

County of Monterey

Board of Supervisors Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901



Meeting Agenda - Final-Revised

Wednesday, December 7, 2022

10:30 AM

<https://montereycty.zoom.us/j/224397747>

Board of Supervisors

Chair Supervisor Mary L. Adams - District 5

Vice Chair Supervisor Luis A. Alejo - District 1

Supervisor John M. Phillips - District 2

Supervisor Chris Lopez - District 3

Supervisor Wendy Root Askew - District 4

Important Notice Regarding COVID 19

Based on AB361 and recommendation of the Monterey County Health Officer, in order to minimize the spread of the COVID 19 virus, please do the following:

1. While the Board chambers remain open, you are strongly encouraged to observe the live stream of the Board of Supervisors meetings at <https://monterey.legistar.com/Calendar.aspx>, <http://www.mgtvonline.com/>, www.youtube.com/c/MontereyCountyTV or <https://www.facebook.com/MontereyCoInfo/>

If you attend the Board of Supervisors meeting in person, it is recommended to maintain appropriate social distancing, i.e., maintain a 6-foot distance between yourself and other individuals.

2. If you choose not to attend the Board of Supervisors meeting but desire to make general public comment, or comment on a specific item on the agenda, you may do so in two ways:

a. submit your comment via email by 5:00 p.m. on the Monday prior to the Board meeting. Please submit your comment to the Clerk of the Board at cob@co.monterey.ca.us. In an effort to assist the Clerk in identifying the agenda item relating to your public comment please indicate in the Subject Line, the meeting body (i.e. Board of Supervisors Agenda) and item number (i.e. Item No. 10). Your comment will be placed into the record at the Board meeting.

b. you may participate through ZOOM. For ZOOM participation please join by computer audio at: <https://montereycty.zoom.us/j/224397747>

OR to participate by phone call any of these numbers below:

+1 669 900 6833 US (San Jose)
+1 346 248 7799 US (Houston)
+1 312 626 6799 US (Chicago)
+1 929 205 6099 US (New York)
+1 253 215 8782 US
+1 301 715 8592 US

Enter this Meeting ID number: 224397747 when prompted. Please note there is no Participant Code, you will just hit # again after the recording prompts you.

You will be placed in the meeting as an attendee; when you are ready to make a public comment if joined by computer audio please Raise your Hand; and by phone please push *9 on your keypad.

Aviso importante sobre COVID 19

Según AB361 y la recomendación del Oficial de Salud del Condado de Monterey, para minimizar la propagación del virus COVID 19, haga lo siguiente:

1. Mientras las cámaras de la Junta permanezcan abiertas, se le recomienda encarecidamente que observe la transmisión en vivo de las reuniones de la Junta de Supervisores en <https://monterey.legistar.com/Calendar.aspx>, <http://www.mgtvonline.com/>, www.youtube.com/c/MontereyCountyTV o <https://www.facebook.com/MontereyCoInfo/>

Si asiste a la reunión de la Junta de Supervisores en persona, se recomienda mantener un distanciamiento social adecuado, es decir, mantener una distancia de 6 pies entre usted y otras personas.

2. Si elige no asistir a la reunión de la Junta de Supervisores pero desea hacer comentarios del público en general, o comentar sobre un tema específico de la agenda, puede hacerlo de dos maneras:

Envíe su comentario por correo electrónico antes de las 5:00 p.m. el lunes anterior a la reunión de la Junta. Envíe su comentario al Secretario de la Junta a cob@co.monterey.ca.us. En un esfuerzo por ayudar al Secretario a identificar el ítem de la agenda relacionado con su comentario público, por favor indique en la Línea de Asunto, el cuerpo de la reunión (es decir, la Agenda de la Junta de Supervisores) y el número del ítem (es decir, el Ítem No. 10). Su comentario se colocará en el registro en la reunión de la Junta.

B. puede participar a través de ZOOM. Para participar en ZOOM, únase por audio de computadora en: <https://montereycty.zoom.us/j/224397747>

O para participar por teléfono llame a cualquiera de los siguientes números:

+1669900 6833 EE. UU. (San José)

+ 1346248 7799 EE. UU. (Houston)

+1312626 6799 EE. UU. (Chicago)

+1929205 6099 EE. UU. (Nueva York)

+1 253215 8782 EE. UU.

+1 301 715 8592 EE. UU.

Ingrese este número de identificación de la reunión: 224397747 cuando se le solicite. Tenga en

cuenta que no hay un código de participante, simplemente presionará # nuevamente después de que la grabación le indique.

Se le colocará en la reunión como asistente; cuando esté listo para hacer un comentario público si se le une el audio de la computadora, levante la mano; y por teléfono, presione * 9 en su teclado.

The Board of Supervisors welcomes you to its meetings, which are regularly scheduled each Tuesday. Your interest is encouraged and appreciated. Meetings are held in the Board Chambers located on the first floor of the Monterey County Government Center, 168 W. Alisal St., Salinas, CA 93901.

As a courtesy to others, please turn off all cell phones and pagers prior to entering the Board Chambers.

ALTERNATE AGENDA FORMATS: If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals with a disability requiring a modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may make these requests to the Clerk of the Board Office.

CEREMONIAL/APPOINTMENTS/OTHER BOARD MATTERS: These items may include significant financial and administrative actions, and items of special interest, usually approved by majority vote for each program. The regular calendar also includes "Scheduled Items," which are noticed hearings and public hearings.

CONSENT CALENDAR: These matters include routine financial and administrative actions, appear in the supplemental section by program areas, and are usually approved by majority vote.

TO ADDRESS THE BOARD ON A MATTER ON THE AGENDA: Walk to the podium and wait for recognition by the Chair. In order that all interested parties have an opportunity to speak, please be brief and limit your comments to the specific subject under discussion. Time limitations shall be at the discretion of the Chair, with equal time allocated to opposing sides of an issue insofar as possible. Allocated time may not be reserved or granted to others, except as permitted by the Chair. On matters for which a public hearing is required, please note that a court challenge to the Board's action may be limited to only those issues raised at the public hearing or in correspondence delivered to the Board at or before the public hearing.

TO ADDRESS THE BOARD DURING PUBLIC COMMENT: Members of the public may address comments to the Board concerning each agenda item and may comment when the Chair calls for general public comment for items that are not on the day's agenda. The timing of public comment shall be at the discretion of the Chair.

DOCUMENT DISTRIBUTION: Documents related to agenda items that are distributed to the Board less than 72 hours prior to the meeting shall be available for public inspection at the Clerk of the Board Office, 168 W. Alisal Street, 1st Floor, Salinas, CA. Documents distributed to the Board at the meeting by County staff will be available at the meeting; documents distributed to the Board by members of the public shall be made available after the meeting.

INTERPRETATION SERVICE POLICY: The Monterey County Board of Supervisors invites and encourages the participation of Monterey County residents at its meetings. If you require the assistance of an interpreter, please contact the Clerk of the Board located in the Monterey County Government Center, 168 W. Alisal St., Salinas - or by phone at (831) 755-5066. The Clerk will make every effort to accommodate requests for interpreter assistance. Requests should be made as soon as possible, and at a minimum 24 hours in advance of any meeting of the Board of Supervisors.

La Cámara de Supervisores del Condado de Monterey invita y apoya la participación de los residentes del Condado de Monterey en sus reuniones. Si usted requiere la asistencia de un interprete, por favor comuníquese con la oficina de la Asistente de la Cámara de Supervisores localizada en el Centro de Gobierno del Condado de Monterey, (Monterey County Government Center), 168 W. Alisal, Salinas – o por teléfono al (831) 755-5066. La Asistente hará el esfuerzo para acomodar los pedidos de asistencia de un interprete. Los pedidos se deberán hacer lo mas pronto posible, y a lo mínimo 24 horas de anticipo de cualquier reunión de la Cámara de Supervisores.

All documents submitted by the public must have no less than ten (10) copies.

The Clerk of the Board of Supervisors must receive all materials for the agenda packet by noon on the Tuesday one week prior to the Tuesday Board meeting.

Any agenda related writings or documents distributed to members of the County of Monterey Board of Supervisors regarding any open session item on this agenda will be made available for public inspection in the Clerk of the Board's Office located at 168 W. Alisal St., 1st Floor, Salinas, California. during normal business hours and in the Board Chambers on the day of the Board Meeting, pursuant to Government Code §54957.5

HELPFUL INFORMATION/INFORMACION UTIL

Sign Up For Alerts on items you may be interested in to keep informed and up to date on the Monterey County Board of Supervisors

To create an Alert please Sign Up and follow the User Guide to create alerts for calendars, meeting details, agenda items and item details at the following link:

<https://monterey.legistar.com/Default.aspx>

If assistance is needed please contact our office at the following email: cob@co.monterey.ca.us

Regístrese para recibir alertas sobre artículos que le pueden interesar para mantenerse informado y actualizado sobre la Junta de Supervisores del Condado de Monterey

Para crear una alerta, regístrese y siga la Guía del usuario para crear alertas para calendarios, detalles de reuniones, elementos de agenda y detalles de elementos en el siguiente enlace:

<https://monterey.legistar.com/Default.aspx>

Si necesita ayuda, comuníquese con nuestra oficina al siguiente correo electrónico: cob@co.monterey.ca.us

NOTE: All agenda titles related to numbered agenda items are live web links. Click on the title to be directed to the corresponding Board Report.

PUBLIC COMMENT: Members of the public may address comments to the Board concerning each agenda item. The timing of public comment shall be at the discretion of the Chair.

Pursuant to AB361 some or all Supervisors may participate in the meeting by telephone or video conference.

10:30 A.M. - Call to Order

Roll Call

Pledge of Allegiance

Additions and Corrections by Clerk

Appointments

1. Consider the appointment of Xochitl Marina Camacho as interim Assessor-Clerk-Recorder effective December 31, 2022, at 12:01a.m.

Attachments: [Board Report](#)
 [Resolution](#)
 [Vagnini Resignation Ltr](#)

2. Consider the appointment of Tina Nieto as interim Sheriff-Coroner effective December 30, 2022, at 5:01 p.m.

Attachments: [Board Report](#)
 [Resolution](#)
 [Resignation Ltr from Sheriff Steve Bernal](#)

General Public Comments

3. General Public Comments

Scheduled Matters

4. Consider receipt of the proposed Board of Supervisors Standing Committee Rotation Schedule.

Attachments: [Board Report](#)
 [Attachment A - Board Policy G-10](#)
 [Attachment B - Proposed Standing Committee Rotational Schedule](#)

- 4.1. a. Receive a broadband progress report from the Chief Information Officer; and

- b. Provide further direction as appropriate. (ADDED VIA ADDENDA)

Attachments: [Board Report](#)
 [Broadband Presentation](#)

12:00 P.M. - Recess to Lunch

1:30 P.M. - Reconvene

Roll Call

Scheduled Matters

- 5. ~~a. Receive information and provide direction regarding proposed amendments to Monterey County Code Chapter 7.90 and Titles 20.67 and 21.67 related to commercial cannabis retail operations; and~~
~~b. Receive recommendations from the Cannabis Committee’s regarding the proposed amendments; and~~
~~c. Direct staff to either immediately prepare proposed amendments or combine the amendments with the work currently being prepared by an outside consultant for Monterey County Code Chapter 7.90 and Titles 20.67 and 21.67 by early 2023; and~~
~~d. Provide further direction as appropriate. (REMOVED VIA SUPPLEMENTAL)~~

Attachments: Board Report
 A. Cannabis signage regulations and retail storefronts of outside jurisdictions
 B. Authorized Authority Interpretation of Monterey County Code Chapter 7.90

- 6. a. Receive an update on current Cannabis Program allocations; and
b. Review proposed changes to cannabis positions and related non-cannabis staff costs with an effective date of February 1, 2023; and
c. Consider recommending other County resources to fund the non-cannabis staff and costs; and
d. Consider identifying other funding sources to pay for the Cannabis Program costs if commercial cannabis business tax collections are found to be insufficient; and
e. Provide additional direction to staff as appropriate.

Attachments: [Board Report](#)
 [A. Current Cannabis Program Allocations](#)
 [B. Proposed Program Core Functions](#)
 [C. Proposed Cannabis Program Reductions](#)
 [D. Current Non-Cannabis Allocations paid by Commercial Cannabis Tax Revenue](#)

- 7. a. Review options to reduce commercial cannabis cultivation business tax rates; and
b. Direct the Cannabis Program to return to the Board of Supervisors for consideration of an

amendment to Monterey County Code 7.100 with the approved amended commercial cannabis business tax rates; and

- c. Revise the formal payment plan by reducing the 25% down payment to 15% and delaying the due date to make the down payment to on or before January 31, 2023; and
- d. Provide further direction as appropriate.

Attachments: [Board Report](#)
 [A. Recap of Cannabis Cultivation Tax Rates](#)
 [B. Proposed Sliding Scale Cultivation Tax Rates](#)

- 8. a. Receive a report concerning the Sheriff's Office oversight options.
- b. Provide direction to staff as appropriate.

Attachments: [Board Report](#)

- 9. a. Adopt an ordinance amending Chapters 2.12 and 2.68 of the Monterey County Code to establish a Director of Emergency Management and Department of Emergency Management; and
- b. Adopt a Resolution to:
 - i. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A & B to create the classification of Director of Emergency Management and Section A.10.1 Department Heads Designated to add the newly created Director of Emergency Management as indicated in Attachment A;
 - ii. Amend the County Administrative Office-Office of Emergency Services Budget Unit 8056-Fund 001 - Appropriation Unit CAO005 to allocate one (1) Director of Emergency Management position; reallocate one (1) Management Analyst II to one (1) Finance Manager I and one (1) Senior Secretary to one (1) Administrative Secretary as indicated in Attachment A;
 - iii. Direct the Auditor-Controller's Office and the County Administrative Office to reflect the approved position change in the Fiscal Year 2022-23 Adopted Budget and the Human Resources Department to create the Director of Emergency Management classification in the Advantage HRM system;
 - iv. Direct the County Administrative Office and the Auditor-Controller to take such actions as may be necessary to fund the activities of the new department within the adopted budget of the County Administrative Office without changes in appropriations for the balance of Fiscal Year 2022-23;
 - v. Direct the County Administrative Office and the Budget Director to prepare the budget for Fiscal Year 2023-24 reflecting the new department on a separate basis.

- Attachments:** [Board Report](#)
[BOS Resolution](#)
[ATT A Create Dept of Emer Mgmt & Director 12-06-22](#)
[ATT B CAO Org Chrt~ Current December 2022](#)
[ATT C CAO Org Chrt~ Proposed December 2022.ppt](#)
[ATT D Department of Emergency Management Org Chrt~ Proposed December 2022](#)
[ATT E Ordinance_Emergency.Management_12.06.22 \(clean-signed-1\)](#)
[ATT F Ordinance_Emergency.Management_12.06.22 \(redline-1\)](#)

Other Board Matters

County Administrative Officer Comments

- 9.1. County Administrative Officer Comments (ADDED VIA ADDENDA)

New Referrals

- 9.2. New Referrals (ADDED VIA ADDENDA)

- Attachments:** [Referral Matrix 12-7-22](#)

Referral Responses

- 9.3. Receive a status update report in response to *Board Referral No. 2021.19* seeking to create a Farmworker Resource Center that provides services and referrals in the community of Greenfield. (ADDED VIA ADDENDA)

- Attachments:** [Board Report](#)
[Attachment 1-Draft Resolution](#)
[Attachment 2-BOS Referral](#)
[Attachment 3-Board Order](#)
[Attachment 4-CSD FRC Presentation, Nov. 7, 2022](#)
[Attachment 5-Notice of Funding Availability Farmworker Resource Center Grant](#)
[Exhibit A-Regions](#)
[Exhibit B-Farmworker Resource Center Grant Program Schedule](#)

- 9.4. a. Receive a verbal report update to *Board Referral No. 2022.06* which sought an increase in funding allocated to the Virus Integrated Distribution of Aid (VIDA) to maintain operations through December 31, 2022; and
b. Provide further direction, as appropriate. (ADDED VIA ADDENDA)

Attachments: [Board Report](#)
 [Board Referral No. 2022.06](#)

Board Comments

9.5. Board Comments (ADDED VIA ADDENDA)

Adjourn In Memory of Mike Owen and James Claypool

Addenda/Supplemental

10. Addenda/Supplemental

Added under Scheduled AM

- 4.1. a. Receive a broadband progress report from the Chief Information Officer; and
- b. Provide further direction as appropriate.

Removed under Scheduled PM

- 5. a. Receive information and provide direction regarding proposed amendments to Monterey County Code Chapter 7.90 and Titles 20.67 and 21.67 related to commercial cannabis retail operations; and
- b. Receive recommendations from the Cannabis Committee’s regarding the proposed amendments; and
- c. Direct staff to either immediately prepare proposed amendments or combine the amendments with the work currently being prepared by an outside consultant for Monterey County Code Chapter 7.90 and Titles 20.67 and 21.67 by early 2023; and
- d. Provide further direction as appropriate.

Added Other Board Matters section

Other Board Matters

County Administrative Officer Comments

9.1 County Administrative Officer Comments

New Referrals

9.2 New Referrals

Referral Responses

9.3 Receive a status update in response to *Board Referral No. 2021.19* seeking to create a Farmworker Resource Center that provides services and referrals in the community of Greenfield.

- 9.4 a. Receive a verbal report update to ***Board Referral No. 2022.06*** which sought an increase in funding allocated to the Virus Integrated Distribution of Aid (VIDA) to maintain operations through December 31, 2022; and
- b. Provide further direction, as appropriate

Board Comments

9.5 Board Comments

Added to Adjournment

Adjourn In Memory of Mike Owen and James Claypool



County of Monterey

Item No.1

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: APP 22-234

December 07, 2022

Introduced: 11/23/2022

Current Status: Appointment

Version: 1

Matter Type: Appointment

Consider the appointment of Xochitl Marina Camacho as interim Assessor-Clerk-Recorder effective December 31, 2022, at 12:01a.m.

(FOR CLERK OF THE BOARD USE ONLY)

(FOR COUNTY CLERK USE ONLY)

OFFICIAL APPOINTMENT **FILE ID NO.**

[LEGISTAR ID NO.]

BOARD OF SUPERVISORS

STATE OF CALIFORNIA } ss.

I, VALERIE RALPH, Clerk of the Board of Supervisors of the County of Monterey, State of California,

do hereby certify that at a regular session of said Board held in and for said County of Monterey, on [DATE], [NAME] was duly appointed to the {NAME OF BOARD, COMMISSIONS OR COMMITTEE]

with a term ending on [TERM DATE ENDING] in and for Monterey County, State of California, as appears by the Official Records of said Board in my office.



County of Monterey

Item No.1

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: APP 22-234

December 07, 2022

Introduced: 11/23/2022

Current Status: Appointment

Version: 1

Matter Type: Appointment

Consider the appointment of Xochitl Marina Camacho as interim Assessor-Clerk-Recorder effective December 31, 2022, at 12:01a.m.

RECOMMENDATION:

It is recommended that the Board of Supervisors adopt a resolution to:

- a. Acknowledge the retirement of Stephen Vagnini as elected Assessor-Clerk-Recorder effective December 31, 2022; and,
- b. Appoint Xochitl Marina Camacho as interim Assessor-Clerk-Recorder effective December 31, 2022, at 12:01 a.m.

SUMMARY:

Assessor-Clerk-Recorder Stephen Vagnini will retire on December 31, 2022, leaving the position of Assessor-Clerk-Recorder vacant for several days until the newly elected Assessor-Clerk-Recorder, Xochitl Marina Camacho, is sworn in on January 3, 2023, or soon thereafter. Approval of the recommended action will assure a smooth transition between the retiring Assessor-Clerk-Recorder and the newly elected Assessor-Clerk-Recorder.

DISCUSSION:

Stephen Vagnini was sworn in as the Monterey County Assessor-Clerk-Recorder on January 7, 2003. In accordance with Government Code Section 1750, the Board of Supervisors (Board) is informed of Mr. Vagnini's intent to retire as Assessor-Clerk-Recorder effective December 31, 2022, at 12:00 a.m. Mr. Vagnini has served the residents of the County of Monterey for thirty-five (35) years, with the last twenty (20) years served in the capacity of Assessor-Clerk-Recorder.

The Assessor-Clerk-Recorder position will be vacant for several days following Mr. Vagnini's retirement on December 31, 2022, until his successor is sworn in on January 3, 2023. Ms. Camacho was elected Assessor-Clerk-Recorder in June 2022, however her term does not commence until January 3, 2023. To ensure a seamless transition, and the continuity of operational services, it requested that the Board appoint Xochitl Marina Camacho as interim Assessor-Clerk-Recorder for the period of December 31, 2022, at 12:01 a.m., until she is sworn-in on January 3, 2023, or soon thereafter.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed and approved the resolution as to form.

FINANCING:

There is no financial impact resulting from the approval of this item.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:


Legistar File Number: APP 22-234

This recommendation supports the Administration initiative by providing continuity of critical government operations.

Mark a check to the related Board of Supervisors Strategic Initiatives

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Karina Bokanovich, Management Analyst II
Approved by: Charles J. McKee, County Administrative Officer

DocuSigned by:

81957F3E2FBF4CE...

Attachments:
Resolution
Resignation Letter from Assessor-Clerk-Recorder Vagnini

**Before the Board of Supervisors in and for the
County of Monterey, State of California**

Resolution No.- _____

Acknowledge the retirement of Stephen Vagnini as)
elected Assessor-Clerk-Recorder effective December 31,)
2022 and appoint Xochitl Marina Camacho as interim)
Assessor-Clerk-Recorder effective December 31, 2022,)
at 12:01 a.m.)

RESOLUTION AND ORDER OF APPOINTMENT

This Resolution and Order of appointment is made with reference to the following facts and circumstances:

WHEREAS, Stephen Vagnini is the duly elected Assessor-Clerk-Recorder of the County of Monterey, whose term of office ends at noon on Tuesday, January 3, 2023; and,

WHEREAS, the Board of Supervisors is informed that Stephen Vagnini intends to retire, pursuant to Government Code Section 1750, as Assessor-Clerk-Recorder effective December 31, 2022; and,

WHEREAS, Xochitl Marina Camacho was elected Assessor-Clerk-Recorder with a term commencing at 12:00 p.m. noon January 3, 2023, and,

WHEREAS, appointment of Xochitl Marina Camacho as interim Assessor-Clerk-Recorder will ensure the continuity of operational services and departmental leadership during the short period between December 31, 2022 (at 12:00 a.m.) and January 3, 2023, or until she takes the oath of office.

NOW, THEREFORE, BE IT RESOLVED, the Monterey County Board of Supervisors **ACKNOWLEDGES** the retirement of Stephen Vagnini as the Assessor-Clerk-Recorder of the County of Monterey effective December 31, 2022, and his contributions to the County of Monterey and its residents during his tenure as Assessor-Clerk-Recorder; and,

FURTHERMORE, the Monterey County Board of Supervisors hereby **APPOINTS** Xochitl Marina Camacho as the Monterey County interim Assessor-Clerk-Recorder for the period of December 31, 2022, at 12:01 a.m. until she is duly sworn as Monterey County Assessor-Clerk-Recorder on or after 12:00 noon on Tuesday, January 3, 2023. During the term of her interim appointment, Xochitl Marina Camacho shall have all powers, and shall promptly and faithfully discharge all duties and responsibilities, of the office of the Monterey County Assessor-Clerk-Recorder. The interim appointment shall become effective on or after December 31, 2022, at 12:00 a.m., upon Ms. Camacho's swearing or affirming the prescribed oath of office.

PASSED AND ADOPTED by the Board of Supervisors of the County of Monterey, this 7th day of December, 2022, by the following vote, to wit:

AYES:

NOES:

ABSENT:

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book___ for the meeting on December 7, 2022

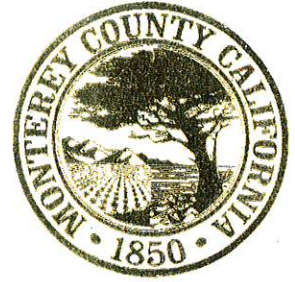
Dated:

Valerie Ralph, Clerk of the Board of Supervisors
County of Monterey, State of California

By _____ ,

Deputy

MONTEREY COUNTY



OFFICE OF THE ASSESSOR

(831) 755-5035 - P.O. BOX 570 - GOVERNMENT CENTER - SALINAS, CALIFORNIA 93902
(MONTEREY PENINSULA RESIDENTS MAY DIAL 647-7719)

STEPHEN L. VAGNINI
ASSESSOR

11/21/2022

Charles J. McKee
Monterey County
County Administrative Officer

Dear Mr. McKee,

I Stephen L. Vagnini, hereby tender my resignation from the office of The Assessor-Clerk-Recorder County of Monterey effective December 31, 2022, at 12:00 am.

Sincerely,

A handwritten signature in blue ink, appearing to read "S. L. Vagnini", is written over the typed name. The signature is fluid and cursive, with a long, sweeping tail on the final letter.

Stephen L Vagnini
Assessor-Clerk-Recorder
County of Monterey



County of Monterey

Item No.2

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: APP 22-235

December 07, 2022

Introduced: 11/23/2022

Current Status: Appointment

Version: 1

Matter Type: Appointment

Consider the appointment of Tina Nieto as interim Sheriff-Coroner effective December 30, 2022, at 5:01 p.m.

(FOR CLERK OF THE BOARD USE ONLY)

(FOR COUNTY CLERK USE ONLY)

OFFICIAL APPOINTMENT **FILE ID NO.**

[LEGISTAR ID NO.]

BOARD OF SUPERVISORS

STATE OF CALIFORNIA } ss.

I, VALERIE RALPH, Clerk of the Board of Supervisors of the County of Monterey, State of California,

do hereby certify that at a regular session of said Board held in and for said County of Monterey, on [DATE], [NAME] was duly appointed to the {NAME OF BOARD, COMMISSIONS OR COMMITTEE]

with a term ending on [TERM DATE ENDING] in and for Monterey County, State of California, as appears by the Official Records of said Board in my office.



County of Monterey

Item No.2

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: APP 22-235

December 07, 2022

Introduced: 11/23/2022

Current Status: Appointment

Version: 1

Matter Type: Appointment

Consider the appointment of Tina Nieto as interim Sheriff-Coroner effective December 30, 2022, at 5:01 p.m.

RECOMMENDATION:

It is recommended that the Board of Supervisors adopt a resolution to:

- a. Acknowledge the retirement of Steve Bernal as elected Sheriff-Coroner effective December 30, 2022; and,
- b. Appoint Tina Nieto as interim Sheriff-Coroner effective December 30, 2022, at 5:01 p.m.

SUMMARY:

Sheriff-Coroner Steve Bernal will retire on December 30, 2022, leaving the position of Sheriff-Coroner vacant for several days until the newly elected Sheriff-Coroner, Tina Nieto, is sworn in on January 3, 2023. Approval of the recommended action will assure a smooth transition between the retiring Sheriff-Coroner and the newly elected Sheriff-Coroner.

DISCUSSION:

Steve Bernal was sworn in as the Sheriff-Coroner of the County of Monterey on January 5, 2015. In accordance with Government Code Section 1750, the Board of Supervisors is informed of Mr. Bernal's intent to retire as the duly elected Sheriff-Coroner effective December 30, 2022. Mr. Bernal has served the residents of the County of Monterey for twenty-three (23) years, with the last eight (8) years served in the capacity of Sheriff-Coroner.

Tina Nieto was duly elected Sheriff-Coroner on November 8, 2022. Ms. Nieto's term of office commences when she takes the oath of office as early as 12:00 p.m. noon on Tuesday, January 3, 2023.

The Sheriff-Coroner position will be vacant for several days following Mr. Bernal's retirement on December 30, 2022, until his successor is sworn in on January 3, 2023, or soon thereafter. Ms. Nieto meets all qualifications set forth in Government Code section 24004.3. The appointment of Tina Nieto as interim Sheriff-Coroner will ensure the continuity of departmental leadership during the short period of December 30, 2022, at 5:01 p.m., through the start of the newly elected Sheriff's term.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed and approved the resolution as to form.

FINANCING:

There is no financial impact resulting from the approval of this item.

Legistar File Number: APP 22-235

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:


This recommendation supports the Administration initiative by providing continuity of critical government operations.

Mark a check to the related Board of Supervisors Strategic Initiatives

- Economic Development
- X Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Karina Bokanovich, Management Analyst II

Approved by: Charles J. McKee, County Administrative Officer

DocuSigned by:

81957F3E2FBF4CE...

Attachments:

Resolution; and,
Resignation Letter from Sheriff Steve Bernal

**Before the Board of Supervisors in and for the
County of Monterey, State of California**

Resolution No.-_____

Acknowledge the retirement of Steve Bernal as)
elected Sheriff-Coroner effective December 30, 2022)
and appoint Tina Nieto as interim Sheriff-Coroner)
effective December 30, 2022, at 5:01 p.m.)

RESOLUTION AND ORDER OF APPOINTMENT

This Resolution and Order of appointment is made with reference to the following facts and circumstances:

WHEREAS, Steve Bernal is the duly elected Sheriff-Coroner of the County of Monterey, whose term of office ends at noon on Tuesday, January 3, 2023; and,

WHEREAS, the Board of Supervisors is informed that Steve Bernal intends to retire, pursuant to Government Code Section 1750, as Sheriff-Coroner effective December 30, 2022; and,

WHEREAS, Tina Nieto was duly elected Sheriff-Coroner on November 8, 2022 with a term commencing at 12:00 p.m. noon on January 3, 2023; and,

WHEREAS, Tina Nieto meets all qualifications set forth in Government Code section 24004.3 for appointment to the Office of Sheriff-Coroner; and,

WHEREAS, appointment of Tina Nieto as interim Sherrif-Coroner will ensure the continuity of departmental leadership during the short period between December 30, 2022 (at 5:01 p.m.) and January 3, 2023, or until Ms. Nieto takes the oath of office.

NOW, THEREFORE, BE IT RESOLVED, the Monterey County Board of Supervisors **ACKNOWLEDGES** the retirement of Steve Bernal as Monterey County Sheriff-Coroner effective December 30, 2022, and his contributions to the County of Monterey and its residents during his tenure as Sheriff-Coroner; and,

FURTHERMORE, the Monterey County Board of Supervisors hereby **APPOINTS** Tina Nieto as Monterey County Interim Sheriff-Coroner for the period of December 30, 2022, at 5:01 p.m. until she is duly sworn in as Monterey County Sheriff-Coroner on or after 12:00 noon on Tuesday, January 3, 2023, or thereafter. During the term of her interim appointment, Tina Nieto shall have all powers, and shall promptly and faithfully discharge all duties and responsibilities, of the office of the Monterey County Sheriff-Coroner. The interim appointment shall become effective on or after December 30, 2022 at 5:01 p.m., upon Ms. Nieto’s swearing or affirming the prescribed oath of office.

PASSED AND ADOPTED by the Board of Supervisors of the County of Monterey, this 7th day of December, 2022, by the following vote, to wit:

AYES:

NOES:

ABSENT:

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book___ for the meeting on December 7, 2022

Dated:

Valerie Ralph, Clerk of the Board of Supervisors
County of Monterey, State of California

By _____ ,

Deputy



MONTEREY COUNTY, CALIFORNIA
SHERIFF'S OFFICE
Keeping the peace since 1850

STEVE BERNAL
Sheriff-Coroner

November 17, 2022

Charles McKee
County Administrative Officer
168 West Alisal Street, 3rd Floor
Salinas, CA 93901

This letter is meant to serve as an official notice of my retirement from the office of the Sheriff, effective December 30, 2022, at 5:00 p.m.

A handwritten signature in blue ink that reads 'Steve Bernal'.

Steve Bernal
Sheriff-Coroner



County of Monterey

Item No.3

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: OBM 22-171

December 07, 2022

Introduced: 11/29/2022

Current Status: Agenda Ready

Version: 1

Matter Type: Other Board Matters

General Public Comments



County of Monterey

Item No.4

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 22-1133

December 07, 2022

Introduced: 11/23/2022

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

Consider receipt of the proposed Board of Supervisors Standing Committee Rotation Schedule.

RECOMMENDATION:

It is recommended that the Board of Supervisors receive the proposed Board of Supervisors Standing Committee Rotation Schedule.

SUMMARY:

Board Policy G-10 addresses Board of Supervisors (Board) Standing and Ad Hoc Committees, and Non-County Entities to which the Board makes appointments, and the process for making such appointments. The subject policy sets forth a rotating membership for standing committees with 3-year terms, commencing in January 2023. The incoming Chairperson concurs with the policy established by the Board and submits the proposed rotation schedule for standing committees in conformance with policy section VI.A.2. Consideration of the rotation schedule, confirmation of ad hoc committees, and appointments to non-county entities are scheduled to occur at the first Board meeting of the year (January 10, 2023).

DISCUSSION:

On January 11, 2022, the Board established a Board Appointments Policy Ad Hoc Committee to explore potential options as it relates to appointments to Board standing committees. On February 8, 2022, the Board received recommendations from the Ad Hoc Committee and directed staff to return to the Board at a subsequent meeting with policy language for rotating assignments.

On March 1, 2022, the Board received policy language which addressed the appointment process to Board Standing Committees, Ad Hoc committees, and Non-County Entities. Following deliberations, the Board formally adopted the policy language which established the rotation of appointments to standing committees, with 3-year terms, commencing in January 2023. A copy of said policy is attached to this report as Attachment A for the Board's reference. Following is a summary and status update as it relates to the appointment process for standing committees, ad hoc committees, and non-county entities.

Standing Committees:

As outlined in Board Policy G-10, membership on standing committees will be on a rotational basis sequentially by Supervisorial District. Membership on standing committees will be for a 3-year term, commencing in January 2023. In accordance with the policy, the incoming Chairperson has proposed a standing committee rotation schedule for the Board's receipt. A copy of the proposed rotation

schedule is attached to this report as Attachment B for the Board's reference.

The policy contains several exceptions to the appointment to certain standing committees, as well as two (2) provisions that allow supervisors the flexibility to decline to serve on a standing committee or to delegate membership to another supervisor. Policy exceptions to the appointments to certain standing committees are noted in section VI.A.7 of the attached policy.

Section VI.A.3 of the policy provides supervisors, whose district is in sequence, the ability to decline to serve on a standing committee, prior to the start of a term. This would result in the Supervisor in the district next in sequence serving the full 3-year membership term. Supervisors wishing to decline to serve on a standing committee, as outlined in the proposed schedule, are required to provide notice to the incoming Chairperson, County Administrative Officer, County Counsel and the Clerk of the Board by December 16, 2022.

Section VI.A.4 of the policy grants supervisors, whose district is in sequence, the ability to assign or delegate membership on a standing committee to another supervisor at the start of a term. Such assignment or delegation will require Board approval. Supervisors will be provided the opportunity to assign or delegate membership to another Board member at the first meeting of the year.

Ad Hoc Committees/Non-County Entities

As set forth in the policy, the appointment of ad hoc committees will continue as annual appointments. A detailed list of existing ad hoc committees, current membership, and their anticipated expiration dates will be submitted for Board confirmation at the first Board meeting of the year.

Non-County Entities:

Similar to ad hoc committees, the appointment to non-county entities is set to continue on an annual basis at the beginning of each calendar year. In accordance with the policy, the County Administrative Officer (CAO) has commenced soliciting interest from each supervisor regarding service on such entities. Once the information has been compiled, the CAO will confer with the incoming Chairperson who will then prepare recommendations for those entities for the Board's consideration on January 10, 2023.

Staff recommends that the Board deem this report and the proposed standing committee rotation schedule received. No further action is required from the Board at this time. Board consideration of the standing committee rotation schedule, confirmation of ad hoc committees, and appointment of non-county entities is set to occur on January 10, 2023.

OTHER AGENCY INVOLVEMENT:

The County Administrative Office coordinated with the Office of County Counsel and the incoming Chair of the Board of Supervisors (District 1).

FINANCING:

There are no financial impacts to the General Fund resultant to the Board receiving this report. Costs related to the operation of various boards, committees and commissions are funded in the appropriate departmental budget related to their operations.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The assignments of Board of Supervisors members and staff to boards, committees, and commissions for calendar year 2023 work to advance all categories of the Board's Strategic Initiatives.

Mark a check to the related Board of Supervisors Strategic Initiatives

- X Economic Development
- X Administration
- X Health & Human Services
- X Infrastructure
- X Public Safety

Prepared by: Karina Bokanovich, Management Analyst II

Approved by: Charles J. McKee, County Administrative Officer

Attachments:

Attachment A - Board Policy G-10

Attachment B - Proposed Standing Committee Rotational Schedule



County of Monterey

Item No.5

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 22-1133

December 07, 2022

Introduced: 11/23/2022

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

Consider receipt of the proposed Board of Supervisors Standing Committee Rotation Schedule.

RECOMMENDATION:

It is recommended that the Board of Supervisors receive the proposed Board of Supervisors Standing Committee Rotation Schedule.

SUMMARY:

Board Policy G-10 addresses Board of Supervisors (Board) Standing and Ad Hoc Committees, and Non-County Entities to which the Board makes appointments, and the process for making such appointments. The subject policy sets forth a rotating membership for standing committees with 3-year terms, commencing in January 2023. The incoming Chairperson concurs with the policy established by the Board and submits the proposed rotation schedule for standing committees in conformance with policy section VI.A.2. Consideration of the rotation schedule, confirmation of ad hoc committees, and appointments to non-county entities are scheduled to occur at the first Board meeting of the year (January 10, 2023).

DISCUSSION:

On January 11, 2022, the Board established a Board Appointments Policy Ad Hoc Committee to explore potential options as it relates to appointments to Board standing committees. On February 8, 2022, the Board received recommendations from the Ad Hoc Committee and directed staff to return to the Board at a subsequent meeting with policy language for rotating assignments.

On March 1, 2022, the Board received policy language which addressed the appointment process to Board Standing Committees, Ad Hoc committees, and Non-County Entities. Following deliberations, the Board formally adopted the policy language which established the rotation of appointments to standing committees, with 3-year terms, commencing in January 2023. A copy of said policy is attached to this report as Attachment A for the Board's reference. Following is a summary and status update as it relates to the appointment process for standing committees, ad hoc committees, and non-county entities.

Standing Committees:

As outlined in Board Policy G-10, membership on standing committees will be on a rotational basis sequentially by Supervisorial District. Membership on standing committees will be for a 3-year term, commencing in January 2023. In accordance with the policy, the incoming Chairperson has proposed a standing committee rotation schedule for the Board's receipt. A copy of the proposed rotation schedule is attached to this report as Attachment B for the Board's reference.

The policy contains several exceptions to the appointment to certain standing committees, as well as two

(2) provisions that allow supervisors the flexibility to decline to serve on a standing committee or to delegate membership to another supervisor. Policy exceptions to the appointments to certain standing committees are noted in section VI.A.7 of the attached policy.

Section VI.A.3 of the policy provides supervisors, whose district is in sequence, the ability to decline to serve on a standing committee, prior to the start of a term. This would result in the Supervisor in the district next in sequence serving the full 3-year membership term. Supervisors wishing to decline to serve on a standing committee, as outlined in the proposed schedule, are required to provide notice to the incoming Chairperson, County Administrative Officer, County Counsel and the Clerk of the Board by December 16, 2022.

Section VI.A.4 of the policy grants supervisors, whose district is in sequence, the ability to assign or delegate membership on a standing committee to another supervisor at the start of a term. Such assignment or delegation will require Board approval. Supervisors will be provided the opportunity to assign or delegate membership to another Board member at the first meeting of the year.

Ad Hoc Committees/Non-County Entities

As set forth in the policy, the appointment of ad hoc committees will continue as annual appointments. A detailed list of existing ad hoc committees, current membership, and their anticipated expiration dates will be submitted for Board confirmation at the first Board meeting of the year.

Non-County Entities:

Similar to ad hoc committees, the appointment to non-county entities is set to continue on an annual basis at the beginning of each calendar year. In accordance with the policy, the County Administrative Officer (CAO) has commenced soliciting interest from each supervisor regarding service on such entities. Once the information has been compiled, the CAO will confer with the incoming Chairperson who will then prepare recommendations for those entities for the Board's consideration on January 10, 2023.

