MINUTES OF THE
HUMAN SERVICE COMMISSION MEETING
October 1, 2012

Utility Conference Room
Lompoc City Hall
6:30 p.m.

COMMISSION MEMBERS PRESENT:

Barbara Holt, Chairperson
Mike Martinez
Nicki Sandoval

COMMISSION MEMBERS ABSENT:

Nemesio Balcena, Co-Chairperson

STAFF:

Chanel Navarro, Grant Record Technician
Teresa Gallavan, Economic Development Director/Assistant City Administrator
Joseph Pannone, City of Lompoc Attorney
Trish Munoz, Grant Records Technician

1. MINUTES OF THE REGULAR MEETING OF SEPTEMBER 10, 2012

The September 10, 2012 Minutes will be reviewed at the October 29, 2012 meeting.

2. PUBLIC COMMENTS

None.

3. STAFF COMMENTS

Teresa Gallavan, Economic Development Director/Assistant City Administrator announced the 2011-2012 CAPER was completed and thanked staff for working diligently on the project.

Ms. Gallavan also announced that the open application period for the Community Development Program Manager’s position closes at the end of the day at midnight and she expects to have someone in the position by the beginning of the new year.
In regards to the Commission’s initiated meeting with Good Samaritan to discuss the Bridgehouse that was scheduled for September 25, 2012, Ms. Gallavan apologized to the Commission for her misunderstanding of the City of Lompoc’s Attorney direction not to have the meeting at the Bridgehouse where the City has no jurisdiction “as” no discussion about the Bridgehouse can be made and for removing the Bridgehouse discussion from the agenda. Ms. Gallavan stated the meeting was good and the questions the Commission presented to the agency and Bridgehouse Program were also good.

City Attorney Joseph Pannone clarified with the Commission that less than 3 Commissioners can go outside the city’s jurisdiction or to any agency without constituting a “Special Meeting” for Public Notice.

4. **ANNOUNCEMENTS**

Commissioner Holt announced the following community events:

The Elder & Dependent Adult Abuse Prevention Council will be having their 2nd Annual North County Elder & Dependent Adult Abuse Prevention Seminar, “Helping or Harming the Vulnerable” on October 11, 2012 in Santa Maria. There is no charge to attend.

The North County Rape Crisis and Child Protection Services’ Holiday Wreaths, Door Spray Wreaths and Candlelite Centerpiece fundraiser is accepting orders until October 25, 2012.

The Lompoc Fire Department (115 South G Street) will be having their Open House on October 6, 2012 between the hours of 10:00 a.m. and 2:00 p.m.

Commissioner Sandoval announced she will have the Commissioner’s draft letter to City Council regarding the Commission’s request for approval to require attendance to the Application Workshop mandatory for agencies and/or programs that would like to be considered for Human Service Grant Funds, available for review at the December Human Service Commission Meeting.

5. **CORRESPONDENCE**

A letter dated September 12, 2012, addressed to “Friends in Literacy” from the Public Lompoc Library System was distributed in recognition of National Adult Education and Family Literacy Week held September 6-10, 2012. The letter thanked those instrumental in the success of the Lompoc Library Literacy Program’s 24 year history, the adult learners, and the donors for helping them get through their difficult times when the program was in jeopardy of ending. The letter specifically mentioned in their “thank you” the City of Lompoc CDBG Program and Human Services Program.
6. **REVISED APPLICATION 2013-2014**

Ms. Navarro stated the Human Service Grant Application was completed and contained the embedded Excel spreadsheets in the Word document per the commission’s request. She also stated the application would be placed on the City’s website.

7. **SITE VISIT SCHEDULE UPDATE**

The Site Visit Schedule was distributed. Commissioners indicated which site visits they would attend. Ms. Munoz announced the agencies she will be performing site visits, dates and times are listed on the schedule.

Commissioner Sandoval requested a summary of the Commissioners duties while attending the site visits with city staff. Commissioner Holt responded by stating the City’s Staff is responsible for the technical side of the site visit and the Commissioners concerns and questions are in connection with the availability and clients served.

8. **OVERVIEW OF GOOD SAMARITAN SITE VISIT HELD SEPT. 25, 2012**

Ms. Navarro stated a review, findings and/or closing letter of the site visit will be mailed to the agency and copied to the Commissioners once completed.

Ms. Gallavan stated she would help with the minutes of the “Special Meeting” held on September 25, 2012 with Good Samaritan Shelters Agency to the Commission once completed.

