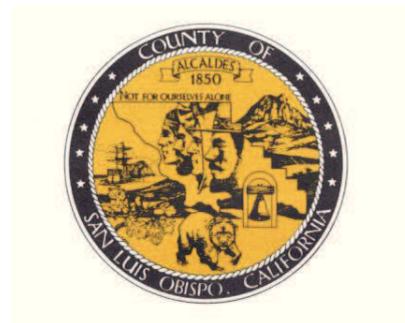


**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Planning and Building Social Services		(2) MEETING DATE 4/24/2012		(3) CONTACT/PHONE Lee Collins, 781-1825	
(4) SUBJECT Report on the activities of the Homeless Services Oversight Council (HSOC), and request to approve a resolution amending the Position Allocation List (PAL) for Fund Center 180- Social Services Administration, to add 1.0 FTE Program Manager.					
(5) RECOMMENDED ACTION It is recommended that the Board receive and file the report on the activities of the Homeless Services Oversight Council (HSOC), and adopt a resolution amending the Position Allocation List (PAL) for Fund Center 180- Social Services Administration, to add 1.0 FTE Program Manager.					
(6) FUNDING SOURCE(S) Fed/State/County		(7) CURRENT YEAR FINANCIAL IMPACT \$8,875.00		(8) ANNUAL FINANCIAL IMPACT \$106,499.00	
(9) BUDGETED? No					
(10) AGENDA PLACEMENT <input type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. _____) <input checked="" type="checkbox"/> Board Business (Time Est. <u>40 min</u>)					
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			(12) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: n/a <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A		
(13) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) n/a			(14) W-9 <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
(15) LOCATION MAP N/A		(16) BUSINESS IMPACT STATEMENT? n/a		(17) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date _____	
(18) ADMINISTRATIVE OFFICE REVIEW Emily Jackson					
(19) SUPERVISOR DISTRICT(S) All Districts -					

County of San Luis Obispo



TO: Board of Supervisors

FROM: Social Services / Lee Collins
Planning and Building / Jason Giffen

DATE: 4/24/2012

SUBJECT: Report on the activities of the Homeless Services Oversight Council (HSOC), and request to approve a resolution amending the Position Allocation List (PAL) for Fund Center 180- Social Services Administration, to add 1.0 FTE Program Manager.

RECOMMENDATION

It is recommended that the Board receive and file the report on the activities of the Homeless Services Oversight Council (HSOC), and adopt a resolution amending the Position Allocation List (PAL) for Fund Center 180- Social Services Administration, to add 1.0 FTE Program Manager.

DISCUSSION

Beginning in 1994, the Planning and Building Department became the lead department for administration of three annual entitlement (or "formula") grants from the U.S. Department of Housing and Urban Development (HUD). These grants included the Community Development Block Grant (CDBG), Home Investment Partnerships (HOME) and Emergency Shelter Grant (ESG) programs. The ESG funds and some of the CDBG funds provided some of the support needed to operate shelter and services for homeless persons. However, much of the CDBG and HOME funds support construction of public facilities and affordable housing, as well as economic development, so the Planning and Building Department was well suited to administer these entitlement grants.

In 1998, the Housing Authority of the City of San Luis Obispo (HASLO), the Economic Opportunity Commission (EOC, now called Community Action Partnership of SLO County), and Transition-Mental health Associations (TMHA) started obtaining funding from HUD through the Supportive Housing Program (SHP) for case management services and transitional housing for homeless persons. At that time, the County itself was not involved in the SHP grants.

The County took over the role of SHP grantee from the above nonprofit groups in 2005 at the urging of HUD staff. The Planning and Building Department, which was already administering CDBG, HOME and ESG funds, seemed the most logical choice to act as lead department for the SHP grants. At that time, HUD was promoting both the implementation of Homeless Management Information Systems (HMIS) and preparation of Ten Year Plans to End Homelessness by local collections of public and nonprofit groups that comprised the local "continuum of care" for each region. HUD did not provide new dedicated funding to implement HMIS or prepare a ten year plan, so the County and its nonprofit partners did not immediately begin working on either.

By 2007, HUD's repeated warning of potential loss or reduction in SHP funding for any region without a Ten Year Plan to End Homelessness led to the decision by the County and its partners to prepare the plan. Coordinated by the Planning and Building Department, this effort involved contracting with a consultant (HomeBase) and establishing a large advisory group (the Leadership Council and its four subcommittees). The San Luis Obispo Countywide Ten Year Plan to End Homelessness was completed in 2008 and its guiding principles were endorsed by all of the cities and the County in early 2009.

One of the key features of the Ten Year Plan, creation of a decision-making body, was addressed through establishment by the County of the Homeless Services Oversight Council (HSOC) as an advisory committee. The Planning and Building

Department provided ongoing staff support in arranging meeting space, preparing and posting agendas, and preparing information for HSOC meetings. A person was recruited to act as HSOC Executive Director, supported by funding from local nonprofit, for-profit and public agencies, again facilitated by staff of the Planning and Building Department. The HSOC Executive Director was tasked to facilitate implementation of the Ten Year Plan through identifying and promoting best practices in homeless services, facilitating new funding, and other activities.