Staff recommends that the Board deem this report and the proposed standing committee rotation schedule received. No further action is required from the Board at this time. Board consideration of the standing committee rotation schedule, confirmation of ad hoc committees, and appointment of non-county entities is set to occur on January 10, 2023.

OTHER AGENCY INVOLVEMENT:

The County Administrative Office coordinated with the Office of County Counsel and the incoming Chair of the Board of Supervisors (District 1).

FINANCING:

There are no financial impacts to the General Fund resultant to the Board receiving this report. Costs related to the operation of various boards, committees and commissions are funded in the appropriate departmental budget related to their operations.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The assignments of Board of Supervisors members and staff to boards, committees, and commissions for calendar year 2023 work to advance all categories of the Board's Strategic Initiatives.


Legistar File Number: 22-1133

Mark a check to the related Board of Supervisors Strategic Initiatives

- X Economic Development
- X Administration
- X Health & Human Services
- X Infrastructure
- X Public Safety

Prepared by: Karina Bokanovich, Management Analyst II

Approved by: Charles J. McKee, County Administrative Officer

DocuSigned by:

81957F3E2FBF4CE...

Attachments:

Attachment A - Board Policy G-10

Attachment B - Proposed Standing Committee Rotational Schedule

County of Monterey Board Policy Manual

Policy Name Standing and Ad Hoc Committees, and Non-County Entities Functions, Membership and Appointments	Policy Number G-10	Page 1 of 16
Policy Category Government and Administration		

I. Purpose

- a. To establish policy and guidelines for the function of and appointments to standing and ad hoc committees of the Board of Supervisors, and appointments to non-County entities such as the Local Agency Formation Commission of Monterey County (“LAFCO”) and the Monterey Bay Air Resources District (“MBARD”).

II. Background

- a. The Board of Supervisors (“Board”) has, on occasion, established various standing and ad hoc committees. In addition, the County is required or has agreed to appoint Supervisors to various non-County entities such as special districts and joint powers authorities. Historically, the appointments to such committees and non-County entities have been annually upon recommendation of the incoming Chairperson of the Board and vote of the full Board. The procedure for appointments has not been formally established and was last addressed by the Board in 2010.
- b. This policy is intended to formalize the functions of, and the appointment process to, Board standing and ad hoc committees, and appointments to non-County entities.

III. Policy

- a. It is the policy of the Board that the functions of and appointments to Board standing and ad hoc committees, and appointments to non-County entities, be pursuant to this policy unless otherwise determined by Board resolution or Board order.

IV. Definitions

- a. “Standing committee” means an advisory committee established by the Board consisting of less than a quorum of the Board and having continuing jurisdiction of a major policy issue or objective, or an issue of ongoing significance to the County. Standing Committees shall be subject to the California Open Meeting Law, Government Code

section 54950 et seq. (the “Brown Act”).

- b. “Ad hoc committee” means an advisory committee established by the Board, consisting of less than a quorum of the Board, and established to address a specific issue or goal with a limited existence. Ad hoc committees shall generally not exist for the lesser of the time to complete their purpose or 1 year. In unusual circumstances, the Board may authorize an ad hoc committee to exist beyond 1 year, but such committees shall not exist for more than a total of eighteen (18) months. Ad hoc committees are not subject to the Brown Act.
- c. “Non-County entity” means a non-County legislative or governing body established pursuant to state law or agreement. Examples of non-County entities are, but are not limited to, LAFCO, MBARD, Salinas Valley Groundwater Sustainability Agency (“SVBGSA”), Salinas Valley Recycles (Salinas Valley SolidWaste Authority), Monterey Regional Waste Management District (“MRWMD”), and Monterey One Water (“MIW”). Such entities may or may not be subject to the Brown Act, depending on their organic law, method of formation, or unilateral determination. Membership on some such entities may also be determined by state law or agreement.

V. Committees established

- a. Standing committees.

As of the date this policy was adopted, the standing committees of the Board are as set forth in Attachment A. The Board may create new or abolish existing standing committees from time-to-time, and the Clerk of the Board (“COB”) is authorized and directed to update Attachment A as necessary to reflect the new or abolished committees. Attachment A shall reflect which committees are new and which have been abolished, and the date of such action by the Board to create a historical record of standing committees.

- b. Ad hoc committees.

As of the date this policy was adopted, the ad hoc committees of the Board are as set forth in Attachment B. The Board may create new or abolish existing ad hoc committees, on occasion, and the COB is authorized and directed to update Attachment B as necessary to reflect the new or abolished committees. Attachment B shall reflect which committees are new and which have been abolished, the date of such action by the Board, and the target date for the termination of the Ad Hoc Committee, to create a historical record of ad hoc committees.

- c. Non-County entities.

As of the date this policy was adopted, the non-County entities to which the Board makes appointments are as set forth in Attachment C. Non-County entities may be created or abolished on occasion, and the COB is

authorized and directed to update Attachment C as necessary to reflect the new or abolished entities. Attachment C shall reflect which entities are new and which have been abolished, and the date of such action, to create a historical record of non-County entities.

VI. Appointments and Membership

a. Standing committees.

The membership on standing committees shall be on a rotational basis sequentially by Supervisorial District as follows:

1. Supervisors shall serve on a standing committee for a term of three years that commences on January 1st and ends on December 31st.
2. Upon adoption of this policy, the Chairperson shall recommend appointments to the standing committees for the remainder of calendar year 2022, with consideration given to interest, continuity, expertise and importance to specific Supervisorial Districts, and the Board shall make the appointments. Thereafter, in December of 2022, the incoming Chairperson shall recommend appointments to the standing committees on a rotational basis. The recommendations shall be by Supervisorial District sequentially, and the recommendations shall stagger the initial terms such that not all memberships start with District 1. For example, Districts 1 and 2 to committee A; Districts 2 and 3 to committee B; Districts 3 and 4 to committee C, etc. The Board shall make the appointments at the first meeting in January of 2023, designating the Supervisor first in sequence to serve an initial term of two years, and the Supervisor second in sequence to serve the full term. Thereafter, upon completion of a Supervisor's term on the committee, the Supervisor from the District next in sequence shall serve on the committee and no formal appointment by the Board shall be required.
3. A Supervisor whose District is in sequence may, at the start of a term, decline to serve on a standing committee, in which case the Supervisor in the District next in sequence shall serve, and the membership sequence shall remain the same. For example, if the Supervisor from District 3 is next in sequence to start a term to serve on committee A and declines, the Supervisor from District 4 then serves on the committee and District 5 is next in sequence. The declining Supervisor shall provide notice to the Chairperson, CAO, County Counsel, and the COB in the December prior to the start of a term.

If all other Supervisors decline to serve, the Board shall make an appointment upon the Chairperson's recommendation. Upon such appointment, the appointed Supervisor's District shall not re-start the sequence of membership and it remains the same. In the same example as above, if District 2 is appointed, District 5 remains next in sequence.

4. A Supervisor whose District is in sequence may assign or delegate membership on a standing committee to another Supervisor at the start of a term. Such assignment or delegation shall require Board approval. In the event the Board approves the assignment or delegation, the assigned/delegated Supervisor's District shall not re-start the sequence of membership. For example, the Supervisor from District 4 is on committee B and the Supervisor from District 5 is next in sequence to serve on that committee. The Supervisor from District 5 may assign or delegate service to the Supervisor from District 3. Upon Board approval, the Supervisor from District 3 serves on the committee, but District 1 remains in sequence to next serve a term on the committee. If the Board declines all proposed assignments/delegations, the Supervisor from the District in sequence shall serve the term. In the example above, if the Board declines the assignment/delegation to District 3, the Supervisor from District 5 shall serve the term.
5. Membership on standing committees is by District. If a new Supervisor is elected during a term for which a District is serving on a committee, the newly elected Supervisor shall finish out the term.
6. Supervisors who begin a term on a committee are expected to serve out that term. If a vacancy occurs in a Supervisorial District, or a Supervisor desires to resign or refuses to participate in committee meetings, the procedures in paragraph VI.A.3, above, shall generally be followed, and the selected Supervisor shall serve out the term on the committee, but the sequence of membership shall remain the same.
7. Notwithstanding the foregoing:
 - i. A Supervisor from either District 3 or 4 shall serve on the Monterey Urban County Standing Committee with the remaining position rotating sequentially by District;
 - ii. The Supervisors from Districts 2 and 3 shall serve on the Water Resources Agency Joint Boards Leadership Committee;
 - iii. The Supervisor from District 3 shall serve on the Cannabis Standing Committee with the remaining position rotating sequentially by District;and,
 - iv. The Supervisor appointed to serve on the Coalition of Homeless Services Providers Leadership Council shall serve on the Homelessness Standing Committee with the remaining position rotating sequentially by District.
 - v. Should any of the above identified Supervisors decline to serve, wish to assign or delegate, or resign from serving, the procedures in paragraphs VI.A.3, A.4 or A.6, above, shall be followed as appropriate.

8. The COB shall keep a roster of standing committee membership which shall be presented to the Board for information at the Board's first meeting of the calendar year.

- b. Ad hoc committees.

Ad hoc committees may be formed on occasion by the Board. Upon formation, the Board shall determine membership and anticipated length of existence, with consideration given to interest, expertise, and importance to specific Supervisorial Districts. Supervisors appointed to an ad hoc committee are expected to serve on the committee until such time as the committee is disbanded; however, a Supervisor may request to be removed from a committee, in which case the Board shall select a replacement.

Prior to the first meeting of the Board in a calendar year, the COB shall prepare a matrix showing membership on ad hoc committees and the anticipated expiration of the committees, and submit the matrix for Board confirmation at the first meeting of the calendar year. The COB shall keep the matrix for reference and shall update the matrix if a committee is disbanded during the calendar year.

- c. Non-County entities.

In December of each year, for those non-County entities whose membership is not set by state law or agreement, the CAO shall, in a manner that does not violate the Brown Act, and in consultation with the County Counsel, solicit interest from each Supervisor regarding service on such entities (designated appointments are listed on Attachment C). Upon receiving such input, the CAO shall provide the information to the incoming Chairperson, who shall prepare recommendations for appointments to the non-County entities, including recommendations for those non-County entities whose membership is set by state law or agreement. Recommendations for those entities whose membership is not set by state law or agreement shall be prepared with consideration given to interest, continuity, expertise, and importance to specific Supervisorial Districts. The CAO shall process to the full Board consideration of the recommendations at the first Board meeting in January of each year, and the Board shall make such appointments as it deems appropriate. The COB shall keep a roster of non-County entity membership for reference.

VII. Committee Procedures

- a. At their first meeting of each calendar year, standing and ad hoc committees shall select a Chairperson. Generally, and unless a committee determines otherwise, the Chairperson position of each committee shall rotate annually between its appointees. The meetings of committees, and the responsibility of committee members, shall be in conformance with Section 2.04.250 of the Monterey County Code, enclosed for ease of reference as Attachment D.

VIII. Review Date

- a. This Policy will be reviewed by the Board in December of 2024, and then every even numbered year after that.

IX. Board Action

- a. Legistar File Number: 22-185, March 1, 2022

ATTACHMENT A

ATTACHMENT A
BOARD STANDING COMMITTEES

Alternative Energy and Environment Committee
Budget Committee
Cannabis Standing Committee¹
Capital Improvement Committee
Economic Opportunity Committee
Equal Opportunity Committee
Health, Housing, and Human Services Committee
Homelessness Committee²
Human Resources Committee
Legislative Committee
Monterey Urban County Standing Committee³
Water Resources Agency Joint Boards Leadership Committee⁴

¹Supervisor from District 3 to be a member with the remaining position rotating sequentially by District.

²Supervisor appointed to Coalition of Homeless Services Providers Leadership Council to be a member with the remaining position rotating sequentially by District.

³Supervisor from either District 3 or 4 to be a member with the remaining position rotating sequentially by District.

⁴Supervisors from Districts 2 and 3 to be members.

ATTACHMENT B

ATTACHMENT B
BOARD AD HOC COMMITTEES

Animal Services Ad Hoc Committee
COVID-19 Agricultural Ad Hoc Committee
COVID-19 Communications Ad Hoc Committee
COVID-19 Hospitality Ad Hoc Committee
Downtown MOU Ad Hoc Committee
Housing Authority Ad Hoc Committee

ATTACHMENT C

ATTACHMENT C
NON-COUNTY ENTITIES

3CE (Central Coast Community Energy) – Policy Board
3CE (Central Coast Community Energy) – Operations Board¹
Arts Council for Monterey County
Association of Monterey Bay Area Governments (AMBAG)
Behavioral Health Commission
California State Association of Counties (CSAC) Board of Directors²
Central California Alliance for Health (Santa Cruz-Monterey-Merced Managed Medical Care
Commission) (CCAH)
Children’s Council of Monterey County
Coalition of Homeless Services Providers Leadership Council
Community Corrections Partnership¹
Community Alliance for Safety and Peace (CASP)
Community Restorative Justice Commission
Emergency Communications Policy Advisory Committee
Emergency Medical Services Committee
First 5 Monterey County
Golden State Connect Authority (GSCA)
Golden State Financing Authority (GSFA)
Gonzales Enhanced Infrastructure District Public Financing Authority³
Juvenile Justice Coordinating Council
Law Library Board of Trustees¹
Local Agency Formation Commission (LAFCO)
Military & Veterans Affairs Advisory Commission
Monterey Bay Air Resources District (MBARD)
Monterey County Convention and Visitors Bureau (MCCVB)
Monterey County Parks Commission

ATTACHMENT C (cont.)
NON-COUNTY ENTITIES

Monterey One Water (M1W)

Monterey Peninsula Water Management District (MPWMD) Board of Directors⁴

Monterey Peninsula Water Management District (MPWMD) Policy Advisory Committee (PAC)

Monterey Peninsula Water Management District (MPWMD) Technical Advisory Committee
(TAC)¹

Monterey Peninsula Water Supply Project Governance Committee

Monterey Regional Waste Management District (MRWMD)⁵

Monterey-Salinas Transit (MST)

Natividad Medical Center Board of Trustees

Pajaro Regional Flood Management Agency (PRFMA)⁶

Pajaro River Watershed Flood Prevention Authority (PRWFPA)

Remote Access Network⁷

Rural County Representatives of California (RCRC)

Salinas Valley Basin Groundwater Sustainability Agency (SVBGSA)⁸

Salinas Valley Recycles (Salinas Valley Solid Waste Authority)⁹

Seaside Groundwater Basin Watermaster¹⁰

Transportation Agency for Monterey County (TAMC)¹¹

Workforce Development Board (WDB)

¹County staff appointments.

²Appointment to the Board of Directors is typically made in the fall, in time for the appointed Supervisor to participate in the CSAC Board meeting in November/December.

³Appointee is the Supervisor from the District that includes the City of Gonzales; alternate is chief of staff.

⁴Appointee must be a resident of MPWMD.

⁵Appointee shall be the Supervisor from either District 4 or 5.

⁶The Supervisor from District 2 shall be the County appointee to the Board; Board to make another appointment for the Water Resources Agency seat.

⁷Appointee shall be the Chairperson of the Board.

⁸Appointment to SVBGSA Board is made in June for a three (3) year term. Next appointment is June of 2023, and every three (3) years thereafter.

⁹Appointees shall be the Supervisors from Districts 1, 2 and 3, either as primaries or alternate.

¹⁰Appointees shall be the Supervisors from Districts 4 and 5.

¹¹Alternates are County staff appointments.

ATTACHMENT D

ATTACHMENT D

2.04.250 Committees.

A. It shall be the responsibility of each member of a committee appointed by the Board to be fully informed concerning the business assigned to it by the Board. Each committee shall promptly perform tasks assigned to it and report to the Board such information and recommendations as shall be necessary or proper.

B. The regular meetings of all committees of the Board of Supervisors shall be held at 168 West Alisal Street, Salinas, California; however, regular meetings of a Board committee may be held at a location within the County other than 168 West Alisal Street or other than in the City of Salinas provided that either:

1. Such alternate location is adopted when the schedule for regular meetings during the year is adopted by the committee as permitted in Subsection 2.04.250.D, or

2. The alternate location is adopted by resolution or order at a regular meeting and notice of the alternative location is posted prior to the regular meeting immediately preceding the meeting at the alternate location.

C. Committees may hold special meetings, and continue or adjourn regular meetings, in the manner provided for the Board of Supervisors set forth in Sections 2.04.030 and 2.04.060, above.

D. Each committee may annually adopt a schedule setting forth the time and place for holding regular meetings; such schedule may be amended from time-to-time by the committee.

(Ord. 2523 § 1 Ch. 7 Rule 23, 1979)

(Ord. No. 5257, §§ 5, 6, 9-29-2015)

Board Standing Committee Assignments in Next Five Years with Staggered Rotation, 3-Year Terms

BOARD STANDING COMMITTEES	2023 DISTRICTS	2024 DISTRICTS	2025 DISTRICTS	2026 DISTRICTS	2027 DISTRICTS
Alternative Energy and Environment Committee	1	1	2	3	3
	2	2	3	4	4
Budget Committee	2	2	3	4	4
	3	3	4	5	5
Cannabis Standing Committee ¹	3	3	3	3	3
	4	4	4	5	5
Capital Improvement Committee	4	4	5	1	1
	5	5	1	2	2
Economic Opportunity Committee	5	5	1	2	2
	1	1	2	3	3
Equal Opportunity Committee	1	1	3	4	5
	2	2	4	5	1
Health, Housing, and Human Services Committee	2	2	3	4	4
	3	3	4	5	5
NEW - Homelessness	X ²	X	X	X	X
	4	4	4	5	5
Human Resources Committee	4	4	5	1	1
	5	5	1	2	2
Legislative Committee	5	5	1	2	2
	1	1	2	3	3
Monterey Urban County Standing Committee ³	3	3	4	4	4
	2	2	2	5	5
Water Resources Agency Joint Boards Leadership Committee ⁴	2	2	2	2	2
	3	3	3	3	3

¹ The Supervisor from District 3 shall serve on the Cannabis Standing Committee with the remaining position rotating sequentially by District.

² The Supervisor appointed to serve on the Coalition of Homeless Services Providers Leadership Council shall serve on the Homelessness Standing Committee with the remaining position rotating sequentially by District – Supervisor Alejo appointed for 2022.

³ A Supervisor from either District 3 or 4 shall serve on the Monterey Urban County Standing Committee with the remaining position rotating sequentially by District.

⁴ The Supervisors from Districts 2 and 3 shall serve on the Water Resources Agency Joint Boards Leadership Committee.



County of Monterey

Item No.4.1

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: A 22-624

December 13, 2022

Introduced: 11/30/2022

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Agreement

- a. Receive a broadband progress report from the Chief Information Officer; and
- b. Provide further direction as appropriate. (ADDED VIA ADDENDA)

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Receive a broadband progress report from the Chief Information Officer; and
- b. Provide further direction as appropriate.

SUMMARY/DISCUSSION:

The term “digital divide” is often used in reference to regions of the County that are rural and remote and lacking services. This term is also used in discussing urban residents who cannot afford internet service plans or devices, do not have reliable service, lack digital literacy, and/or are not apprised of programs that will help offset the rising costs of broadband.

The County’s objective to ensure digital equity and close the digital divide is implemented through strategic initiatives that address negative impacts on the health, welfare, and social outcomes of residents lacking reliable broadband services at a reasonable cost.

This progress report summarizes the following activities that support digital equity and make a positive impact on the digital divide:

- 1) The County of Monterey, as part of the Golden State Finance Authority (GSFA), entered into a Memorandum of Understanding (MOU) with GSFA to develop a strategic plan for broadband expansion in 2021. The Rural County Representatives of California (RCRC) will manage the RFP process and vendor engagement. County engagement once vendor is chosen will begin in January 2023 with a project completion at the end of 2023.
- 2) The Information Technology Department (ITD) provided input on finalizing the Joint Exercise of Powers Agreement, creating the South Salinas Valley Broadband Authority JPA. This agreement enabled the cities of Gonzales, Soledad, Greenfield, and King City to partner with the County of Monterey to collaborate in extending broadband services to rural regions of the county.
- 3) The ITD Radio Communications team facilitated the middle-mile connectivity necessary to extend network services from Cruzio Internet’s network. The middle-mile connectivity enabled Cruzio Internet to complete the last-mile implementation in the San Jerardo Farmworker Housing Cooperative.

4) With approval and allocation of \$1,935,000 in County funds, the ITD department released an RFP for broadband last-mile implementation with two providers chosen through a competitive process: Cruzio Internet and Spectrum Pacific West, LLC. Cruzio Internet has completed Hall District site and both vendor's projects are in the planning phase.

5) ITD submitted a Local Area Technical Assistance (LATA) grant proposal through Rural County Representatives of California (RCRC), resulting in approval of a grant from the California Public Utilities Commission in the amount of \$500,000. The LATA funding enables the County to receive professional services to support the following broadband project phases necessary to be construction ready in the South Salinas Valley region of the County: 1) Conceptual network design and cost estimation, 2) Refined high-level design and foundational planning, and 3) Low-level design and engineering that RCRC will facilitate. The County membership in Golden State Connect Authority (GSCA), GSFA, and Salinas Valley Broadband Authority was instrumental in the planning efforts.

As the network design for each LATA awardee moves through the process from Conceptual to High-Level, and then to Low-Level designs, GSCA will be evaluating all aspects of the work product, along with some of following criteria: 1) financial analysis, 2) number of addresses served in proposed project areas, 3) composition of addresses served (unserved, under-served, served), 4) socio-economic composition of communities, and 5) connection to State Middle Mile. This evaluation will lead to a ranking of potential project areas for GSCA to pursue.

When a project area is identified by GSCA for deployment of open-access municipal broadband network, GSCA staff will meet with County to assess interest and willingness to partner in the project. Partnership with GSCA in this regard requires no financial commitment on the part of the County but does mean that GSCA will work with the County to design and deploy the network within the communities.

6) ITD enrolled the County in holding a *GetConnected California!* event on October 22, 2022, to promote the Affordable Connectivity Program (ACP). ACP enables qualifying County residents to enroll in low-cost internet services. Currently, 19% of residents that qualify for reduced internet services are enrolled, and *GetConnected California!* events are intended to increase participation. ITD lead the planning of the event held at Monterey County Free Library (MCFL) in Seaside and the Cesar Chavez Library in Salinas. However, County of Monterey Health Department and MCFL were also instrumental in the planning, coordination, provision of resources and direct participation in the day of the event. This exemplified the true nature and attitude of collaboration within the County of Monterey. Plans for an event in South County Monterey for Spring of 2023 is in progress.

7) The California Department of Transportation (CDT) will oversee the middle mile construction spanning approximately 10,000 miles Monterey County portion of the middle mile construction plan is 180 miles with construction completion to be no later than the end of December 2026. This will support future last mile construction by providers. The California Department of Corporation for Education Network Initiatives in California (CENIC) will be the third party administrator to manage the development, acquisition, construction, maintenance, and operations of the open access middle-mile network.

8) Federal Communications Commission (FCC) has released broadband maps intended for iterative

broadband data collection through community input. To accomplish this task, County residents can submit or challenge mobile and fixed broadband speeds through a mobile application or FCC's website. Bulk challenges to stated speeds will require professional services engagement.

9) Ongoing efforts include advocacy for providers submitting funding requests to the state and federal agencies to construct broadband services that exceed the minimum standard FCC benchmark of 25/3 Mbps. The diversity of internet service providers will infuse competition, lower costs, incentivize reliable service provision, and provide options for our residents. Another vital initiative is to seek public-private partnerships that is sustainable long-term encouraging additional internet service providers. Currently, the ARPA funded project for broadband expansion through the provision of seed monies to construct last mile connectivity is a great example. Lastly, communications and collaboration across provider, community service, and government agencies is vital to determining advocacy needed in support of projects and potential partnerships that benefit the county residents. ITD staff is actively participating in committees represented by multiple counties, community partners, and private agencies to share information, provide input, and leverage the collective resources necessary to develop broadband strategies.

OTHER AGENCY INVOLVEMENT:

ITD will continue to collaborate and coordinate with other County departments to promote programs that improve digital equity.

FINANCING:

The activities presented to the Board requiring funding have received prior Board approval.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Approval of the recommended actions address the digital divide and lack of internet access that disproportionately effects unserved and underserved Monterey County residents the rural region of the County. The collaboration and partnerships on expanding broadband access will close the digital divide throughout Monterey County.

- X Economic Development
- Administration
- X Health & Human Services
- X Infrastructure
- Public Safety

Prepared by: Sarah House, Information Technology Manager, 759-6992

Approved by:

_____ Date: _____
Eric A. Chatham, Chief Information Officer, 759-6920

Attachments:

Board Presentation



County of Monterey

Item No.

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: A 22-624

December 06, 2022

Introduced: 11/30/2022

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Agreement

- a. Receive a broadband progress report from the Chief Information Officer; and
- b. Provide further direction as appropriate.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Receive a broadband progress report from the Chief Information Officer; and
- b. Provide further direction as appropriate.

SUMMARY/DISCUSSION:

The term “digital divide” is often used in reference to regions of the County that are rural and remote and lacking services. This term is also used in discussing urban residents who cannot afford internet service plans or devices, do not have reliable service, lack digital literacy, and/or are not apprised of programs that will help offset the rising costs of broadband.

The County’s objective to ensure digital equity and close the digital divide is implemented through strategic initiatives that address negative impacts on the health, welfare, and social outcomes of residents lacking reliable broadband services at a reasonable cost.

This progress report summarizes the following activities that support digital equity and make a positive impact on the digital divide:

- 1) The County of Monterey, as part of the Golden State Finance Authority (GSFA), entered into a Memorandum of Understanding (MOU) with GSFA to develop a strategic plan for broadband expansion in 2021. The Rural County Representatives of California (RCRC) will manage the RFP process and vendor engagement. County engagement once vendor is chosen will begin in January 2023 with a project completion at the end of 2023.
- 2) The Information Technology Department (ITD) provided input on finalizing the Joint Exercise of Powers Agreement, creating the South Salinas Valley Broadband Authority JPA. This agreement enabled the cities of Gonzales, Soledad, Greenfield, and King City to partner with the County of Monterey to collaborate in extending broadband services to rural regions of the county.
- 3) The ITD Radio Communications team facilitated the middle-mile connectivity necessary to extend network services from Cruzio Internet’s network. The middle-mile connectivity enabled Cruzio Internet to complete the last-mile implementation in the San Jerardo Farmworker Housing Cooperative.

4) With approval and allocation of \$1,935,000 in County funds, the ITD department released an RFP for broadband last-mile implementation with two providers chosen through a competitive process: Cruzio Internet and Spectrum Pacific West, LLC. Cruzio Internet has completed Hall District site and both vendor's projects are in the planning phase.

5) ITD submitted a Local Area Technical Assistance (LATA) grant proposal through Rural County Representatives of California (RCRC), resulting in approval of a grant from the California Public Utilities Commission in the amount of \$500,000. The LATA funding enables the County to receive professional services to support the following broadband project phases necessary to be construction ready in the South Salinas Valley region of the County: 1) Conceptual network design and cost estimation, 2) Refined high-level design and foundational planning, and 3) Low-level design and engineering that RCRC will facilitate. The County membership in Golden State Connect Authority (GSCA), GSFA, and Salinas Valley Broadband Authority was instrumental in the planning efforts.

As the network design for each LATA awardee moves through the process from Conceptual to High-Level, and then to Low-Level designs, GSCA will be evaluating all aspects of the work product, along with some of following criteria: 1) financial analysis, 2) number of addresses served in proposed project areas, 3) composition of addresses served (unserved, under-served, served), 4) socio-economic composition of communities, and 5) connection to State Middle Mile. This evaluation will lead to a ranking of potential project areas for GSCA to pursue.

When a project area is identified by GSCA for deployment of open-access municipal broadband network, GSCA staff will meet with County to assess interest and willingness to partner in the project. Partnership with GSCA in this regard requires no financial commitment on the part of the County but does mean that GSCA will work with the County to design and deploy the network within the communities.

6) ITD enrolled the County in holding a *GetConnected California!* event on October 22, 2022, to promote the Affordable Connectivity Program (ACP). ACP enables qualifying County residents to enroll in low-cost internet services. Currently, 19% of residents that qualify for reduced internet services are enrolled, and *GetConnected California!* events are intended to increase participation. ITD lead the planning of the event held at Monterey County Free Library (MCFL) in Seaside and the Cesar Chavez Library in Salinas. However, County of Monterey Health Department and MCFL were also instrumental in the planning, coordination, provision of resources and direct participation in the day of the event. This exemplified the true nature and attitude of collaboration within the County of Monterey. Plans for an event in South County Monterey for Spring of 2023 is in progress.

7) The California Department of Transportation (CDT) will oversee the middle mile construction spanning approximately 10,000 miles Monterey County portion of the middle mile construction plan is 180 miles with construction completion to be no later than the end of December 2026. This will support future last mile construction by providers. The California Department of Corporation for Education Network Initiatives in California (CENIC) will be the third party administrator to manage the development, acquisition, construction, maintenance, and operations of the open access middle-mile network.

8) Federal Communications Commission (FCC) has released broadband maps intended for iterative

Legistar File Number: A 22-624

broadband data collection through community input. To accomplish this task, County residents can submit or challenge mobile and fixed broadband speeds through a mobile application or FCC’s website. Bulk challenges to stated speeds will require professional services engagement.

9) Ongoing efforts include advocacy for providers submitting funding requests to the state and federal agencies to construct broadband services that exceed the minimum standard FCC benchmark of 25/3 Mbps. The diversity of internet service providers will infuse competition, lower costs, incentivize reliable service provision, and provide options for our residents. Another vital initiative is to seek public-private partnerships that is sustainable long-term encouraging additional internet service providers. Currently, the ARPA funded project for broadband expansion through the provision of seed monies to construct last mile connectivity is a great example. Lastly, communications and collaboration across provider, community service, and government agencies is vital to determining advocacy needed in support of projects and potential partnerships that benefit the county residents. ITD staff is actively participating in committees represented by multiple counties, community partners, and private agencies to share information, provide input, and leverage the collective resources necessary to develop broadband strategies.

OTHER AGENCY INVOLVEMENT:

ITD will continue to collaborate and coordinate with other County departments to promote programs that improve digital equity.

FINANCING:

The activities presented to the Board requiring funding have received prior Board approval.


BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Approval of the recommended actions address the digital divide and lack of internet access that disproportionately effects unserved and underserved Monterey County residents the rural region of the County. The collaboration and partnerships on expanding broadband access will close the digital divide throughout Monterey County.

- X Economic Development
- __ Administration
- X Health & Human Services
- X Infrastructure
- __ Public Safety

Prepared by: Sarah House, Information Technology Manager, 759-6992

Approved by:

DocuSigned by:

 Date: 12/2/2022 | 2:43 PM PST
 Eric A. Chatham, Chief Information Officer, 759-6920

Attachments:

Legistar File Number: A 22-624

Board Presentation



Broadband Progress Update

December 13, 2022

Agenda

Broadband Strategic Plan

Joint Exercise of Power Agreement

San Jerardo Broadband Last Mile Project

ARPA Funding Update

Local Agency Technical Assistance Grant

Affordable Connectivity Program

Monterey County Middle Mile

FCC Broadband Map

Ongoing Efforts

Development of Broadband Strategic Plan



County of Monterey as member of Golden State Finance Authority participated in grant application to fund the development of a strategic plan for broadband expansion.



MOU between Golden State Finance Authority and County of Monterey on June 23, 2021.



Rural County Representatives of California (RCRC) will release RFP for consulting services to develop a strategic plan by end of November 2022.



RFP to be awarded by end of December 2022.



County engagement by consultant to begin January of 2023.



Project to be completed by October 2023

Joint Exercise of Power Agreement

- ✓ South Salinas Valley Joint Powers Authority - Joint Exercise of Powers Agreement executed on May 24, 2022.
- ✓ The Joint Powers Authority (JPA) enables rural communities to benefit from the collective strategic planning and take advantage of funding opportunities.

San Jerardo Broadband Last Mile Project

- ✓ Cruzio Internet needed middle mile connectivity to reach the Farmworker Housing Cooperative.
- ✓ ITD -Radio Communications facilitated the wireless middle mile path.
- ✓ 60 households and 250 residents with average upload/download speed of 500 Mbps.



ARPA Funding - Broadband Expansion

- Board approved allocation of \$1,935,000
- RFP released in September 2021
- Providers awarded Agreements:
 - Cruzio Internet
 - Spectrum Pacific West, LLC
- Project in progress & estimated 1815 unserved/underserved households in the proposed regions
- Spectrum in the planning phase
- Cruzio completed Hall District & in planning phase for other regions

Proposed Regions	Completed
Echo Valley Elementary	
Hall District	✓
Murphy Road	
Covenant Lane Site	
El Sausal	
Alisal High	
Salinas Fire Station #4	
N. Monterey County District Office	
Buena Vista Middle School	
Strawberry Canyon	
Prunedale North	
Prunedale South	
San Ardo	
San Lucas	

Local Agency Technical Assistance Grant

Facilitated by Rural County Representatives of California for broadband expansion planning

Submitted August 30, 2022 & approved by CPUC on October 17, 2022 for \$500,000

Grant acceptance & MOU approved by Board on November 8, 2022

CPUC approved \$500,000 for each agency: Gonzales, Soledad, Greenfield, King City & County of Monterey

Expected completion of planning is year from the execution of the MOU.

RCRC will seek county input on next steps for last mile implementation & discuss provider engagement options



Enrolled County of Monterey to promote reduced cost or free internet for unserved/underserved



Event held at Cesar Chavez Library & Monterey County Free Library in Seaside on October 22. Plans for Spring 2023 event in South County in discussions.



ITD initiated event in collaboration with Monterey County Free Libraries & Health Department



19 new devices issued to eligible households that enrolled through drawing



Promotion of ACP will continue through Monterey County's social media and service providers to increase ACP enrollment rate.



Outreach: Direct Mail 4,605 Households and 353 eligible households enrolled

GetConnected California!

Affordable Connectivity Program

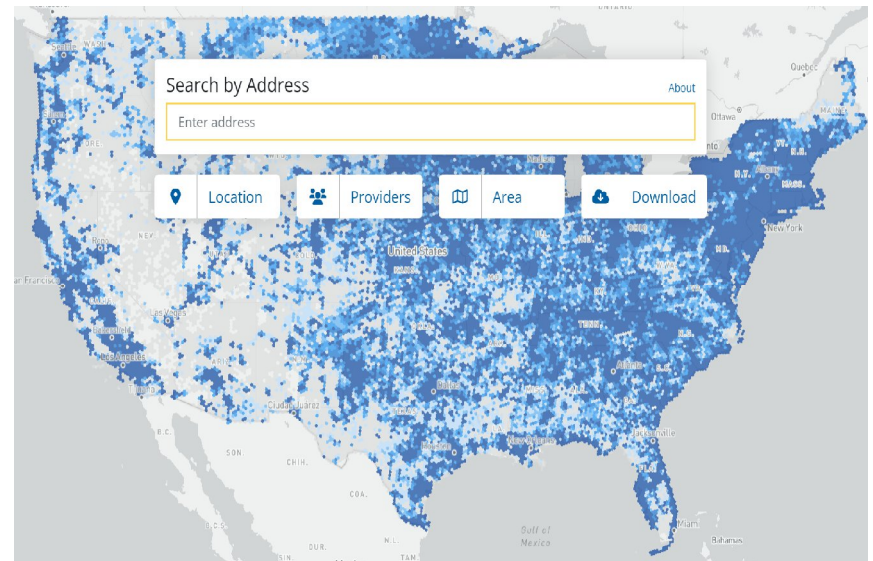


Monterey County Middle Mile Construction Plan (Region 3, District 5)

- CA Dept of Transportation map proposes 10,000 miles & oversee overall implementation
- Monterey County region proposed build is 180 miles must be completed by 2026
- CDT & Office of Broadband & Digital Literacy oversee acquisition and mgmnt of contracts
- Middle mile fiber construction coordinated with CalTrans Projects
- CENIC to manage development, acquisition, construction, maintenance & operations of open-access middle-mile broadband network

FCC Broadband Map

- Broadband Data Collection iterative through public input
- Mobile & fixed broadband speeds tested by residents & submitted online or through mobile app
- Fixed and mobile broadband speeds can be challenged
- Professional services recommended for bulk speed challenges
- County promotion recommended for community adoption & participation





Advocacy

Cruzio Internet: NTIA
Grant – pending

Etheric: RDOF Grant
application pending CPUC
Commission final
response



Seek Public/Private Partnerships

ARPA Funding



Share Information:

Reach out to providers –
potential funding
opportunities

Participation - community
partner workgroups &
collaboration



Committee Participation

Grants & Funding
Public Staff Workgroups

Ongoing Efforts



County of Monterey

Item No.5

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 22-984

December 07, 2022

Introduced: 10/12/2022

Current Status: Scheduled PM

Version: 1

Matter Type: General Agenda Item

- ~~a. Receive information and provide direction regarding proposed amendments to Monterey County Code Chapter 7.90 and Titles 20.67 and 21.67 related to commercial cannabis retail operations; and~~
- ~~b. Receive recommendations from the Cannabis Committee's regarding the proposed amendments; and~~
- ~~c. Direct staff to either immediately prepare proposed amendments or combine the amendments with the work currently being prepared by an outside consultant for Monterey County Code Chapter 7.90 and Titles 20.67 and 21.67 by early 2023; and~~
- ~~d. Provide further direction as appropriate. (REMOVED VIA SUPPLEMENTAL)~~

RECOMMENDATIONS:

It is recommended that the Board of Supervisors Cannabis Committee:

- a. Receive information and provide direction regarding proposed amendments to Monterey County Code Chapter 7.90 and Titles 20.67 and 21.67 related to commercial cannabis retail operations; and
- b. Receive recommendations from the Cannabis Committee's regarding the proposed amendments; and
- c. Direct staff to either immediately prepare proposed amendments or combine the amendments with the work currently being prepared by an outside consultant for Monterey County Code Chapter 7.90 and Titles 20.67 and 21.67 by early 2023; and
- d. Provide further direction as appropriate.

SUMMARY/DISCUSSION:

Following the July 7, 2022, Cannabis Committee (Committee) meeting, Cannabis Program (Program) staff received a comment intended to be given during the public comment period but that, for technical reasons, was not received. This comment expressed concern about a lack of progress towards reviewing Monterey County Code (MCC) regulations for the signage of cannabis-related businesses that depict cannabis, the requirement to shade building windows, and the security requirement. Program staff scheduled a meeting with the 8 fully licensed and permitted cannabis retailers and their Authorized Agents within the unincorporated area to discuss this issue and identify other areas of concern. Among the attendees, four areas of shared concern were identified:

1. Restrictions on signage.

Pursuant of MCC section 7.90.100(A)(11), graphics depicting cannabis or cannabis products shall not be visible from the exterior of the premises. Staff has received confirmation from the Department of Cannabis Control (DCC) that there are current regulations share no such restriction. Staff has researched the regulations of other local jurisdictions and captured the logos of several cannabis

programs that depict cannabis (Attachment A).

Retailers claim that existing local regulations undermine their ability to attract customers, a challenge that non-cannabis retailers are not faced with. Local retailers would like to depict cannabis within their signage,

Staff has conducted research and site visits to commercial cannabis retail operations as far north as San Francisco, including Contra Costa County, Alameda County, and the local cities of Seaside and Del Rey Oaks. Cannabis retail franchises may be permitted to depict cannabis within their signage within other jurisdictions, but not within the unincorporated area of Monterey County; this restriction could negatively affect branding efforts.

In staff's research and site inspections, they found that 5 of the 11 retailers visited depicted cannabis within their signage: 4 were artistic interpretations and 1 was a realistic silhouette.

The Cannabis Committee recommends allowing the use of signage depicting cannabis that is visible from the exterior of the premises.

2. Allow transparent public-facing windows.

Local retailers are required to shade their windows to obscure visibility of cannabis products available for sale. Some local retailers believe that the removal of this requirement would assist with merchandising efforts and drive consumer interest.

In staff's research and site inspections, they found that 9 of the 11 retailers visited had shaded windows.

The Cannabis Committee recommends allowing transparent public-facing windows to be at the discretion of the retailer owner.

