, and Stoff).

There was no report.

- D. Ad Hoc Committee on the Budget (Chair Wechsler, Vice Chair Stedje-Stroud).

There was no report.

- E. Ad Hoc Committee on Mental Health (Vice-Chair Stedje-Stroud, Commissioners Akin, and Ambriz)

The Ad Hoc reported that several members of the Commission were in attendance at the LA County Department of Mental Health and Mental Health Commission's Service Area 5 Town Hall.

Looking forward, the Ad Hoc has plans to take a tour of The People Concern / SAMOSHEL facility, and an interest in education around language and stigma.

- F. Ad Hoc Committee on Addiction and Substance Abuse (Commissioners Akin, Devermont, and Parent).

The Ad Hoc is working on securing speakers and an agenda for their public hearing on the topic of methamphetamines

- G. Liaison Report on Homelessness Steering Committee (Commissioner Parent).

The Homelessness Steering Committee is now the Homelessness Action Network. The volunteerism side is going strong, with multiple opportunities for involvement coming up. The advocacy side is working closely with the City and will be invited to the Social Services Commission hearing on addiction.

- H. Ad Hoc Committee on the City Clerk's recommendations to Council on Boards & Commissions (Commissioners Ambriz, Coleman, and Parent)

- I. Liaison Report on Early Childhood Task Force.

Chair Wechsler and Commissioner Ambriz will coordinate liaising for the Early Childhood Task Force.

J. Liaison Report on Santa Monica Cradle to Career (SMC2C) (Chair Wechsler).

There was no report.

K. Liaison Report on Relevant California Legislation (Vice Chair Stedje-Stroud).

Vice Chair Stedje-Stroud reported on relevant proposed funds in the Governor's Proposed Budget and announced that he is no longer professionally involved in state legislation.

Commissioner Parent expressed an interest in hearing more about the City's legislative agenda and top priorities at the state-level.

8. Written Communication

Chair Wechsler reported on communications she has had with community member Michele Wittig.

Written communication was received from community member Olga Zurawska and discussed by the Commission.

9. Future Agenda Planning

The Commission reviewed their FY2019-2020 long range agenda, including priorities and guidelines set forth at their annual retreat. Future agenda items discussed include:

- Formation of an Ad Hoc to provide feedback to City staff regarding the City's Annual Report on Homelessness (February).
- Discussion with possible formation of an Ad Hoc to guide the presentation requested by the Santa Monica Public Library (February).
- National Foster Care Month proclamation (April/May City Council meeting)
- Discussion on City's FY2020-FY2021 budget (May/June).
- Presentation from Staff on the City's approach to behavioral health, including information on the Trieste model (TBD).
- Presentation from City Staff and state legislative offices on legislation as related to social services (TBD).

Adjournment

Chair Wechsler adjourned the meeting at 9:07PM.

SANTA MONICA CONSOLIDATED PLAN 2020-25

SUPPORTING AFFORDABLE
HOUSING AND COMMUNITY
DEVELOPMENT FOR OUR
RESIDENTS AND COMMUNITY

Public Hearing to Solicit Input
Social Services Commission
February 24, 2020



City of
Santa Monica[®]

WHAT IS THE CONSOLIDATED PLAN?



- A HUD-required 5-year comprehensive plan for housing and community development activities benefitting low- and moderate-income persons
- The Plan guides the City's expenditures of annual federal allocations through the Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) Programs
- Past five years' annual allocations have averaged \$1.07m (CDBG) and \$434k (HOME)

CONSOLIDATED PLAN PROCESS



City of
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Analyze data trends in areas of community needs and the local market

Conduct community engagement to gain on-the-ground knowledge of community interests

Use data and community input to **establish priorities and goals** that will be addressed over the next five years

Set **annual funding amounts and activities** for each goal

Report annually on progress toward overall strategic goals

WHAT TYPES OF CITY PROJECTS HAVE BEEN FUNDED IN PREVIOUS CONSOLIDATED PLANS?

