



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

CONTRACT COMPLIANCE MEETING - ACTION SUMMARY

Date: Thursday, May 7, 2015

Time: 9:00 AM to 10:00 AM

Place: Parlor, St. Mark's Episcopal Church, 2901 Nojoqui Ave., Los Olivos, CA

Call to Order:

Roll Call **Members Present:** Commissioners Solomon, Saltman, Lindner

Members Absent: Commissioner Jensen

Staff Present: Susan Foley

Public Comment Period: There was no public comment.

I. FY 2014-15 Mid-Year Performance

The purpose of the Committee meeting was to obtain a mid-year FY 2014-15 compliance report from County staff. Ms. Foley walked the Commissioners through the report. She indicated that there were very few issues and the few issues that exist were not enough to warrant site visits, compliance letters or freezing funding. She also noted that the few agencies with some concerns were not being funded for the next cycle. She recommended finishing out the fourth quarter with the existing contracts. The Compliance Committee members agreed and were pleased there were few compliance issues.

II. FY 2015 New Agencies

The Committee members asked that the three new organizations (not previously funded by HSC), be visited and welcomed by staff/Committee members. Ms. Foley offered to set up site visits with these and any others that the Committee members or Commissioners were interested in visiting. The three include the Visiting Care and Companions (affiliated with Visiting Nurses), VTC Enterprises and the Court Appointed Special Advocates (Foster Care).

III. FY 2015 Performance Reporting Discussion

Mini Grants: Ms. Foley recommended that she prepare a succinct one-page report for the agencies awarded Mini Grants to submit mid-year and year-end. She recommended that in addition to outcomes, she obtain receipts for proposed software purchase, training materials, hired consultants or temporary staff. The Committee agreed.

Basic Services Grants: Ms. Foley suggested that she continue to utilize the existing performance report template for the Basic Services Grants with some minor modifications (still submitted quarterly). She said the bigger concern with these grants in the past was obtaining accurate performance targets. She will work with each of the awarded agencies to obtain good targets. The

targets will be derived from the 2015 applications *and* the existing FY 2014 fourth quarter final reporting numbers wherever the same service is being provided, to determine more realistic FY 2015 targets. Using these numbers as a base, staff will work with each agency to finalize accurate projections.

Best Practices Grants: Ms. Foley stated asked the Committee for guidance with regard to reporting for FY 2015 Best Practices Grants. These grants will need increased monitoring due to the size of the commitment and the expectations of County Supervisors, the Commissioners and the general public, that the Best Practices Grants provide proven life-altering results.

Ms. Foley met with Pedro Paz (First 5) to discuss their measurement reporting tools that might be helpful for monitoring the Commissions Best Practices Grants. Ms. Foley will prepare a draft performance report template for the Committee's review, based on one of the 2015 grants. The performance reports will be submitted quarterly. Ms. Foley recommended a mid-cycle site visit/meeting with each of the 6 agencies grants and a year-end site visit/meeting to review year-end performance (recognizing the programs are three-year programs).

IV. Adjournment

There being no further business, the meeting was adjourned early at 10:00 a.m.