3. Security personnel.

Pursuant to MCC section 21.67.040(B)(5)(e) and DCC Regulation § 15045, retailers must hire or contract on-site security who are licensed by the Bureau of Security and Investigative Services.

Local retailers would like to have the option for internal employees to conduct security operations as opposed to being required to hire third party security firms, which are cost prohibitive.

Staff conducted research and found that of the 2 of the 11 retailers visited had security guards outside and the remainder had security inside.

Staff from the District Attorney expressed a concern with employees being tasked with potentially competing interests of servicing the business and ensuring facility security.

The Cannabis Committee recommends the retail business owner is allowed discretion on their security personnel as long as it meets the DCC regulations.

4. Hours of operation.

Pursuant to MCC section 21.67.040(D)(6), the operating hours of cannabis retailers within the unincorporated area are between 8:00 am and 8:00 pm. Pursuant to DCC Regulations § 15403, the operating hours of cannabis retailers are between 6:00 am and 10:00 pm.

Local retailers would like to remain open for longer, primarily because this would allow them to compete with delivery services that are located outside of the County and are not subject to the 8:00 pm limit. Attendees argued that extended operating hours would result in higher gross receipts and the County would benefit through increased tax revenue. Staff does not have an estimate for incremental sales that would result from this local policy change.

The Cannabis Committee recommends extending the operating hours of business operations and the full Board will determine those hours.

PROPOSED AMENDMENTS:

The Program maintains a list of proposed amendments to Chapter 7.90, determined by lessons learnt from administering the chapter, feedback received during cannabis industry meetings, and changes resulting from the consolidation of the three state cannabis licensing bureaus. Staff is working in collaboration with Housing and Community Development and has entered into an agreement with an outside vendor to prepare amendments to Monterey County Code Chapter 7.90 and Titles 20.67, 21.67, 20.69 and 21.69. Since some of the amendments will require approval by the Planning Commission than the full Board, staff anticipates all amendments will be brought to the full Board for review and approval in early 2023. The Authorized Authority of MCC Chapter 7.90 has made interpretations of 7.90.100(A)(11) be used to address concerns 1 and 2 during the interim while working on formal ordinance amendments (Attachment B).

OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel, District Attorney, and Housing and Community Development were involved in the preparation of the report.

FINANCING:

Monterey County's Cannabis Program is funded in County Administrative Office - Department 1050, Intergovernmental and Legislative Affairs Division - Unit 8533, Cannabis. The proposed recommendations will not incur additional expenses to the Program.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The Monterey County Cannabis Program addresses each of the Strategic Initiative Policy Areas that promote the growth of a responsible and legal Monterey County cannabis industry.

Mark a check to the related Board of Supervisors Strategic Initiatives

- X Economic Development
- X Administration
- X Health & Human Services
- X Infrastructure
- X Public Safety

Prepared by: Joann Iwamoto, Program Manager II

Approved by: Nicholas E. Chiulos, Assistant CAO

Attachments:

- A. Cannabis signage regulations and retail storefronts of outside jurisdictions
- B. Authorized Authority Interpretation of Monterey County Code Chapter 7.90



County of Monterey

Item No.

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 22-984

November 08, 2022

Introduced: 10/12/2022

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

- a. Receive information and provide direction regarding proposed amendments to Monterey County Code Chapter 7.90 and Titles 20.67 and 21.67 related to commercial cannabis retail operations; and
- b. Receive recommendations from the Cannabis Committee's regarding the proposed amendments; and
- c. Direct staff to either immediately prepare proposed amendments or combine the amendments with the work currently being prepared by an outside consultant for Monterey County Code Chapter 7.90 and Titles 20.67 and 21.67 by early 2023; and
- d. Provide further direction as appropriate.

RECOMMENDATIONS:

It is recommended that the Board of Supervisors Cannabis Committee:

- a. Receive information and provide direction regarding proposed amendments to Monterey County Code Chapter 7.90 and Titles 20.67 and 21.67 related to commercial cannabis retail operations; and
- b. Receive recommendations from the Cannabis Committee's regarding the proposed amendments; and
- c. Direct staff to either immediately prepare proposed amendments or combine the amendments with the work currently being prepared by an outside consultant for Monterey County Code Chapter 7.90 and Titles 20.67 and 21.67 by early 2023; and
- d. Provide further direction as appropriate.

SUMMARY/DISCUSSION:

Following the July 7, 2022, Cannabis Committee (Committee) meeting, Cannabis Program (Program) staff received a comment intended to be given during the public comment period but that, for technical reasons, was not received. This comment expressed concern about a lack of progress towards reviewing Monterey County Code (MCC) regulations for the signage of cannabis-related businesses that depict cannabis, the requirement to shade building windows, and the security requirement. Program staff scheduled a meeting with the 8 fully licensed and permitted cannabis retailers and their Authorized Agents within the unincorporated area to discuss this issue and identify other areas of concern. Among the attendees, four areas of shared concern were identified:

1. Restrictions on signage.

Pursuant of MCC section 7.90.100(A)(11), graphics depicting cannabis or cannabis products shall not be visible from the exterior of the premises. Staff has received confirmation from the Department of Cannabis Control (DCC) that there are current regulations share no such restriction. Staff has

researched the regulations of other local jurisdictions and captured the logos of several cannabis programs that depict cannabis (Attachment A).

Retailers claim that existing local regulations undermine their ability to attract customers, a challenge that non-cannabis retailers are not faced with. Local retailers would like to depict cannabis within their signage,

Staff has conducted research and site visits to commercial cannabis retail operations as far north as San Francisco, including Contra Costa County, Alameda County, and the local cities of Seaside and Del Rey Oaks. Cannabis retail franchises may be permitted to depict cannabis within their signage within other jurisdictions, but not within the unincorporated area of Monterey County; this restriction could negatively affect branding efforts.

In staff's research and site inspections, they found that 5 of the 11 retailers visited depicted cannabis within their signage: 4 were artistic interpretations and 1 was a realistic silhouette.

The Cannabis Committee recommends allowing the use of signage depicting cannabis that is visible from the exterior of the premises.

2. Allow transparent public-facing windows.

Local retailers are required to shade their windows to obscure visibility of cannabis products available for sale. Some local retailers believe that the removal of this requirement would assist with merchandising efforts and drive consumer interest.

In staff's research and site inspections, they found that 9 of the 11 retailers visited had shaded windows.

The Cannabis Committee recommends allowing transparent public-facing windows to be at the discretion of the retailer owner.

3. Security personnel.

Pursuant to MCC section 21.67.040(B)(5)(e) and DCC Regulation § 15045, retailers must hire or contract on-site security who are licensed by the Bureau of Security and Investigative Services.

Local retailers would like to have the option for internal employees to conduct security operations as opposed to being required to hire third party security firms, which are cost prohibitive.

Staff conducted research and found that of the 2 of the 11 retailers visited had security guards outside and the remainder had security inside.

Staff from the District Attorney expressed a concern with employees being tasked with potentially competing interests of servicing the business and ensuring facility security.

The Cannabis Committee recommends the retail business owner is allowed discretion on their security

personnel as long as it meets the DCC regulations.

4. Hours of operation.

Pursuant to MCC section 21.67.040(D)(6), the operating hours of cannabis retailers within the unincorporated area are between 8:00 am and 8:00 pm. Pursuant to DCC Regulations § 15403, the operating hours of cannabis retailers are between 6:00 am and 10:00 pm.

Local retailers would like to remain open for longer, primarily because this would allow them to compete with delivery services that are located outside of the County and are not subject to the 8:00 pm limit. Attendees argued that extended operating hours would result in higher gross receipts and the County would benefit through increased tax revenue. Staff does not have an estimate for incremental sales that would result from this local policy change.

The Cannabis Committee recommends extending the operating hours of business operations and the full Board will determine those hours.

PROPOSED AMENDMENTS:

The Program maintains a list of proposed amendments to Chapter 7.90, determined by lessons learnt from administering the chapter, feedback received during cannabis industry meetings, and changes resulting from the consolidation of the three state cannabis licensing bureaus. Staff is working in collaboration with Housing and Community Development and has entered into an agreement with an outside vendor to prepare amendments to Monterey County Code Chapter 7.90 and Titles 20.67, 21.67, 20.69 and 21.69. Since some of the amendments will require approval by the Planning Commission than the full Board, staff anticipates all amendments will be brought to the full Board for review and approval in early 2023. The Authorized Authority of MCC Chapter 7.90 has made interpretations of 7.90.100(A)(11) be used to address concerns 1 and 2 during the interim while working on formal ordinance amendments (Attachment B).

OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel, District Attorney, and Housing and Community Development were involved in the preparation of the report.

FINANCING:

Monterey County’s Cannabis Program is funded in County Administrative Office - Department 1050, Intergovernmental and Legislative Affairs Division - Unit 8533, Cannabis. The proposed recommendations will not incur additional expenses to the Program.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The Monterey County Cannabis Program addresses each of the Strategic Initiative Policy Areas that promote the growth of a responsible and legal Monterey County cannabis industry.

Mark a check to the related Board of Supervisors Strategic Initiatives

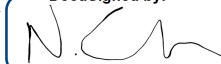
- X Economic Development
- X Administration
- X Health & Human Services

Legistar File Number: 22-984

X Infrastructure

X Public Safety

Prepared by: Joann Iwamoto, Program Manager II
Approved by: Nicholas E. Chiulos, Assistant CAO

DocuSigned by:

910D1286CA694A8...

Attachments:

- A. Cannabis signage regulations and retail storefronts of outside jurisdictions
- B. Authorized Authority Interpretation of Monterey County Code Chapter 7.90

Cannabis signage regulations: County of Monterey



Commercial cannabis operating requirements: Chapter 7.90.100(A)(11)

No cannabis or cannabis products, or graphics depicting cannabis or cannabis products shall be visible from the exterior of the premises.

The intent of this restriction was to protect neighboring businesses from being associated with cannabis and negatively impacting property values or perceptions.

Cannabis signage regulations: City of Seaside

Cannabis dispensaries and operating standards: Chapter 19.02.080(C)

No cannabis products or graphics describing cannabis shall be visible from the exterior of the property.

Cannabis signage regulations: City of Del Rey Oaks

Commercial Cannabis Regulations: Chapter 5.20.060(D)

No Cannabis or Cannabis Products or graphics depicting Cannabis or Cannabis Products shall be visible from the exterior of the property.

Cannabis signage regulations: City of Salinas

Cannabis: Article VII, Section 5-07.29(b)

No cannabis or cannabis products or graphics depicting cannabis or cannabis products shall be visible from the exterior of the property. No outdoor storage of cannabis or cannabis products is permitted at any time.

Cannabis signage regulations: City of King

Commercial Cannabis Activity: Chapter 17.03.210(c)

No cannabis or cannabis products or graphics depicting cannabis or cannabis products shall be visible from the exterior of the property. No outdoor storage of cannabis or cannabis products is permitted at any time.

Cannabis signage regulations: City of Greenfield

Medicinal and Adult-Use Cannabis: Chapter 5.28.150

Notwithstanding section 17.62.070, exterior signage for the facility shall be limited to one exterior building sign not to exceed fifteen (15) square feet in area, and door and/or window signage not to exceed ten (10) square feet in area; such signs shall not be directly illuminated. Signage shall otherwise be reviewed and approved by the city in accordance with chapter 17.62.

(There are no explicit references to cannabis within Chapter 17.62 of City of Greenfield municipal code.)

Cannabis signage regulations: City of Marina

Commercial Cannabis Uses: Chapter 17.47.030

With respect to all cannabis land uses:

- A. No graphics depicting cannabis or cannabis products shall be painted, attached, or otherwise affixed to the exterior of any building and no such graphic shall be included on any exterior sign.
- B. No graphics depicting cannabis or cannabis products shall be displayed in a manner than is visible from outside of the property, or is visible from any location, such as a common parking area or walkway, that is shared by multiple businesses.
- C. No cannabis or cannabis products shall be displayed or handled in a manner that is visible from outside of the property, or is visible from any location, such as a common parking area or walkway, that is shared by multiple businesses.
- D. In addition to all other applicable restrictions in this code, any signs that are visible from outside of the property, or are visible from any location, such as a common parking area or walkway, that is shared by multiple businesses, shall be limited to the name and/or address of the business, and shall contain no other information or graphics aside from information or graphics that are required to be posted in a manner that is visible from outside the business by applicable law.

Cannabis signage regulations: County of Santa Cruz



Cannabis dispensary licenses: Chapter 7.130.110(G)(11)

Violation of County signage regulations (see Chapter 13.10 SCCC), the placement or use of any roadside billboard to advertise any aspect of a cannabis business or cannabis products, or the placement or use of any sign that includes pricing of cannabis, details regarding specific cannabis products, or cannabis photography or graphics related to the cannabis plant, cannabis products, or cannabis paraphernalia.

Licenses for non-retail commercial cannabis businesses: Chapter 7.128.170(I)

The licensee shall not post at the cannabis cultivation site, manufacturing facility, or distribution facility any advertisement of any nature other than one identification sign stating the facility name, address, and hours of operation. Any sign posted under this section shall not exceed six square feet in area, shall not be directly illuminated, shall not contain graphics identifying cannabis, and must comply with all existing County regulations and restrictions regarding signs. Signage is not permitted in the RA zone district.

Cannabis signage regulations: County of Sonoma



Cannabis dispensary uses: Sec 26-88-256(g)(4)

No exterior signage or symbols shall be displayed which advertises the availability of cannabis, nor shall any such signage or symbols be displayed on the interior of the facility in such a way as to be visible from the exterior

Cannabis signage regulations: City of Los Angeles



Restrictions on advertising cannabis and cannabis products on on-site signs: Section 106.06(a)(4)

Other than signs described in Subdivisions (2) and (3), above, any sign authorized by Subdivision (1) of this Subsection (a) is limited to displaying the following information: name of business; logogram of business; and business' address, hours of operation and contact information. Other than the foregoing information, no advertising for Cannabis or Cannabis Products shall be displayed on any sign in a Publicly Visible Location.

Cannabis signage regulations: County of Santa Barbara

Cannabis business license operating requirements: Sec. 50-25(a)(1)(ii)

No cannabis or cannabis products, or graphics depicting cannabis or cannabis products, shall be visible from the exterior of the premises.

Cannabis signage regulations: City of Long Beach

Cannabis Facility and Location Requirements: Chapter 5.92.440(B)

Business identification signage shall be limited to that needed for identification only and shall not contain any logos or information that identifies, advertises, or lists the services or the products offered. Business identification signage is discouraged for Adult-Use Cannabis Businesses that are not open to the public.

Cannabis signage regulations: City of Palm Desert

5.101.130 Operational requirements.(F)

Commercial cannabis businesses shall not advertise or promote cannabis or cannabis products that encourage use by persons under the age of twenty-one, or promote cannabis and cannabis products within one thousand feet of a school, daycare, park, or youth center.

Cannabis signage regulations: City of Palm Springs

5.55.200 Adult-Use Cannabis Operating Requirements.(A)(17)

No Cannabis goods, or graphics depicting cannabis goods, shall be visible from the exterior of the premises, except at cannabis dispensaries with storefront retail windows. In no event shall a cannabis dispensary install or maintain a window display that displays cannabis goods visible from outside of the premises.

Cannabis retail storefronts: County of Contra Costa



- Security guard outside of building checking ID's prior to customer entering the store and windows are shielded.

Cannabis retail storefronts: City and County of San Francisco



- Security is stationed inside the entrance of the building checking ID's prior to customer entering the retail part of the store and windows are not shielded.

Cannabis retail storefronts: County of Alameda



- Multiple security guards outside of building checking ID's prior to customer entering the store and windows are shielded (protective bars installed also).

Cannabis retail storefronts: City of Seaside



Cannabis retail storefronts: City of Seaside



Cannabis retail storefronts: City of Seaside



Cannabis retail storefronts: City of Seaside



Cannabis retail storefronts: City of Seaside



Cannabis retail storefronts: City of Seaside



Cannabis retail storefronts: City of Del Rey Oaks



Cannabis retail storefronts: County of Santa Cruz





County Administrative Office

Joann Iwamoto
Cannabis Program Manager
Intergovernmental & Legislative Affairs

co.monterey.ca.us/CannabisProgram
168 West Alisal St., 3rd Floor
Salinas CA 93901-2680
(831) 796-3049

ADMINISTRATIVE POLICY MEMORANDUM

Date: November 8, 2022
To: Monterey County Cannabis Industry
From: Joann Iwamoto, Cannabis Program Manager
Subject: Signage and storefront requirements for commercial cannabis retailers

PURPOSE

The purpose of this memorandum is to clarify the operational requirements for commercial cannabis operators pursuant of Section 7.90.100 of Monterey County Code. While all cannabis activities must adhere to these requirements, this policy distinguishes these requirements for operators with retail facilities. This interpretation was supported by the Board for usage during the interim period before such a time that ordinance amendments are adopted.

TECHNICAL DETAILS

- A. The Monterey County Code Section 7.90.100, subsection (A)(11) prohibits cannabis or cannabis products, or graphics depicting cannabis or cannabis products from being visible from the exterior of the premises.

PROCEDURE

- A. Utilizing all sources of available information including observations from cannabis compliance inspection staff, input from local cannabis retailers, and direction received from the Monterey County Board Cannabis Committee, the Cannabis Program Manager, who is the Appropriate Authority of Monterey County Code Chapter 7.90, shall make a determination as to the signage and storefront requirements for commercial cannabis retailers.
- B. The following are general provisions that apply to commercial cannabis retail operations:
 1. Signage on the exterior of the storefront may feature an artistic interpretation of the cannabis plant
 2. The transparency of exterior windows, which may display the waiting or sales area, is at the discretion of the operator.



County of Monterey

Item No.6

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 22-1146

December 07, 2022

Introduced: 11/30/2022

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

- a. Receive an update on current Cannabis Program allocations; and
- b. Review proposed changes to cannabis positions and related non-cannabis staff costs with an effective date of February 1, 2023; and
- c. Consider recommending other County resources to fund the non-cannabis staff and costs; and
- d. Consider identifying other funding sources to pay for the Cannabis Program costs if commercial cannabis business tax collections are found to be insufficient; and
- e. Provide additional direction to staff as appropriate.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Receive an update on current Cannabis Program allocations; and
- b. Review proposed changes to cannabis positions and related non-cannabis staff costs with an effective date of February 1, 2023; and
- c. Consider recommending other County resources to fund the non-cannabis staff and costs; and
- d. Consider identifying other funding sources to pay for the Cannabis Program costs if commercial cannabis business tax collections are found to be insufficient; and
- e. Provide additional direction to staff as appropriate.

SUMMARY/DISCUSSION:

On November 29, 2022, the Cannabis Program (Program) presented a report on proposed changes to cannabis positions and related non-cannabis staff costs to the Board of Supervisors (Board) Cannabis Committee (Committee). The Committee approved the recommendations and directed staff to present to the full Board.

For Fiscal Year (FY) 2022-23, the Program was approved with the following allocations as follows and as shown in Attachment A for a total cost of \$7,049,333.

- The 25.23 cannabis staff and related non-staff costs equal \$6,171,665.
- 6 non-cannabis staff and non-staff costs equal \$877,668.

At previous Cannabis Committee meetings and most recently at the Board of Supervisors meeting on November 8, 2022, staff was directed to develop a Program cost reduction scenario. The goal of this scenario is to reduce Program costs to approximately \$4 million mark, which could be recovered through reduced cultivation tax rates. The proposed reductions to the commercial cultivation tax rates will be presented in a separate board report.

After careful consideration, staff has prepared a spreadsheet identifying “Program Core Functions” (Attachment B). This is a list of Program positions with related FTE counts and staff/non-staff costs that staff believe are the core staff required to sustain the Program as a local regulatory unit. The core functions are essential to provide a local framework for successful leadership and management of commercial cannabis through coordination and collaboration with multiple County department, state agencies, policy, enforcement, equity, education and protection of the health, environment, and safety of our communities. The proposed position changes for the Program consist of eliminating 6.25 positions at a total cost reduction of \$1,579,689 (Attachment C). Listed below are the impacted departments, job classification/allocation, and related FTE count. This consists of 18.98 positions at a cost of \$4,591,976 and equates to a 26% reduction in Program costs.

- Agricultural Commissioner Office
 - 1.5 Agricultural Inspector/Biologist positions.
 - 1.0 Weights/Measures Inspector II position.
- County Administrative Office
 - 1.0 Accountant II position.
 - California Cannabis Authority Membership reduction
- Office of the County Counsel
 - 0.5 Deputy County Counsel IV position.
- Health Department
 - 0.25 Environmental Health Specialist IV position.
 - 1.0 Environmental Health Specialist III position.
 - Youth Prevention non-staff allocation.
 - Public Awareness non-staff allocation.
- Housing and Community Development
 - 1.0 Code Compliance Inspector II position.
- Sheriff Office
 - Overtime for Enforcement.

The Program requested the Human Resources Department (HRD) evaluate the proposed position changes to determine potential workforce impacts. Below are their findings.

- For the cannabis position changes, the majority of the departments indicate they will identify alternative funding to retain the positions in their department. For one department position, the department has requested to keep the position as unfunded and unfilled until alternative funding can be identified. For one department position, the department has requested to eliminate the position and fill a vacancy in the same classification in another unit.
- HRD has determined, with the current proposed list for cannabis related position changes, there will be no reduction in force impacts to employees.

From an equity standpoint, it will call into question the ability to continue the funding for 6 FTEs in several departments that do not work in the Program, but which were funded by cannabis revenue in the FY 22-23 County budget (Attachment D). Staff recommends seeking alternative funding for non-cannabis resources, which are listed below by department, job classification/allocation, and

related FTE count. During the Committee meeting, discussion ensued about the possibility of utilizing Transient Occupancy Tax (TOT) as an alternative source of funding. The Committee requested the County Budget Director's opinion on the matter and provided comment that TOT is a discretionary revenue and recommends the funding of these allocations be evaluated as a whole as part of the County's budget process. The Committee concurred with the County Budget Director.

- Department of Social Services
 - 1 Military & Veterans Affairs Office Representative.
- Health Department
 - 1.0 Public Guardian
 - 1.0 Office Assistant II.
- Public Works, Facilities, & Parks
 - 1.0 Park Ranger II.
 - 1.0 Grounds Worker II.
 - 1.0 Parks Aide II.
- County Administrative Office
 - Conversion of the Office of Emergency Services to departmental status.
- Board of Supervisors
 - District 3 office space allocation.
- Housing and Community Development
 - Street renaming signs.

The commercial cannabis industry is in crisis, not only in Monterey County, but throughout the state. There is too much production, insufficient retail outlets, and a growing unlicensed market. Each of these factors are further compounded by the drastic decline in wholesale price points. As previously discussed, the commercial cannabis industry will take years to become a sustainable and vibrant economic driver within the County. While it may have been the voter's intent for commercial cannabis tax revenue to fund the Program when Measure Y passed, there was not a consideration for the current scenario: less commercial cannabis tax revenue collections and a significant reduction in business operations.

In the event that commercial cannabis tax revenue cannot fund Program costs, staff recommends the Board consider an alternative funding source. The Board may consider reserving the Cannabis Assignment-which currently has a balance of approximately \$5.8 million-to fund Program costs for FY 22-23 and possibly FY 23-24.

OTHER AGENCY INVOLVEMENT:

The following departments contributed and reviewed this report: Agricultural Commissioner, County Administrative Office, Office of the County Counsel, Health Department, Human Resources Department, Office of Emergency Services, Department of Public Works, Facilities and Parks, Sheriff's Office, Department of Social Services, and Housing and Community Development.

FINANCING:

Monterey County's Cannabis Program is funded in County Administrative Office - Department 1050,

Intergovernmental and Legislative Affairs Division - Unit 8533, Cannabis. Cannabis allocations are funded by cannabis tax revenue. The approval of the reduction in force recommendations would decrease Cannabis Program costs by \$1,579,689. The approval of identifying a different funding source for non-cannabis resources would decrease the Cannabis Program costs by an additional \$877,668.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The Monterey County Cannabis Program addresses each of the Strategic Initiative Policy Areas that promote the growth of a responsible and legal Monterey County cannabis industry.

Mark a check to the related Board of Supervisors Strategic Initiatives

- X Economic Development
- X Administration
- X Health & Human Services
- X Infrastructure
- X Public Safety

Prepared by: Joann Iwamoto, Program Manager II, x3017

Approved by: Nicholas E. Chiulos, Assistant CAO, x5145

Attachments:

- A: Current Cannabis Program Allocations
- B: Proposed Cannabis Program Core Functions
- C: Proposed Cannabis Program Reductions
- D: Current Non-Cannabis Allocations paid by Commercial Cannabis Tax Revenue



County of Monterey

Item No.

Board Report

Board of Supervisors
Chambers

168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 22-1146

December 07, 2022

Introduced: 11/30/2022

Current Status: ATS Review

Version: 1

Matter Type: General Agenda Item

- a. Receive an update on current Cannabis Program allocations; and
- b. Review proposed changes to cannabis positions and related non-cannabis staff costs with an effective date of February 1, 2023; and
- c. Consider recommending other County resources to fund the non-cannabis staff and costs; and
- d. Consider identifying other funding sources to pay for the Cannabis Program costs if commercial cannabis business tax collections are found to be insufficient; and
- e. Provide additional direction to staff as appropriate.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Receive an update on current Cannabis Program allocations; and
- b. Review proposed changes to cannabis positions and related non-cannabis staff costs with an effective date of February 1, 2023; and
- c. Consider recommending other County resources to fund the non-cannabis staff and costs; and
- d. Consider identifying other funding sources to pay for the Cannabis Program costs if commercial cannabis business tax collections are found to be insufficient; and
- e. Provide additional direction to staff as appropriate.

SUMMARY/DISCUSSION:

On November 29, 2022, the Cannabis Program (Program) presented a report on proposed changes to cannabis positions and related non-cannabis staff costs to the Board of Supervisors (Board) Cannabis Committee (Committee). The Committee approved the recommendations and directed staff to present to the full Board.

For Fiscal Year (FY) 2022-23, the Program was approved with the following allocations as follows and as shown in Attachment A for a total cost of \$7,049,333.

- The 25.23 cannabis staff and related non-staff costs equal \$6,171,665.
- 6 non-cannabis staff and non-staff costs equal \$877,668.

At previous Cannabis Committee meetings and most recently at the Board of Supervisors meeting on November 8, 2022, staff was directed to develop a Program cost reduction scenario. The goal of this scenario is to reduce Program costs to approximately \$4 million mark, which could be recovered through reduced cultivation tax rates. The proposed reductions to the commercial cultivation tax rates will be presented in a separate board report.

After careful consideration, staff has prepared a spreadsheet identifying “Program Core Functions” (Attachment B). This is a list of Program positions with related FTE counts and staff/non-staff costs that staff believe are the core staff required to sustain the Program as a local regulatory unit. The core functions are essential to provide a local framework for successful leadership and management of commercial cannabis through coordination and collaboration with multiple County department, state agencies, policy, enforcement, equity, education and protection of the health, environment, and safety of our communities. The proposed position changes for the Program consist of eliminating 6.25 positions at a total cost reduction of \$1,579,689 (Attachment C). Listed below are the impacted departments, job classification/allocation, and related FTE count. This consists of 18.98 positions at a cost of \$4,591,976 and equates to a 26% reduction in Program costs.

- Agricultural Commissioner Office
 - 1.5 Agricultural Inspector/Biologist positions.
 - 1.0 Weights/Measures Inspector II position.
- County Administrative Office
 - 1.0 Accountant II position.
 - California Cannabis Authority Membership reduction
- Office of the County Counsel
 - 0.5 Deputy County Counsel IV position.
- Health Department
 - 0.25 Environmental Health Specialist IV position.
 - 1.0 Environmental Health Specialist III position.
 - Youth Prevention non-staff allocation.
 - Public Awareness non-staff allocation.
- Housing and Community Development
 - 1.0 Code Compliance Inspector II position.
- Sheriff Office
 - Overtime for Enforcement.

The Program requested the Human Resources Department (HRD) evaluate the proposed position changes to determine potential workforce impacts. Below are their findings.

- For the cannabis position changes, the majority of the departments indicate they will identify alternative funding to retain the positions in their department. For one department position, the department has requested to keep the position as unfunded and unfilled until alternative funding can be identified. For one department position, the department has requested to eliminate the position and fill a vacancy in the same classification in another unit.
- HRD has determined, with the current proposed list for cannabis related position changes, there will be no reduction in force impacts to employees.

From an equity standpoint, it will call into question the ability to continue the funding for 6 FTEs in several departments that do not work in the Program, but which were funded by cannabis revenue in the FY 22-23 County budget (Attachment D). Staff recommends seeking alternative funding for non-cannabis resources, which are listed below by department, job classification/allocation, and

related FTE count. During the Committee meeting, discussion ensued about the possibility of utilizing Transient Occupancy Tax (TOT) as an alternative source of funding. The Committee requested the County Budget Director's opinion on the matter and provided comment that TOT is a discretionary revenue and recommends the funding of these allocations be evaluated as a whole as part of the County's budget process. The Committee concurred with the County Budget Director.

- Department of Social Services
 - 1 Military & Veterans Affairs Office Representative.
- Health Department
 - 1.0 Public Guardian
 - 1.0 Office Assistant II.
- Public Works, Facilities, & Parks
 - 1.0 Park Ranger II.
 - 1.0 Grounds Worker II.
 - 1.0 Parks Aide II.
- County Administrative Office
 - Conversion of the Office of Emergency Services to departmental status.
- Board of Supervisors
 - District 3 office space allocation.
- Housing and Community Development
 - Street renaming signs.

The commercial cannabis industry is in crisis, not only in Monterey County, but throughout the state. There is too much production, insufficient retail outlets, and a growing unlicensed market. Each of these factors are further compounded by the drastic decline in wholesale price points. As previously discussed, the commercial cannabis industry will take years to become a sustainable and vibrant economic driver within the County. While it may have been the voter's intent for commercial cannabis tax revenue to fund the Program when Measure Y passed, there was not a consideration for the current scenario: less commercial cannabis tax revenue collections and a significant reduction in business operations.

In the event that commercial cannabis tax revenue cannot fund Program costs, staff recommends the Board consider an alternative funding source. The Board may consider reserving the Cannabis Assignment-which currently has a balance of approximately \$5.8 million-to fund Program costs for FY 22-23 and possibly FY 23-24.

OTHER AGENCY INVOLVEMENT:

The following departments contributed and reviewed this report: Agricultural Commissioner, County Administrative Office, Office of the County Counsel, Health Department, Human Resources Department, Office of Emergency Services, Department of Public Works, Facilities and Parks, Sheriff's Office, Department of Social Services, and Housing and Community Development.

FINANCING:

Monterey County's Cannabis Program is funded in County Administrative Office - Department 1050,

Legistar File Number: 22-1146

Intergovernmental and Legislative Affairs Division - Unit 8533, Cannabis. Cannabis allocations are funded by cannabis tax revenue. The approval of the reduction in force recommendations would decrease Cannabis Program costs by \$1,579,689. The approval of identifying a different funding source for non-cannabis resources would decrease the Cannabis Program costs by an additional \$877,668.


BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The Monterey County Cannabis Program addresses each of the Strategic Initiative Policy Areas that promote the growth of a responsible and legal Monterey County cannabis industry.

Mark a check to the related Board of Supervisors Strategic Initiatives

- X Economic Development
- X Administration
- X Health & Human Services
- X Infrastructure
- X Public Safety

Prepared by: Joann Iwamoto, Program Manager II, x3017
Approved by: Nicholas E. Chiulos, Assistant CAO, x5145

DocuSigned by:

910D1286CA694A8...

Attachments:

- A: Current Cannabis Program Allocations
- B: Proposed Cannabis Program Core Functions
- C: Proposed Cannabis Program Reductions
- D: Current Non-Cannabis Allocations paid by Commercial Cannabis Tax Revenue

Allocation	Department	FTE Count	Staff Costs	Non-Staff Costs	Total Costs
Inpsector/Biologist	Ag Commissioner	1.00	\$ 158,389.00	\$ 28,522.00	\$ 186,911.00
Inspector/Biologist	Ag Commissioner	0.50	\$ 78,645.00	\$ 14,261.00	\$ 92,906.00
Weights/Measures Inspector II	Ag Commissioner	1.00	\$ 158,389.00	\$ 28,522.00	\$ 186,911.00
Auditor Controller Analyst II	Auditor Controller	1.00	\$ 198,454.00		\$ 198,454.00
Cannabis Program Manager	CAO Program	1.00	\$ 208,465.00		\$ 208,465.00
Management Analyst III	CAO Program	1.00	\$ 188,502.00		\$ 188,502.00
Management Analyst II	CAO Program	1.00	\$ 164,072.00		\$ 164,072.00
Permit Technician II	CAO Program	1.00	\$ 133,460.00		\$ 133,460.00
Senior Secretary	CAO Program	1.00	\$ 100,441.00		\$ 100,441.00
Services and Supplies	CAO Program			\$ 79,187.00	\$ 79,187.00
California Cannabis Authority	CAO Membership			\$ 273,000.00	\$ 273,000.00
Program Contingency	CAO Program			\$ 501,680.00	\$ 501,680.00
Accountant II	CAO Finance	1.00	\$ 119,728.00		\$ 119,728.00
Deputy County Counsel	CC	1.00	\$ 288,602.00		\$ 288,602.00
Deputy District Attorney	DA	1.00	\$ 296,383.00		\$ 296,383.00
District Attorney Investigator III	DA	1.00	\$ 240,456.00		\$ 240,456.00
DA Inspector III-Civil	DA	1.00	\$ 240,456.00		\$ 240,456.00
Accountant III	DA	0.50	\$ 71,903.00		\$ 71,903.00
Environment Health Specialist IV	Health	0.25	\$ 49,073.00		\$ 49,073.00
Environmental Health Specialist III	Health	1.00	\$ 180,047.00		\$ 180,047.00
Environmental Health Specialist III	Health	1.00	\$ 178,138.00		\$ 178,138.00
Environmental Health Specialist III	Health	1.00	\$ 165,138.00		\$ 165,138.00
Chronic Disease Prevention Coordinator	Health	1.00	\$ 132,130.00		\$ 132,130.00
Youth Prevention/Intervention	Health			\$ 125,000.00	\$ 125,000.00
Public Awareness	Health			\$ 100,000.00	\$ 100,000.00
Code Compliance Inspector II	HCD	1.00	\$ 148,974.00		\$ 148,974.00
Code Compliance Inspector II	HCD	1.00	\$ 137,471.00		\$ 137,471.00
Code Compliance Inspector II	HCD	1.00	\$ 146,885.00		\$ 146,885.00
Deputy Sheriff Operations	Sheriff Office	1.00	\$ 257,040.00		\$ 257,040.00
Deputy Sheriff Operations	Sheriff Office	1.00	\$ 285,324.60		\$ 285,324.60
Overtime for Enforcement	Sheriff Office			\$ 204,000.00	\$ 204,000.00
Two Vehicles including equip	Sheriff Office			\$ 65,223.77	\$ 65,223.77
Management Analyst III	TTC	0.66	\$ 117,492.61		\$ 117,492.61
Accountant III	TTC	0.66	\$ 106,806.85		\$ 106,806.85
Accounting Technician	TTC	0.66	\$ 73,554.41		\$ 73,554.41
Services and Supplies	TTC			\$ 92,028.44	\$ 92,028.44
IT, Clerical, Exec Oversight Overhead	TTC			\$ 35,821.22	\$ 35,821.22
Adopted Budget		25.23	\$ 4,624,419.47	\$ 1,547,245.42	\$ 6,171,664.89

Allocation	Department	FTE Count	Staff Costs	Non-Staff Costs	Total Costs
MVAO Representative	DSS	1.00	\$ 79,086.00		\$ 79,086.00
Public Guardian	Health	1.00	\$ 118,842.00		\$ 118,842.00
Office Assistant II	Health	1.00	\$ 96,570.00		\$ 96,570.00
Park Ranger II	PWFP	1.00	\$ 138,208.00		\$ 138,208.00
Groundswoker II	PWFP	1.00	\$ 104,012.00		\$ 104,012.00
Parks Aide II	PWFP	1.00	\$ 91,450.00		\$ 91,450.00
District 3 Office Space	BOS			\$ 19,500.00	\$ 19,500.00
OES Departmental Status	CAO			\$ 190,000.00	\$ 190,000.00
Street Renaming Signs	HCD			\$ 40,000.00	\$ 40,000.00
Other Allocations Financed by Cannabis Tax Revenue		6.00	\$ 628,168.00	\$ 249,500.00	\$ 877,668.00
	Ag Commissioner	2.50	\$ 395,423.00	\$ 71,305.00	\$ 466,728.00
	Auditor Controller	1.00	\$ 198,454.00	\$ -	\$ 198,454.00
	BOS	0.00	\$ -	\$ 19,500.00	\$ 19,500.00
	CAO Program	6.00	\$ 914,668.00	\$ 853,867.00	\$ 1,768,535.00
	CC	1.00	\$ 288,602.00	\$ -	\$ 288,602.00
	DA	3.50	\$ 849,198.00	\$ -	\$ 849,198.00
	Health	6.25	\$ 919,938.00	\$ 225,000.00	\$ 1,144,938.00
	HCD	3.00	\$ 433,330.00	\$ 40,000.00	\$ 473,330.00
	PWFP	3.00	\$ 333,670.00	\$ -	\$ 333,670.00
	Sheriff Office	2.00	\$ 542,364.60	\$ 269,223.77	\$ 811,588.37
	TTC	1.98	\$ 297,853.87	\$ 127,849.65	\$ 425,703.52
	CAO	0.00	\$ -	\$ 190,000.00	\$ 190,000.00
	DSS	1.00	\$ 79,086.00	\$ -	\$ 79,086.00
Total FY 22-23 Recurring Expenditures		31.23	\$ 5,252,587.47	\$ 1,796,745.42	\$ 7,049,332.89

Allocation	Department	FTE Count	Staff Costs	Non-Staff Costs	Total Costs
Auditor Controller Analyst II	Auditor Controller	1.00	\$ 198,454.00		\$ 198,454.00
Cannabis Program Manager	CAO Program	1.00	\$ 208,465.00		\$ 208,465.00
Management Analyst III	CAO Program	1.00	\$ 188,502.00		\$ 188,502.00
Management Analyst II	CAO Program	1.00	\$ 164,072.00		\$ 164,072.00
Permit Technician II	CAO Program	1.00	\$ 133,460.00		\$ 133,460.00
Senior Secretary	CAO Program	1.00	\$ 100,441.00		\$ 100,441.00
Services and Supplies	CAO Program			\$ 79,187.00	\$ 79,187.00
California Cannabis Authority	CAO Membership			\$ 204,750.00	\$ 204,750.00
Program Contingency - Enforcement	CAO Program			\$ 236,680.00	\$ 236,680.00
Program Contingency - Outside Consultants	CAO Program			\$ 265,000.00	\$ 265,000.00
Deputy County Counsel	CC	0.50	\$ 144,301.00		\$ 144,301.00
Deputy District Attorney	DA	1.00	\$ 296,383.00		\$ 296,383.00
District Attorney Investigator III	DA	1.00	\$ 240,456.00		\$ 240,456.00
DA Inspector III-Civil	DA	1.00	\$ 240,456.00		\$ 240,456.00
Accountant III	DA	0.50	\$ 71,903.00		\$ 71,903.00
Environmental Health Specialist III	Health	1.00	\$ 180,047.00		\$ 180,047.00
Environmental Health Specialist III	Health	1.00	\$ 178,138.00		\$ 178,138.00
Chronic Disease Prevention Coordinator	Health	1.00	\$ 132,130.00		\$ 132,130.00
Code Compliance Inspector II	HCD	1.00	\$ 148,974.00		\$ 148,974.00
Code Compliance Inspector II	HCD	1.00	\$ 146,885.00		\$ 146,885.00
Deputy Sheriff Operations	Sheriff Office	1.00	\$ 257,040.00		\$ 257,040.00
Deputy Sheriff Operations	Sheriff Office	1.00	\$ 285,324.60		\$ 285,324.60
Two Vehicles including equip	Sheriff Office			\$ 65,223.77	\$ 65,223.77
Management Analyst III	TTC	0.66	\$ 117,492.61		\$ 117,492.61
Accountant III	TTC	0.66	\$ 106,806.85		\$ 106,806.85
Accounting Technician	TTC	0.66	\$ 73,554.41		\$ 73,554.41
Services and Supplies	TTC			\$ 92,028.44	\$ 92,028.44
IT, Clerical, Exec Oversight Overhead	TTC			\$ 35,821.22	\$ 35,821.22
Total		18.98	\$ 3,613,285.47	\$ 978,690.42	\$ 4,591,975.89

Department	Allocation/Classification Title	Class Code Code	FTE	Total Cost
Ag Commissioner	Agricultural Inspector/Biologist II	30N20	1.00	\$ 186,911.00
Ag Commissioner	Agricultural Inspector/Biologist II	30N20	0.50	\$ 92,906.00
Ag Commissioner	Weights/Measures Inspector II	30G21	1.00	\$ 186,911.00
CAO	Accountant II	20B11	1.00	\$ 119,728.00
CAO	California Cannabis Authority			\$ 68,250.00
County Counsel	Deputy County Counsel IV	39B23	0.50	\$ 144,301.00
Health	Environment Health Specialist IV	30J84	0.25	\$ 49,073.00
Health	Environmental Health Specialist III	30J31	1.00	\$ 165,138.00
Health	Youth Prevention/Intervention			\$ 125,000.00
Health	Public Awareness			\$ 100,000.00
HCD	Code Compliance Inspector II	34P26	1.00	\$ 137,471.00
Sheriff's Office	Overtime for Enforcement			\$ 204,000.00
	Total		6.25	\$ 1,579,689.00

Allocation	Department	FTE Count	Staff Costs	Non-Staff Costs	Total Costs
------------	------------	-----------	-------------	-----------------	-------------

Allocation	Department	FTE Count	Staff Costs	Non-Staff Costs	Total Costs
MVAO Representative	DSS	1.00	\$ 79,086.00		\$ 79,086.00
Public Guardian	Health	1.00	\$ 118,842.00		\$ 118,842.00
Office Assistant II	Health	1.00	\$ 96,570.00		\$ 96,570.00
Park Ranger II	PWFP	1.00	\$ 138,208.00		\$ 138,208.00
Groundswoker II	PWFP	1.00	\$ 104,012.00		\$ 104,012.00
Parks Aide II	PWFP	1.00	\$ 91,450.00		\$ 91,450.00
District 3 Office Space	BOS			\$ 19,500.00	\$ 19,500.00
OES Departmental Status	CAO			\$ 190,000.00	\$ 190,000.00
Street Renaming Signs	HCD			\$ 40,000.00	\$ 40,000.00
Other Allocations Financed by Cannabis		6.00	\$ 628,168.00	\$ 249,500.00	\$ 877,668.00



County of Monterey

Item No.7

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 22-1147

December 07, 2022

Introduced: 11/30/2022

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

- a. Review options to reduce commercial cannabis cultivation business tax rates; and
- b. Direct the Cannabis Program to return to the Board of Supervisors for consideration of an amendment to Monterey County Code 7.100 with the approved amended commercial cannabis business tax rates; and
- c. Revise the formal payment plan by reducing the 25% down payment to 15% and delaying the due date to make the down payment to on or before January 31, 2023; and
- d. Provide further direction as appropriate.