- Residential rehabilitation for low-income households
- Home modifications for low-income persons with disabilities
- Legal services for low-income residents
- Tenant-based rental assistance
- Street lighting improvements in low-income neighborhoods
- Employment services for low-income and homeless persons



PRELIMINARY DATA TRENDS

- The Needs Assessment/Market Analysis sections of the Consolidated Plan present data and maps to analyze community needs
 - Preliminary findings:
 - Estimated 47.5% of renters are housing cost burdened (paying more than 30% of their income on housing costs)
 - One-bedroom units represent 40% of overall occupied housing units; 10% 3 BR+
 - Vacancy rates are significantly higher in northwest Santa Monica at over 18%
 - Unemployment rate is 7.3%



COMMUNITY ENGAGEMENT



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COMMUNITY STAKEHOLDER INTERVIEWS

Insight into community
needs and challenges

Targeting 15-20 one-on-
one half-hour interviews

ONLINE SURVEY

Input on housing and
community development
needs

100+ responses from
community members to date

Preliminary data is showing
an alignment with previous
priorities

PUBLIC HEARINGS

February Commission
meetings to solicit input
during development of Plan

March Commission meetings
to present Public Review
Draft of Plan

Council review and
approval in April

INITIAL SURVEY DATA

HOUSING & NEIGHBORHOOD ISSUES

- Experienced homelessness (47%)
- Difficulty making mortgage payments (42%)
- Experienced crime or abandoned buildings in the neighborhood (34%)
- Had to make trade-offs between essential expenses to make house payments (31%)

HOUSING BARRIERS & PRIORITIES

- Barrier: Cost (87%)
- Priority: Affordable Housing (71%)
- This aligns with data that shows high percentages of residents face housing cost burdens

PRIORITIES FOR SERVICES

- Afterschool programs and childcare (68%)

PRIORITIES FOR ECONOMIC DEVELOPMENT

- Job training and creation
- This aligns with higher unemployment rates than the national average



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NEXT STEPS



February - March	February - March	March	March-April	April - May
<ul style="list-style-type: none">• Solicit community input through online survey, stakeholder interviews, and public hearings	<ul style="list-style-type: none">• Work with City staff to draft priorities and goals with outcome indicators	<ul style="list-style-type: none">• Second round of public hearings to Commissions to present Plan	<ul style="list-style-type: none">• Publish Plan for 30-day public comment period	<ul style="list-style-type: none">• Council approval of Plan• Submit Plan to HUD (cannot be submitted until HUD makes final allocations)



INPUT FROM COMMISSIONERS & MEMBERS OF THE PUBLIC



Proposal from Commissioner Stoff regarding a future presentation from the Santa Monica Library on the impact of social services currently provided and/or needed at library locations.

January 29, 2020

Dear Commissioners,

The Library has its own board which addresses operational and budget issues, but we also know that our libraries are at the front line in meeting some of the basic needs of so many Santa Monicans who have nowhere else to go.

And knowing that these facilities are being asked to play a crucial role in providing warmth, restrooms, and a safe place, the question as to whether our libraries and librarians have the human services resources and support they need to fill that role, in addition to traditional library services, is one that properly fits under our Commission's purview.

I propose that our Commission hear from library representatives, and the human services division counselors who work there, to share their challenges, tell us how they are faring, and tell us what they need in terms of budget, support or programs to fill the service gaps. With that information we can make recommendations to council for the next budget round.

Sincerely,

Rick Stoff

Communication from City Clerk's Office Re: 2020 Boards and Commissions Dinner

Dear Staff Liaisons,

Please forward this and discuss this with your Board/Commission members as soon as possible:

This year's Boards & Commissions Dinner will be **Monday, May 11, 2020** at a location to be determined later.

As in previous years, Boards/Commissions will be given: up to one minute to report on projects completed in the last calendar year; scripts will continue to be prepared by CityTV based on Questionnaires completed by Boards/Commissions; and the option to select up to 2 members or the Video Host to tape the segment. Please note that the members do not have to be the Chair and/or Vice-Chair.

SOMETHING NEW:

To streamline production please note that:

1. If the member(s) miss the appointment, the Video Host will tape the segment on behalf of the Board/Commission and no re-shoots will be scheduled.
2. All segments will be taped at CityTV's Studio year so please provide a list of B-roll locations/events and visuals.

Please save completed Questionnaires in the following folder by **Thursday, March 12:**
[\\Csmfs5\citywideshare\City Clerk\Boards and Commissions\Boards and Commissions Video Documents\2020 Boards Commissions Report\Questionnaire \(Completed\)](\\Csmfs5\citywideshare\City Clerk\Boards and Commissions\Boards and Commissions Video Documents\2020 Boards Commissions Report\Questionnaire (Completed))

Video tapings will occur during the weeks of March 30, April 6 and April 13 so please keep those dates open. In March, a CityTV staff member will contact the Board/Commission member(s) to schedule the taping and the Producer will provide final scripts before the date of each shoot. Let us know if you have questions.