The County responded to the other HUD priority (to implement HMIS) later in 2009. HUD warned that the County could not avoid HMIS any longer. The County was already not competitive enough to secure new HUD grants for homeless programs, in part because it had not yet implemented HMIS. In collaboration with its nonprofit partners CAPSLO and TMHA, the County asked HUD to carve out a portion of the annual SHP grants to provide a significant portion of the annual funding needed to implement HMIS. HUD agreed, and the HMIS Administrator function has been provided since 2010 through a staff member of the Planning and Building Department. HMIS is now required by HUD for both the SHP (now called Continuum of Care, or CoC) and ESG programs.

The County's competitiveness for additional grants from HUD to help local homeless persons find services and housing has improved because of the role the HSOC plays and because of HMIS. As a result, the County was awarded two "bonus" grants: one 2-year grant for \$107,100 and the other a 1-year grant for \$110,263. These new grants can be renewed each year, providing permanent housing and case management services for sixteen more homeless persons than was possible prior to the bonus grants.

The HSOC and its subcommittees have been dedicated to improving the coordinated delivery of services to homeless persons and families in San Luis Obispo County, and have enjoyed some early successes:

- The HSOC endorsed the establishment of an SSI benefits advocacy program within the Department of Social Services, and early successes of this nascent program are promising.
- Through sponsorship of the candlelight vigil in December 2011, the production of award-winning videos and other activities, the HSOC works to increase public awareness of the challenges faced by homeless persons.
- The HSOC has advocated for "Safe Parking" programs, and two pilot projects have been approved in the cities of San Luis Obispo and Arroyo Grande.
- An ad hoc HSOC grant review committee helped to influence awards for CDBG funding for public services projects that have not typically been funded, including Transitional Food and Shelter.

HUD recently issued new regulations for the ESG program and new regulations will soon be released for the CoC program. The new regulations appear to require much more coordination, monitoring, evaluation, performance-based budgeting, and use of best practices in operating programs helping the homeless than was required in the past. Simultaneously, the person performing the role of HSOC Executive Director recently resigned. Staff in the Planning and Building Department is qualified and able to continue providing the basic grant management of the ESG and CoC programs, but is not staffed to provide in-depth monitoring, evaluation, and promotion of best practices in homeless services provided by local nonprofit groups.

Staffing the HSOC

Upon creation of the HSOC, its members voted to establish a part-time contract position in order to assist in fulfilling the mission of the Council. Cities, non-profit agencies and the Department of Social Services donated funds to support this position, with the expectation that the appointed individual would work toward implementation of the 10-Year Plan, pursue other revenue options and assist in the coordination of the HSOC and its subcommittees.

After considering several options and considering responses to Requests for Proposals, the HSOC elected to support the United Way's bid to act as the "employer of record," and funding was directed to the United Way to support the employment of a half-time position. An individual was appointed and, after a year of supporting the HSOC, chose not to continue in the position. She noted that an inordinate amount of her time was consumed by administrative support tasks that included agenda preparation, taking minutes and attending subcommittee meetings. In response, the Department of Social Services dedicated an Administrative Assistant III on a half-time basis to provide support for the HSOC's administrative tasks.

The HSOC appointed an ad hoc committee to research and develop recommendations on how the goals of the Council's greater mission might be fulfilled. After considering the various alternatives, the committee concluded that the goals of the HSOC, the 10-Year Plan to End Chronic Homelessness and the Homeless Continuum of Care would be addressed most

effectively by dedicating a full-time employee to the task, and asked the County's Department of Social Services to appoint an individual to serve in this role. The Director of Social Services met with representatives of County Administration and Human Resources, and described the role and expectations of the position; the Human Resources Department concluded that the appropriate County classification for the Homeless Services Coordinator is Program Manager I.

The Homeless Services Coordinator will act as the lead facilitator for the Continuum of Care, assisting in the development of the long-term strategic plan and monitoring the year-round planning effort. The Coordinator will monitor grant availability and make recommendations for application, and will encourage and facilitate implementation of the Homeless Management Information System. He or she will serve as a liaison among the County's Planning Department, Health Agency, Veterans Services Office, Social Services Department and community organizations—including education, non-profits and faith-based—for purposes of coordinating effective delivery of homeless services. The Coordinator will collect and analyze data and provide leadership in the community's approach to solving homelessness, working with business interests, advocates, cities' councils and the Board of Supervisors in finding effective solutions to issues associated with homeless individuals and families.

OTHER AGENCY INVOLVEMENT/IMPACT

The Departments have consulted with the Homeless Services Oversight Council, the Health Agency, the Human Resources Department and the Administrative Office in preparing this proposal.

FINANCIAL CONSIDERATIONS

The net annualized cost impact of these position changes is \$106,499 with a corresponding General Fund contribution of approximately \$14,910.

Positions:

ADD				
<i>Classification</i>	<i>Position</i>	<i>Annual S&B</i>	<i>FTE</i>	<i>Total</i>
01583	Program Mgr I	\$106,499	1.0	\$106,499
NET				\$106,499

RESULTS

Implementation of this proposal is projected to result in the following:

- By June 30, 2013, the HMIS will include data from the County Health Agency and Social Services Department
- All local requirements for administering the Continuum of Care will be met
- An annual update on the status of services to the homeless will be provided to the Board of Supervisors and to cities' councils
- Member agencies and individuals of HSOC will report improved communication and coordination of services

ATTACHMENTS

1. Resolution for PAL Change