RECOMMENDATIONS:

It is recommended that the Board of Supervisors:

- a. Review options to reduce commercial cannabis cultivation business tax rates; and
- b. Direct the Cannabis Program to return to the Board of Supervisors for consideration of an amendment to Monterey County Code 7.100 with the approved amended commercial cannabis business tax rates; and
- c. Revise the formal payment plan by reducing the 25% down payment to 15% and delaying the due date to make the down payment to on or before January 31, 2023; and
- d. Provide further direction as appropriate.

SUMMARY:

At the November 8, 2022, Board of Supervisors (Board) meeting, the Cannabis Program (Program) was directed to schedule a Special Cannabis Committee (Committee) meeting in the November and request time at the November Board meeting to present Committee recommendations on proposed amendments to commercial cannabis cultivation business tax rates. Additional direction was provided to include a concept discussed at a prior Committee meeting-scaled tax rates driven by wholesale pricing-within the proposed cultivation tax rate amendments.

DISCUSSION:

During their presentation to the Board on November 8, 2022, the Program presented the current commercial cannabis cultivation business tax rates and the rates previously proposed through public comment by the cannabis industry and Monterey County Cannabis Industry Association in August. For context on how rates have changed over time, staff have prepared a retrospective on local cultivation tax rates in Attachment A.

As the Program has presented at various meetings, the commercial cannabis industry has not stabilized. The industry is facing a crisis throughout the State of California and a growing number of operators are failing to pay local and state taxes. These operators have requested to defer their tax

liabilities so that they may fund other pressing needs, such as payroll and expenses related to meeting local and state licensing requirements. There have been 33 business closures since Fiscal Year (FY) 16-17, including 7 in FY 22-23. Annually, these closures collectively represent losses of approximately \$1.3m in commercial cannabis cultivation business tax revenue and 500 jobs.

The reality of our commercial cannabis industry is daunting, but these statistics offer the Board a realistic picture of the commercial cannabis industry in Monterey County, which also mirrors local jurisdictions throughout the state. The industry has provided public comment many times over, requesting forms of relief that could assist them to continue operations during these very trying times.

The Program has prepared the proposed scaled cultivation tax rates in Attachment B, where rates begin at the recovery of Program costs at current canopy and raise in two wholesale price-based increments. These increments, if reached, would provide the County with a revenue surplus of approximately \$500k each.

While this sliding scale rate concept could reduce the frequency with which the Program seeks Board direction on commercial cannabis taxation, staff believes the concept has the following strengths and weaknesses:

Strengths:

- Provides further relief to cultivators and establishes a benchmark for cultivators to factor into their business plans.
- The County and its cultivators will benefit as prices recover.

Weaknesses:

- Because staff did not have a comparable taxation method or outcomes to base the model upon, it will likely be implemented and accompanied with trial and error.
 - Although the sliding scale concept is used in traditional agriculture, the data captured by the United States Department of Agriculture is reliable enough for both the buyer and seller to base the pricing of sales contracts on.
 - The sliding scale concept needs further review by the Office of the County Counsel before the Board adopt this concept.
- The accuracy of pricing information currently available to the Program via the California Cannabis Authority (CCA) continues to be contested and staff anticipates that it will be difficult to come to a consensus on when a rate increase is warranted.
 - The CCA Platform is only allowed to ingest data as submitted by operators; incorrect or inaccurate information flows through the platform, which is unable to resolve errors without operator intervention.
 - This conscious design choice preserves the integrity of the source data and prevents any manipulation or editorialization of the data.
 - While the industry frequently expresses concerns that pricing figures are inflated or incorrect, pricing figures are driven by operator data.
 - A local operator recently and incorrectly reported tens of thousands of plants as a negative number, which caused the public facing Transparency Project to go briefly negative until those incorrect values could be excluded from public

- facing report; at the time of this writing, those values remain negative.
- CCA data is limited because operators were only required to submit monthly reports on pricing related to external transfers (transfers to licenses not owned by, or related to, the transferring license) until November 2022 when the Program began requiring all operators to submit price points for all sales, whether the transfer of product was an internal transfer (between related licenses) or external transfers.
 - For October 2022 submittals, CCA received 60% of the required monthly data.
 - Operators enter the values they expect to receive when selling on consignment, however they are not consistently updated with what was received and this contributes to disparities in the data.
 - Some industry members believe, because the price point data is self-reported by the individual operators, that unless it is audited, the monthly data submitted by operators could be incorrect.
 - The inconsistent submission of monthly CSVs by the industry as well as operators who are noncompliant in their monthly reporting, creates inaccurate data.
 - Staff believes that regulatory efforts will be significantly more effective if these collective data issues are rectified.
- Due to the volume of business closures observed recently and the variable nature of cultivation canopy, cost recovery cannot be guaranteed because operators may cease operations or reduce their canopy below the current projections that the proposed recovery rates are based on.
 - There will continue to be operating costs outside of County control, such as ownership of the underlying property or economies of scale, that could prevent a cultivator from being viable even at cost recovery rates.
 - Commercial cannabis cultivation business tax rate amendments, depending on the frequency, could require significant staff time to administer.
 - There are potential legal issues with the plan, including some raised by a local attorney; County Counsel will need time to thoroughly research and analyze this issue to ensure such a plan's legality.

Should the Board wish to proceed with the sliding scale concept, the Program recommends the following measures to assist with implementation:

- Commercial cannabis cultivation business tax rates shall be amended no more than once per quarter, as multiple tax rate changes in a single quarter creates challenges in ensuring the proper tax rate was applied.
- The Board may wish to establish a set period that pricing must remain elevated or depressed for before affecting a rate change.
- The Board may also wish to impose a cap on the number of rate changes that may occur within a fiscal year or establish review periods within a fiscal year.

As reported previously by the Treasurer-Tax Collector (TTC), retroactive rate changes present significant challenges to staff. Making tax rate changes going forward, rather than making them retroactive, lessens the possibility of error. The TTC recommends that tax rate changes are done no

more than once per quarter. Multiple rate changes in a single quarter, along with the potential for square footage modifications, presents challenges in ensuring the tax system applies the correct rate to the correct period of time specified.

Considering the protracted market downturn and that operators continue to struggle with resolving their existing tax delinquency and meeting local requirements, staff recommends that rates only be subject to one change prior to the start of each fiscal year for the time being until the industry and market stabilizes. This would facilitate business planning on behalf of the cultivator and reduce the staff time required to effectively assess cannabis business taxes.

CONCLUSION:

The Program presented this item at the November 29, 2022, Cannabis Committee Special Meeting, however the Committee did not make a recommendation. Staff recommends approval of the proposed cost recovery rates:

- Indoor \$1.85 per square foot.
- Mixed-light \$1.27 per square foot.
- Outdoor \$0.62 per square foot.
- Nursery \$0.62 per square foot.

Staff recommends these rates be adopted for the remainder of FY 22-23 and through FY 23-24, with a review in January 2024 to consider pricing and cultivation tax rates prior to FY 24-25. This timeframe will provide additional relief to cultivators and will also allow ample time for County Counsel to review and ensure that there are no legal issues with the sliding scale concept. If the proposed rate reductions are approved, total Program costs will be reduced by \$1,579,689-or approximately 26% -down to a total of \$4,591,976. The impacts of such a reduction would result in the following disruptions to existing service levels:

- Reducing from three to two compliance inspection teams could complicate scheduling efforts and reduce the punctuality of site visits.
- Removal of the Accountant II position would further compound the workload of the CAO Finance Manager.
- Removing the CCA allocation would completely obscure visibility of Metrc information submitted by operators and there would not be a replacement data source to base the sliding scale upon.
 - If the DCC does not grant access to local jurisdictions by the spring of 2023, staff anticipates returning to the Board to restore this critical allocation.
- Public Health education efforts will be eliminated or there would be minimal outreach, and existing contracts with partner agencies could not be fulfilled.

Because the work will be distributed amongst the remaining allocations service levels will be impacted. Staff anticipates that turnaround times may increase particularly for compliance inspections.

The Program will implement the formal payment plan, but considering the complexity and timing, staff recommends the following revisions:

- Reduce the required down payment from 25% to 15%.

- Delay due date to on or before January 31, 2023.

OTHER AGENCY INVOLVEMENT:

The Treasurer-Tax Collector and Office of County Counsel reviewed and contributed to this report.

FINANCING:

The proposed commercial cannabis cultivation tax rates will reduce estimated cultivation tax revenue to \$4,591,976. Excluding non-cannabis resources, this will enable cost recovery of Program staff and non-staff costs. It should be noted that cultivators are allowed to modify canopy square footage up to two times per fiscal year or duration of the annual permit and these modifications could potentially reduce cultivation tax revenue below Program costs.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The Monterey County Cannabis Program addresses each of the Strategic Initiative Policy Areas that promote the growth of a responsible and legal Monterey County cannabis industry.

Mark a check to the related Board of Supervisors Strategic Initiatives

- X Economic Development
- X Administration
- X Health & Human Services
- X Infrastructure
- X Public Safety

Prepared by: Joann Iwamoto, Cannabis Program Manager

Approved by: Nicholas E. Chiulos, Assistant CAO

Attachments:

- A. Recap of Cannabis Cultivation Tax Rates
- B. Proposed Sliding Scale Cultivation Tax Rates



County of Monterey

Item No.

Board Report

Board of Supervisors
Chambers

168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 22-1147

December 07, 2022

Introduced: 11/30/2022

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

- a. Review options to reduce commercial cannabis cultivation business tax rates; and
- b. Direct the Cannabis Program to return to the Board of Supervisors for consideration of an amendment to Monterey County Code 7.100 with the approved amended commercial cannabis business tax rates; and
- c. Revise the formal payment plan by reducing the 25% down payment to 15% and delaying the due date to make the down payment to on or before January 31, 2023; and
- d. Provide further direction as appropriate.

RECOMMENDATIONS:

It is recommended that the Board of Supervisors:

- a. Review options to reduce commercial cannabis cultivation business tax rates; and
- b. Direct the Cannabis Program to return to the Board of Supervisors for consideration of an amendment to Monterey County Code 7.100 with the approved amended commercial cannabis business tax rates; and
- c. Revise the formal payment plan by reducing the 25% down payment to 15% and delaying the due date to make the down payment to on or before January 31, 2023; and
- d. Provide further direction as appropriate.

SUMMARY:

At the November 8, 2022, Board of Supervisors (Board) meeting, the Cannabis Program (Program) was directed to schedule a Special Cannabis Committee (Committee) meeting in the November and request time at the November Board meeting to present Committee recommendations on proposed amendments to commercial cannabis cultivation business tax rates. Additional direction was provided to include a concept discussed at a prior Committee meeting-scaled tax rates driven by wholesale pricing-within the proposed cultivation tax rate amendments.

DISCUSSION:

During their presentation to the Board on November 8, 2022, the Program presented the current commercial cannabis cultivation business tax rates and the rates previously proposed through public comment by the cannabis industry and Monterey County Cannabis Industry Association in August. For context on how rates have changed over time, staff have prepared a retrospective on local cultivation tax rates in Attachment A.

As the Program has presented at various meetings, the commercial cannabis industry has not stabilized. The industry is facing a crisis throughout the State of California and a growing number of operators are failing to pay local and state taxes. These operators have requested to defer their tax

liabilities so that they may fund other pressing needs, such as payroll and expenses related to meeting local and state licensing requirements. There have been 33 business closures since Fiscal Year (FY) 16-17, including 7 in FY 22-23. Annually, these closures collectively represent losses of approximately \$1.3m in commercial cannabis cultivation business tax revenue and 500 jobs.

The reality of our commercial cannabis industry is daunting, but these statistics offer the Board a realistic picture of the commercial cannabis industry in Monterey County, which also mirrors local jurisdictions throughout the state. The industry has provided public comment many times over, requesting forms of relief that could assist them to continue operations during these very trying times.

The Program has prepared the proposed scaled cultivation tax rates in Attachment B, where rates begin at the recovery of Program costs at current canopy and raise in two wholesale price-based increments. These increments, if reached, would provide the County with a revenue surplus of approximately \$500k each.

While this sliding scale rate concept could reduce the frequency with which the Program seeks Board direction on commercial cannabis taxation, staff believes the concept has the following strengths and weaknesses:

Strengths:

- Provides further relief to cultivators and establishes a benchmark for cultivators to factor into their business plans.
- The County and its cultivators will benefit as prices recover.

Weaknesses:

- Because staff did not have a comparable taxation method or outcomes to base the model upon, it will likely be implemented and accompanied with trial and error.
 - Although the sliding scale concept is used in traditional agriculture, the data captured by the United States Department of Agriculture is reliable enough for both the buyer and seller to base the pricing of sales contracts on.
 - The sliding scale concept needs further review by the Office of the County Counsel before the Board adopt this concept.
- The accuracy of pricing information currently available to the Program via the California Cannabis Authority (CCA) continues to be contested and staff anticipates that it will be difficult to come to a consensus on when a rate increase is warranted.
 - The CCA Platform is only allowed to ingest data as submitted by operators; incorrect or inaccurate information flows through the platform, which is unable to resolve errors without operator intervention.
 - This conscious design choice preserves the integrity of the source data and prevents any manipulation or editorialization of the data.
 - While the industry frequently expresses concerns that pricing figures are inflated or incorrect, pricing figures are driven by operator data.
 - A local operator recently and incorrectly reported tens of thousands of plants as a negative number, which caused the public facing Transparency Project to go briefly negative until those incorrect values could be excluded from public

- facing report; at the time of this writing, those values remain negative.
- CCA data is limited because operators were only required to submit monthly reports on pricing related to external transfers (transfers to licenses not owned by, or related to, the transferring license) until November 2022 when the Program began requiring all operators to submit price points for all sales, whether the transfer of product was an internal transfer (between related licenses) or external transfers.
 - For October 2022 submittals, CCA received 60% of the required monthly data.
 - Operators enter the values they expect to receive when selling on consignment, however they are not consistently updated with what was received and this contributes to disparities in the data.
 - Some industry members believe, because the price point data is self-reported by the individual operators, that unless it is audited, the monthly data submitted by operators could be incorrect.
 - The inconsistent submission of monthly CSVs by the industry as well as operators who are noncompliant in their monthly reporting, creates inaccurate data.
 - Staff believes that regulatory efforts will be significantly more effective if these collective data issues are rectified.
- Due to the volume of business closures observed recently and the variable nature of cultivation canopy, cost recovery cannot be guaranteed because operators may cease operations or reduce their canopy below the current projections that the proposed recovery rates are based on.
 - There will continue to be operating costs outside of County control, such as ownership of the underlying property or economies of scale, that could prevent a cultivator from being viable even at cost recovery rates.
 - Commercial cannabis cultivation business tax rate amendments, depending on the frequency, could require significant staff time to administer.
 - There are potential legal issues with the plan, including some raised by a local attorney; County Counsel will need time to thoroughly research and analyze this issue to ensure such a plan's legality.

Should the Board wish to proceed with the sliding scale concept, the Program recommends the following measures to assist with implementation:

- Commercial cannabis cultivation business tax rates shall be amended no more than once per quarter, as multiple tax rate changes in a single quarter creates challenges in ensuring the proper tax rate was applied.
- The Board may wish to establish a set period that pricing must remain elevated or depressed for before affecting a rate change.
- The Board may also wish to impose a cap on the number of rate changes that may occur within a fiscal year or establish review periods within a fiscal year.

As reported previously by the Treasurer-Tax Collector (TTC), retroactive rate changes present significant challenges to staff. Making tax rate changes going forward, rather than making them retroactive, lessens the possibility of error. The TTC recommends that tax rate changes are done no

more than once per quarter. Multiple rate changes in a single quarter, along with the potential for square footage modifications, presents challenges in ensuring the tax system applies the correct rate to the correct period of time specified.

Considering the protracted market downturn and that operators continue to struggle with resolving their existing tax delinquency and meeting local requirements, staff recommends that rates only be subject to one change prior to the start of each fiscal year for the time being until the industry and market stabilizes. This would facilitate business planning on behalf of the cultivator and reduce the staff time required to effectively assess cannabis business taxes.

CONCLUSION:

The Program presented this item at the November 29, 2022, Cannabis Committee Special Meeting, however the Committee did not make a recommendation. Staff recommends approval of the proposed cost recovery rates:

- Indoor \$1.85 per square foot.
- Mixed-light \$1.27 per square foot.
- Outdoor \$0.62 per square foot.
- Nursery \$0.62 per square foot.

Staff recommends these rates be adopted for the remainder of FY 22-23 and through FY 23-24, with a review in January 2024 to consider pricing and cultivation tax rates prior to FY 24-25. This timeframe will provide additional relief to cultivators and will also allow ample time for County Counsel to review and ensure that there are no legal issues with the sliding scale concept. If the proposed rate reductions are approved, total Program costs will be reduced by \$1,579,689-or approximately 26% -down to a total of \$4,591,976. The impacts of such a reduction would result in the following disruptions to existing service levels:

- Reducing from three to two compliance inspection teams could complicate scheduling efforts and reduce the punctuality of site visits.
- Removal of the Accountant II position would further compound the workload of the CAO Finance Manager.
- Removing the CCA allocation would completely obscure visibility of Metrc information submitted by operators and there would not be a replacement data source to base the sliding scale upon.
 - If the DCC does not grant access to local jurisdictions by the spring of 2023, staff anticipates returning to the Board to restore this critical allocation.
- Public Health education efforts will be eliminated or there would be minimal outreach, and existing contracts with partner agencies could not be fulfilled.

Because the work will be distributed amongst the remaining allocations service levels will be impacted. Staff anticipates that turnaround times may increase particularly for compliance inspections.

The Program will implement the formal payment plan, but considering the complexity and timing, staff recommends the following revisions:

- Reduce the required down payment from 25% to 15%.

Legistar File Number: 22-1147

- Delay due date to on or before January 31, 2023.

OTHER AGENCY INVOLVEMENT:

The Treasurer-Tax Collector and Office of County Counsel reviewed and contributed to this report.

FINANCING:

The proposed commercial cannabis cultivation tax rates will reduce estimated cultivation tax revenue to \$4,591,976. Excluding non-cannabis resources, this will enable cost recovery of Program staff and non-staff costs. It should be noted that cultivators are allowed to modify canopy square footage up to two times per fiscal year or duration of the annual permit and these modifications could potentially reduce cultivation tax revenue below Program costs.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The Monterey County Cannabis Program addresses each of the Strategic Initiative Policy Areas that promote the growth of a responsible and legal Monterey County cannabis industry.

Mark a check to the related Board of Supervisors Strategic Initiatives

- X Economic Development
- X Administration
- X Health & Human Services
- X Infrastructure
- X Public Safety

Prepared by: Joann Iwamoto, Cannabis Program Manager

Approved by: Nicholas E. Chiulos, Assistant CAO

DocuSigned by:
Nick Chiulos
910D1286CA694A8...

Attachments:

- A. Recap of Cannabis Cultivation Tax Rates
- B. Proposed Sliding Scale Cultivation Tax Rates

Cultivation Type	Ordinance 5274 Adopted 7/19/2016	Ordinance 5305 Adopted 7/24/2018	Ordinance 5330 Adopted 5/19/2020	Ordinance 5349 Adopted 5/25/2021	Ordinance 5355 Adopted 7/13/2021	Ordinance 5371 Adopted 3/1/2022	Ordinance 5384 Adopted 9/13/2022
Indoor	\$15.00 sq. ft.	\$8.00 sq. ft.	\$8.00 sq. ft.	\$8.00 sq. ft.	\$8.00 sq. ft.	\$7.00 sq. ft.	\$3.00 sq. ft.
Mixed Light	\$15.00 sq. ft.	\$5.00 sq. ft.	\$5.00 sq. ft.	\$5.00 sq. ft.	\$5.00 sq. ft.	\$3.00 sq. ft.	\$2.00 sq. ft.
Nursery	\$1.50 sq. ft.	\$1.00 sq. ft.	\$1.00 sq. ft.	\$1.00 sq. ft.	\$1.00 sq. ft.	\$1.00 sq. ft.	\$1.00 sq. ft.
Outdoor				\$2.50 sq. ft.	\$2.50 sq. ft.	\$1.00 sq. ft.	\$1.00 sq. ft.
Automatic Increase	Yes	Yes	No	No	No	No	No

Annualized Canopy

	Indoor	Mixed Light	Nursery	Total
FY 22_23 Totals	89,965	2,831,424	1,318,501	0 4,239,890

Revenue Targets by Wholesale Pricing and Rate	Indoor	Mixed-Light	Nursery	Outdoor	Total
Recovery Revenue	\$166,631	\$3,609,665	\$815,680	\$0	\$4,591,976
Wholesale Pricing ≤ (less than or equal to)	\$1,000	\$500		TBD	
Recovery Rate	\$1.85	\$1.27	\$0.62	\$0.62	
Revenue Surplus 1	\$181,437	\$3,930,405	\$888,158	\$0	\$5,000,000
Wholesale Pricing ≥ (greater than or equal to)	\$1,350	\$850		TBD	
Surplus Rate 1	\$2.02	\$1.39	\$0.67	\$0.67	
Revenue Surplus 2	\$199,581	\$4,323,446	\$976,974	\$0	\$5,500,000
Wholesale Pricing ≥ (greater than or equal to)	\$1,700	\$1,200		TBD	
Surplus Rate 2	\$2.22	\$1.53	\$0.74	\$0.74	



County of Monterey

Item No.8

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 22-1142

December 07, 2022

Introduced: 11/29/2022

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

- a. Receive a report concerning the Sheriff's Office oversight options.
- b. Provide direction to staff as appropriate.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Receive a report concerning the Sheriff's Office oversight options.
- b. Provide direction to staff as appropriate.

SUMMARY:

On September 30, 2020, Governor Newsom signed Assembly Bill (AB) 1185. The law added a new Section 25303.7 to the California Government Code. Among other things, Section 25303.7 vests Boards of Supervisors with discretion to provide for oversight of the county Sheriff by creating (a) an Oversight Board, (b) an Inspector General, or (c) both. AB 1185 took effect on January 1, 2021.

DISCUSSION:

There are very few counties within California that have implemented an oversight body pursuant to AB 1185. Thus, it is difficult to analyze their effectiveness at this juncture. Below is a description of the type of oversight models currently in use:

Inspector General

Orange County is using an inspector general model and has created the "Office of Independent Review". According to their website, the Office of Independent Review "monitors and reviews specific incidents, systemic issues, and assists in developing and assessing corrective actions that address high risk practices related to the Departments it oversees." Orange County's Office of Independent Review performs these tasks for five agencies: Sheriff, Probation, the District Attorney, the Public Defender, and Social Services. The Office of Independent Review is run by County employees and an Office of Independent Review Director was recently hired.

Santa Cruz County is using an inspector general model and staff received direction on January 11, 2022, to "develop a scope of work that meets the requirements of AB 1185 and issue a Request for Proposal or enter into contract with an independent police auditor."

Sacramento County also uses the Inspector General model whose "primary function . . . is to ensure the integrity of the citizen complaint process for all misconduct complaints regarding employees of the . . . Sheriff's Office." Sacramento's establishment of an inspector general predates AB 1185.

Santa Clara County also uses a similar model and created an Office of Correction and Law Enforcement Monitoring in 2018. Santa Clara’s model works through a contractor instead of a hired employee.

Oversight Board

San Diego County uses an oversight board model without an inspector general. Its Citizens’ Law Enforcement Review Board, which was established prior to AB 1185, consists of 11 members appointed by the Board of Supervisors who are tasked to “independently and impartially investigate citizen complaints against San Diego County Sheriff’s deputies and probation officers”.

Oversight Board and Inspector General

Sonoma County uses a dual Inspector General/Oversight model. Sonoma created the Office of Law Enforcement Review and Outreach (“OLERO”) in 2015. In addition, the Board of Supervisors appoints an 11-member advisory council to advise the OLERO Director.

San Francisco uses a similar model with an oversight board that oversees an inspector general. The oversight board was created by a voter measure in 2020.

Los Angeles County also has both an Office of Inspector General and a Citizens Oversight Commission with paid staff. Los Angeles’ Office of Inspector General was established in 2014 “to promote constitutional policing and the fair and impartial administration of justice, and to facilitate the Board of Supervisors’ responsibility” to “supervise the official conduct of officers under Government Code section 25303”.

Other Considerations:

Beyond choosing a model, the Board will need to consider the scope and goals of any oversight model. Some models include providing members of the public with access to data and reports (increasing transparency); looking at particular policies or incidents and providing feedback; and/or reviewing citizen complaints.

OTHER AGENCY INVOLVEMENT:

Not applicable.

FINANCING:

At this stage it is unclear what the cost of establishing an oversight model would be or where the funds for such a model would be budgeted.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared and Approved by:

Susan K. Blich, Chief Assistant County Counsel, Ext. 5161

Attachments:
Board Report



County of Monterey

Item No.

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 22-1142

December 07, 2022

Introduced: 11/29/2022

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

- a. Receive a report concerning the Sheriff's Office oversight options.
- b. Provide direction to staff as appropriate.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Receive a report concerning the Sheriff's Office oversight options.
- b. Provide direction to staff as appropriate.

SUMMARY:

On September 30, 2020, Governor Newsom signed Assembly Bill (AB) 1185. The law added a new Section 25303.7 to the California Government Code. Among other things, Section 25303.7 vests Boards of Supervisors with discretion to provide for oversight of the county Sheriff by creating (a) an Oversight Board, (b) an Inspector General, or (c) both. AB 1185 took effect on January 1, 2021.

DISCUSSION:

There are very few counties within California that have implemented an oversight body pursuant to AB 1185. Thus, it is difficult to analyze their effectiveness at this juncture. Below is a description of the type of oversight models currently in use:

Inspector General

Orange County is using an inspector general model and has created the "Office of Independent Review". According to their website, the Office of Independent Review "monitors and reviews specific incidents, systemic issues, and assists in developing and assessing corrective actions that address high risk practices related to the Departments it oversees." Orange County's Office of Independent Review performs these tasks for five agencies: Sheriff, Probation, the District Attorney, the Public Defender, and Social Services. The Office of Independent Review is run by County employees and an Office of Independent Review Director was recently hired.

Santa Cruz County is using an inspector general model and staff received direction on January 11, 2022, to "develop a scope of work that meets the requirements of AB 1185 and issue a Request for Proposal or enter into contract with an independent police auditor."

Sacramento County also uses the Inspector General model whose "primary function . . . is to ensure the integrity of the citizen complaint process for all misconduct complaints regarding employees of the . . . Sheriff's Office." Sacramento's establishment of an inspector general predates AB 1185.

Santa Clara County also uses a similar model and created an Office of Correction and Law Enforcement Monitoring in 2018. Santa Clara’s model works through a contractor instead of a hired employee.

Oversight Board

San Diego County uses an oversight board model without an inspector general. Its Citizens’ Law Enforcement Review Board, which was established prior to AB 1185, consists of 11 members appointed by the Board of Supervisors who are tasked to “independently and impartially investigate citizen complaints against San Diego County Sheriff’s deputies and probation officers”.

Oversight Board and Inspector General

Sonoma County uses a dual Inspector General/Oversight model. Sonoma created the Office of Law Enforcement Review and Outreach (“OLERO”) in 2015. In addition, the Board of Supervisors appoints an 11-member advisory council to advise the OLERO Director.

San Francisco uses a similar model with an oversight board that oversees an inspector general. The oversight board was created by a voter measure in 2020.

Los Angeles County also has both an Office of Inspector General and a Citizens Oversight Commission with paid staff. Los Angeles’ Office of Inspector General was established in 2014 “to promote constitutional policing and the fair and impartial administration of justice, and to facilitate the Board of Supervisors’ responsibility” to “supervise the official conduct of officers under Government Code section 25303”.

Other Considerations:

Beyond choosing a model, the Board will need to consider the scope and goals of any oversight model. Some models include providing members of the public with access to data and reports (increasing transparency); looking at particular policies or incidents and providing feedback; and/or reviewing citizen complaints.

OTHER AGENCY INVOLVEMENT:

Not applicable.

FINANCING:

At this stage it is unclear what the cost of establishing an oversight model would be or where the funds for such a model would be budgeted.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared and Approved by:

A handwritten signature in blue ink, appearing to read 'Susan K. Blich', written over a horizontal line.

Susan K. Blich, Chief Assistant County Counsel, Ext. 5161

Attachments:

Board Report



County of Monterey

Item No.9

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 22-1148

December 07, 2022

Introduced: 11/30/2022

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

- a. Adopt an ordinance amending Chapters 2.12 and 2.68 of the Monterey County Code to establish a Director of Emergency Management and Department of Emergency Management; and
- b. Adopt a Resolution to:
 - i. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A & B to create the classification of Director of Emergency Management and Section A.10.1 Department Heads Designated to add the newly created Director of Emergency Management as indicated in Attachment A;
 - ii. Amend the County Administrative Office-Office of Emergency Services Budget Unit 8056-Fund 001 - Appropriation Unit CAO005 to allocate one (1) Director of Emergency Management position; reallocate one (1) Management Analyst II to one (1) Finance Manager I and one (1) Senior Secretary to one (1) Administrative Secretary as indicated in Attachment A;
 - iii. Direct the Auditor-Controller's Office and the County Administrative Office to reflect the approved position change in the Fiscal Year 2022-23 Adopted Budget and the Human Resources Department to create the Director of Emergency Management classification in the Advantage HRM system;
 - iv. Direct the County Administrative Office and the Auditor-Controller to take such actions as may be necessary to fund the activities of the new department within the adopted budget of the County Administrative Office without changes in appropriations for the balance of Fiscal Year 2022-23;
 - v. Direct the County Administrative Office and the Budget Director to prepare the budget for Fiscal Year 2023-24 reflecting the new department on a separate basis.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Adopt an ordinance amending Chapters 2.12 and 2.68 of the Monterey County Code to establish a Director of Emergency Management and Department of Emergency Management; and
- b. Adopt a Resolution to:
 - i. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A & B to create the classification of Director of Emergency Management and Section A.10.1 Department Heads Designated to add the newly created Director of Emergency Management as indicated in Attachment A;
 - ii. Amend the County Administrative Office-Office of Emergency Services Budget Unit 8056-Fund 001 - Appropriation Unit CAO005 to allocate one (1) Director of Emergency Management position; reallocate one (1) Management Analyst II to one (1) Finance Manager I and one (1) Senior Secretary to one (1) Administrative Secretary as indicated in Attachment A;
 - iii. Direct the Auditor-Controller's Office and the County Administrative Office to reflect the

approved position changes in the Fiscal Year 2022-23 Adopted Budget and the Human Resources Department to create the Director of Emergency Management classification in the Advantage HRM system;

- iv. Direct the County Administrative Office and the Auditor-Controller to take such actions as may be necessary to fund the activities of the new department within the adopted budget of the County Administrative Office without changes in appropriations for the balance of Fiscal Year 2022-23;
- v. Direct the County Administrative Office and the Budget Director to prepare the budget for Fiscal Year 2023-24 reflecting the new department on a separate basis.

SUMMARY/DISCUSSION:

Pursuant to Monterey County Code Section 2.12.040, the County Administrative Officer (CAO) is authorized to recommend desirable rearrangement of departments and functions to the Board of Supervisors. The County Administrative Officer is recommending the creation of a Department of Emergency Management (DEM) and to create the classification of Director of Emergency Management. The current and proposed organizational charts for the County Administrative Office and new Department of Emergency Management are included as Attachments B, C and D.

In recent years, the County has responded to several catastrophic events including the COVID-19 pandemic emergency, 2021 Drought, 2022 Colorado Fire and the 2022 Abbott Fire. These emergencies have proven to be disastrous and life-threatening, and the need to create a department is critical for our County to improve overall operational effectiveness and ensure public safety and timely responses to any emergency. Not only will a Department of Emergency Management elevate the County's stature in dealing with external agencies such as California Office of Emergency Services (Cal OES) and the Federal Emergency Management Agency (FEMA) but will also facilitate peer to peer coordination among Monterey County department heads generally. In addition, creation of a Department of Emergency Management has been a goal of the CAO and reviewed previously with the Board of Supervisors, who directed that a plan for the change be developed. Finally, it is important to note that, although the Department of Emergency Management will have a small permanent staff of 8, during activations, the number of staff under direction of the Director of Emergency Management will grow to between 50 to 150 individuals, all under the management direction of the Director. The Department of Emergency Management will also have direct responsibility for continuing coordination and training of a Disaster Service Worker Program which spans across every Department. To this end, the County Administrative Office requested the Human Resources Department to conduct a classification study to create a position that is commensurate with the level of authority and complexity to direct and oversee the County's Emergency Management operations.

The Human Resources Department conducted a classification and base wage compensation study with the County's comparable agencies and found there were sufficient matches within the labor market to recommend a salary range for the Director of Emergency Management. It is recommended to create the new classification of the Director of Emergency Management and to set the salary at the labor market average of the comparable classifications as indicated in Attachment A.

The Office of Emergency Services was awarded a Homeland Security Grant for equipment and training to prevent acts of terrorism both foreign and domestic. Recently the California Office of

Emergency Services conducted onsite grant monitoring for the FY 20-21 Homeland Security Grant Program. During the visit, several preliminary findings were identified, and recommendations were provided to the County to meet the state and federal requirements for the program. Many of the findings were related to internal controls; compliance with federal statutes and regulations; evaluating and monitoring compliance with the statutes, regulations, and terms/conditions of federal programs; and improper procurement.

As a result of the monitoring findings, the County Administrative Office, Office of Emergency Services and the Human Resources department met to discuss possible solutions. In reviewing the organizational structure and what is required of the position, OES submitted a Request to Classify to the Human Resources Department in order to determine the most appropriate classification to ensure the long term Cost Recovery of response costs to significant disasters, which includes coordinating the development of FEMA Public Assistance Grants, post-award monitoring, which includes, progress reports, financial status reports, scope of work changes, meeting deadlines, audits, financial reconciliation, and project closeout. In addition, the position will be responsible for cost recovery of expenses incurred to serve the Monterey County community during the COVID-19 global health crisis, and will lead the County's efforts in navigating a cumbersome federal process for application development for several years, totaling over \$10 million. The Human Resources Department reviewed the Request to Classify and determined the Management Analyst II classification does not adequately address the financial duties, scope and complexity of the position needed for the Office of Emergency Services and recommends reallocating the Management Analyst II to a Finance Manager I.

Currently, the Office of Emergency Services is authorized one Senior Secretary position. The position is currently filled and is the sole secretarial/administrative support for the office and EOC. The transition to a department will increase the administrative responsibilities required of the position. A review of the Request to Classify conducted by the Human Resources Department determined that the level of work required is most appropriately classified as an Administrative Secretary and recommends to reallocate the Senior Secretary to an Administrative Secretary.

It is critical that these reallocations be included in the creation of the department for all the reasons stated above. Not reallocating the Management Analyst II to a Finance Manager I will jeopardize the County's ability to recover the costs for COVID19 and other disaster related reimbursements.

It is further recommended the new department operate within the adopted budget of the County Administrative Office for the balance of Fiscal Year 2022-23 without changes in appropriations and that the County Administrative Office and Budget Director prepare the budget for Fiscal Year 2023-24 reflecting the new department on a separate basis.

Lastly, the proposed ordinance amends Chapter 2.12 of the Monterey County Code to authorize the County Administrative Officer to be the Appointing Authority of the newly established Director of Emergency Management position and clarifies the authority of the CAO over appointed County department heads.

The proposed ordinance also amends Chapter 2.68 to provide for the preparation and carrying out of plans for the protection of persons and property under County jurisdiction in the event of an

emergency; the direction of the emergency organization; and the coordination of the emergency functions of County government with all other public agencies, corporations, organizations, and affected private persons. The ordinance creates a Department of Emergency Management and clarifies the authority of the Director of Emergency Management, including approval and coordination of mutual aid requests made within the County. The ordinance also authorizes the Monterey County Disaster Council to consider emergency mutual aid plans and agreements and make recommendations to the Board of Supervisors. The makeup of the Disaster Council is identified in the County Code. This ordinance amends the existing code to clarify and update the positions that comprise the Disaster Council.

Minor non-substantive changes have also been incorporated into the current draft ordinance before the Board of Supervisors.

The proposed ordinance is attached to this report as Attachment E. Additionally, a redlined version of the ordinance showing the proposed changes is attached as Attachment F.

OTHER AGENCY INVOLVEMENT:

The County Administrative Office has reviewed and concurs with the recommendations. The County Counsel's Office has reviewed the ordinance as to form.

FINANCING:

The salary and benefits increased costs for Office of Emergency Services Budget Unit 8506 - Fund 001 - Appropriation Unit CAO005 for the remainder of Fiscal Year 2022-23 is approximately \$137,756 or \$298,472 annually. The vacant positions of Director of Emergency Management and Finance Manager I are budgeted at step 7 with the potential for the costs to decrease dependent upon the step placement of the successful candidates. During Fiscal Year 2022-23 Budget Hearings in June, the Board approved \$190,000 in cannabis funding to assist transitioning the Office of Emergency Services from a division of the County Administrative Office (CAO) to a standalone department. With this funding, the Office of Emergency Services has existing appropriations to cover the increased costs for Fiscal Year 2022-23; however, since cannabis tax rates reduction has been discussed at recent Board of Supervisor meetings and most recently at the Cannabis Committee meeting on 11/29/22, new funding will likely be needed to finance approved appropriations if there are cannabis tax rates reductions in the current fiscal year. In addition, future year funding will have to be identified for these increased costs as part of the budget process depending on the actions the Board takes regarding cannabis revenue.