Thank you for being a team player,

M. Dacanay-Wisner, CMC

**Administrative Analyst
City Clerk's Office – x5768**



2020 Boards & Commissions Video Report Project Scope

Project Overview

Objective: To tape a 1 minute segment reporting on what your Board/Commission accomplished during the past calendar year (2019).

Background: In 1999, the Council established an Annual Boards & Commissions Dinner where each Council-appointed Board/Commission orally reported to Council on projects accomplished during the past year. Over time, these meetings became difficult to fit in Council's busy meeting schedule and reports became lengthy that a Video Report was produced to present information in a concise manner. Each Board/Commission's segment was then compiled into a 25 minute video that is presented to Council at the Dinner, and to the community on CityTV (Channel 16) and online. As the City Clerk's Office fills Boards/Commissions vacancies, the office coordinates the production of the Video Report with CityTV.

Deliverables

Board/Commission Member(s) will deliver the following:

- Complete the 2020 Boards & Commissions Report Questionnaire by **Thursday, March 12**.
- Choose between 1) taping the Video Report, or 2) having the Video Host present on behalf of the Board/Commission.
 - If a member is presenting: Schedule/confirm meeting with Production Coordinator, practice scripts prior to taping date (to be provided before taping date), dress appropriately (if using costumes/props), and contact CityTV or City Clerk's Office if running late or unable to meet. *Lastly, expect a have fun because CityTV has a great concept for this year's video!*

Staff Liaison will deliver the following:

- Review Questionnaire for accuracy and save forms by **Thursday, March 12** in the following folder [\\Csmfs5\citywideshare\City Clerk\Boards and Commissions\Boards and Commissions Video Documents\2020 Boards Commissions Report\Questionnaire \(Completed\)](\\Csmfs5\citywideshare\City Clerk\Boards and Commissions\Boards and Commissions Video Documents\2020 Boards Commissions Report\Questionnaire (Completed)).
 - If a member is presenting: Assist Board/Commission member(s) with scheduling tapings and be present at the taping.

City Clerk Staff (Maria Dacanay) will deliver the following:

- Collect Questionnaires from Staff Liaisons, review forms and forward to Production Coordinator, and review script and video.



CityTV Staff (Madeleine Gallagher) will deliver the following:

- Write scripts, schedule taping appointments and shoot/direct Video Report.
 - If a member is presenting: Schedule/confirm tapings with Board/Commission member(s) and introduce member(s) to Video Producer.

Project Managers’ Contact Information

City Clerk’s Office (Maria Dacanay) – (310) 458-8211, maria.dacanay@smgov.net
 CityTV (Madeleine Gallagher) – (310) 458-8590, madeleine.gallagher@smgov.net

Timeline

Task	Due Date
Questionnaires Due at \\Csmfs5\citywideshare\City Clerk\Boards and Commissions\Boards and Commissions Video Documents\2020 Boards Commissions Report\Questionnaire (Completed).	Thursday, March 12
Final Script Due (Written, reviewed & edited)	March 19
Production Shoot Days	Weeks of March 30, April 6 and April 13
Presentation of Boards & Commissions Video Report (and Dinner)	Monday, May 11

Risks & Contingency Plan

- **Give Your Time and Attention** – Board/Commissions member(s) are asked to set aside extra time to practice scripts, tape segments and account for traffic/parking and retakes.
- **Have a Back-Up Plan** – If selecting only one member, select a back-up member to tape the segment in case of unexpected events.



2020 Boards & Commissions Report Questionnaire – Due 03/12/2020

1. Board/Commission Name:

2. Board/Commission Representative & Contact Information:

Boards/Commissions may appoint no more than 2 members for the shoot, or opt to have CityTV staff present on behalf of the members. If taping segment, then please provide an email address to be contacted about scheduling/scripts, and a cellphone number to receive text messages on day of shoot.

3. Locations for B-Roll: Please provide complete addresses.

4. Mission/Responsibilities/Meeting Schedule:

a. If there has been a recent change to the Board/Commission’s **Mission Statement**, then please provide the Board/Commission’s revised Mission. If there has not been a recent change, then state “No change.”

b. If there has been a recent change to the Board/Commission’s **Responsibilities, Jurisdiction and Authority** of the Board/Commission, then please provide the revision below. If there has not been a recent change, then state “No change.”

c. If there has been a change to the Board/Commission’s **Meeting Schedule/Location**, then please provide the revision below. If there has not been a recent change, then state “No change.” (Example: 1st & 2nd Tuesdays, at 5:30 PM, in City Hall Council Chamber)



2020 Boards & Commissions Report Questionnaire – Due 03/12/2020

6. 2019 Accomplishments:

- a. What were the Board/Commission's major accomplishments of 2019?

