



Measure O Citizen's Oversight Committee Meeting Minutes

January 25, 2023 from 4:30 p.m. - 6:00 p.m.

Meeting Recording: https://sonomacounty.zoom.us/rec/share/xXDYErvaBLEzWzDrvbkT6Pz0BYIZQXeCEJfDOg_OhzxzCvuD5pWAUOZx8ZPmfZ9i.6nh9e23IV5FpLLPV

Access Passcode: DcAb%*D9

Present: Shirlee Zane (Chair), Betzy Chavez (Vice Chair), Gregory Fearon, Ben Ford, Kevin McDonnell, Ernesto Olivares, and Orlando O'Shea.

Presenters: Leah Benz, Department of Health Services, Health Program Manager
Dave Kiff, Department of Health Services, Homelessness Services Division Director
Karlee Ransom, Eide Bailly LLP, Senior Manager
Tina Rivera, Department of Health Services, Director

Department of Health Services Staff Present:

Jan Cobaleda-Kegler, Behavioral Health Division Director
Roy Dajalos, Assistant Director
Julie Elliott Gallegos, Accounting Technician
Sid McColley, Acute & Forensic Services Section Manager
Kelley Ritter, Deputy Chief Financial Officer
Wendy Sanders, Assistant Director

1. Call to Order/Introductions/Roll Call

Chair Zane called the meeting to order at 4:33 p.m. and a roll call was conducted.

2. Approve Minutes of 12/7/22 Meeting (Action Item)

Attachment: DRAFT 12/7/22 Minutes

Action: Moved by Ernesto Olivares, Seconded by Kevin McDonnell seconded; Approved.

Aye: Gregory Fearon, Ben Ford, Kevin McDonnell, Ernesto Olivares, Orlando O'Shea, and Shirlee Zane

Abstain: Betzy Chavez

3. Review and Approve Measure O FY 2020-2021 & FY 2021-2022 External Audit and Financial Reporting (Action Item)

Attachment: FY 2020-2021 & 2021-2022 Financial Statements

Presenter: Karlee Ransom, Eide Bailly LLP, Senior Manager

Karlee Ransom, Senior Manager at Eide Bailly, a national accounting and auditing firm, presented their audit reports and outcomes of the audit on Sonoma County's Measure O funds.

For Fiscal Year 2020-2021, all in all, the firm gave a clean audit report on all areas and disclosed no instances of noncompliance. The firm did not have any audit findings, adjustments, or anything to report in their audit reports.

Comments:

- There is a footnote in the annual report that addresses the fund balance.
- The MD&A (Management Discussion & Analysis) typically is a discussion that goes in the beginning of the financial statements. It would be focusing on variances between current year and prior year revenues and expenses. For the first and second year, since there's not a lot of comparability, starting with 2023, including an MD&A in the report is recommended.

Action: Moved by Gregory Fearon, Seconded by Ben Ford; Approved.

Objections: None

Aye: Betzy Chavez, Gregory Fearon, Ben Ford, Kevin McDonnell, Ernesto Olivares, Orlando O'Shea, and Shirlee Zane

For Fiscal Year 2021-2022, the firm gave a clean audit report and did not report any deficiencies on internal controls, or any findings related to compliance. There were no issues or findings to report.

Comments:

- Is it possible to get an idea as to how these funds are being distributed geographically within the County?
 - This would be a collaborated demographic project that would need to be assigned to county and community-based-organization staff. There will be a dedicated Measure O Evaluation Analyst starting next month. This position will be program-specific but there will be more evaluation and data coming out specific to Measure O.
- Isn't it typical for recommendations to be made?

- You would see recommendations when there are findings. Since there were no findings to report, there are no recommendations.
- How does the decision-making about whether to spend in a particular category work?
 - The selection of specific programs goes before the Board of Supervisors for discussion and approval.
- How do you determine what gets funded by Measure O and what's general fund?
 - Oftentimes, needs analysis is done. For example, Measure O is a source of funding to help fill the gap (or shortfall in funding) for the psychiatric health facility.
- Gregory Fearon thanked Tina Rivera and Dave Kiff for recognizing the need and coming up with a process that might help expend the remaining funds.