BOARD OF SUPERVISORS' STRATEGIC INITIATIVES:

The proposed recommended actions address the Board of Supervisors Administration Strategic Initiative. These changes support Monterey County's Strategic Initiative Policy Areas in engaging public safety stakeholders, partners, and whole community in resiliency building activities including emergency reporting, disaster preparedness, mitigation response and recovery.

___ Economic Development

- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Kim Moore, Assistant Director of Human Resources, 755-5353
Approved by: Irma Ramirez-Bough, Director of Human Resources, 755-5043
Approved by: Charles J. McKee, County Administrative Officer, 755-5115

Attachments:

Board Report

Resolution

Attachment A: PPPR Amendments & Allocation Amendments

Attachment B & C: Current and proposed organization charts for the County Administrative Office

Attachment D: Proposed organization chart for the new Department of Emergency Management

Attachment E: Draft ordinance amending Chapters 2.12 and 2.68 of the Monterey County Code (clean version)

Attachment F: Draft ordinance amending Chapters 2.12 and 2.68 of the Monterey County Code (redlined version)



County of Monterey

Item No.

Board Report

Board of Supervisors
Chambers

168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 22-1148

December 07, 2022

Introduced: 11/30/2022

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

- a. Adopt an ordinance amending Chapters 2.12 and 2.68 of the Monterey County Code to establish a Director of Emergency Management and Department of Emergency Management; and
- b. Adopt a Resolution to:
 - i. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A & B to create the classification of Director of Emergency Management and Section A.10.1 Department Heads Designated to add the newly created Director of Emergency Management as indicated in Attachment A;
 - ii. Amend the County Administrative Office-Office of Emergency Services Budget Unit 8056-Fund 001 - Appropriation Unit CAO005 to allocate one (1) Director of Emergency Management position; reallocate one (1) Management Analyst II to one (1) Finance Manager I and one (1) Senior Secretary to one (1) Administrative Secretary as indicated in Attachment A;
 - iii. Direct the Auditor-Controller's Office and the County Administrative Office to reflect the approved position change in the Fiscal Year 2022-23 Adopted Budget and the Human Resources Department to create the Director of Emergency Management classification in the Advantage HRM system;
 - iv. Direct the County Administrative Office and the Auditor-Controller to take such actions as may be necessary to fund the activities of the new department within the adopted budget of the County Administrative Office without changes in appropriations for the balance of Fiscal Year 2022-23;
 - v. Direct the County Administrative Office and the Budget Director to prepare the budget for Fiscal Year 2023-24 reflecting the new department on a separate basis.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Adopt an ordinance amending Chapters 2.12 and 2.68 of the Monterey County Code to establish a Director of Emergency Management and Department of Emergency Management; and
- b. Adopt a Resolution to:
 - i. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A & B to create the classification of Director of Emergency Management and Section A.10.1 Department Heads Designated to add the newly created Director of Emergency Management as indicated in Attachment A;
 - ii. Amend the County Administrative Office-Office of Emergency Services Budget Unit 8056-Fund 001 - Appropriation Unit CAO005 to allocate one (1) Director of Emergency Management position; reallocate one (1) Management Analyst II to one (1) Finance Manager I and one (1) Senior Secretary to one (1) Administrative Secretary as indicated in Attachment A;

- iii. Direct the Auditor-Controller's Office and the County Administrative Office to reflect the approved position changes in the Fiscal Year 2022-23 Adopted Budget and the Human Resources Department to create the Director of Emergency Management classification in the Advantage HRM system;
- iv. Direct the County Administrative Office and the Auditor-Controller to take such actions as may be necessary to fund the activities of the new department within the adopted budget of the County Administrative Office without changes in appropriations for the balance of Fiscal Year 2022-23;
- v. Direct the County Administrative Office and the Budget Director to prepare the budget for Fiscal Year 2023-24 reflecting the new department on a separate basis.

SUMMARY/DISCUSSION:

Pursuant to Monterey County Code Section 2.12.040, the County Administrative Officer (CAO) is authorized to recommend desirable rearrangement of departments and functions to the Board of Supervisors. The County Administrative Officer is recommending the creation of a Department of Emergency Management (DEM) and to create the classification of Director of Emergency Management. The current and proposed organizational charts for the County Administrative Office and new Department of Emergency Management are included as Attachments B, C and D.

In recent years, the County has responded to several catastrophic events including the COVID-19 pandemic emergency, 2021 Drought, 2022 Colorado Fire and the 2022 Abbott Fire. These emergencies have proven to be disastrous and life-threatening, and the need to create a department is critical for our County to improve overall operational effectiveness and ensure public safety and timely responses to any emergency. Not only will a Department of Emergency Management elevate the County's stature in dealing with external agencies such as California Office of Emergency Services (Cal OES) and the Federal Emergency Management Agency (FEMA) but will also facilitate peer to peer coordination among Monterey County department heads generally. In addition, creation of a Department of Emergency Management has been a goal of the CAO and reviewed previously with the Board of Supervisors, who directed that a plan for the change be developed. Finally, it is important to note that, although the Department of Emergency Management will have a small permanent staff of 8, during activations, the number of staff under direction of the Director of Emergency Management will grow to between 50 to 150 individuals, all under the management direction of the Director. The Department of Emergency Management will also have direct responsibility for continuing coordination and training of a Disaster Service Worker Program which spans across every Department. To this end, the County Administrative Office requested the Human Resources Department to conduct a classification study to create a position that is commensurate with the level of authority and complexity to direct and oversee the County's Emergency Management operations.

The Human Resources Department conducted a classification and base wage compensation study with the County's comparable agencies and found there were sufficient matches within the labor market to recommend a salary range for the Director of Emergency Management. It is recommended to create the new classification of the Director of Emergency Management and to set the salary at the labor market average of the comparable classifications as indicated in Attachment A.

The Office of Emergency Services was awarded a Homeland Security Grant for equipment and

training to prevent acts of terrorism both foreign and domestic. Recently the California Office of Emergency Services conducted onsite grant monitoring for the FY 20-21 Homeland Security Grant Program. During the visit, several preliminary findings were identified, and recommendations were provided to the County to meet the state and federal requirements for the program. Many of the findings were related to internal controls; compliance with federal statutes and regulations; evaluating and monitoring compliance with the statutes, regulations, and terms/conditions of federal programs; and improper procurement.

As a result of the monitoring findings, the County Administrative Office, Office of Emergency Services and the Human Resources department met to discuss possible solutions. In reviewing the organizational structure and what is required of the position, OES submitted a Request to Classify to the Human Resources Department in order to determine the most appropriate classification to ensure the long term Cost Recovery of response costs to significant disasters, which includes coordinating the development of FEMA Public Assistance Grants, post-award monitoring, which includes, progress reports, financial status reports, scope of work changes, meeting deadlines, audits, financial reconciliation, and project closeout. In addition, the position will be responsible for cost recovery of expenses incurred to serve the Monterey County community during the COVID-19 global health crisis, and will lead the County's efforts in navigating a cumbersome federal process for application development for several years, totaling over \$10 million. The Human Resources Department reviewed the Request to Classify and determined the Management Analyst II classification does not adequately address the financial duties, scope and complexity of the position needed for the Office of Emergency Services and recommends reallocating the Management Analyst II to a Finance Manager I.

Currently, the Office of Emergency Services is authorized one Senior Secretary position. The position is currently filled and is the sole secretarial/administrative support for the office and EOC. The transition to a department will increase the administrative responsibilities required of the position. A review of the Request to Classify conducted by the Human Resources Department determined that the level of work required is most appropriately classified as an Administrative Secretary and recommends to reallocate the Senior Secretary to an Administrative Secretary.

It is critical that these reallocations be included in the creation of the department for all the reasons stated above. Not reallocating the Management Analyst II to a Finance Manager I will jeopardize the County's ability to recover the costs for COVID19 and other disaster related reimbursements.

It is further recommended the new department operate within the adopted budget of the County Administrative Office for the balance of Fiscal Year 2022-23 without changes in appropriations and that the County Administrative Office and Budget Director prepare the budget for Fiscal Year 2023-24 reflecting the new department on a separate basis.

Lastly, the proposed ordinance amends Chapter 2.12 of the Monterey County Code to authorize the County Administrative Officer to be the Appointing Authority of the newly established Director of Emergency Management position and clarifies the authority of the CAO over appointed County department heads.

The proposed ordinance also amends Chapter 2.68 to provide for the preparation and carrying out of

plans for the protection of persons and property under County jurisdiction in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of County government with all other public agencies, corporations, organizations, and affected private persons. The ordinance creates a Department of Emergency Management and clarifies the authority of the Director of Emergency Management, including approval and coordination of mutual aid requests made within the County. The ordinance also authorizes the Monterey County Disaster Council to consider emergency mutual aid plans and agreements and make recommendations to the Board of Supervisors. The makeup of the Disaster Council is identified in the County Code. This ordinance amends the existing code to clarify and update the positions that comprise the Disaster Council.

Minor non-substantive changes have also been incorporated into the current draft ordinance before the Board of Supervisors.

The proposed ordinance is attached to this report as Attachment E. Additionally, a redlined version of the ordinance showing the proposed changes is attached as Attachment F.

OTHER AGENCY INVOLVEMENT:

The County Administrative Office has reviewed and concurs with the recommendations. The County Counsel's Office has reviewed the ordinance as to form.

FINANCING:

The salary and benefits increased costs for Office of Emergency Services Budget Unit 8506 - Fund 001 - Appropriation Unit CAO005 for the remainder of Fiscal Year 2022-23 is approximately \$137,756 or \$298,472 annually. The vacant positions of Director of Emergency Management and Finance Manager I are budgeted at step 7 with the potential for the costs to decrease dependent upon the step placement of the successful candidates. During Fiscal Year 2022-23 Budget Hearings in June, the Board approved \$190,000 in cannabis funding to assist transitioning the Office of Emergency Services from a division of the County Administrative Office (CAO) to a standalone department. With this funding, the Office of Emergency Services has existing appropriations to cover the increased costs for Fiscal Year 2022-23; however, since cannabis tax rates reduction has been discussed at recent Board of Supervisor meetings and most recently at the Cannabis Committee meeting on 11/29/22, new funding will likely be needed to finance approved appropriations if there are cannabis tax rates reductions in the current fiscal year. In addition, future year funding will have to be identified for these increased costs as part of the budget process depending on the actions the Board takes regarding cannabis revenue.

BOARD OF SUPERVISORS' STRATEGIC INITIATIVES:

The proposed recommended actions address the Board of Supervisors Administration Strategic Initiative. These changes support Monterey County's Strategic Initiative Policy Areas in engaging public safety stakeholders, partners, and whole community in resiliency building activities including emergency reporting, disaster preparedness, mitigation response and recovery.

Legistar File Number: 22-1148

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Kim Moore, Assistant Director of Human Resources, 755-5353
 Approved by: Irma Ramirez-Bough, Director of Human Resources, 755-5043
 Approved by: Charles J. McKee, County Administrative Officer, 755-5115

DocuSigned by:
Kimberly Moore
 ID: A0A519E239B1D...
 DocuSigned by:
Irma Ramirez-Bough
 ID: A7F557420537420...
 DocuSigned by:
Charles J. McKee
 ID: 81957F3E2FBF4CE...

Attachments:

Board Report

Resolution

Attachment A: PPPR Amendments & Allocation Amendments

Attachment B & C: Current and proposed organization charts for the County Administrative Office

Attachment D: Proposed organization chart for the new Department of Emergency Management

Attachment E: Draft ordinance amending Chapters 2.12 and 2.68 of the Monterey County Code (clean version)

Attachment F: Draft ordinance amending Chapters 2.12 and 2.68 of the Monterey County Code (redlined version)

BE IT RESOLVED by the Board of Supervisors in and for the County of Monterey as follows:

- The Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A & B is amended to create the classification of Director of Emergency Management and Section A.10.1 Department Heads Designated is amended to add the newly created Director of Emergency Management as indicated below:

Classification Title: Director of Emergency Management							Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*
Hourly, Bi-Weekly and Monthly Pay Rates												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$67.713	\$71.437	\$75.365	\$79.510	\$83.883	\$88.077	\$92.481	11A13	00	E	8810	Y	E
\$5,417.00	\$5,714.92	\$6,029.23	\$6,360.81	\$6,710.64	\$7,046.17	\$7,398.48						
\$11,737	\$12,382	\$13,063	\$13,782	\$14,540	\$15,267	\$16,030						

*provided for information purposes only

A.10.1 Department Heads Designated

The following management classes are hereby designated as department heads:

- 11A01 Administrative Officer
- 11A02 Agricultural Commissioner
- 11B01 Assessor-County Clerk-Recorder
- 10B02 Auditor-Controller
- 10A01 Board of Supervisors Chairman
- 10A02 Board of Supervisors Member
- 11A06 Chief Probation Officer
- 11A30 Clerk of the Board of Supervisors
- 11A04 County Counsel
- 11A26 Director of Child Support Services
- 14A26 Director of Emergency Communications
- 11A13 Director of Emergency Management
- 11A09 Director of Health Services
- 11A34 Director of Housing and Community Development
- 11A07 Director of Human Resources
- 12E18 Director of Information Technology
- 11A33 Director of Public Works, Facilities and Parks
- 11A12 Director of Social Services
- 10B04 District Attorney
- 11A31 Economic Development/Workforce Investment Board Director
- 14B25 Equal Opportunity Officer
- 11A15 General Manager - Water Resources Agency
- 11A25 Hospital Chief Executive Officer
- 11A05 Library Director
- 11A18 Public Defender
- 11A20 Registrar of Voters
- 10B05 Sheriff-Coroner

- 10B06 Treasurer-Tax Collector
- 60U20 Military & Veteran's Affairs Officer

2. The County Administrative Office-Office of Emergency Services Budget Unit 8056-Fund 001 - Appropriation Unit CAO005 is amended to allocate one (1) Director of Emergency Management; reallocate one (1) Management Analyst II to one (1) Finance Manager I and one (1) Senior Secretary to one (1) Administrative Secretary as indicated below:

Allocate Position

Class Code	Position Title	Position Number	Position Increase/Decrease	Revised Total FTE
11A13	Director of Emergency Management	0001	1.0	1.0

Reallocate Positions

	Class Code	Position Title	Position Number	Position Increase/Decrease	Revised Total FTE
From	14C30	Management Analyst II	0002	(1.0)	1.0
To	20B95	Finance Manager I	0001	1.0	1.0
From	80A32	Senior Secretary	0001	(1.0)	0.0
To	80A33	Administrative Secretary	0001	1.0	1.0

- 3. The Auditor-Controller’s Office and the County Administrative Office are directed to reflect the approved position change in the Fiscal Year 2022-23 Adopted Budget, and the Human Resources Department is directed to create the Director of Emergency Management classification in the Advantage HRM system.
- 4. The County Administrative Office and the Auditor-Controller are directed to take such actions as may be necessary to fund the activities of the new department within the adopted budget of the County Administrative Office without changes in appropriations for the balance of Fiscal Year 2022-23.
- 5. The County Administrative Office and the Budget Director are directed to prepare the budget for Fiscal Year 2023-24 reflecting the new department on a separate basis.

PASSED AND ADOPTED on this ____ day of _____, 2022, by the following vote, to-wit:

AYES:
 NOES:
 ABSENT:

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book___ for the meeting on _____.

Dated: Valerie Ralph, Clerk of the Board of Supervisors
 County of Monterey, State of California

By _____, Deputy

ATTACHMENT A

Create Classification

Classification Title: Director of Emergency Management							Class Code	WG *	EEO Cat*	W/C*	BU	FLSA Code*
Hourly, Bi-Weekly and Monthly Pay Rates												
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7						
\$67.713	\$71.437	\$75.365	\$79.510	\$83.883	\$88.077	\$92.481						
\$5,417.00	\$5,714.92	\$6,029.23	\$6,360.81	\$6,710.64	\$7,046.17	\$7,398.48	11A13	00	E	8810	Y	E
\$11,737	\$12,382	\$13,063	\$13,782	\$14,540	\$15,267	\$16,030						

*provided for information purposes only

Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394

A.10.1 Department Heads Designated

The following management classes are hereby designated as department heads:

- 11A01 Administrative Officer
- 11A02 Agricultural Commissioner
- 11B01 Assessor-County Clerk-Recorder
- 10B02 Auditor-Controller
- 10A01 Board of Supervisors Chairman
- 10A02 Board of Supervisors Member
- 11A06 Chief Probation Officer
- 11A30 Clerk of the Board of Supervisors
- 11A04 County Counsel
- 11A26 Director of Child Support Services
- 14A26 Director of Emergency Communications
- 11A13 Director of Emergency Management
- 11A09 Director of Health Services
- 11A34 Director of Housing and Community Development
- 11A07 Director of Human Resources
- 12E18 Director of Information Technology
- 11A33 Director of Public Works, Facilities and Parks
- 11A12 Director of Social Services
- 10B04 District Attorney
- 11A31 Economic Development/Workforce Investment Board Director
- 14B25 Equal Opportunity Officer
- 11A15 General Manager - Water Resources Agency
- 11A25 Hospital Chief Executive Officer
- 11A05 Library Director

- 11A18 Public Defender
- 11A20 Registrar of Voters
- 10B05 Sheriff-Coroner
- 10B06 Treasurer-Tax Collector
- 60U20 Military & Veteran's Affairs Officer

Allocate Position

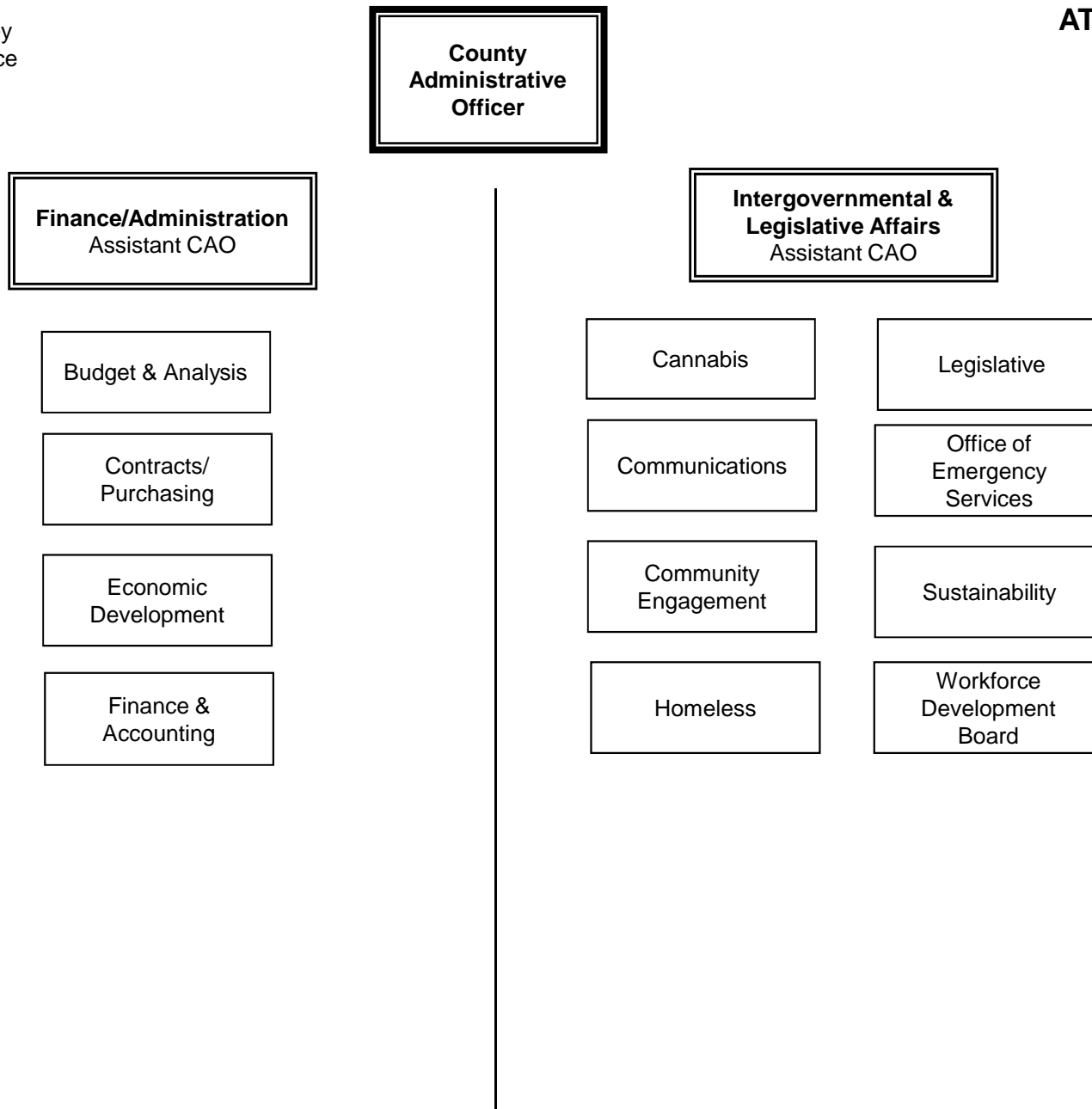
County Administrative Office - Office of Emergency Services
 Budget Unit 8056-Fund 001-Appropriation Unit CAO005

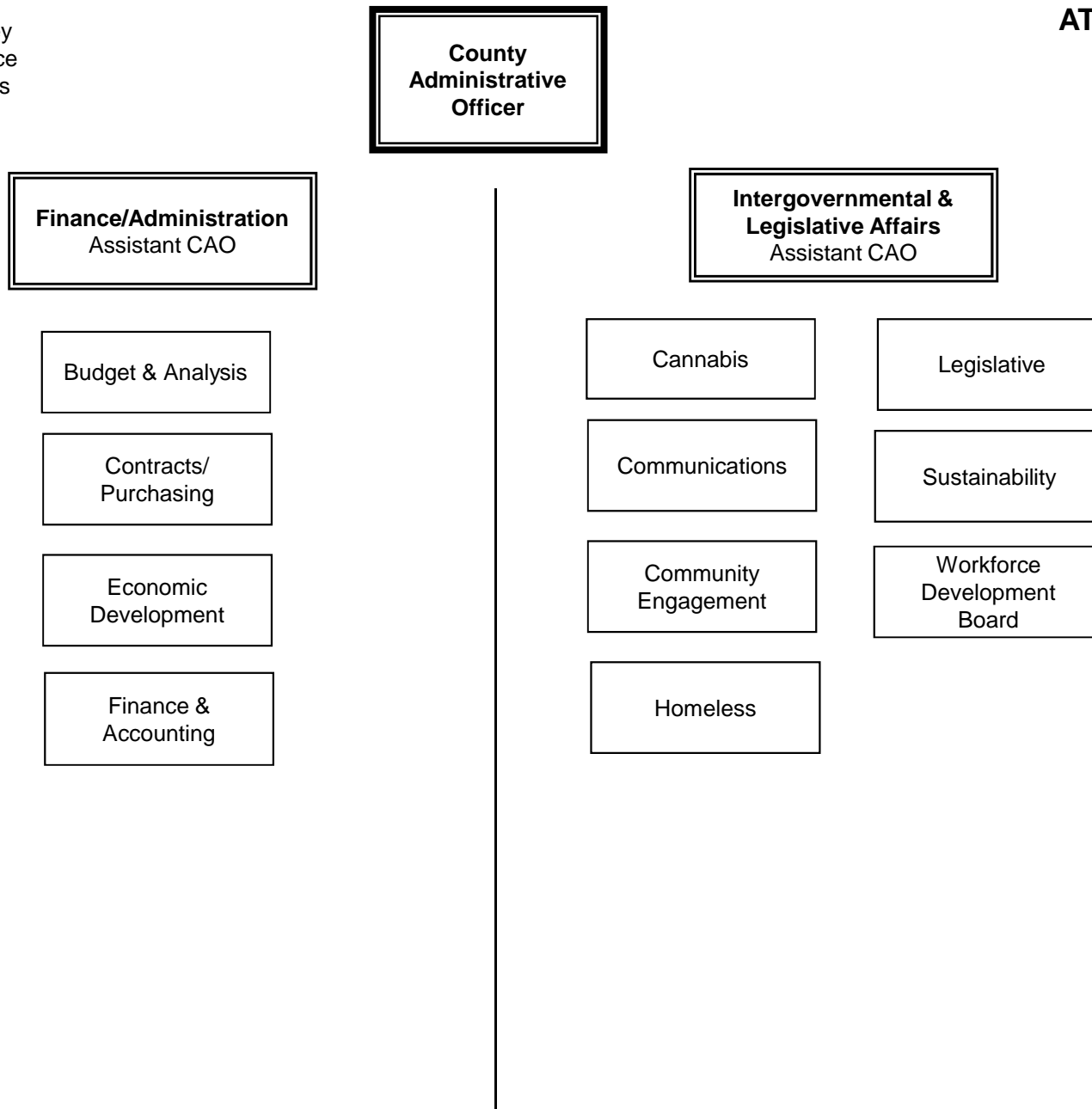
Class Code	Position Title	Position Number	Position Increase/Decrease	Revised Total FTE
11A13	Director of Emergency Management	0001	1.0	1.0

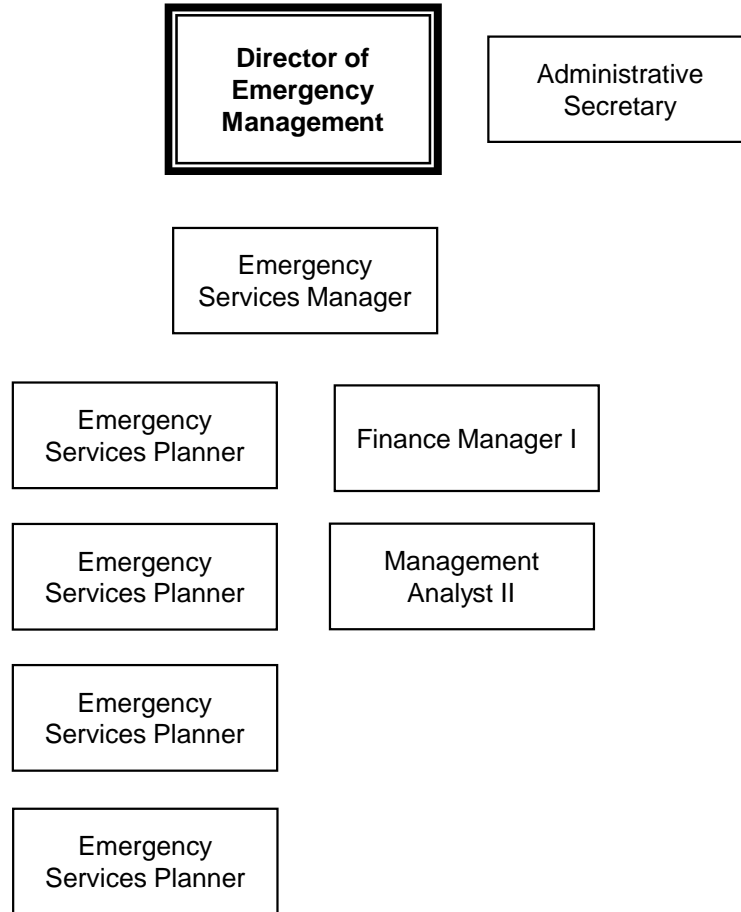
Reallocate Positions

County Administrative Office - Office of Emergency Services
 Budget Unit 8056-Fund 001-Appropriation Unit CAO005

	Class Code	Position Title	Position Number	Position Increase/Decrease	Revised Total FTE
From	14C30	Management Analyst II	0002	(1.0)	1.0
To	20B95	Finance Manager I	0001	1.0	1.0
From	80A32	Senior Secretary	0001	(1.0)	0.0
To	80A33	Administrative Secretary	0001	1.0	1.0







**AN ORDINANCE OF THE COUNTY OF MONTEREY, STATE OF CALIFORNIA,
AMENDING CHAPTER 2.12 OF THE MONTEREY COUNTY CODE TO ESTABLISH
A DIRECTOR OF EMERGENCY MANAGEMENT AND AMENDING CHAPTER 2.68
OF THE MONTEREY COUNTY CODE TO ESTABLISH A DEPARTMENT OF
EMERGENCY MANAGEMENT**

County Counsel Summary

This ordinance amends Chapter 2.12 of the Monterey County Code to change the Director of Emergency Services from a position held by the County Administrative Officer to a County department head appointed by the County Administrative Officer (“CAO”). This ordinance also clarifies the authority of the CAO over other appointed County department heads. Lastly, this ordinance amends Chapter 2.68 of the Monterey County Code to establish a Department of Emergency Management, clarifies the authority of the CAO related to Emergency Management, and makes necessary changes for the protection of persons and property in Monterey County in the event of an emergency.

The Board of Supervisors of the County of Monterey ordains as follows:

SECTION 1. FINDINGS.

A. Pursuant to Article XI, section 7 of the California Constitution, the County of Monterey may adopt and enforce ordinances and regulations not in conflict with general laws to protect and promote the public health, safety, and welfare of its citizens.

B. In recent years, Monterey County has responded to several catastrophic events including the COVID-19 pandemic emergency, 2021 Drought, 2022 Colorado Fire, and the 2022 Abbott Fire. These emergencies have proven to be disastrous and life-threatening, and the need to create a department is critical for Monterey County to improve overall operational effectiveness and ensure public safety and timely responses to any emergency.

C. Additionally, a Department of Emergency Management will elevate Monterey County’s stature in dealing with external agencies such as the California Office of Emergency Services and the Federal Emergency Management Agency, and will also facilitate peer to peer coordination among Monterey County department heads generally.

D. The Board of Supervisors finds that the creation of a Department of Emergency Management and the classification of Director of Emergency Management ordinance is in the public interest and necessary for effective delivery of County services.

E. The adoption of this ordinance is not a project under the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(b)(5) because it is an organizational activity of government that will not result in a direct or indirect physical impact on the environment.

SECTION 2. Subsection B of Section 2.12.040 of the Monterey County Code is hereby amended to read as follows:

B. The County Administrative Officer shall be the appointing authority for the following County department heads:

1. Director of Public Works, Facilities and Parks;
2. Director of Housing and Community Development;
3. Registrar of Voters;
4. Director of Information Technology;
5. Director of Emergency Communications (9-1-1);
6. Clerk of the Board of Supervisors;
7. Director of Human Resources; and
8. Director of Emergency Management.

SECTION 3. Subsection D of Section 2.12.040 of the Monterey County Code is hereby amended to read as follows:

D. Except as otherwise specifically provided by law, all authority and responsibility as appointing authority for the department heads specified in Subsections B and C of this Section are delegated by the Board of Supervisors to the County Administrative Officer, including the following:

1. The responsibility to implement through line management and day to day supervision, the policy and direction of the Board of Supervisors and the mission of each department, office, or agency under the direction of such department head(s);
2. The coordination of the work between all affected County departments, offices, and agencies, and the setting of priorities;
3. The authority to act in lieu of the above-designated department heads in the performance of their duties;
4. The preparation of annual performance evaluations for the above-designated department heads; and
5. The responsibility for taking and/or proposing corrective action, when and to the extent deemed necessary by the County Administrative Officer.

SECTION 4. Chapter 2.68 of the Monterey County Code is hereby amended to read as follows:

Chapter 2.68 - EMERGENCY PROCEDURES AND ORGANIZATION

2.68.010 - Purposes.

The declared purposes of this Chapter are to provide for the preparation and carrying out of plans for the protection of persons and property under County jurisdiction in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of County government with all other public agencies, corporations, organizations, and affected private persons.

2.68.020 - Definitions.

As used in this Chapter the following definitions shall apply:

"Local emergency" shall mean the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this County caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, earthquake, or other conditions, including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of this County, requiring the combined forces of other political subdivisions to combat.

"Emergency management" shall mean the development of a comprehensive process involving the mitigation of, preparation for, response to, and recovery from potential natural, technological and human conflict hazards. The process shall include associated emergency planning interagency coordination, public information and education, training, resource management, and incident management efforts.

"Director" shall mean the Director of Emergency Management, who is tasked with the overall management, coordination, and control of emergency preparedness and response functions for the County of Monterey. The Director shall serve in the capacity of Operational Area Coordinator, as defined by the State Emergency Plan, to include County government, all cities, special districts and political subdivisions within the physical parameters encompassing the County of Monterey. The Director of Emergency Management shall act under administrative direction of the County Administrative Officer. The County Administrative Officer is authorized to act in lieu of the Director of Emergency Management in the performance of the Director of Emergency Management's duties set forth in this Chapter or state and federal law.

"Emergency Operations Plans" shall mean those official and approved documents, including the County Emergency Operations Plan and its annexes, which describe the principles and methods to be applied in carrying out emergency operations or rendering mutual aid during emergencies. These plans include such elements as structure and function of the emergency management organization, continuity of government, the emergency services of governmental

agencies, mobilization of resources, mutual aid, public information, and mitigation and recovery procedures.

"County agency" shall mean any department, division, office, section, branch, or independent establishment under the control of the Board of Supervisors, or the executive branch of County government.

"Operational area" shall mean the County of Monterey and all political subdivisions within the county area.

2.68.025 – Local Emergency Proclamation.

A. The County Administrative Officer is empowered to request the Board of Supervisors to proclaim the existence or threatened existence of a "local emergency" if the Board of Supervisors is in session, or to issue such proclamation if the Board of Supervisors is not in session. Whenever a local emergency is proclaimed by the County Administrative Officer, the Board of Supervisors shall take action to ratify the proclamation within seven days thereafter, or the proclamation shall have no further force or effect.

B. The County Administrative Officer is empowered to request the Governor, or recommend that the Chairperson of the Board of Supervisors request the Governor, to proclaim a "State of Emergency" when, in the opinion of the County Administrative Officer, the locally available resources are inadequate to cope with the emergency. Whenever the County Administrative Officer makes such a request, it shall be confirmed by the Board of Supervisors at the earliest practicable time.

2.68.030 - Disaster Council membership.

The Monterey County Disaster Council is hereby created and shall consist of the following representative membership:

- A. The County Administrative Officer;
- B. The Director of Emergency Management;
- C. The County Sheriff-Coroner;
- D. The County Health Officer;
- E. The County Director of Public Works, Facilities and Parks;
- F. The County Director of Social Services;
- G. The General Manager of the Monterey County Water Resources Agency;

H. The Unit Chief for San Benito-Monterey, California Department of Forestry and Fire Protection (CAL FIRE);

I. The officer in charge of the California Highway Patrol in Monterey County.

2.68.040 - Disaster Council powers and duties.

It shall be the duty of the Monterey County Disaster Council, and it is hereby empowered, to consider and recommend for adoption by the Board of Supervisors, emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements. The Disaster Council shall meet upon call of the Director or, in his or her absence from the County or inability to call such a meeting, upon call of the Director’s designee. The Disaster Council shall meet not less frequently than annually and shall prescribe its own rules of procedure. The Director, or his or her designee, shall serve as the chair of the Disaster Council.

2.68.050 - Director of Emergency Management.

A. There is hereby created the position of Director of Emergency Management.

B. The Director, under the authority of the County Administrative Officer, shall have the responsibility of managing the day to day administrative and operational activities associated with the management of the County Emergency Management Program as defined within this Chapter or as stipulated by the County Administrative Officer.

2.68.060 - Powers and duties of the Director of Emergency Management.

A. The Director is hereby empowered to:

1. Recommend the County Administrative Officer, or the Chair of the Board of Supervisors in the absence of the County Administrative Officer, proclaim the existence or threatened existence of a “local emergency”;
2. Control and direct the effort of the emergency organization of this County for the accomplishment of the purposes of this Chapter;
3. Direct cooperation between and coordination of services and staff of the emergency organization of this County; and resolve questions of authority and responsibility that may arise between them;
4. Approve emergency management mutual aid requests; and coordinate approved requests with the State of California and other appropriate entities and agencies;
5. Represent this County in all dealings with public or private agencies on matters pertaining to emergencies as defined herein. Such day to day dealings of a non-emergency nature may be delegated as appropriate; and

6. In the event of the proclamation of a "local emergency" as herein provided, the proclamation of a "State of Emergency" by the Governor or the Director of the Governor's Office of Emergency Services (Cal OES), or the existence of a "State of War Emergency," the Director is hereby empowered:

a. To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest possible practicable time by the Board of Supervisors;

b. To obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the County for the fair value thereof and, if required immediately, to commandeer the same for public use;

c. To require emergency services of any County officer or employee and, in the event of the proclamation of a "State of Emergency" in the County or the existence of a "State of War Emergency," to command the aid of as many citizens of this County as deemed necessary in the execution of emergency duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by State law for registered Disaster Service Workers;

d. To appoint additional emergency service managers as needed, in addition to those established by the County Emergency Operations Plan, and to delegate to those members of the emergency management organization such duties and responsibilities as the Director may deem necessary;

e. To requisition necessary personnel or material of any County department or agency; and

f. To execute all of his or her ordinary powers as Director of Emergency Management, all of the special powers conferred upon that position by this Chapter or by resolution or by the County Emergency Operations Plan pursuant hereto adopted by the Board of Supervisors, all powers conferred upon him or her by any statute, by any agreement approved by the Board of Supervisors, and by any other lawful authority.

B. The County Administrative Officer shall designate the order of succession to the Department of Emergency Management, to take effect in the event the Director of Emergency Management is unavailable to attend meetings or otherwise perform the duties of that office during an emergency.

2.68.070 - Emergency Organization.

All officers and employees of this County, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law, including persons impressed into service under the provisions of

Section 2.68.060 of this Chapter, be charged with duties incident to the protection of life and property in this County during such emergency, shall constitute the Emergency Organization of the County of Monterey.

2.68.080 - Emergency Operations Plan.

The Director of Emergency Management shall be responsible for the development of the County of Monterey Emergency Operations Plan and its annexes, which plan shall provide for the effective mobilization of all of the resources of this County, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services, service chiefs, and staff of the emergency organization. Such plan shall be submitted to the Disaster Council for review and comment and shall take effect upon adoption by resolution of the Board of Supervisors.

2.68.090 – Department of Emergency Management.

A. A Department of Emergency Management is hereby established to coordinate all emergency preparedness, response and recovery functions and responsibilities as necessary to carry out the intent of this Chapter.

B. The Department of Emergency Management shall be headed by the Director of Emergency Management who shall have the responsibility of the day to day administrative and operational functioning of the office.

C. Responsibilities and duties of the Director of Emergency Management shall include but not be limited to:

1. To develop a comprehensive County Emergency Operations Plan and supporting annexes;
2. To develop a viable emergency public information and warning program;
3. To conduct an ongoing analysis of risk hazards within the County and to develop recommendations for mitigation of identified hazards;
4. To establish and coordinate employee preparedness and emergency training activities for all County personnel, staff and officers;
5. To maintain current listings of emergency resources, supplies, equipment, and materials necessary to support emergency response and recovery activities within the County;
6. To conduct ongoing public emergency preparedness and education campaigns and programs to include all areas of the County;
7. To establish the designated County Emergency Operations Center (EOC) in an acceptable state of readiness;

8. To establish and maintain liaison with all County departments and agencies; all cities located within the County; the Governor's Office of Emergency Services; appropriate Federal agencies; and to coordinate effective communications between all agencies regarding emergency matters;

9. To document all County actions and responses during an emergency and to prepare supporting documents detailing such actions;

10. To coordinate and conduct all day to day emergency management functions and activities as deemed appropriate by the County Administrative Officer; and

11. To provide appropriate advice and support to the County Administrative Officer during any local emergency, state of emergency, or state of war emergency impacting Monterey County.

D. The Director of Emergency Management shall have the authority to procure and/or appoint the staff necessary to carry out the functions of the Department of Emergency Management as detailed within this Chapter and as mandated by the County Administrative Officer.

2.68.100 - Expenditures.

Any expenditures made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants, property, and/or environment of or within the County of Monterey.

2.68.110 - Punishment of violations.