NOTE: Please write in a conversational tone, instead of list form to assist with script writing. All accomplishments may not be included in the video due to time constraints, so please place in descending order of importance.

- b. Were there goals that the board/commission was unable to achieve in 2019 & why?

7. Video Concept (optional):

- a. CityTV has a great conception for this year's video and wants it to be a fun experience for board/commission and audience members. However, if you have ideas on how to present your segment please include them here and remember that the segment should focus on the board/commission's work during the past year.



**2020 Boards & Commissions Report
Questionnaire – Due 03/12/2020**

9. Composition:

- a. If there has been a recent change to the Board/Commission’s composition, then please provide the revision below. If there has not been a recent change, then please state “No change.” (Example: 5-member board composed of residents with background/experience in...)

- b. Any outgoing/incoming members that the Board/Commission would like to recognize?



Social Services Commission

Long Range Agenda – FY 2019-20

Topics:

- Human Services Division Grants RFP Process (HSGP)
- CDBG Consolidated Plan
- Reimaging SAMOSHEL
- Providence St. John's (PSJ) Development Agreement and other Development Agreements
- Budget Process – Ad Hoc to review previous year budget to bring potential framework priorities to the Commission
- Homelessness Plan/SMPD Minority Interaction/Substance Abuse -- Ad hoc to (1) for fall discuss and propose topics for hearing on SMPD; and (2) for spring, review the previous year's staff report on Homelessness and prepare for hearing on homelessness plan priorities
- Mental Health needs in the community
- Substance abuse diversion
 - Possible presentation by Staff on interdepartmental effort

FUTURE MEETINGS

*Reports from Ad Hoc Committees will be included on all meeting agendas. Ad Hocs will report when information is available.

*Month prior to hearings, the Ad Hoc will present to the Commission to present the plan for the hearing.

*Future agenda planning will also be included on all meeting agendas to add/modify plan for future meetings as appropriate.

August 26, 2019

- ~~Presentation by PSJ relating to its Development Agreement and required community benefits~~
- ~~Reimaging SAMOSHEL (RFP released August 6th)~~
- ~~Report from the Canavan Ad Hoc on HSGP RFP Process~~
- ~~Continued discussion and possible action on composition, number of members, name change, and modification/removal of annual report requirement~~

September 17, 2019

- ~~Consultant report – HSGP RFP Process~~
- ~~Report from Ad Hoc on Homelessness Plan/SMPD Minority Interaction/Substance Abuse re-proposals for SMPD Hearing~~

October 28, 2019



Social Services Commission

Long Range Agenda – FY 2019-20

November 25, 2019

- ~~Request from City Clerk's Office to present on Dec 17 Council Item regarding Boards & Commissions (**Moved to December**)~~
- ~~Request by Housing staff to present on the Draft Assessment of Fair Housing plan~~
- ~~Hearing: SMPD — topics and conversation to be determined following prior month's report from Ad Hoc~~

December 16, 2019 (rescheduled -- Special Meeting)

- ~~Presentation by Tim Dodd re: City Framework and Priorities~~
- ~~Request from City Clerk's Office to present on Dec 17 Council Item regarding Boards & Commissions (**Moved from November**)~~
- ~~Presentation by staff and discussion regarding the CDBG Consolidated Plan (**Staff to provide update to Ad Hoc; present at future meeting**)~~

January 27, 2020

- ~~Staff Updates: Budget Process, SSC Resolution, Homeless Count~~

February 24, 2020

- Hearing: CDBG Consolidated Plan
- ~~Presentation from Library staff on social services at SMPL~~
- Form Ad Hoc to provide input on Staff Report on Homelessness
- Discuss Council Resolution for Foster Care Month (May 12)

March 23, 2020

- Hearing #2 CDBG Consolidated Plan
- Hearing: Methamphetamine use in Santa Monica and neighboring communities
- Presentation from Library staff on social services at SMPL.

April 27, 2020

- Hearing: Homelessness (including homeless count results)

May 25, 2020

- May/June Tentative: Discussion on City's FY 2020/21 budget adoption
- Report back from Ad Hoc on PSJ Development Agreement compliance

June 22, 2020

- May/June Tentative: Discussion on City's FY 2020/21 budget adoption
- Discussion on state legislation impacting social services