Commissioner Martinez expressed that the meeting was productive and that the lines of communication between the Agency, Commission and City was open.

Commissioner Sandoval said she was glad the Commission met with the agency and was able to ask a lot of the questions the Commission had planned to ask.

Commissioner Sandoval’s current question is “How can we help the agency as a commission obtain the McKinney Grant?” Commissioner Holt responded suggesting the commission write a letter in support of the Agency and question the status of the hold on funding. Ms. Gallavan stated she would contact the County of Santa Barbara to get an update and find out when it would be appropriate to contact them regarding the matter. Ms. Gallavan also suggested the Commission may want to present their letter and concerns during the Oral Comment Period of a City Council Meeting. Commissioner Sandoval requested a Special Meeting regarding the subject be scheduled before presenting the matter to Council.
9. **2013 COMMISSION MEETING DATES**

The Commission’s revisions from the meeting held on October 1, 2012 were completed and the meeting dates were distributed to the Commission.

10. **NEEDS ASSESSMENT SCHEDULED FOR OCTOBER 29, 2012**

Review of the items needed for the Needs Assessment Meeting was discussed and listed as follows: Sign in sheet, Agenda, Introduction, Review of Program and Eligible Activities for Human Service Funding, request for Testimonies to be 3 minutes or less per program and/or agency, Invitation to be mailed out by Wednesday, October 3, 2012 and Application to be placed on-line.

11. **TAP TELEVISION**

Commissioner Martinez stated the interview with FoodBank was filmed and went well.

12. **GOOD SAMARITAN FOOD DRIVE (NOVEMBER 16, 2012)**

Ms. Gallavan stated she informed City of Lompoc Administrator Laurel Barcelona of the event and would check back with her for an approval to have the event at the City Hall parking lot.

The Commission asked staff to contact Good Samaritan to be sure there would be a flyer distributed throughout the community.

**MOTION:** It was moved by Commissioner Holt and seconded by Commissioner Martinez that the Human Service Commission support Good Samaritan’s Turkey Drive on November 16, 2012.

The motion passed on a unanimous voice vote with Commissioner Balcena absent.

13. **REVIEW OF COUNTY/CITY CONSORTIUM CONTRACT**

The Commission requested staff provide the City of Lompoc/County of Santa Barbara Consortium contracts, staff reports, agendas and minutes in connection with the decision to join the Consortium.

The Commission would also like to know how much money was promised to City in connection with the Consortium and how much was actually received. Staff provided some documentation and said additional information would be forthcoming.
14. **UNFINISHED BUSINESS**

The Commission requested City Staff contact Carol Yeaw in Utility Billing to verify what month the Commission’s Human Service Donation Inserts are mailed with Utility Bills. The Commission would also like to review the insert at or before the next meeting.

The Commission also requested City Staff to contact Meals on Wheels to obtain their contact to the Vandenberg Air Force Base Volunteer Program. The Commission would like for staff to give the Volunteer Program number to Good Samaritan for the agency has had trouble securing transportation for “on call food donations” from the Catholic Charities’ Food Pantry to the agency’s Lompoc shelters.

15. **AGENDA ITEMS FOR OCTOBER 29, 2012 MEETING**

Approval of September 10, 2012 Minutes

Utility Billing Inserts for Human Service Donations

**AGENDA ITEMS FOR DECEMBER 3, 2012 MEETING**

Tap TV - Would the Commission like to continue utilizing Tap TV?

Comcast’s $25,000 Human Service Donation and Thank You Letter

Review of Letter to City Council for approval to require agencies/programs attendance at the Needs Assessment and Application Workshop as a requirement in order to receive the City’s Human Service Grant Funding.

16. **ADJOURN**

The meeting was adjourned at 7:56 p.m.

Respectfully Submitted,

Chanel Navarro, Grants Records Technician  
Economic and Community Development Department

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, including review of the Agenda and related documents, please contact Angela Wynne (805) 875-8279 at least 72 hours prior to the meeting. This will allow time for the City to make reasonable arrangements to ensure accessibility to the meeting. Any documents produced by staff and distributed to the Councilmembers / Commissioners / Trustees regarding any item on the Agenda will be made available for public inspection in the lobby of Lompoc City Hall at 100 Civic Center Plaza between 9 a.m. and 5 p.m. Monday through Friday, and the Lompoc Library Information Desk at 501 E. North Avenue between 12 and 6 p.m. Monday through Thursday and 1 and 5 p.m. Friday and Saturday.