It shall be a misdemeanor, punishable by a fine of not to exceed one thousand dollars (\$1,000.00), or by imprisonment for a term not to exceed one year, or both, for any person, during a State of War Emergency, State of Emergency, or local emergency to:

A. Willfully obstruct, hinder, or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this Chapter, or in the performance of any duty imposed upon them by virtue of this Chapter;

B. Commit any act forbidden by any lawful rule or regulation issued pursuant to this Chapter, if such act is of such a nature as to give or be likely to give assistance to the enemy, or to imperil the lives or property of inhabitants of this County, or to prevent, hinder, or delay the defense or protection thereof; or

C. Wear, carry, or display, without authority, any means of identification specified by the emergency agency of the State, this County or any city within this County.

2.68.120 - Severability.

If any provision of this Chapter or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications, and to this end the provisions of this Chapter are declared to be severable.

SECTION 5. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance. The Board of Supervisors hereby declares that it would have passed this ordinance and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid

SECTION 6. This ordinance shall become effective on the thirty-first day following its adoption.

PASSED AND ADOPTED on this ____ day of _____, 2022, by the following vote:

AYES:

NOES:

ABSENT:

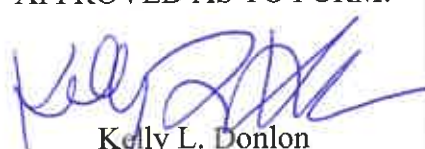
ABSTAIN:

Mary L. Adams, Chair
Monterey County Board of Supervisors

A T T E S T

VALERIE RALPH
Clerk of the Board of Supervisors

By: _____
Deputy

APPROVED AS TO FORM:

Kelly L. Donlon
Assistant County Counsel

**AN ORDINANCE OF THE COUNTY OF MONTEREY, STATE OF CALIFORNIA,
AMENDING CHAPTER 2.12 OF THE MONTEREY COUNTY CODE TO ESTABLISH
A DIRECTOR OF EMERGENCY MANAGEMENT AND AMENDING CHAPTER 2.68
OF THE MONTEREY COUNTY CODE TO ESTABLISH A DEPARTMENT OF
EMERGENCY MANAGEMENT**

County Counsel Summary

This ordinance amends Chapter 2.12 of the Monterey County Code to change the Director of Emergency Services from a position held by the County Administrative Officer to a County department head appointed by the County Administrative Officer (“CAO”). This ordinance also clarifies the authority of the CAO over other appointed County department heads. Lastly, this ordinance amends Chapter 2.68 of the Monterey County Code to establish a Department of Emergency Management, clarifies the authority of the CAO related to Emergency Management, and makes necessary changes for the protection of persons and property in Monterey County in the event of an emergency.

The Board of Supervisors of the County of Monterey ordains as follows:

SECTION 1. FINDINGS.

A. Pursuant to Article XI, section 7 of the California Constitution, the County of Monterey may adopt and enforce ordinances and regulations not in conflict with general laws to protect and promote the public health, safety, and welfare of its citizens.

B. In recent years, Monterey County has responded to several catastrophic events including the COVID-19 pandemic emergency, 2021 Drought, 2022 Colorado Fire, and the 2022 Abbott Fire. These emergencies have proven to be disastrous and life-threatening, and the need to create a department is critical for Monterey County to improve overall operational effectiveness and ensure public safety and timely responses to any emergency.

C. Additionally, a Department of Emergency Management will elevate Monterey County’s stature in dealing with external agencies such as the California Office of Emergency Services and the Federal Emergency Management Agency, and will also facilitate peer to peer coordination among Monterey County department heads generally.

D. The Board of Supervisors finds that the creation of a Department of Emergency Management and the classification of Director of Emergency Management ordinance is in the public interest and necessary for effective delivery of County services.

E. The adoption of this ordinance is not a project under the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(b)(5) because it is an organizational activity of government that will not result in a direct or indirect physical impact on the environment.

SECTION 2. Subsection B of Section 2.12.040 of the Monterey County Code is hereby amended to read as follows:

B. The County Administrative Officer shall be the appointing authority for the following County department heads:

1. Director of Public Works, Facilities and Parks;
2. Director of Housing and Community Development;
3. Registrar of Voters;
4. Director of Information Technology;
5. Director of Emergency Communications (9-1-1);
6. Clerk of the Board of Supervisors;
- ~~7.~~ Director of Human Resources; and
- ~~7.8.~~ Director of Emergency Management.-

SECTION 3. Subsection D of Section 2.12.040 of the Monterey County Code is hereby amended to read as follows:

D. Except as otherwise specifically provided by law, all authority and responsibility as appointing authority for the department heads specified in Subsections B and C of this Section are delegated by the Board of Supervisors to the County Administrative Officer, including the following:

1. The responsibility to implement through line management and day to day supervision, the policy and direction of the Board of Supervisors and the mission of each department, office, or agency under the direction of such department head(s);
2. The coordination of the work between all affected County departments, offices, and agencies, and the setting of priorities;
- ~~3.~~ The authority to act in lieu of the above-designated department heads in the performance of their duties;
- ~~43.~~ The preparation of annual performance evaluations for the above-designated department heads; and
- ~~54.~~ The responsibility for taking and/or proposing corrective action, when and to the extent deemed necessary by the County Administrative Officer.

SECTION 4. Chapter 2.68 of the Monterey County Code is hereby amended to read as follows:

Chapter 2.68 - EMERGENCY PROCEDURES AND ORGANIZATION

2.68.010 - Purposes.

The declared purposes of this Chapter are to provide for the preparation and carrying out of plans for the protection of persons and property under County jurisdiction in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of County government with all other public agencies, corporations, organizations, and affected private persons.

2.68.020 - Definitions.

As used in this Chapter the following definitions shall apply:

"Local emergency" shall mean the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this County caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, earthquake, or other conditions, including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of this County, requiring the combined forces of other political subdivisions to combat.

"Emergency management" shall mean the development of a comprehensive process involving the mitigation of, preparation for, response to, and recovery from potential natural, technological and human conflict hazards. The process shall include associated emergency planning interagency coordination, public information and education, training, resource management, and incident management efforts.

"Director" shall mean the Director of Emergency Management~~County Administrative Officer, who serves as ex officio Director of Emergency Services~~, who is tasked with the overall management, coordination, and control of emergency preparedness and response functions for the County of Monterey. The Director shall serve in the capacity of Operational Area Coordinator, as defined by the State Emergency Plan, to include County government, all cities, special districts and political subdivisions within the physical parameters encompassing the County of Monterey. The Director of Emergency Management shall act under administrative direction of the County Administrative Officer. The County Administrative Officer is authorized to act in lieu of the Director of Emergency Management in the performance of the Director of Emergency Management's duties set forth in this Chapter or state and federal law.

"Emergency Operations Plans" shall mean those official and approved documents, including the County Emergency Operations Plan and its annexes, which describe the principles and methods to be applied in carrying out emergency operations or rendering mutual aid during

emergencies. These plans include such elements as structure and function of the emergency management organization, continuity of government, the emergency services of governmental agencies, mobilization of resources, mutual aid, public information, and mitigation and recovery procedures.

"County agency" shall mean any department, division, office, section, branch, or independent establishment under the control of the Board of Supervisors, or the executive branch of County government.

"Operational area" shall mean the County of Monterey and all political subdivisions within the county area.

2.68.025 – Local Emergency Proclamation.

A. The County Administrative Officer is empowered to request the Board of Supervisors to proclaim the existence or threatened existence of a "local emergency" if the Board of Supervisors is in session, or to issue such proclamation if the Board of Supervisors is not in session. Whenever a local emergency is proclaimed by the County Administrative Officer, the Board of Supervisors shall take action to ratify the proclamation within seven days thereafter, or the proclamation shall have no further force or effect.

B. The County Administrative Officer is empowered to request the Governor, or recommend that the Chairperson of the Board of Supervisors request the Governor, to proclaim a "State of Emergency" when, in the opinion of the County Administrative Officer, the locally available resources are inadequate to cope with the emergency. Whenever the County Administrative Officer makes such a request, it shall be confirmed by the Board of Supervisors at the earliest practicable time.

2.68.030 - Disaster Council membership.

The Monterey County Disaster Council is hereby created and shall consist of the following representative membership:

- A. The County Administrative Officer;
- B. The ~~Deputy~~ Director of Emergency ~~Services~~ Management;
- C. The County Sheriff-Coroner;
- D. The County Health Officer;
- E. The County Director of Public Works, Facilities and Parks;
- F. The County Director of Social Services;
- G. The General Manager of the Monterey County Water Resources Agency;

H. The Unit Chief for San Benito-Monterey, California Department of Forestry and Fire Protection (CAL FIRE);

I. The officer in charge of the California Highway Patrol in Monterey County;

~~J. A representative from the Monterey County Operational Area Emergency Management Advisory Committee.~~

2.68.040 - Disaster Council powers and duties.

It shall be the duty of the Monterey County Disaster Council, and it is hereby empowered, to consider and recommend for adoption by the Board of Supervisors, emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements. The Disaster Council shall meet upon call of the Director or, in his or her absence from the County or inability to call such a meeting, upon call of the ~~Deputy Director's designee of Emergency Services~~. The Disaster Council shall meet not less frequently than annually and shall prescribe its own rules of procedure. The Director, or his or her designee, shall serve as the chair of the Disaster Council.

2.68.050 - ~~Director/Deputy Director of Emergency Services~~Management.

A. There is hereby created the ~~office of Director of Emergency Services. The County Administrative Officer shall be ex-officio Director of Emergency Services~~position of Director of Emergency Management.

B. ~~There is hereby created the position of Deputy Director of Emergency Services. The Deputy Director~~The Director, under the authority of the ~~Director~~County Administrative Officer, shall have the responsibility of managing the day to day administrative and operational activities associated with the management of the County Emergency Management Program as defined within this Chapter or as stipulated by the ~~Director~~County Administrative Officer.

2.68.060 - Powers and duties of the Director of Emergency ~~Services~~Management.

A. The Director is hereby empowered to:

1. ~~Recommend the County Administrative Officer, or the Chair of the Board of Supervisors in the absence of the County Administrative Officer, proclaim the existence or threatened existence of a "local emergency"~~Request the Board of Supervisors to proclaim the existence or threatened existence of a "local emergency" if the Board of Supervisors is in session, or to issue such proclamation if the Board of Supervisors is not in session. Whenever a local emergency is proclaimed by the Director, the Board of Supervisors shall take action to ratify the proclamation within seven days thereafter or the proclamation shall have no further force or effect;

2. ~~Request the Governor, or recommend that the Chairperson of the Board of Supervisors request the Governor, to proclaim a "State of Emergency" when, in the opinion of~~

~~the Director, the locally available resources are inadequate to cope with the emergency. Whenever the Director makes such a request, it shall be confirmed by the Board of Supervisors at the earliest practicable time;~~

23. Control and direct the effort of the emergency organization of this County for the accomplishment of the purposes of this Chapter;

43. Direct cooperation between and coordination of services and staff of the emergency organization of this County; and resolve questions of authority and responsibility that may arise between them;

45. Approve emergency management mutual aid requests; and coordinate approved requests with the State of California and other appropriate entities and agencies;

56. Represent this County in all dealings with public or private agencies on matters pertaining to emergencies as defined herein. Such day to day dealings of a non-emergency nature may be delegated as appropriate; ~~and-~~

67. In the event of the proclamation of a "local emergency" as herein provided, the proclamation of a "State of Emergency" by the Governor or the Director of the Governor's Office of Emergency Services (Cal OES), or the existence of a "State of War Emergency," the Director is hereby empowered:

a. To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest possible practicable time by the Board of Supervisors;

b. To obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the County for the fair value thereof and, if required immediately, to commandeer the same for public use;

c. To require emergency services of any County officer or employee and, in the event of the proclamation of a "State of Emergency" in the County or the existence of a "State of War Emergency," to command the aid of as many citizens of this County as deemed necessary in the execution of emergency duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by State law for registered Disaster Service Workers;

d. To appoint additional emergency service managers as needed, in addition to those established by the County Emergency Operations Plan, and to delegate to those members of the emergency management organization such duties and responsibilities as the Director may deem necessary;

e. To requisition necessary personnel or material of any County department or agency; and

f. To execute all of his or her ordinary powers as ~~Administrative Officer~~ Director of Emergency Management, all of the special powers conferred upon that position by this Chapter or by resolution or by the County Emergency Operations Plan~~emergency operations plan~~ pursuant hereto adopted by the Board of Supervisors, all powers conferred upon him or her by any statute, by any agreement approved by the Board of Supervisors, and by any other lawful authority.

B. The ~~Director of Emergency Services~~County Administrative Officer shall designate the order of succession to ~~that office~~the Department of Emergency Management, to take effect in the event the Director of Emergency Management is unavailable to attend meetings or otherwise perform the duties of that office during an emergency.

~~2.68.070—Monterey County Operational Area Emergency Management Advisory Committee.~~

~~A.—There is hereby created and established an advisory committee to be known as the Monterey County Operational Area Emergency Management Advisory Committee.~~

~~B.—The Monterey County Operational Area Emergency Management Advisory Committee shall consist of the following members:~~

~~1.—Emergency managers from the incorporated cities, special districts, and educational institutions within Monterey County;~~

~~2.—Emergency managers from the key utilities operating within Monterey County;~~

~~3.—County staff positions as identified by the Deputy Director of Emergency Services;~~

~~4.—Members of the Office of Emergency Services; and~~

~~5.—Others as identified by the Deputy Director of Emergency Services;~~

~~C.—The Deputy Director of Emergency Services shall act as chair of the Committee.~~

~~2.68.080—Monterey County Operational Area Emergency Management Advisory Committee powers, duties, and meetings.~~

~~A.—It shall be the duty of the Monterey County Operational Area Emergency Management Advisory Committee to discuss and consider countywide emergency operations plans, procedures, and issues to make recommendations thereon to the Disaster Council through the Office of Emergency Services.~~

~~B.—The Monterey County Operational Area Emergency Management Advisory Committee shall meet quarterly at such dates and times as are fixed by the Deputy Director of Emergency Services or otherwise as directed by the Director or Deputy Director of Emergency Services.~~

2.68.0790 - Emergency Organization.

All officers and employees of this County, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law, including persons impressed into service under the provisions of Section 2.68.060 of this Chapter, be charged with duties incident to the protection of life and property in this County during such emergency, shall constitute the Emergency Organization of the County of Monterey.

2.68.080100 - Emergency Operations Plan.

The Director of Emergency ~~Services-Management~~ shall be responsible for the development of the County of Monterey Emergency Operations Plan and its annexes, which plan shall provide for the effective mobilization of all of the resources of this County, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services, service chiefs, and staff of the emergency organization. Such plan shall be submitted to the Disaster Council for review and comment and shall take effect upon adoption by resolution of the Board of Supervisors.

2.68.090110 -- ~~Office of Emergency Services~~ Department of Emergency Management.

A. ~~An Office-Department~~ of Emergency ~~Services-Management~~ is hereby established to coordinate all emergency preparedness, response and recovery functions and responsibilities as necessary to carry out the intent of this Chapter.

BA. The ~~Office-Department~~ of Emergency ~~Services-Management~~ shall be headed by the ~~Deputy~~ Director of Emergency ~~Services-Management~~ who shall have the responsibility of the day to day administrative and operational functioning of the office.

CB. Responsibilities and duties of the ~~Deputy~~ Director of Emergency ~~Services Management~~ shall include but not be limited to:

1. To develop a comprehensive County Emergency Operations Plan and supporting ~~annexes~~ emergency plans;
2. To develop a viable emergency public information and warning program;
3. To conduct an ongoing analysis of risk hazards within the County and to develop recommendations for mitigation of identified hazards;
4. To establish and coordinate employee preparedness and emergency training activities for all County personnel, staff and officers;
5. To maintain current listings of emergency resources, supplies, equipment, and materials necessary to support emergency response and recovery activities within the County;
6. To conduct ongoing public emergency preparedness and education campaigns and programs to include all areas of the County;
7. To establish the designated County Emergency Operations Center (EOC) in an acceptable state of readiness;
8. To establish and maintain liaison with all County departments and agencies; all cities located within the County; the Governor's Office of Emergency Services; appropriate Federal agencies; and to coordinate effective communications between all agencies regarding emergency matters;

9. To document all County actions and responses during an emergency and to prepare supporting documents detailing such actions;

10. To coordinate and conduct all day to day emergency management functions and activities as deemed appropriate by the ~~Director of Emergency Services~~County Administrative Officer; and

11. To provide appropriate advice and support to the ~~Director of Emergency Services~~County Administrative Officer during any local emergency, state of emergency, or state of war emergency impacting Monterey County.;

~~12. To perform in the capacity of acting Director of Emergency Services when the Director is unable or otherwise incapable of performing the duties of that office as provided for within this Chapter.~~

DC. The Director of Emergency ~~Services-Management~~ shall have the authority to procure and/or appoint the staff necessary to carry out the functions of the ~~Office-Department~~ of Emergency ~~Services-Management~~ as detailed within this Chapter and as mandated by the ~~Director~~County Administrative Officer.

2.68.10020 - Expenditures.

Any expenditures made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants, property, and/or environment of or within the County of Monterey.

2.68.1130 - Punishment of violations.

It shall be a misdemeanor, punishable by a fine of not to exceed one thousand dollars (\$1,000.00), or by imprisonment for a term not to exceed one year, or both, for any person, during a State of War Emergency, State of Emergency, or local emergency to:

A. Willfully obstruct, hinder, or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this Chapter, or in the performance of any duty imposed upon them by virtue of this Chapter;

B. Commit any act forbidden by any lawful rule or regulation issued pursuant to this Chapter, if such act is of such a nature as to give or be likely to give assistance to the enemy, or to imperil the lives or property of inhabitants of this County, or to prevent, hinder, or delay the defense or protection thereof; or

C. Wear, carry, or display, without authority, any means of identification specified by the emergency agency of the State, this County or any city within this County.

2.68.1240 - Severability.

If any provision of this Chapter or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications, and to this end the provisions of this Chapter are declared to be severable.

SECTION 5. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance. The Board of Supervisors hereby declares that it would have passed this ordinance and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid

SECTION 6. This ordinance shall become effective on the thirty-first day following its adoption.

PASSED AND ADOPTED on this ____ day of _____, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mary L. Adams, Chair
Monterey County Board of Supervisors

A T T E S T

VALERIE RALPH
Clerk of the Board of Supervisors

By: _____
Deputy

APPROVED AS TO FORM: Kelly L. Donlon Assistant County Counsel



County of Monterey

Item No.9.1

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: OBM 22-172

December 07, 2022

Introduced: 11/29/2022

Current Status: Agenda Ready

Version: 1

Matter Type: Other Board Matters

County Administrative Officer Comments (ADDED VIA ADDENDA)



County of Monterey

Item No.9.2

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: OBM 22-173

December 07, 2022

Introduced: 11/29/2022

Current Status: Agenda Ready

Version: 1

Matter Type: Other Board Matters

New Referrals (ADDED VIA ADDENDA)

Monterey County Board of Supervisors

MEETING:		December 6, 2022 - Other Board Matters									
SUBJECT:		Board Referrals Update									
DEPARTMENT:		County Administrative Office									
Item #	Bid RFI#	Assignment Date	Referred By	Lead Dept.	Sub-Depts.	Project Lead	Requested Due	Item	Report	Status	
1	2016.02	4/12/16	Adams	HCD	County Counsel	Girard/Lundquist	5/10/16	Short Term Rental (STR) Ordinance a) Prioritize completion of the STR rental ordinance by scheduling a final meeting of the STR Working Group; and b) Present a complete STR Ordinance to the Planning Commission; c) County Counsel respond to the Board re. County not engage in code violation citations while the STR ordinance is being developed.	Staff presented the draft vacation rental ordinances to the Board on November 17, 2020, and May 2021 for direction. Based on Board direction, the necessary environmental review will be conducted. Upon completion of the environmental review, the Planning Commission would consider a recommendation to the Board on the environmental documentation and draft ordinance. Referral modified on August 24, 2021 (as part of Board's annual evaluation of referrals) requesting that HCD provide a proposal to address implementation of enforcement at this time, as well as anticipated funding sources for those costs. On October 5, 2021, the Board directed HCD to develop a pilot program to enforce STRs in District 5. On December 8, 2021, staff provided a presentation to the Board on its proposed proactive enforcement and was directed to proceed by returning in January/February 2022 for Board action on staff resources, funding, and a draft ordinance increasing fines for unauthorized STRs. The Budget Committee considered staff resources on January 26, 2022 and subsequently, on March 1, 2022, the Board approved three new staff positions including two Code Compliance Inspector II positions and an Office Assistant position. A Notice of Preparation has been distributed indicating that an EIR is being prepared. A public consultation and scoping meeting were held on September 6 and 19, 2022, respectively.	Pending	
2	2017.18	9/19/17	Board	CAO		Bokanovich	10/24/17	Request a presentation to the Board of Supervisors with options for commissioner compensation that supports our ability to recruit a diverse and representative pool of commissioners.	The item was presented to the Board on 10/2/2018. The Board directed that HR: 1) convene a committee of Department Heads that manage significant boards and commissions to develop a Commissioner Recruitment Strategy; 2) ask departments to provide information related to the diversity of their current volunteer Commissioner's and committee members; and 3) work with County Counsel and Auditor to determine what would be involved/required to actively implement reimbursement to these volunteers, with budget/cost implications. Referral modified on August 24, 2021 (as part of Board's annual evaluation of referrals) to include: A) an assessment on how commissions are being utilized; how well they are serving in their advisory function to the Board; staffing levels of various committees, and, how that may or may not contribute to their functioning; and, B) referring the referral to the Board of Supervisors - Human Resources Committee to engage in discussion and bring back recommendations to the full Board. This item was discussed with the Human Resources Committee in late January 2022. The referral has been reassigned to the County Administrative Office for response. Staff will provide a report to the Board in October 2022/January 2023.	Pending	
3	2017.20	11/19/19	Alejo	PWFP		Ishii	1/28/20	Lease agreement between the City of Salinas and the County of Monterey regarding County's parcel adjacent 855 East Laurel Drive in Salinas for the implementation of a BMX Bike Track, new Skate Park, and sidewalk on East Laurel Drive in Salinas.	An initial referral was initiated on September 15, 2017. On September 1, 2017, Supervisor Alejo held a meeting with the City of Salinas, County RMA staff, and a BMX bike park and skate park engineers/designers to review the property. County Staff conferred with City Staff relative to the City's update of their Parks Master Plan. RMA has also been coordinating with City staff regarding sidewalks on County-owned lands along East Laurel Drive adjacent to this property (between Sanborn Road and Constitution Boulevard). The referral was closed on May 7, 2019 for staff to pursue efforts for a Shelter at 855 E. Laurel. RMA is preparing to bring a master planning effort for use of County lands, specifically lands at Natividad/Laurel in Salinas. This matter is reinstated for reconsideration. Public comment on this item was received on January 14, 2020. Item was pulled from the June 16, 2020, Board meeting agenda and is on hold pending identification of funding. Staff to consult with requesting Supervisor prior to resubmitting item to the Board. PWFP staff continues to work with our state legislative consultants to identify potential grant opportunities. At the September 14, 2021 Board Meeting, the Board provided direction to PWFP staff to apply for Prop 68 grant funding. On January 20, 2022, the County submitted a \$3 million application to the Prop 68 Regional Park Program. Project implementation is pending notification of a grant award. On August 24th, the County was notified that its project applications were not selected for grant funding - the process was highly competitive and oversubscribed. Staff will continue to find new opportunities to raise fund to build the project.	Postponed	
4	2018.15	6/5/18	Phillips/Alejo	HCD		Lundquist	7/17/18	Consider zoning changes to prohibit drilling for oil & gas north of King City	Present options for initiating amendments to County zoning to prohibit new oil and gas exploration in Monterey County except in the southern Salinas Valley, generally south of King City and east of the Santa Lucia range, so that it meets all legal requirements. RMA prepared options for consideration by the Planning Commission at a workshop held on 7/11/18. Referral postponed until Measure Z litigation is concluded.	Postponed	
5	2018.16	6/26/2018	Alejo	County Counsel/Auditor-Controller		Girard/Shah	8/28/2018	Update County Travel Policy by County Counsel in coordination with the Auditor-Controller's Office.	Monterey County's travel policy managed by the Auditor-Controller has not been updated in many years and today, it does not compare with current market prices or organizational procedures and may exceed legal requirements. The current policy creates barriers for county staff to be able to effectively represent county business at conferences, trainings or in litigation. This policy also conflicts with another travel policy found in the Personnel Policies and Practices Resolution (PPPR). This referral seeks to update the policies to account for inconsistencies, business needs, efficiency, market prices, whether government rates are available or whether the discounted lodging rooms were secured by conference organizers, such as the California State Association of Counties. This lack in clarity in the existing policy is costing unnecessary staff time and an update would modernize our policy with current standards. The new policy should meet Federal and State law while supporting business efficiency. A revised policy was presented to the Board on November 6, 2018. An updated memo was submitted to the Board. A revised policy will be presented to the Board in June 2022.	Pending	
6	2018.28	12/4/2018	Phillips	HCD		Lundquist	12/11/2018	Affordable Housing in the Coastal Zone	Amend County LCP to be consistent with the Coastal Act regarding affordable housing, authorize staff to investigate processes and provide language revision recommendations to the Local Coastal Plan. A presentation was provided to the Board on January 15, 2019. HCD plans to couple this work with the 6th Housing Element to be completed by December 2023. In the interim, staff considers the integration of affordable housing policies in the coastal zones when the opportunities exist (e.g., update to the Big Sur Land Use Plan)	Pending	

Item #	Brd Ref #	Assignment Date	Referred By	Lead Dept.	Sub-Depts.	Project Lead	Requested Due	Item	Report	Status
7	2019.08	9/10/2019	Alejo	PWFP/IGLA		Ishii/Chiuilos	12/10/2019	State Funding for the Historic Old Monterey County Jail	A presentation of options for the disposition of the Old Jail was provided on September 10, 2019. The Board identified specific options and authorized Supervisor Alejo to pursue state funding match (\$10M) in the 2020 State Budget, which will be determined by June 2020. Meanwhile, RMA has coordinated with City staff on their Lincoln Avenue Corridor Master Plan efforts that includes an option for potential reuse of the old jail site. Due to the pandemic the Legislature did not entertain specific budget requests, such as that for the Old Jail. On Oct. 18, 2021, the County met with Assemblymember Rivas who indicated he would submit a \$15 million 2022 State Budget request for the project. Discussions on this request are ongoing with the County's State Legislative delegation. On February 11, 2022, the Board held a Legislative Workshop and identified this request as a County priority. No funding for the project was included in the FY 22-23 State Budget. Staff continues to seek opportunities to fund the project. Ongoing updates are being provided to the Legislative Committee.	Postponed
8	2019.11	10/8/2019	Adams	Health/Environmental Health/Co Counsel		Jimenez/Encarnacion/Strimling	11/19/2019	Establish an Ordinance restricting the use of single-use plastics	Due to the ongoing Shelter In Place order, the development of this ordinance remains delayed. Many of the stakeholder entities have been severely impacted by the SIP (the restaurant and hotel industry particularly) and EH recommends their participation in the development of this ordinance once SIP conditions are lifted or allow business activities to resume at a higher level of production. During the entire month of September 2021, the Recycling Resource And Recovery Services (RRRS) of the Environmental Health Bureau had a survey on posted on the program's webpage seeking input from the public. The survey was live for 30 days and RRRS received a total of 294 responses and 94 comments. 70% of respondents Strongly Agreed and 13% Strongly Disagreed.	Postponed
11	2020.12	3/3/2020	Phillips & Adams	CAOP/PWFP		Vega/Ishii	4/7/2020	Consider funding options to increase the Pavement Condition Index of County roads to at least a "Fair" standard over the next ten years.	Staff has been performing research on funding options with the assistance of a financial consultant. A report was presented to the Capital Improvement Committee (CIC) meeting on September 13, 2021. Staff provided a status update to the Board on February 8, 2022. Staff is proceeding with Board direction, and coordinating with financial advisors and the Budget team to finalize details of the proposed bond approach. The Debt Advisory Committee is expected to consider the program in late September or early October with review by the Capital Improvement Committee and BOS in late October 2022.	Pending
12	2020.22	7/7/2020	Phillips	CAO		Bokanovich	7/28/2020	Referral Process Amendment	This referral requests that the process be amended to have Board approval for a referral as part of an agenda item showing the purpose of the referral, costs, time, challenges, and details of the project. Exceptions may be made for urgent matters. The Board approved an Amended Board Referral Process on April 27, 2021. The Board will conduct a review of the amended referral process, along with the evaluation of outstanding referrals, on an annual basis. The referral has been reassigned to the County Administrative Office for response. Staff will provide a report to the Board October 2022 in late January or early February 2023.	Pending
13	2020.27	12/8/2020	Lopez-Alejo	COB		Ralph		Address the need for translation services	This referral seeks to support access to live translation services and translate recorded minutes of Board of Supervisor meetings. Staff provided a report to the Board on December 14, 2021. Staff will provide a report to the Board in July 2022. The referral is close to completion. Staff will provide an update to the referring Supervisors.	Pending
14	2021.05	3/2/2021	Alejo	PWFP		Ishii	6/1/2021	Monterey County COVID-19 Victims Memorial	This referral seeks to create a permanent memorial with the names of all COVID-19 victims of Monterey County on the Monterey County Government Campus at 168 West Alisal Street. A presentation was provided to the Board on March 22, 2022. Staff was directed to seek potential match from partners and return to the Board in 45 days for further direction. Staff has been seeking potential partners and will be reporting back. The Board approved a revised concept at its June 22, 2022 meeting. Staff is coordinating with the Budget Office to establish fund to receive donations, and staff is seeking potential donors. On September 13, 2022 the Board of Supervisors approved staff's request to enter into a capital campaign with Monterey County Community Foundation to raise funds to complete the project.	Pending
16	2017.24	10/18/2017	Alejo	Probation		Keating		Proposal to consolidate the current "Youth Center" on 970 Circle Drive in east Salinas with the new Juvenile Hall on 1420 Natividad Road and repurpose the property on 970 Circle Drive.	A memorandum was provided to the Board of Supervisors in late August 2020. Continuing discussions are occurring. Staff provided a memorandum to the Board on May 6, 2021. Referral modified on August 24, 2021 (as part of Board's annual evaluation of referrals) to include a report from the CAO on options for retaining an independent consultant to look into this matter. Staff provided a report to the Board on April 26, 2022. The Board provided direction for the CAO's Office to pursue a contract with a consulting firm to conduct an infrastructure needs assessment for juvenile facilities. On June 7, 2022, the Board took action to combine Board Referral No. 2017.24 with 2022.16.	Combined with 2022.16
18	2021.09	5/25/2021	Phillips/Askew	CAO		Bokanovich		Review of Board Committee Responsibilities	This referral seeks to clarify the purpose and responsibilities of each Board of Supervisors committees to improve staff workflow and Board decision making ability. A preliminary analysis was approved by the Board on June 15, 2021. Staff will be submitting a response to this referral for Board consideration in May 2022. The referral has been reassigned to the County Administrative Office for response. Staff provided a report to the Board October 2022 in late January or early February 2023.	Pending

Item #	Brd Ref#	Assignment Date	Referred By	Lead Dept.	Sub-Depts.	Project Lead	Requested Due	Item	Report	Status
21	2021.14	8/24/2021	Alejo	CAO		Chiuos/Paulsworth		EV Charging Station Infrastructure, Mapping and Investment	This referral requests that the Monterey County Sustainability Manager assess and map existing EV charging stations (Level 2 and DC fast chargers) in Monterey County and make it accessible to the public on a new county website, and to assess the need for charging station infrastructure and investment in unserved/underserved areas and disadvantaged communities in Monterey County. This referral further requests that Monterey County partner with the Monterey County Air Resources District, Central Coast Community Energy and other potential partners to pursue grant funding and expand EV charging infrastructure in unserved/underserved areas and disadvantaged communities in our county. A preliminary analysis was provided to the Board on September 21, 2021, at which time, staff was directed to return to the Board with a further analysis. Staff provided a report and presentation for Board consideration on October 26, 2021. A status update will be provided to the Board in November 2022. Referral deemed complete by referring Supervisor on November 30, 2022.	"Complete"
24	2021.18	9/28/2021	Adams	WRA		Buehe		Board Workshop to Review Regional Water Issues and Potential Solutions	This referral seeks to initiate a comprehensive discussion on regional scale water issues and potential solutions in Monterey County. This referral is for the Board of Supervisors of the MCWRA to hold a special joint meeting with the MCWRA Board of Directors, the SVBGSA Board of Directors, and the Marina Coast Water District GSA Board for the water agencies' leadership to provide a comprehensive overview of regional projects under consideration by the MCWRA, SVBGSA and MCWD GSA. Elected officials, local agencies, water purveyors, industry representatives, landowners and other stakeholders that may have some oversight or authority, or potential interest in participating in regional solutions should be invited. A preliminary analysis was provided to the Board on November 2, 2021. A workshop was held for the Board on March 15, 2022 at 1:30pm. The 2nd Board Workshop will be held on September 20, 2022. The 3rd and final Board Workshop will be held on December 6, 2022.	Pending
25	2021.19	9/28/2021	Lopez	Ag. Comm.		Gonzales		Farmworker Resource Center	In order to better serve the farm working population of Southern Monterey County, this referral seeks to direct staff to research and come back to our Board of Supervisors with options and feasibility for locating a Farmworker Resource Center in the community of Greenfield CA. The leverage opportunity of matching dollars in the recently signed AB 941, at a 3:1 ratio, provides a great incentive for our County to develop a resource center in a community that lacks direct access to County services, while continuing to face access barriers, such as transportation. The analysis of feasibility should include a recommendation of what services should be provided at this location, as well as the potential to shift existing staff, already focused on this work, into locations near the geographic center of Monterey County. A preliminary analysis was provided to the Board on October 26, 2021. A formal referral response was provided to the Board on February 1, 2022. Staff anticipates providing a status update in late April or early May 2022. Staff will provide a status update to the Board on July 12, 2022. Staff will provide a status update to the Board on October 25, 2022 December 6, 2022.	Pending
29	2021.25	11/16/2021	Askew	HWCD		Ishii-Lundquist		East Garrison Street Renaming	This referral seeks to identify the process and funding for the renaming of certain streets in East Garrison and revise the naming approval process. A preliminary response was provided to the Board on January 11, 2022. Staff will report back to the Board on May 3, 2022. Staff presented to the Board at the May 3, 2022 Board Meeting, and received direction from the Board. HCD has been directed to engage with the public and determine interest in changing the street names within East Garrison. HCD attended the East Garrison CSD (EGCSD) meeting on May 11, 2022, to present the matter. Based on public comment, they will be presenting a follow-up item to EGCSD at one of their next meetings. Adopted FY22-23 Budget includes \$40,000 for street renaming. HCD to prepare draft program for Board consideration.	Pending
30	2021.27	12/7/2021	Askew	HRD		Ramirez-Bough		Class and Comp Study Process	This referral directs the Human Resource Director to prepare a report detailing the current process to submit a Class and Comp study request and a current list of outstanding requests, and to work with the Human Resources Committee to develop an equitable transparent process for prioritization of ongoing class and comp studies to ensure that county workers are fairly compensated. A preliminary response was provided to the Board on January 11, 2022. Staff will report back to the Board on May 17, 2022. Discussions on this request are ongoing with the bargaining groups. A status update will be provided to the Board in December 2022.	Pending
31	2021.28	12/7/2021	Alejo/Lopez	WRA		Buehe		Water Storage Infrastructure and Maintenance State Budget Request	This referral requests that Monterey County Water Resources Agency partner with our state legislative delegation to make a \$300 million budget request in the 2022 legislative session for the water storage infrastructure & maintenance projects at Lakes San Antonio and Nacimiento. When the referral was introduced it was amended to include an additional \$12 million State Budget request for the San Lucas Clean Drinking Water Project. A preliminary response was provided to the Board on January 11, 2022. These projects have been designated as priority projects of the Board for the 2022 Legislative Program. The County has made a \$312 million State Budget request for these projects. Discussions on this request are ongoing with the County's State Legislative delegation. On February 11, 2022, the Board held a Legislative Workshop and identified these State Budget requests as County priorities. Ongoing updates will be provided to the Legislative Committee.	Pending
32	2021.29	12/7/2021	Adams	PWFP		Ishii		Increased Fines for Big Sur Roadside Camping Prohibition	This referral seeks to increase the administrative citation and fine amounts for citations issued under Monterey County Code Section 14.18.020.A. This is a follow-up to Board Referral No. 2019.16 (Big Sur Roadside Camping Prohibition Enforcement). A preliminary response was provided to the Board on January 11, 2022. Staff will report back to the Board on April 30, 2022. Staff is working with the Big Sur Byway Organization on planning and next steps. The Ordinance increasing the existing fine amount to \$1,000 was adopted by the BOS at its July 26, 2022 meeting. New signage has been installed at the north and south ends of the camping prohibition zone on existing signposts. Additional signs to be installed with Big Sur Byway Organization.	Pending
33	2021.30	12/14/2021	Askew	Health		Jimenez		School Vaccination Coordination	This referral directs the Monterey County Health Department to partner with the K12 school system to increase the rate of vaccinations amongst pediatric residents aged 5 to 11 years old in disproportionately impacted communities. A preliminary response was provided to the Board on January 11, 2022. Staff will report back to the Board in April 2022. Staff will report back to the Board in June 2022. Staff will bring forth an updated response at the June 21st BOS meeting. Staff has been directed to return to BOS with an update in the Fall. Staff will bring forth an updated response at the October 11th BOS meeting.	Pending