Action: Moved by Gregory Fearon, Seconded by Betzy Chavez; Approved.

Objections: None

Aye: Betzy Chavez, Gregory Fearon, Ben Ford, Kevin McDonnell, Ernesto Olivares, Orlando O'Shea, and Shirlee Zane

4. Review and Approve FY 2021-2022 Annual Report (Action Item)

Attachment: FY 2021-2022 Annual Report DRAFT

Presenter: Leah Benz, Department of Health Services, Health Program Manager

This report will go before the Board of Supervisors in early March as a presentation. Leah walked through each section of the draft report.

Comments:

- Gregory Fearon expressed the importance for the community that all sources of funding for homelessness collaborate and this is a good example.
- The *By the Numbers* data are all numbers served by those programs.
- It was recommended to clarify that the revenue numbers, within the document, are revenue numbers and not a fund balance.
- Chair Zane highlighted how the graphs in the Annual Report show the importance of early intervention.
- Sid McColley shared how Measure O has backfilled emergency and hospital services so that the department can continue to maintain and build on their outpatient preventive services.

- Chair Zane congratulated Dave Kiff on being appointed Homelessness Services Division Director with Health Services.
- Kevin McDonnell reiterated support for prevention and expressed how with early intervention, we also see the economic and service benefit.
- Betzy Chavez expressed how collaboration between the County and school districts is invaluable. Betzy indicated she'd like to share about the programs she's worked with in the past, their effectiveness, and the importance of the collaborative work they are already doing.
- Orlando O'Shea expressed appreciation for the Safe and InResponse services in Sonoma County.

Please submit any further edits to Leah Benz by next Friday.

Action: Moved by Ernesto Olivares, Seconded by Kevin McDonnell; Approved.
 Objections: None
 Aye: Betzy Chavez, Gregory Fearon, Ben Ford, Kevin McDonnell, Ernesto Olivares, Orlando O'Shea, and Shirlee Zane

5. Staff Reports

- Planning for fund balance with Board of Supervisors, Tina Rivera: The Department of Health Services (DHS) will be sending out Request for Proposals (RFPs) or Notice of Funding Availabilities (NOFAS) county-wide to all providers and stakeholders. DHS has been engaging with community-based organizations around potential programs that would meet certain program criteria.
- Behavioral Health staffing recruitment and retention update, Tina Rivera: Due to certain positions that are difficult to hire and retain, DHS developed a hiring incentive program that was designed with the County Human Resources Department. The incentive program has been approved by the Board of Supervisors and is now at a meet and confer process with the unions. DHS is hopeful they'll be able to get this through the unions so that they are able to offer these incentives during their recruitment process.
- Measure O Housing-Focused Homelessness Interventions Notice of Funding Availability (NOFA), Dave Kiff: The NOFA is for \$3 million of Measure O funds and comes from the Behavioral Health Homeless bucket 5. This will go before the Board of Supervisors (BOS) on Tuesday, January 31 for formal authorization to release it and has a 6-week response time. It will come back to the BOS for a final award based on recommendations with a check-in to the Continuum of Care Board.

Applicants can be a community-based organization, a city, the county itself, or you could partner up and propose various concepts. The proposed solution must be compliant with Measure O, consistent with the recent strategic plan, and be housing focused. Dave Kiff will share the NOFA document with Leah Benz to further distribute.

Chair Zane encouraged committee members to attend the March Board of Supervisors meeting when the Notice of Funding Availability would be presented to thank the Board and show support and appreciation towards the staff for all their work on this.

6. Public Comment on non-agendized items

There was no public comment.

Other comments by committee members:

- Kevin McDonnell will send a draft letter assessment of the oversight committee to Leah Benz who will forward to the rest of the committee members for comment. If a consensus is reached, the committee can take some sort of action or just read it into the record at the March meeting.
- Chair Zane expressed interest in a mailer and emphasized the effectiveness of mailers to share, with the community, where Measure O dollars have been spent.

Chair Zane thanked everyone for their participation and adjourned the meeting at 6:06 p.m.