Item #	Brd RFI#	Assignment Date	Referred By	Lead Dept.	Sub-Depts.	Project Lead	Requested Due	Item	Report	Status
34	2021.31	12/14/2021	Alejo	HCD/CoCo		Lundquist/Girard		Housing Authority of Monterey County Reorganization and New Governance Structure	This referral seeks to reorganize and consolidate the Housing Authority of Monterey County and its subsidiary, the Housing Development Corporation, under one Executive Director, and have the Monterey County Board of Supervisors serve at its new governing board to oversee its operations and implement needed reforms. A preliminary response was provided to the Board on January 11, 2022. Staff will provide a status update to the Board on July 2022 September 13, 2022.	Pending
35	2022.01	1/11/2022	Alejo	PWFP		Ishii		Velocity International Event & Sponsorship at Weathertech Laguna Seca Raceway	This referral seeks consideration of a significant proposal by Velocity International to bring an August Monterey Motorsports Reunion Event to Weathertech Laguna Seca Raceway. This referral would direct staff to quickly enter into discussions and negotiations with Velocity International, and to expeditiously bring the proposal back for full Board of Supervisors' consideration. The Board of Supervisors has previously requested that such potential sponsorships be brought to Laguna Seca Raceway, and this proposal could also potentially offset the significant \$10 million costs to repave the track and construct a new bridge as discussed during the board meeting last Tuesday, December 8, 2021. A preliminary response was provided to the Board on February 1, 2022. Staff met with Velocity International representatives and will report back to the board in September 2022.	Pending
36	2022.02	1/11/2022	Askew	CAO		Chiuos/Bokanovich		Sheriff Oversight Board Formation	This referral seeks to explore formation of a Sheriff Oversight Board. Assembly Bill 1185 authorized counties to establish a sheriff oversight board to assist the board of supervisors to fulfill its duties related supervising the official conduct of all county officers, including the sheriff. An oversight board would consist of civilian residents appointed by the board of supervisors. Formation of the oversight board can be accomplished by action of the board of supervisors or through a vote of county residents. This referral requests the Board of Supervisor form such an oversight board and that staff return with a report that includes bylaws, formation resolution, and an outline of administrative capacity needed to support the oversight board. A preliminary response was provided to the Board on March 22, 2022; at which time, the Board took action to defer the item until after the new Sheriff is elected and the Board has had an opportunity to establish a relationship.	Postponed
38	2022.04	2/1/2022	Phillips/Lopez	PWFP		Ishii		Revisit Rossi Road Extension Plan	This referral seeks to revisit the Rossi Road extension plan and explore solutions to alleviate traffic congestion and improve traffic circulation in the Boronda area as a result of the population and business growth and the relocation of the SVSWA transfer station and Republic Services' yard. A preliminary response was provided to the Board on March 8, 2022. A Town Hall was conducted on July 27, 2022. A working group has been started, and next steps and roles are being established. CEQA and funding are also being researched and discussed. County staff and Salinas City staff have formed a working group to develop a draft MOU for consideration of the Board.	Pending
40	2022.06	2/8/2022	Askew	Health		Jimenez/Hanni		VIDA Project Extension	This referral seeks to increase funding allocated to the VIDA Project to maintain operations through the end of the 2022. The referral directs staff to return with a report outlining costs of continuing the VIDA Project at current operating levels through December 31st. A preliminary response was provided to the Board on March 8, 2022 and updated response was provided on June 21, 2022. Staff will provide an update at the Health, Housing, and Human Services Committee on September 12, 2022 and Board of Supervisors on September 27, 2022.	Pending
41	2022.07	3/1/2022	Lopez	Sheriff Ag Comm		Betnek Gonzales		Monterey County Agricultural and Livestock Pass	This referral requests that staff determine feasibility of an agricultural and livestock pass for the County of Monterey. In the last few years, California has had some of the largest and most severe wildfires in history of the state. The purpose of creating a county-based "Ag Pass" program is to provide a uniform way to identify vetted commercial farm and ranch owner-operators and their employees to firefighting personnel, California Highway Patrol officers, Sheriff's deputies and other law enforcement officers, and other emergency personnel. Possession of an Ag Pass during a wildfire or a similar disaster potentially allows the agriculturalist limited emergency access to areas that may otherwise be restricted to the public, in order to 1) protect or care for agricultural assets (such as irrigating crops or feeding, watering, and transporting livestock) and/or 2) provide support information to emergency personnel (such as identifying access roads and available water sources). This item was reassigned to the Agricultural Commissioners Office on April 5, 2022. A preliminary analysis response will be provided to the Board on May 3, 2022. A preliminary response was provided to the Board on May 3, 2022. Staff will present to the Board on October 25, 2022. Staff will present a finalized Ag Pass Program to the Board in February or early March of 2023.	Pending
45	2022.11	3/1/2022	Alejo	Health		Jimenez/Eckert		Mental Health Services Act (MHSA) Reserve Funds Expenditure Plan & Oversight	This referral requests that the Monterey County Behavioral Health Department provide a comprehensive presentation on how Mental Health Services Act funding is being used in our county, what other potential eligible services could be provided under the act, and to devise an updated expenditure plan to utilize the record reserve funds of \$55,380,337 towards providing critical needed services to eligible residents. The referral further requests that the Board of Supervisors receive an annual report on the expenditures and effectiveness of all its programs. A preliminary response was provided to the Board on March 22, 2022. The Board directed that the matter be referred to the Budget Committee for further consideration. An initial comprehensive report was provided to the Budget Committee on April 25, 2022. The Budget Committee directed that the report be expanded to include outcomes and effectiveness, and be referred to the Board of Supervisors for further consideration. Staff provided an updated response to the Board of Supervisors on June 21, 2022 and were directed to present further updates to the Budget Committee. Staff provided an update at the Budget Committee on July 27, 2022 and were directed to return to Budget Committee in January 2023 with an update on our future fund balance assumptions and innovation projects.	Pending
48	2022.14	4/19/2022	Lopez	PWFP		Ishii		Harkins Road	This referral requests that staff investigate the possibility of changing Harkins Road into a one-way street. A preliminary analysis will be provided to the Board on May 17, 2022. Staff presented the Preliminary Analysis Report at the May 17, 2022 Board Meeting. Staff will come back to the Board prior to the end of October 2022. As directed, staff provided a preliminary analysis to the Board at is May 17, 2022 meeting. The Board directed staff to return with a more comprehensive analysis of the referral and anticipated effort for completion. That is planned for October 2022.	Pending
49	2022.15	4/19/2022	Alejo	CAO		Chiuos/Wilson		Collaboration Regarding Salinas Gabilan Creek Encampments & Environmental Concerns	This referral requests that staff collaborate with the City of Salinas, the Salinas Regional Sports Authority, and the California Department of Fish and Wildlife regarding homeless encampments along Gabilan Creek near the Salinas Regional Soccer Complex causing environmental and nuisance concerns. A preliminary assessment was provided to the Board on May 10, 2022. Staff will collaborate with City Staff and return to the Board to provide a status in 60 to 90 days.	Pending

Item #	Brd Rfl #	Assignment Date	Referred By	Lead Dept.	Sub-Depts.	Project Lead	Requested Due	Item	Report	Status
50	2022.16	5/10/2022	Alejo/Phillips	Probation/CAO PWFP		Keating/Weeks Ishii		Completion of the Monterey County Juvenile Hall	This referral requests for the Monterey County Probation and other county staff to pursue state grant funding to complete the unfinished phase of the Juvenile Hall. A preliminary response will be provided to the Board on June 7, 2022. Staff will go to the Board on June 14, 2022. On June 7, 2022, the Board took action to combine Board Referral No. 2022.16 with 2017.24. This item was reassigned to PWFP on September 8, 2022. Public Works and Facilities is managing the proposal phase with a contracted vendor. Probation has also received \$2.1 million from the State for the improvement of juvenile facilities.	Pending
51	2022.17	8/23/2022	Lopez	Elections		Martinez		Elections Fee Schedule – Recounts	This referral requests that staff bring forward recommendations to possibly include creating a fee schedule for candidates to request and plan for recounts when needed. A preliminary analysis will be presented to the Board November 2022 December 6, 2022.	Pending
52	2022.18	8/23/2022	Alejo-Askew	Social Services		Medina		Monitoring of FCS Programs and Services	This referral requests HHHSC Committee roles and responsibilities be amended to explicitly include responsibility for monitoring the programs and services of Family and Children’s Services. A preliminary analysis will be presented to the Board on September 20, 2022. A Board Report and FCS Report were provided to the 3HS Committee on December 5, 2022. Staff will provide an update to the Board on January 31, 2023.	Pending
53	2022.19	9/20/2022	Lopez	CAO		Vaughn		Joining Chamber of Commerce in Our Community	This referral requests that staff determine the possibility of the County of Monterey joining the Salinas Valley, Monterey Peninsula, and King City Chambers of Commerce. A preliminary response will be presented to the Board in November 2022 January 2023.	Pending
54	2022.20	9/27/2022	Lopez	CAO		Iwanoto		Review of Local Requirement for Commercial Cannabis Operators	This referral requests that staff consider a review of the department specific local requirements for commercial cannabis operators to achieve local authorization for the transition from a Department of Cannabis Control Provisional License to Annual Licensure. A preliminary response will be presented to the Board on October 18, 2022 October 25, 2022.	Pending
55	2022.21	9/27/2022	Alejo	COB/CAO		Ralph/Vega		Clerk of the Board of Supervisors Budget Augmentation for Resolutions	This referral requests staff to augment the budget for the Clerk of the Board of Supervisors to cover all expenses for framed Board Resolutions, and to enhance our certificates for Board Resolutions. A preliminary response will be presented to the Board on October 18, 2022.	Pending
56	2022.22	9/27/2022	Alejo	PWFP		Ishii/Lerabie		East Salinas District 1 Office	This referral requests that staff search and open a District Office for District 1 in East Salinas 93905 to provide greater office access to constituents in this area of Salinas with the greatest need. A preliminary response will be presented to the Board on October 18, 2022 October 25, 2022.	Pending
57	2022.23	11/22/2022	Phillips	PWF/CAO		Ishii/Vega		Long-Range Funding Source for Pajaro Park	This referral requests a long-range funding source for Pajaro Park to ensure long-term park access to residents of the Pajaro Valley which will enhance the overall health and well-being of residents of this disadvantaged community who need it the most. A preliminary response will be presented to the Board on December 13, 2022.	Pending
58	2022.24	11/8/2022	Lopez	CRO		Rodriguez		LGBTQ Commission	This referral seeks to create a commission that monitors and makes recommendations around policies that impact LGBTQ communities, in order to provide leadership and support for the well-being and longevity of LGBTQ communities in Monterey County through coordinated, integrated approaches	Pending
59	2022.25	11/8/2022	Lopez	Ag. Comm.		Gonzales		Wildlife Trapper Resources	This referral seeks to identify resources to re-establish a trapper program in Monterey County. Referral was removed by the Board on 11/8/2022.	"Removed on 11/8/22"
60	2022.26	11/22/2022	Alejo	Health		Jimenez		Opioid Settlement Funding Program for Monterey County	The subject referral seeks to devise a comprehensive program utilizing the opioid dollars designated for all Monterey County local governments for providing treatment and other services to local communities. A preliminary response will be presented to the Board on December 13, 2022.	Pending

Completed by Executive Assistant on December 1, 2022



County of Monterey

Item No.9.3

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 22-1155

December 07, 2022

Introduced: 12/2/2022

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

Receive a status update report in response to **Board Referral No. 2021.19** seeking to create a Farmworker Resource Center that provides services and referrals in the community of Greenfield.
(ADDED VIA ADDENDA)

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Receive a status update report in response to **Board Referral No. 2021.19** seeking to create a Farmworker Resource Center that provides services and referrals in the community of Greenfield; and
- b. Assign the Farmworker Resource Center Board Referral No. 2021.19 to the Monterey County Health Department and direct them to apply for the Farmworker Resource Center Grant through the State Department of Community Services; and
- c. Adopt a Resolution authorizing the Monterey County Health Department Director to submit a Farmworker Resource Center grant application to the State Department of Community Services by the grants closing date of December 21, 2022 in an amount of up to \$833,000 with the County matching minimum of twenty five percent (25%) or \$208,250, to establish a farmworker resource center; or
- d. Provide further direction as appropriate.

SUMMARY/DISCUSSION:

Referral No. 2021.19, seeking to create a Farmworker Resource Center, pursuant to AB941, was submitted by Supervisor Lopez on September 23, 2021. See **Attachment 2-** Board Referral No. 2021.19) and assigned to the Agricultural Commissioner's Office, which provided a preliminary analysis report in response to the referral on October 26, 2021, and more in-depth analyses on February 1, 2022 and on July 19, 2022. At the conclusion of the July 19, 2022 Board meeting, the Board directed staff to return to the Board after the grant application became available. See **Attachment 2-** Board Order of the July 19, 2022 Board meeting.

Farmworker Resource Center Grant Status Update and Staff's Recommendation to Assign the Farmworker Resource Center Referral to the Monterey County Health Department:

AB941- *Farmworker Assistance: Resource Centers* is a recently signed assembly bill that requires the State Department of Community Services (CSD) to establish a grant program for counties to establish farmworker resource centers that would provide farmworkers and their families information and access to services, ranging but not limited to the following: labor and unemployment rights, education, housing, immigration, and health and human services. The Agricultural Commissioner's Office worked diligently to advance the direction of the Board of Supervisors in ascertaining

information about the CSD Farmworker Resource Center Grant Program. Staff attended all public meetings held by CSD where CSD solicited comment on their proposed Farmworker Resource Center Program framework. County Agricultural Commissioner's provided feedback at these public meetings. The last Farmworker Resource Center Grant Workgroup met on November 7, 2022 and discussed, amongst other items, proposed application evaluation criteria. See **Attachment 4-** CSD Farmworker Resource Center Workgroup informational packet for November 7, 2022 meeting.

The CSD Farmworker Resource Center Grant was released on November 15, 2022 and the deadline to apply is December 21, 2022. See **Attachment 5- Notice of Funding Availability (NOFA) Farmworker Resource Center Grant, November 15, 2022.** CSD will be awarding three (3) grants of \$833,000 to California counties. To be eligible for the grant funding applicant counties must provide twenty five percent (25%) of the center's funding. Therefore, the County is required to contribute a *minimum* of \$208,250 during the grant term. Counties have been grouped by *Region 1* and *Region 2*; Monterey County is in *Region 2*. The third award will be granted to the third highest scoring County regardless of the *Region*.

See **Exhibit A-Region excerpt from November 7, 2022 CSD/FRC Workgroup Presentation**

See **Exhibit B** for the schedule of the CSD Farmworker Resource Center Grant Program:

Overview of Grant's Application Evaluation Criteria: Per the recently released NOFA for the Farmworker Resource Center Grant- (see **Attachment 5**), the Farmworker Resource Center activities must be conducted in a culturally and linguistically appropriate manner to effectively meet the needs of the target population. Grant applications must demonstrate their experience providing similar services and their history of successfully conducting outreach campaigns to reach culturally diverse populations that have been traditionally difficult to reach and are underserved. The grant has 100 points possible in their Evaluation Ranking Criteria in the following categories:

- Experience performing outreach and providing similar client services. (30 points)
- Organizational capacity. (25 points)
- Trusted community partnerships and leveraging resources. (20 points)
- Ability to establish and maintain a client demographic and service tracking database. (15 points)
- Experience conducting a population assessment. (10 points)

Each category is fully described in the NOFA under "Part C: Evaluation Process" section- see **Attachment 5, beginning on page 20.** If the Agricultural Commissioner's Office were to apply for the grant on behalf of the County of Monterey, our application would not score high in all five grant categories, as this office does not offer the types of services the grant program is seeking in an applicant. Alternatively, the Monterey County Health Department, with the current services provided to the community, for example the VIDA Project, amongst other identified programs, demonstrates their experience and readiness for priority ranking in the competitive grant application process, which includes:

- Of highest experience performing outreach and providing similar client services.
- Demonstrating organizational capacity.
- Demonstrating having trusted community partners and leveraging resources.
- Demonstrating experience conducting Community Needs Assessment.
- Experience with client demographic and service tracking.

Agricultural Commissioner's staff has met with the Monterey County Health Department and they agree they are the better candidate department to lead the Farmworker Resource Center and apply for the grant opportunity and would accept the administrator role for this center, if that is the Board's direction.

Conclusion and Staff's Recommendation-

Based on the CSD Farmworker Resource Center Grant Program and evaluation criteria, staff recommends that the Board assign the Farmworker Resource Center Board Referral No. 2021.19 to the Monterey County Health Department and direct them to apply for the Farmworker Resource Center Grant through the State Department of Community Services by the grant's closing date of December 21, 2022. As the grantee, the Monterey County Health Department better achieves the grant's purpose and would be a competitive applicant based on the grant's evaluation standards and metrics described in **Attachment 5-** NOFA Farmworker Resource Center Grant. In order to be considered for the grant, the grant application packet must include a board resolution or board letter authorizing the County of Monterey to apply for the grant and indicating the County's commitment to provide twenty five percent (25%) of matching funds. A Draft Resolution has been prepared for your review and approval- see **Attachment 1**.

OTHER AGENCY INVOLVEMENT:

While the grant program guidelines were being developed by the State and subsequent NOFA release of the Farmworker Resource Center Grant, Agricultural Commissioner's staff conducted outreach with the following departments and/or organizations to learn about the services that should be provided in the Farmworker Resource Center: Monterey County District 3 Office- Supervisor Chris Lopez, and State Assemblymember Robert Rivas' Office- District 30; County Health Department, County Social Services, , Ventura County Farmworker Resource Program staff, State Dept. of Community Services, Mexican Consulate- San Jose Office (Consulado General de Mexico, Relaciones Exteriores), local community based organizations such as: United Way, VIDA Project, Centro Binacional para el Desarrollo Oaxaqueño, Center for Community Advocacy (CCA) and Ventures.

FINANCING:

Acceptance of this report has no fiscal impact. If the Agricultural Commissioner's Office is the administrator of the Farmworker Resource Center, this would necessitate increases to current appropriation levels to satisfy grant requirements, specifically the creation of a management position within the Agricultural Commissioner's Office. Staff consulted with Ventura County's Farmworker Resource Program, Program Manager to understand the administration components of their Program and of the services they provide including their experiences. From this consultation, staff has identified a key position that should be created within the Agricultural Commissioner's Office as the leadoff for the Farmworker Resource Program, which is a Management Analyst III position. This position would

serve in a similar capacity as Ventura County’s Program Manager and would lead the development of the Farmworker Resource Program. Alternatively, if the Monterey County Health Department is the administrator of the Farmworker Resource Center and is awarded the CSD Farmworker Resource Center Grant of \$833,000, these monies will be used to substantiate their already established community based organizational programs and their staff’s salaries. To be eligible for the grant funding applicant counties must provide twenty five percent (25%) of the center’s funding. Therefore, the County will be required to contribute a *minimum* of \$208,250 during the grant term. Furthermore, the Board may direct \$250,000 in Cannabis funding made available for Farmworker Resource Center start-up expenses to the Health Department. Such amount was set on February 1, 2022 by the Board from County’s Cannabis Program funding for the creation of a Farmworker Resource Center, as leverage by the anticipated CSD grant funding.”

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Mark a check to the related Board of Supervisors Strategic Initiatives:

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Nadia Garcia, Agricultural Resources and Policy Manager, 759-7384

Approved by:

_____ Date: _____
Henry S. Gonzales, Agricultural Commissioner, 759-7301

Attachments:

- Attachment 1-Draft Board Resolution
- Attachment 2-Board Referral No. 2021.19
- Attachment 3-Board Order of the July 19, 2022 Board meeting
- Attachment 4-CSD Farmworker Resource Center Workgroup informational packet for November 7, 2022 meeting
- Attachment 5- Notice of Funding Availability (NOFA) Farmworker Resource Center Grant, November 15, 2022
- Exhibit A-Regions
- Exhibit B-Farmworker Resource Center Grant Program Schedule



County of Monterey

Item No.18

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 22-1126

December 06, 2022

Introduced: 11/23/2022

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

Receive a status update report in response to **Board Referral No. 2021.19** seeking to create a Farmworker Resource Center that provides services and referrals in the community of Greenfield.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Receive a status update report in response to **Board Referral No. 2021.19** seeking to create a Farmworker Resource Center that provides services and referrals in the community of Greenfield; and
- b. Assign the Farmworker Resource Center Board Referral No. 2021.19 to the Monterey County Health Department and direct them to apply for the Farmworker Resource Center Grant through the State Department of Community Services; and
- c. Adopt a Resolution authorizing the Monterey County Health Department Director to submit a Farmworker Resource Center grant application to the State Department of Community Services by the grants closing date of December 21, 2022 in an amount of up to \$833,000 with the County matching minimum of twenty five percent (25%) or \$208,250, to establish a farmworker resource center; or
- d. Provide further direction as appropriate.

SUMMARY/DISCUSSION:

Referral No. 2021.19, seeking to create a Farmworker Resource Center, pursuant to AB941, was submitted by Supervisor Lopez on September 23, 2021. See **Attachment 2-** Board Referral No. 2021.19) and assigned to the Agricultural Commissioner's Office, which provided a preliminary analysis report in response to the referral on October 26, 2021, and more in-depth analyses on February 1, 2022 and on July 19, 2022. At the conclusion of the July 19, 2022 Board meeting, the Board directed staff to return to the Board after the grant application became available. See **Attachment 2-** Board Order of the July 19, 2022 Board meeting.

Farmworker Resource Center Grant Status Update and Staff's Recommendation to Assign the Farmworker Resource Center Referral to the Monterey County Health Department:

AB941- *Farmworker Assistance: Resource Centers* is a recently signed assembly bill that requires the State Department of Community Services (CSD) to establish a grant program for counties to establish farmworker resource centers that would provide farmworkers and their families information and access to services, ranging but not limited to the following: labor and unemployment rights, education, housing, immigration, and health and human services. The Agricultural Commissioner's Office worked diligently to advance the direction of the Board of Supervisors in ascertaining information about the CSD Farmworker Resource Center Grant Program. Staff attended all public

meetings held by CSD where CSD solicited comment on their proposed Farmworker Resource Center Program framework. County Agricultural Commissioner's provided feedback at these public meetings. The last Farmworker Resource Center Grant Workgroup met on November 7, 2022 and discussed, amongst other items, proposed application evaluation criteria. See **Attachment 4-** CSD Farmworker Resource Center Workgroup informational packet for November 7, 2022 meeting.

The CSD Farmworker Resource Center Grant was released on November 15, 2022 and the deadline to apply is December 21, 2022. See **Attachment 5-** *Notice of Funding Availability (NOFA) Farmworker Resource Center Grant, November 15, 2022*. CSD will be awarding three (3) grants of \$833,000 to California counties. To be eligible for the grant funding applicant counties must provide twenty five percent (25%) of the center's funding. Therefore, the County is required to contribute a *minimum* of \$208,250 during the grant term. Counties have been grouped by *Region 1* and *Region 2*; Monterey County is in *Region 2*. The third award will be granted to the third highest scoring County regardless of the *Region*.

See **Exhibit A-** *Region excerpt from November 7, 2022 CSD/FRC Workgroup Presentation*

See **Exhibit B** for the schedule of the CSD Farmworker Resource Center Grant Program:

Overview of Grant's Application Evaluation Criteria: Per the recently released NOFA for the Farmworker Resource Center Grant- (see **Attachment 5**), the Farmworker Resource Center activities must be conducted in a culturally and linguistically appropriate manner to effectively meet the needs of the target population. Grant applications must demonstrate their experience providing similar services and their history of successfully conducting outreach campaigns to reach culturally diverse populations that have been traditionally difficult to reach and are underserved. The grant has 100 points possible in their Evaluation Ranking Criteria in the following categories:

- Experience performing outreach and providing similar client services. (30 points)
- Organizational capacity. (25 points)
- Trusted community partnerships and leveraging resources. (20 points)
- Ability to establish and maintain a client demographic and service tracking database. (15 points)
- Experience conducting a population assessment. (10 points)

Each category is fully described in the NOFA under "Part C: Evaluation Process" section- see **Attachment 5**, *beginning on page 20*. If the Agricultural Commissioner's Office were to apply for the grant on behalf of the County of Monterey, our application would not score high in all five grant categories, as this office does not offer the types of services the grant program is seeking in an applicant. Alternatively, the Monterey County Health Department, with the current services provided to the community, for example the VIDA Project, amongst other identified programs, demonstrates their experience and readiness for priority ranking in the competitive grant application process, which includes:

- Of highest experience performing outreach and providing similar client services.

- Demonstrating organizational capacity.
- Demonstrating having trusted community partners and leveraging resources.
- Demonstrating experience conducting Community Needs Assessment.
- Experience with client demographic and service tracking.

Agricultural Commissioner's staff has met with the Monterey County Health Department and they agree they are the better candidate department to lead the Farmworker Resource Center and apply for the grant opportunity and would accept the administrator role for this center, if that is the Board's direction.

Conclusion and Staff's Recommendation-

Based on the CSD Farmworker Resource Center Grant Program and evaluation criteria, staff recommends that the Board assign the Farmworker Resource Center Board Referral No. 2021.19 to the Monterey County Health Department and direct them to apply for the Farmworker Resource Center Grant through the State Department of Community Services by the grant's closing date of December 21, 2022. As the grantee, the Monterey County Health Department better achieves the grant's purpose and would be a competitive applicant based on the grant's evaluation standards and metrics described in **Attachment 5-** NOFA Farmworker Resource Center Grant. In order to be considered for the grant, the grant application packet must include a board resolution or board letter authorizing the County of Monterey to apply for the grant and indicating the County's commitment to provide twenty five percent (25%) of matching funds. A Draft Resolution has been prepared for your review and approval- see **Attachment 1**.

OTHER AGENCY INVOLVEMENT:

While the grant program guidelines were being developed by the State and subsequent NOFA release of the Farmworker Resource Center Grant, Agricultural Commissioner's staff conducted outreach with the following departments and/or organizations to learn about the services that should be provided in the Farmworker Resource Center: Monterey County District 3 Office- Supervisor Chris Lopez, and State Assemblymember Robert Rivas' Office- District 30; County Health Department, County Social Services, , Ventura County Farmworker Resource Program staff, State Dept. of Community Services, Mexican Consulate- San Jose Office (Consulado General de Mexico, Relaciones Exteriores), local community based organizations such as: United Way, VIDA Project, Centro Binacional para el Desarrollo Oaxaqueño, Center for Community Advocacy (CCA) and Ventures.

FINANCING:

Acceptance of this report has no fiscal impact. If the Agricultural Commissioner's Office is the administrator of the Farmworker Resource Center, this would necessitate increases to current appropriation levels to satisfy grant requirements, specifically the creation of a management position within the Agricultural Commissioner's Office. Staff consulted with Ventura County's Farmworker Resource Program, Program Manager to understand the administration components of their Program and of the services they provide including their experiences. From this consultation, staff has identified a key position that should be created within the Agricultural Commissioner's Office as the leadoff for the Farmworker Resource Program, which is a Management Analyst III position. This position would serve in a similar capacity as Ventura County's Program Manager and would lead the development of

Legistar File Number: 22-1126

the Farmworker Resource Program. Alternatively, if the Monterey County Health Department is the administrator of the Farmworker Resource Center and is awarded the CSD Farmworker Resource Center Grant of \$833,000, these monies will be used to substantiate their already established community based organizational programs and their staff’s salaries. To be eligible for the grant funding applicant counties must provide twenty five percent (25%) of the center’s funding. Therefore, the County will be required to contribute a *minimum* of \$208,250 during the grant term. Furthermore, the Board may direct \$250,000 in Cannabis funding made available for Farmworker Resource Center start-up expenses to the Health Department. Such amount was set on February 1, 2022 by the Board from County’s Cannabis Program funding for the creation of a Farmworker Resource Center, as leverage by the anticipated CSD grant funding.”


BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Mark a check to the related Board of Supervisors Strategic Initiatives:

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Nadia Garcia, Agricultural Resources and Policy Manager, 759-7384

Approved by:

DocuSigned by:

 Date: 11/30/2022 | 2:35 PM PST
 DB06FFB83AB84FF...
 Henry S. Gonzales, Agricultural Commissioner, 759-7301

Attachments:

- Attachment 1-Draft Board Resolution
- Attachment 2-Board Referral No. 2021.19
- Attachment 3-Board Order of the July 19, 2022 Board meeting
- Attachment 4-CSD Farmworker Resource Center Workgroup informational packet for November 7, 2022 meeting
- Attachment 5- Notice of Funding Availability (NOFA) Farmworker Resource Center Grant, November 15, 2022
- Exhibit A-Regions
- Exhibit B-Farmworker Resource Center Grant Program Schedule

**Before the Board of Supervisors in and for the
County of Monterey, State of California**

Resolution No.

Resolution of the Monterey County Board)
of Supervisors authorizing and directing)
the Monterey County Health Department)
Director to submit a Farmworker)
Resource Center grant application to the)
State Department of Community Services)
by the grant's closing date of December)
21, 2022 in an amount of up to \$833,000)
with the County matching minimum of)
twenty five percent (25%) or \$208,250 to)
establish a Farmworker Resource Center)
in the County of Monterey.)

WHEREAS, Board Referral No. 2021.19, seeking to create a Farmworker Resource Center, pursuant to *AB941*, was submitted by Supervisor Lopez on September 23, 2021;

WHEREAS, *AB941- Farmworker Assistance: Resource Centers* is a recently signed assembly bill that requires the State Department of Community Services (CSD) to establish a grant program for counties to establish farmworker resource centers that would provide farmworkers and their families information and access to services, ranging but not limited to the following: labor and unemployment rights, education, housing, immigration, and health and human services;

WHEREAS, the State's objectives with these funds are to reduce poverty for Californians by leading the development and coordination of effective and innovative programs for low-income individuals, families and their communities and specifically to provide opportunities to farmworkers, a fundamental California workforce that often face unique challenges related to housing, employment, public health, and other basic needs. *AB941* provides California counties the opportunity to apply for funding to help create farmworker resource centers to assist farmworkers in navigating public agencies, receiving information regarding wage and hour laws, health and safety laws, resolving workplace disputes, and pursuing legal rights. Eligible counties that are interested in establishing and funding Farmworker Resource Centers may apply for grant funding;

WHEREAS, the CSD Farmworker Resource Center Grant was released under a Notice of Funding Availability (NOFA) on November 15, 2022 and the deadline to apply is December 21, 2022. CSD will be awarding three (3) grants of \$833,000 to California counties. To be eligible for the grant funding applicant counties must provide 25 percent of the center's funding. Therefore, the County is required to contribute a *minimum* of \$208,250 during the grant term;

WHEREAS, counties have been grouped by *Region 1* and *Region 2*; Monterey County is in *Region 2*. The third award will be granted to the third highest scoring County regardless of the *Region*. Grant applications must demonstrate their experience providing similar services and their history of successfully conducting outreach campaigns to reach culturally diverse

populations that have been traditionally difficult to reach and are underserved. The grant has 100 points possible in their Evaluation Ranking Criteria in the following categories:

- Experience performing outreach and providing similar client services. (30 points)
- Organizational capacity. (25 points)
- Trusted community partnerships and leveraging resources. (20 points)
- Ability to establish and maintain a client demographic and service tracking database. (15 points)
- Experience conducting a population assessment. (10 points);

WHEREAS, the Monterey County Health Department, with the current services provided to the community, for example the VIDA Project amongst several other programs, demonstrates their experience and readiness for priority ranking in the competitive grant application process;

WHEREAS, the CSD Farmworker Resource Grant application packet must include a Board Resolution or Board Letter authorizing the County of Monterey to apply for the grant indicating the County’s commitment to provide 25 percent of matching funds.

DECISION

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors does hereby:

Authorize and direct the Monterey County Health Department Director, or designee, to submit a Farmworker Resource Center grant application to the State Department of Community Services by the grant’s closing date of December 21, 2022 in an amount of up to \$833,000 with the County matching minimum of twenty five percent (25%) or \$208,250 to establish a Farmworker Resource Center in the County of Monterey.

PASSED AND ADOPTED on this 6th day of December 2022, by the following vote, to-wit:

AYES:

NOES:

ABSENT:

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book___ for the meeting on _____.

Dated:

Valerie Ralph, Clerk of the Board of Supervisors
County of Monterey, State of California

By _____
Deputy

Monterey County Board of Supervisors Referral Submittal Form

Referral No. 2021.19
Assignment Date: 9/28/21
(Completed by CAO's Office)

SUBMITTAL - Completed by referring Board office and returned to CAO no later than noon on Thursday prior to Board meeting:

Date: 9-23-21	Submitted By: Supervisor Lopez	District #: 3
Referral Title: Farmworker Resource Center		
Referral Purpose: Create a Farmworker Resource Center in the community of Greenfield CA		
Brief Referral Description (attach additional sheet as required): In order to better serve the farm working population of Southern Monterey County, this referral seeks to direct staff to research and come back to our Board of Supervisors with options and feasibility for locating a Farmworker Resource Center in the community of Greenfield CA. The leverage opportunity of matching dollars in the recently signed AB 941, at a 3:1 ratio, provides a great incentive for our County to develop a resource center in a community that lacks direct access to County services, while continuing to face access barriers, such as transportation. The analysis of feasibility should include a recommendation of what services should be provided at this location, as well as the potential to shift existing staff, already focused on this work, into locations near the geographic center of Monterey County.		
Classification - Implication	Mode of Response	
<input type="checkbox"/> Ministerial / Minor <input type="checkbox"/> Land Use Policy <input checked="" type="checkbox"/> Social Policy <input type="checkbox"/> Budget Policy <input type="checkbox"/> Other: _____	<input type="checkbox"/> Memo <input checked="" type="checkbox"/> Board Report <input type="checkbox"/> Presentation	
	Requested Response Timeline	
	<input type="checkbox"/> 2 weeks <input type="checkbox"/> 1 month <input checked="" type="checkbox"/> 6 weeks <input type="checkbox"/> Status reports until completed <input type="checkbox"/> Other: _____ <input type="checkbox"/> Specific Date: _____	

ASSIGNMENT – Provided by CAO at Board Meeting. Copied to Board Offices and Department Head(s) Completed by CAO's Office:

Department(s): Agricultural Commissioner	Referral Lead: Henry Gonzales	Board Date: 9/28/21
---	--------------------------------------	----------------------------

REASSIGNMENT – Provided by CAO. Copied to Board Offices and Department Head(s). Completed by CAO's Office:

Department(s):	Referral Lead:	Date:
----------------	----------------	-------

ANALYSIS - Completed by Department and copied to Board Offices and CAO:

Department analysis of resources required/impact on existing department priorities to complete referral:	
Analysis Completed By:	Department's Recommended Response Timeline
_____	<input type="checkbox"/> By requested date <input type="checkbox"/> 2 weeks <input type="checkbox"/> 1 month <input type="checkbox"/> 6 weeks <input type="checkbox"/> 6 months <input type="checkbox"/> 1 year <input type="checkbox"/> Other/Specific Date: _____
Date: _____	

REFERRAL RESPONSE/COMPLETION - Provided by Department to Board Offices and CAO:

Referral Response Date:	Board Item No.:	Referrals List Deletion:
-------------------------	-----------------	--------------------------

Note: Please cc Karina Bokanovich, Rocio Quezada and Maegan Ruiz-Ignacio on all CAO correspondence relating to referrals.

Additional Info:

AB 941, Bennett. Farmworker assistance: resource centers.

Existing law establishes the Department of Community Services and Development within the California Health and Human Services Agency to supplement and coordinate public and private sector efforts to assist low-income participants, including homeless individuals and families, migrants, and the elderly poor, to secure and retain meaningful employment, attain an adequate education, make better use of available income, and obtain and maintain adequate housing and a suitable living environment.

Existing law, the California Community Services Block Grant Program, requires the department to administer the federal Community Services Block Grant funds to provide financial assistance for activities designed to have a measurable and potentially major impact on causes of poverty in a community or areas of a community where poverty is a particularly acute problem.

Existing law authorizes this funding to assist programs that, among other things, meet the needs of migrant and seasonal farmworkers and their families, such as daycare for children and elderly persons, education, health services, improved housing and sanitation, legal advice and representation, and consumer training and counseling, and assistance in processing applications for legalization and citizenship.

This bill, upon appropriation by the Legislature, would require the department to establish a grant program for counties to establish farmworker resource centers that provide farmworkers and their families information and access to services related to, among other things, labor and employment rights, education, housing, immigration, and health and human services. The bill would make a county's eligibility for funding under the grant program contingent upon the county working with local or statewide community-based organizations to develop the center, providing 25% of the center's funding under the program, and requiring the center to provide services in at least English and Spanish, to provide an assessment of the population the center would serve, and to maintain a cost-effective database to track the number and type of calls received, referrals made, and claims filed, and to monitor local trends. The bill would require the department to convene and facilitate a workgroup to help inform the establishment and administration of the grant program, as specified.



Monterey County Board of Supervisors

Board Order

168 West Alisal Street,
1st Floor
Salinas, CA 93901
831.755.5066
www.co.monterey.ca.us

A motion was made by Supervisor Chris Lopez, seconded by Supervisor John M. Phillips to:

- a. Receive a status update report in response to Board Referral No. 2021.19 seeking to create a Farmworker Resource Center that provides services and referrals in the community of Greenfield; and
- b. Directed staff to return to the Board after the grant application is available.

PASSED AND ADOPTED on this 19th day of July 2022, by roll call vote:

AYES: Supervisors Alejo, Phillips, Lopez, Askew and Adams

NOES: None

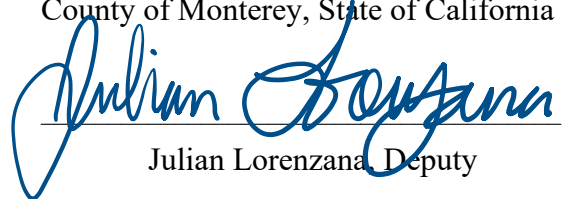
ABSENT: None

(Government Code 54953)

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 82 for the meeting July 19, 2022.

Dated: July 21, 2022
File ID: 22-708
Agenda Item No.: 17

Valerie Ralph, Clerk of the Board of Supervisors
County of Monterey, State of California


Julian Lorenzana, Deputy



DAVID SCRIBNER
DIRECTOR

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov



GAVIN NEWSOM
GOVERNOR

AGENDA

Farmworker Resource Center Workgroup
November 7, 2022
10:30 a.m. – 11:45 a.m.

Webinar Registration

[Click here to register](#)

Call in information: 1 (669) 254 5252

Meeting ID: 160 781 3309

Passcode: 160069

Time	Item
10:30 a.m.	I. <u>Welcome & Recognition</u>
10:35 a.m.	II. <u>Review of Scoring Criteria for Farmworker Resource Center Grant Applications</u> – The Department of Community Services and Development (CSD) will present the application scoring matrix which incorporates the application evaluation indicators and standards developed through consultation with the Workgroup.
11:05 a.m.	III. <u>Update on the Notice of Funding Availability (NOFA)</u> – CSD will update the Workgroup on the contract term, cap on administrative costs, and target regions for the grant.
11:30 a.m.	IV. <u>Public Comment Period</u> – Per the requirements of the Bagley-Keene Act, if you would like to make a comment about something on or not on today’s agenda, you may raise the matter. To allow for all interested members of the public to participate, individual comments will be limited to two minutes. Matters not on the agenda will be discussed only to the extent necessary to determine whether they should be made an agenda item at a future meeting. (Calif. Gov. Code §11125.7(a).)
11:45 a.m.	<i>Adjourn</i>



DAVID SCRIBNER
DIRECTOR

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov



GAVIN NEWSOM
GOVERNOR

Farmworker Resource Center Grant Projected Timeline

Activity	Date
NOFA Released	November 15, 2022
Deadline for Submitting Questions	November 29, 2022
Bidder's Conference	December 5, 2022
Question & Answers Posted on CSD Public Website	December 7, 2022
Notice of Intent to Apply Due to CSD	December 14, 2022
NOFA Application Deadline	December 21, 2022
Notice of Awardees Posted	January 12, 2023
Population Assessment Completed	April 30, 2023
FRC must be established, operational, and providing programs and services	July 15, 2023
Contract Term	February 15, 2023 – May 15, 2024
Grantee Evaluation completed by CSD no later than	June 30, 2024



Farmworker Resource Center Workgroup

FOURTH MEETING

Date: Monday, November 7, 2022



- Welcome
- Review of Scoring Criteria for Farmworker Resource Center (FRC) Grant Applications
- Review of Notice of Funding Availability (NOFA)
 - Contract Term
 - Administrative Cap
 - Target Regions
- Public Comment Period
- Wrap-Up and Next Steps



WELCOME





Workgroup Timeline

June 23, 2022

Session 1: Introduction
Develop program framework
Session 2: Develop grant applications standards & metrics

July 29, 2022

Session 3: Review program framework discussion
Review grant application standards & metrics
Develop grantee evaluation standards & metrics
Session 4: Size and number of grant awards and grantee obligations

August 18, 2022

Public Meeting

September 15, 2022

Session 5: Presentation of public comments
Finalize grantee evaluation standards & metrics

November 7, 2022

Session 6: Review of Application Scoring Criteria

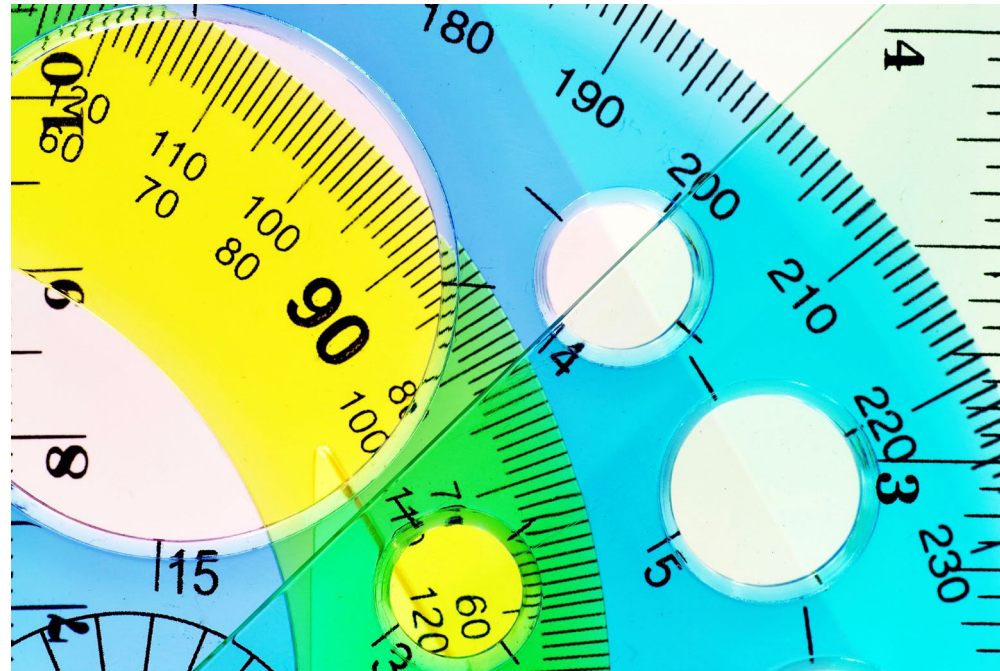


Projected Timeline

Activity	Date
NOFA Released	November 15, 2022
Deadline for Submitting Questions	November 29, 2022
Bidder's Conference	December 5, 2022
Question & Answers Posted on CSD Public Website	December 7, 2022
Notice of Intent to Apply Due to CSD	December 14, 2022
NOFA Application Deadline	December 21, 2022
Notice of Awardees Posted	January 12, 2023
Population Assessment Completed	April 30, 2023
FRC must be established, operational, and providing programs and services	July 15, 2023
Contract Term	February 15, 2023 – May 15, 2024
Grantee Evaluation completed by CSD no later than	June 30, 2024



REVIEW OF FRC GRANT APPLICATION EVALUATION SCORING CRITERIA





Application Evaluation Criteria

Evaluation Categories Finalized at FRC Workgroup Meeting Two:

- Experience Performing Outreach and Providing Similar Client Services
- Organizational Capacity
- Trusted Community Partners and Leveraging Resources
- Ability to Establish and Maintain a Client Demographic and Service Tracking Database
- Experience Conducting a Population Assessment



Evaluation Ranking Criteria – 100 Points Possible

Application Evaluation Criteria	Total Points Possible
Experience Performing Outreach and Providing Similar Client Services	30
Organizational Capacity	25
Trusted Community Partners and Leveraging Resources	20
Ability to Establish and Maintain a Client Demographic and Service Tracking Database	15
Experience Conducting a Population Assessment	10
Total Points Possible	100



Evaluation Ranking Criteria

Outstanding

The experience description provides **all** required information with thorough detail, giving the reader, a clear understanding of the applicant's experience in performing outreach and providing similar client services. This includes a detailed and thorough description of the anticipated outreach methods and client services that will likely be offered.

Good

The experience description provides **most** of the required information with moderate detail. The reader sufficiently understands the applicant's experience performing outreach and providing similar client services and includes detailed descriptions of the anticipated outreach methods and client services that will be offered.

Fair

The experience description provides **some** of the required information, but it is difficult for the reader to understand the scope of the applicant's experience in performing outreach and providing similar client services. The included descriptions of the anticipated outreach methods and client services that will be offered may be vague and lack detail.





Evaluation Ranking Criteria

Poor

The experience description provides **some** of the required information but **does not** demonstrate experience performing outreach and providing similar client services to the reader. Descriptions of the anticipated outreach methods and client services that will be offered are vague and lack detail.

Fail

The experience description provides **some or none** of the required information and **almost no detail** to demonstrate experience performing outreach and providing similar client services.

Descriptions of the anticipated outreach methods and client services do not describe the anticipated client services that will be offered.





Outreach and Client Services

Category of Application Evaluation	Points Possible	Scoring Emphasis in Each Category
Experience Performing Outreach and Providing Similar Client Services	30	Describes the county’s current outreach and experience providing services in appropriate languages to farmworkers and their families.
		Describes operational readiness and expertise in conducting, budgeting, and implementing similar scale services and outreach activities.
		Indicates the proposed outreach methods (physical, digital, written, audio, video, etc.) and explains why the selected methods will be the most effective. Preference will be given to face-to-face or one-on-one outreach methods.
		Describes how the effectiveness of outreach strategies will be evaluated and connected to client service outcomes.
		Describes the anticipated client services that will be offered based on the county’s current understanding of the needs and challenges of local farmworkers.



Outreach and Client Services – 30 Points

Rating	Score	Ranking
Excellent ability to meet all requirements	27 - 30	Outstanding
Expected to meet all requirements	22 - 26	Good
Capable of meeting all requirements	17 – 21	Fair
May not be able to meet all requirements	11 – 16	Poor
Not likely to meet all requirements	0 – 10	Fail



Organizational Capacity

Category of Application Evaluation	Points Possible	Scoring Emphasis in Each Category (Part 1 of 3)
Organizational Capacity	25	Describes the proposed service model, including service delivery method(s), that will be used to deliver each service (referral vs. direct delivery of service). Includes description of how staff will stay connected to the client.
		Describes the county's approach to case management in situations with language barriers or a lack of eligibility documentation.
		Describes the county's ability to provide services directly or in partnership with a subcontractor at locations and at times suited to farmworker's schedules (i.e., at work sites, evenings, weekends, etc.).
		Lists current or proposed partnerships that will help in the delivery of the proposed activities, with a specific emphasis on partnerships that will assist in reaching individuals with Limited English Proficiency, and non-English speaking individuals, including noncitizen farmworkers.



Organizational Capacity

Category of Application Evaluation	Points Possible	Scoring Emphasis in Each Category (Part 2 of 3)
Organizational Capacity	25	Describes the county’s ability to provide the key services.
		Lists current or proposed staff who will help in the delivery of the proposed activities, with a specific emphasis on staffing that will assist in reaching individuals with Limited English Proficiency, and non-English speaking individuals, including noncitizen farmworkers.
		Provides proposed staff classifications and position descriptions.



Organizational Capacity

Category of Application Evaluation	Points Possible	Scoring Emphasis in Each Category (Part 3 of 3)
Organizational Capacity	25	Provides the proposed operating budget for the farmworker resource center.
		Describes the budget and program development process and priorities.
		Describes the county's administrative resources (i.e., accounting, contracting, human resources, legal, etc.) designated to support the Farmworker Resource Center Program.



Organizational Capacity – 25 Points

Rating	Score	Ranking
Excellent ability to meet all requirements	23 - 25	Outstanding
Expected to meet all requirements	20 - 22	Good
Capable of meeting all requirements	16 – 19	Fair
May not be able to meet all requirements	11 – 15	Poor
Not likely to meet all requirements	0 – 10	Fail



Partnerships & Resources

Category of Application Evaluation	Points Possible	Scoring Emphasis in Each Category
Trusted Community Partners and Leveraging Resources	20	Name(s) and location(s) of community partner(s) to be engaged.
		Describes the role(s) of each community partner.
		Describes how each partner will help the applicant deliver the programs and services identified in the Application Narrative Template.
		Describes efforts involving coordination with public benefits and social service agencies; employers in the agricultural industry; public, private, and faith-based organizations; and legal service providers.
		Indicates the community partner(s) with which the county has an existing relationship and includes the documentation underlying the partnership e.g., letter of support, MOUs, etc.
		Describes how the partners were involved in the design of the county's response to the Notice of Funding Availability.



Partnerships & Resources – 20 Points

Rating	Score	Ranking
Excellent ability to meet all requirements	18 - 20	Outstanding
Expected to meet all requirements	16 – 17	Good
Capable of meeting all requirements	14 – 15	Fair
May not be able to meet all requirements	11 – 13	Poor
Not likely to meet all requirements	0 – 10	Fail



Category of Application Evaluation	Points Possible	Scoring Emphasis in Each Category
Ability to Establish and Maintain a Client Demographic and Service Tracking Database	15	Describes the county’s strategies to use data to analyze and improve program performance.
		Describes the methods, frequency, and goals of data analysis.
		Lists the steps necessary to establish and maintain a database that can collect and track the following data: Number and type of calls received, referrals made, claims filed, program outcomes, and client demographic information.
		Describes the demographic data points that the county intends to collect.



Data Collection – 15 Points

Rating	Score	Ranking
Excellent ability to meet all requirements	13 - 15	Outstanding
Expected to meet all requirements	10 – 12	Good
Capable of meeting all requirements	7 – 9	Fair
May not be able to meet all requirements	4 – 6	Poor
Not likely to meet all requirements	0 – 3	Fail





Population Assessment

Category of Application Evaluation	Points Possible	Scoring Emphasis in Each Category
Experience Conducting a Population Assessment	10	Describes the county’s experience in investigating and assessing the needs of targeted demographic groups within the county.
		Indicates how the county will collect and include data specific to the needs of their farmworker communities.
		Lists the languages in which the county anticipates performing a population assessment, and indicates the level of the county’s ability to conduct a population assessment in those languages.
		Describes the approaches the county intends to take to gather information directly from members of the farmworker community.
		Lists the existing county resources and data available to support or augment the population assessment process.
		Lists the agricultural employers in the county to be contacted as part of the population assessment.
		Describes how the county will analyze data collected.
		Describes how the county will assess the needs of the farmworker population and adjust outreach and programs on an ongoing basis.



Population Assessment – 10 Points

Rating	Score	Ranking
Excellent ability to meet all requirements	9 – 10	Outstanding
Expected to meet all requirements	7 – 8	Good
Capable of meeting all requirements	5 – 6	Fair
May not be able to meet all requirements	3 – 4	Poor
Not likely to meet all requirements	0 – 2	Fail



REVIEW OF NOTICE OF FUNDING AVAILABILITY (NOFA)





NOFA Elements – Contract Term



Grant Contract Term:

- Contract Start –
February 15, 2023
- Contract End –
May 15, 2024



NOFA Elements – Administrative Cap

Operating Budget Administrative Cap:

- 15% of total operating budget
 - (i.e., FRC grant funds + grantee matching funds)
- For grants of \$833,000 combined with the required \$208,250 grantee match, the total administrative budget cannot exceed \$156,187.





NOFA Elements – Target Regions

Target Regions:

For each region, the farmworker population is either one of the 18 largest in the state or represents at least nine percent of the total population of the county.



Region 1
Colusa County*
Glenn County*
Fresno County
Kern County
Kings County
Madera County
Merced County
Modoc County*
San Joaquin County
Stanislaus County
Siskiyou County*
Tulare County

Region 2
Imperial County
Monterey County
Napa County
San Diego County
San Luis Obispo County
Santa Barbara County
Santa Cruz County
Sonoma County
Riverside County
Ventura County



WORKGROUP RECOGNITION





Public Comment



Verbal:

- Raise your hand. The host will call on you.
- State your name and organization.
- Share your comment or question.
- In order to allow all participants an opportunity to speak, please limit comments to three minutes or less.

Zoom Chat:

- Submit comment or question in the chat.
- The host will read it aloud.



Deputy Director

- Leslie Taylor – Leslie.Taylor@csd.ca.gov

Managers

- Wilmer Brown, Jr. – Wilmer.Brown@csd.ca.gov
- Stephanie Williams – Stephanie.Williams@csd.ca.gov

Project Analysts

- James Scott – James.Scott@csd.ca.gov
- D. Heide Ruegsegger – Heide.Ruegsegger@csd.ca.gov
- Shiella Maria Rivera Flores – Shiella.RiveraFlores@csd.ca.gov

General Email: FarmworkerResourceCenter@csd.ca.gov





DAVID SCRIBNER
DIRECTOR

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov



GAVIN NEWSOM
GOVERNOR

November 15, 2022

Notice of Funding Availability Farmworker Resource Center Grant

Important Dates

Notice of Funding Availability Release Date – November 15, 2022
Deadline to Submit Questions – November 29, 2022
Bidder's Conference – December 5, 2022
Questions & Answers Posted on CSD Public Website – December 7, 2022
Notice of Intent to Apply Due Date – December 14, 2022
Deadline to Submit Applications – December 21, 2022 by 5:00 p.m.
Notice of Awardees Posted – January 12, 2023
Contract Negotiation Period – January 16, 2023 to February 3, 2023
Contract Term – February 15, 2023 to May 15, 2024
Population Assessment Completed by Grantee – April 30, 2023
Deadline for Farmworker Resource Center to be Established,
Operational, and Providing Services and Activities – July 15, 2023
Grantee Evaluation Completed by CSD – June 30, 2024

Serving Low-Income Families Through Community Partners

Table of Contents

Part A: Farmworker Resource Center Grant Overview	4
1. <i>Department Overview</i>	4
2. <i>Background</i>	4
3. <i>Purpose of the Notice of Funding Availability</i>	5
4. <i>Goals and Objectives</i>	6
5. <i>Characteristics of a Successful Farmworker Resource Center</i>	7
6. <i>Outreach Activities</i>	7
7. <i>Potential Services and Functions</i>	9
8. <i>Target Regions</i>	11
9. <i>Available Funding</i>	12
10. <i>Size and Number of Grants</i>	12
11. <i>Grant Matching Funds Requirements</i>	13
12. <i>Grant Requirements: All Awards</i>	13
13. <i>Contract/Funding Term</i>	15
14. <i>Projected Timeline</i>	15
Part B: Application Preparation and Submission	17
1. <i>Bidder’s Conference</i>	17
2. <i>Questions</i>	17
3. <i>Notice of Intent to Apply</i>	17
4. <i>Application Package Requirements</i>	18
5. <i>Application Pass/Fail Review</i>	18
6. <i>Application Submission Instructions</i>	19
Part C: Evaluation Process	20
1. <i>Scoring</i>	20
2. <i>Proposal Evaluation</i>	20
3. <i>Application Narrative Template</i>	21
Part D: Contract Award Process	25
1. <i>Contract Award Information</i>	25

2. <i>Appeal Process</i>	25
3. <i>CSD Reservations</i>	25
4. <i>Public Records Act</i>	25
Appendix 1: Map of Target Regions	26

Part A: Farmworker Resource Center Grant Overview

1. Department Overview

The mission of the California Department of Community Services and Development (CSD) is to reduce poverty for Californians by leading the development and coordination of effective and innovative programs for low-income individuals, families, and their communities.

Under the umbrella of the California Health and Human Services Agency, CSD administers community services and energy programs through a network of local providers and regional administrators to deliver services to low-income families, individuals, and communities. The services and programs administered by CSD help low-income Californians achieve and maintain economic security, meet their financial home energy needs, and reduce their utility costs through energy efficiency upgrades and access to clean, renewable energy.

CSD has extensive experience working with farmworker agencies and communities through a variety of programs including the federal Community Services Block Grant (CSBG). The core mission of these agencies is to implement and administer farmworker services programs. The agencies provide supportive services that include job training and education programs, job placement, housing assistance, energy utility assistance, food and nutrition services, and transportation services for migrant and seasonal farmworkers.

CSD also partners with La Cooperativa Campesina de California (La Cooperativa), a statewide association representing CSBG Migrant Seasonal Farmworker agencies. Through its partnership with La Cooperativa, CSD is able to assess the needs of California's agricultural workers and provide services specific to their needs.

Additional information about CSD can be found online at www.csd.ca.gov.

2. Background

As a fundamental workforce in the California agricultural sector, farmworkers often face unique challenges related to housing, employment, public health, and other basic needs. On September 22, 2021, Governor Gavin Newsom signed AB 941 (Bennett, Chapter 203) into law, establishing the Farmworker Resource Center Grant Program. AB 941 provides California counties the opportunity to apply for funding to help create farmworker resource centers to assist farmworkers in navigating public agencies, receiving information regarding wage and hour laws, health and safety laws, resolving workplace disputes, and pursuing other legal rights. \$3 million was appropriated in the 2021-22 State Budget to fund the grant. Eligible counties (identified in Part A, Section 8:

Target Regions) that are interested in establishing and funding Farmworker Resource Centers may apply for grant funding.

AB 941 also called for the establishment of a Farmworker Resource Center Workgroup consisting of specified representatives to work with the department on the development of evaluation criteria for Farmworker Resource Center grant applications and awards. The Workgroup held a series of public meetings over the Summer and Fall of 2022 to meet this requirement. Details of these public meetings can be found on CSD's website by visiting <https://www.csd.ca.gov/Pages/FRC.aspx>.

Farmworker Resource Centers funded under this grant are intended to provide information and access to services that address the needs of farmworkers and their families. These services can include, but are not limited to, assistance filing documents with state or local agencies and referrals to legislative offices or community-based organizations. Farmworker Resource Centers can also provide resources and information regarding programs related to labor and employment rights, education, housing, utilities, immigration, and health and human services, including, but not limited to, food security, mental health, and childcare assistance. These services may be offered at traditional brick-and-mortar locations or through mobile centers.

3. Purpose of the Notice of Funding Availability (NOFA)

The purpose of this NOFA is to inform interested counties of the availability of grant funding to support the establishment or expansion of Farmworker Resource Centers in their respective counties to provide access to services and programs designed to address the needs of farmworkers and their families. Activities under the Farmworker Resource Center Grant must be conducted in a culturally and linguistically appropriate manner to effectively meet the needs of the target populations. Grant Applicants must demonstrate their experience providing similar services and their history of successfully conducting outreach campaigns to reach culturally diverse populations that have been traditionally hard to reach and underserved.

Grantees will be required to provide assistance to farmworkers and their families through the county's Farmworker Resource Center.

For the purposes of this solicitation and the resulting agreement, "Applicant" is defined as the county as the prime contractor/proposer, its subcontractors, and community partners working as an alliance. The county will submit the NOFA and upon award, will enter into a contractual agreement with CSD having ultimate responsibility for contract performance relative to the contract, including the activities of its subcontractors and community partners.

Funding allocated under this grant will support new or expanded activities and may not replace or supplant existing funding sources.

4. Goals and Objectives

Goals

- Build trust and relationships with farmworkers, their communities, employers, farmers, and advocates to develop successful, valued services and activities.
- Address the challenges and needs faced by farmworkers.
- Provide increased access to services and activities for farmworkers and their families.

Objectives

- Conduct a population assessment of the communities the Farmworker Resource Center would serve, including, but not limited to, an assessment of languages other than English or Spanish that would need to be accommodated by the center.
- Develop and deliver services and activities designed to meet the identified needs of farmworker populations for information or access to services through either traditional brick-and-mortar resource centers or mobile centers that reach farmworkers where they live and work.
- Establish Farmworker Resource Centers that provide farmworkers and their families information and access to services related to, among other things, labor and employment rights, education, housing, immigration, and health and human services.
- Partner with trusted organizations in the community to implement effective outreach and service activities.
- Disseminate clear, accurate, and consistent information to target audiences in English, Spanish, and other appropriate languages as identified in the population assessment conducted by the grantee.
- Reach culturally diverse and historically underserved populations to increase awareness of relevant available services.
- Maintain a database that collects, tracks, and reports outcomes on outreach and service activities.
- Increase access to existing services for farmworkers and their families through the:
 - Establishment of new Farmworker Resource Centers.
 - Extension of hours of operation.
 - Improved recruitment and retention of high-quality staff and volunteers.

5. Characteristics of a Successful Farmworker Resource Center

While CSD recognizes that there are operational differences among agencies that provide services to farmworkers, below is a list of recommended practices. They are intended to inform the development of Farmworker Resource Centers funded through this grant. These suggestions were developed by the Farmworker Resource Center Workgroup. Qualities of a successful Farmworker Resource Center are:

- A welcoming central hub for farmworker services that is culturally and linguistically sensitive and appropriate for the community.
- A focus on building deep, lasting relationships with participants that foster trust and demonstrate commitment to the community.
- The ability to perform multi-faceted outreach campaigns in-person and online.
- The ability to provide warm hand-offs when referrals are made. Agency staff should coordinate with the referral agency and the participant whenever possible. The goal should be to establish the referral for and with the participant rather than just providing the participant with contact information.
- Accessibility for farmworkers and their families. The Farmworker Resource Center should accommodate farmworkers' work schedules to ensure accessibility to services. For instance, extended hours of operation should be provided outside of traditional 9:00 a.m. to 5:00 p.m. business hours to accommodate participant work schedules, and public meeting times should be in the evening. The location of the center should be a familiar place for farmworkers to access services. Agencies should be prepared to meet farmworkers where they are comfortable receiving services.
- Inclusion of farmworkers in the center's design and direction.
- Staff commitment to establishing strong relationships with agencies that serve farmworkers and farmworkers' employers.
- Ability to be accessed by local phone numbers instead of generic "800" numbers.
- Deep connections with local community-based organizations that have experience serving farmworkers and proficiency in relevant indigenous languages.
- Demonstrated ability to identify, recruit, and retain quality volunteers and staff.

6. Outreach Activities

Examples of potential outreach activities are listed below. Other types of innovative outreach not explicitly listed are allowed and encouraged, per CSD approval, if an Applicant can clearly establish the effectiveness of the proposed outreach strategy.

OutreachType	Activity
Web	<ul style="list-style-type: none"> • Create or maintain a linguistically and culturally sensitive website or webpage(s) specifically designed to promote and maximize awareness of the Farmworker Resource Center services and activities. • Host educational information and updates online.
Social Media	<p>Disseminate messaging, share success stories, and inform the public about assistance available in the local community via social media channels that may include, but are not limited to:</p> <ul style="list-style-type: none"> • Facebook • Instagram • Twitter • YouTube • TikTok
Canvassing	<p>Make contact in targeted residential neighborhoods and community gathering places to engage individuals and families in one-on-one interactions. Canvassing can include traditional door-to-door activities, text messaging campaigns, phone banking, and other direct, targeted, person-to-person efforts to reach farmworkers and their families.</p>
Media	<p>Outreach through earned and unearned media activities through the following channels, including:</p> <ul style="list-style-type: none"> • Print • Radio • TV • Internet/Website Advertising • Social Media Promoted/Boosted Advertising
Collateral Messaging	<p>Distribute messaging in multiple languages that are culturally appropriate for target audiences and demographics through the following mediums:</p> <ul style="list-style-type: none"> • Flyers/Brochures • Direct mailers • Newsletters

OutreachType	Activity
Group Events	<p>Host or participate in coordinated outreach events (virtual or in-person) to engage groups of eligible people (more than one individual/family) at locations that may include:</p> <ul style="list-style-type: none"> • Community gatherings • Resource fairs • Mega-events • Local businesses • Educational forums • Local free tax preparation assistance and filing service locations such as Volunteer Income Tax Assistance (VITA) sites • Grocery stores/Libraries • Food banks • Churches • Healthcare clinics including vaccination clinics • Schools • Public Meetings (City, County, School Boards, etc.)

At a minimum, outreach activities must be provided in English, Spanish, and one additional indigenous language based on local needs. Activities shall be conducted in additional languages, as appropriate, to engage culturally diverse populations in targeted areas. Attention should be given to strategies that engage non-English language media.

7. Potential Services and Functions

Grant recipients will perform an assessment of the needs of the farmworker communities in their service area. While the array of services offered will differ based on the results of this assessment, the ideal Farmworker Resource Center grant applicant must demonstrate the ability to provide information about and access to the following:

- Labor and employment rights and legal services
 - Wage and hour rights and claims
 - Tenant rights/Homelessness prevention
 - Occupational health and safety rights including sexual harassment, pesticides, wildfire smoke, and COVID-19
 - Legal advocacy
 - Completion of documents and forms
- Employment assistance and advocacy
 - Job readiness training

- Workforce Innovation and Opportunity Act (WIOA) National Farmworkers Jobs Program referrals
- Career coaching
- Resume and cover letter development
- Interview skills training
- Job referrals
- Job placement assistance
- On-the-job training opportunities
- Post-employment mentoring
- Employer outreach to identify and address key workforce readiness and safety issues
- Education access and support
 - Apprenticeship and job readiness programs
 - Computer and internet access
 - English language education
 - GED and high school diploma acquisition
 - Free Application for Federal Student Aid (FAFSA) and financial aid application assistance
 - Mobile/remote in-home tutoring and mentoring
 - School transportation of students in remote rural areas
 - Youth bus passes
 - School supplies
- Financial assistance
 - Financial literacy and financial management classes
 - Volunteer Income Tax Assistance (VITA) and Earned Income Tax Credit (EITC) referrals
- Emergency supportive services and referrals
 - Rental and deposit assistance
 - Temporary housing assistance
 - Utility assistance
 - Food, clothing, household goods, and hygiene products
 - Citizenship and immigration legal services
 - Citizenship classes
 - Deferred Action for Childhood Arrivals (DACA) process navigation
 - Family petition assistance
 - Deportation prevention
- Health and human services
 - Mental health services assistance

- Childcare assistance
- Safe water access
- Clean, safe food access

8. Target Regions

To focus the limited funding available through the Farmworker Resource Center Grant to counties with significant farmworker populations, target regions were identified based on either the absolute or proportional number of farmworkers in each county.

The counties in each region were identified based on either the total number of farmworkers in each county or the percentage of a county’s population farmworkers represent.¹

Region 1 – San Joaquin Valley and Northern California Regional Awards

Grantees for Region 1 will serve farmworkers and their families living in a county in the San Joaquin Valley and/or a Northern California county. The table below identifies the counties included in Region 1.

Region 1 – San Joaquin Valley and Northern California
Colusa County
Glenn County
Fresno County
Kern County
Kings County
Madera County
Merced County
Modoc County
San Joaquin County
Stanislaus County
Siskiyou County
Tulare County

¹ United States Department of Agriculture National Agricultural Statistics Service. *2017 Census of Agriculture*. Sonny Perdue, Secretary. AC-17-A-51. Washington, D.C.: GPO, Issued April, 11, 2019, [Census 2017 Report \(usda.gov\)](https://www.nass.usda.gov/Publications/AgCensus/2017/Full_Report/Volume_1,_Chapter_2_County_Level/California/st06_2_0007_0007.pdf); https://www.nass.usda.gov/Publications/AgCensus/2017/Full_Report/Volume_1,_Chapter_2_County_Level/California/st06_2_0007_0007.pdf (accessed September 20, 2022).

Region 2 – Central Coast and Southern California Regional Awards

Grantees for Region 2 will serve farmworkers and their families living in Central Coast and/or Southern California counties. The table below identifies the counties included in Region 2.

Region 2 – Central Coast and Southern California
Imperial County
Monterey County
Napa County
San Diego County
San Luis Obispo County
Santa Barbara County
Santa Cruz County
Sonoma County
Riverside County
Ventura County

Grant funds awarded shall be used to perform the activities identified in Part A, Section 6: Outreach Activities, and Part A, Section 7: Potential Services and Functions. Please see Appendix 1: Map of Target Regions for a map of the counties comprising Region 1 and Region 2.

9. Available Funding

A total of \$2.5 million is available to support the establishment or expansion of county-level Farmworker Resource Centers. Counties identified in Target Regions 1 and Region 2 are eligible for funding. Each application should be customized to address the needs of local farmworkers and their families.

10. Size and Number of Grants

Funding allocations, anticipated number of grants, and funding limits are provided in the table below. Funding will be distributed to grantees on a reimbursement schedule upon receipt of submitted and approved expenditures and activity reports. An Applicant may only apply for the full amount listed in the Farmworker Resource Center Grant

(FRC) Contract Award column. The Applicant’s proposed budget (CSD 512, CSD 512C and CSD 513) must reflect the full contract award along with the Applicant’s matching funds of 25 percent of the award.

CSD anticipates awarding three grants from this NOFA subject to the availability of funds and the quality of applications received. CSD reserves the right to grant fewer or additional awards under this announcement.

Region	Proposed # of Grants	FRC Contract Award
Region 1 – Highest scoring applicant from San Joaquin Valley and Northern California	1	\$833,000
Region 2 – Highest scoring applicant from Central Coast and Southern California	1	\$833,000
The next highest scoring applicant from either region	1	\$833,000

11. Grantee Matching Funds Requirements

Pursuant to AB 941, to be eligible for grant funding applicants must provide 25 percent of the center’s funding. To this end, for a grant of \$833,000 an awardee will be required to contribute a minimum of \$208,250 during the grant term.

As proof of the Applicant’s commitment of the matching funds, Applicants are required to submit a budget that includes the 25 percent match. Applicants must also submit either a letter from the county administrative officer committing the funds, and/or a board resolution committing 25 percent in matching local funds as part of their application package.

12. Grant Requirements: All Awards

Grant requirements include, but are not limited to, the following:

- Funds must be spent to serve the intended purposes of AB 941, Farmworker Assistance: Resource Centers.
- Funds must be used for cost-effective activities that have measurable, trackable outcomes.
- Grant funds must support new farmworker resource center activities or expand upon existing efforts. These funds are not intended to replace or supplant existing services and activities that provide information and access to services to farmworkers. Reported activities and outcomes must be attributable to funding

from this grant.

- Applicants must be a county government entity from a county identified in Part A, Section 8: Target Regions.
- Applicants must submit all application packet documents timely. (Please refer to Part B, Section 4: Application Package Requirements.)
- Grantees must provide 25 percent of the funding for the life of the grant.
- Grantee administrative costs cannot exceed 15 percent of the operating budget submitted during contract execution.² The operating budget is defined as the grant award and grantee matching funds.
- Grantees must complete a population assessment sufficient to determine the ideal model for Farmworker Resource Center service delivery (e.g., hours and days of operation, etc.) and the language and service needs of the community the Resource Center would serve.³ Grantees should monitor local trends on an ongoing basis and adjust services and activities accordingly.
- Grantees must provide services in English, Spanish, and at least one indigenous language to allow equitable access for the target community based on assessed needs.
- Grantees must provide services to farmworkers and their families through either traditional brick-and-mortar locations or mobile outreach, depending on local needs.
- Grantees must maintain a cost-effective database and provide this data to CSD upon request. At a minimum, this database must include the following:
 - The number and types of calls received
 - Referrals made and their outcomes
 - Claims filed and their outcomes
 - Service and activity outcomes
 - Participant demographic information
- Grantees must provide quarterly programmatic and fiscal reporting to CSD per the following proposed schedule:
 - March 31, 2023
 - June 30, 2023
 - September 30, 2023
 - December 31, 2023

² Administrative costs consist of expenses related to functions that do not directly support a specific activity or service. These costs include, but are not limited to, general management of the agency such as executive office functions, accounting, budgeting, personnel and legal services.

³ To ensure the activities and services designed to address the needs of farmworkers and their families are informed by the findings of the population assessment, grantees must complete the initial population assessment by April 30, 2023.

- March 30, 2024
- May 15, 2024 - Final Report
- Grantees must comply with fiscal and programmatic evaluations, which may extend until June 30, 2024. To ensure adequate time to provide the activities and services designed to address the needs of farmworkers and their families within the contract term, grantee Farmworker Resource Centers must be established, operational, and providing services by July 15, 2023.
- Grantees must maintain participant files sufficient to document activities and services provided as well as outcomes achieved.
- Grantees must participate in mutually agreed upon check-in calls with CSD.
- Grantees must establish or utilize existing linkages with local and/or statewide community-based organizations currently serving farmworker communities.
- Grantees that utilize subcontractors are responsible for ensuring all participants within their coalition adhere to NOFA and contractual requirements. This includes, but is not limited to:
 - Effective monitoring and communication processes that ensure adherence to both financial management and participant demographic and service data collection.
 - Ensuring any subcontractors or community partners understand their role in delivering services successfully and the processes by which funds are requested and distributed.
 - Ensuring the protection of all personally identifiable information.

13. Contract/Funding Term

The anticipated contract term for each awarded contract shall be from February 15, 2023 through May 15, 2024. At CSD's sole discretion, each contract may be amended to extend the contract term for additional time, subject to funding availability and grant requirements. There is no obligation for CSD to exercise its right to extend the contract.

14. Projected Timeline

The projected timeline below will be used for the NOFA application submission, evaluation, and contract award process.

Activity	Date
NOFA Released	November 15, 2022
Deadline for Submitting Questions	November 29, 2022
Bidder's Conference	December 5, 2022
Question & Answers Posted on CSD Public Website	December 7, 2022
Notice of Intent to Apply Due to CSD	December 14, 2022
NOFA Application Deadline	December 21, 2022
Notice of Awardees Posted	January 12, 2023
Contract Negotiation Period	January 16, 2023 to February 3, 2023
Population Assessment Completed	April 30, 2023
FRC must be established, operational, and providing services and activities	July 15, 2023
Contract Term	February 15, 2023 – May 15, 2024
Grantee Evaluation completed by CSD no later than:	June 30, 2024

Awardees will be asked to return their signed contracts to CSD as expeditiously as possible to prevent delaying grant activities. Grantees must be ready and able to begin work on the first day of the contract term.

Part B: Application Preparation and Submission

1. Bidder's Conference

Potential applicants are strongly encouraged to participate in the Bidder's Conference regarding this grant application, which will be held virtually on **December 5, 2022**. The webinar registration link will be available at:

<https://www.csd.ca.gov/Pages/contractopportunities.aspx>

2. Questions

To ensure fairness, Applicants may submit additional questions regarding any part of this NOFA, including technical questions and required attachments

FarmworkerResourceCenter@csd.ca.gov using the following subject line: Questions on 2022-NOFA-FRC Grant.

When submitting question(s), please reference the section, page number, and other useful information to identify the specific area of concern. **All questions must be received on or before 5:00 p.m. on November 29, 2022.**

Questions and answers will be posted by CSD on **December 7, 2022**, on the CSD Public website under "Contracting Opportunities" at:

<https://www.csd.ca.gov/Pages/contractopportunities.aspx>.

3. Notice of Intent to Apply

Interested applicants are encouraged to submit a Notice of Intent to Apply by 5:00 p.m. on December 14, 2022. The Notice of Intent to Apply form is located on the CSD Public website at: <https://www.csd.ca.gov/Pages/contractopportunities.aspx>. The completion and submission instructions are detailed on the form.

The Notice of Intent to Apply is not required, but interested applicants are strongly encouraged to submit the form as soon as the Applicant believes they will be applying for the grant. The Notice of Intent to Apply form may be submitted via email to:

FarmworkerResourceCenter@csd.ca.gov.

4. Application Package Requirements

Applicants must submit all documents listed below. Please note that the Farmworker Resource Center Grant Application Narrative Template (CSD 536) has a 20-page limit. All other forms do not have page limits. All NOFA documents are accessible via a link to the Bidder's Library located at: <https://www.csd.ca.gov/Pages/contractopportunities.aspx>.

Stack Order	Document Title
N/A	Application Packet Instructions and Document List *NOTE – do not return with application
1	Application Cover Sheet (CSD 535)
2	Board letter, board resolution, or equivalent authorizing county to apply
3	Board letter, board resolution, or letter on county letterhead indicating county's commitment to providing 25 percent match
4	Application Narrative Template (CSD 536)
5	Budget Forms <ul style="list-style-type: none"> • FRC Budget Series (CSD 512) • FRC Budget Narrative (CSD 512C) • FRC County Matching Funds (CSD 513)
6	FRC Workplan (CSD 514)
7	Project Timeline (CSD 514PT)
8	Fi\$Cal Government Agency Taxpayer ID Form
9	Contractor Certification Clauses Form (CCC-04/2017)

5. Application Pass/Fail Review

All applications received by the deadline will undergo an initial pass/fail review prior to evaluation to ensure completeness and adherence to the specifications and requirements detailed in this NOFA, including the following:

- One electronic application package in PDF format.
- All completed application documents from the table above (1-9) included with the

application.

- Full contact information and signatures on applicable documents.

CSD may disqualify and not score applications that receive a “fail” mark. **Late applications received after 5:00 p.m. on the due date will be rejected and will not be considered for funding.**

6. Application Submission Instructions

CSD requires Applicants to provide application materials electronically via a secure Dropbox received by 5:00 p.m. on December 21, 2022. All Applicants shall send an email to FarmworkerResourceCenter@csd.ca.gov at least five business days prior to the Deadline to Submit Applications, stating their intention to submit an Application. Upon receipt, CSD will issue each Applicant a private link and instructions to submit all Application documents in PDF form (unless instructed otherwise).

Part C: Evaluation Process

1. Scoring

The table below summarizes the available points for the scored documents of the application package. Scores will be assigned per the points identified in the table below.

Document Title	Subtitle	FRC Grant Total Possible Points
FRC Application Narrative Template (CSD 536)	Experience Performing Outreach and Providing Similar Participant Services	30
	Organizational Capacity	25
	Trusted Community Partners and Leveraging Resources	20
	Ability to Establish and Maintain a Participant Demographic and Service Tracking Database	15
	Experience Conducting a Population Assessment	10
Maximum Points Possible		100

Evaluators will assign points to all scored components using the scoring criteria below.

Rating	Score	Ranking
Excellent ability to meet all requirements	90 – 100	Outstanding
Expected to meet all requirements	80 – 89	Good
Capable of meeting all requirements	70 – 79	Fair
May not be able to meet all requirements	60 – 69	Poor
Not likely to meet all requirements	50 – 59	Fail

2. Proposal Evaluation

The documents listed in the table above will be reviewed and scored by an Evaluation Team. Scoring criteria is designed to assess the quality of the proposed project and to determine the likelihood of success. **The maximum number of possible points is 100.**

Applicants must receive a final total score of at least 70 points to be placed into the rank order to be considered for funding.

The Evaluation Team will use a consensus scoring methodology, where one score is awarded per the team's collective assessment. Applications will be scored against the desired qualifications as listed in Part C, Section 3: Application Narrative Template. Applicants will then be ranked based on total score achieved.

3. Application Narrative Template

A total of 100 points is possible for the Application Narrative Template (CSD 536). The Application Narrative Template includes an Applicant's description of its Experience Performing Outreach and Providing Similar Participant Services, Organizational Capacity, Trusted Community Partners, Ability to Establish and Maintain a Participant Demographic and Service Tracking Database, and Experience Conducting Population Assessments. The evaluation criteria for each of these items is enumerated in the sections below.

Experience Performing Outreach and Providing Similar Participant Services

Provide a detailed description of:

- a) The current outreach and experience providing services of the Applicant and/or its community partners in appropriate languages to farmworkers and their families
- b) Operational readiness and expertise in conducting, budgeting, and implementing similar scale services and outreach activities.
- c) The proposed outreach methods (physical, digital, written, audio, video, etc.) and explain why the selected methods will be the most effective. Preference will be given to face-to-face or one-on-one outreach methods.
- d) How Applicant has evaluated the effectiveness of its current outreach strategies and how are the current strategies connect to participant service outcomes.
- e) How Applicant has tailored its services and programs to meet community needs.

Organizational Capacity

Provide response in Application Narrative Template (CSD 536), Budget Series (CSD 512), Budget Narrative (CSD 512C), County Matching Funds (CSD 513), Workplan (CSD 514), and the Project Timeline (CSD 514PT) which:

- a) Demonstrates the Applicant's administrative capacity to oversee operations of a similar type and scale.
- b) Describes the proposed service model including service delivery method(s) that will be used to deliver each service (referral vs. direct delivery of service). Includes a

description of how staff will stay connected to the participant.

- c) Describes the approach of the Applicant and/or its community partners to participant engagement in situations with language barriers or a lack of eligibility documentation.
- d) Describes the ability of the Applicant and/or its community partners to provide services directly or in partnership with a subcontractor at locations and at times suited to farmworker's schedules (i.e., at work sites, evenings, weekends, etc.).
- e) Lists current or proposed partnerships that will help in the delivery of the proposed activities, with a specific emphasis on partnerships that will assist in reaching individuals with Limited English Proficiency and non-English speaking individuals, including noncitizen farmworkers.
- f) Describes the ability of the Applicant and/or its community partners to provide the key services listed in Part A, Section 7: Potential Services and Functions.
- g) Lists current or proposed staff who will help in the delivery of the proposed activities with a specific emphasis on staffing that will assist in reaching individuals with Limited English Proficiency and non-English speaking individuals, including noncitizen farmworkers.
- h) Provides proposed staff classifications and position descriptions.
- i) Provides the proposed operating budget for the Farmworker Resource Center.
- j) Describes the budget and service and activity development process and priorities.
- k) Describes the Applicant's administrative resources (i.e., accounting, contracting, human resources, legal, etc.) designated to support the Farmworker Resource Center.

Trusted Community Partners and Leveraging Resources

Applicants are required to engage trusted community partners with their service and outreach efforts. Engaged partners should have established trusted relationships with farmworker community members, preferably with experience providing services described in Part A, Section 7: Potential Services and Functions. Trusted community partners are not necessarily subcontractors in that, for this NOFA, they need not be funded, but have been identified as having a positive, past working relationship with the farmworker community.

- a) In the table provided in the Application Narrative Template (CSD 536) indicate:
 - Name(s) and location(s) of community partner(s) to be engaged.
 - Description of the partner's roll and/or how the partner will help the applicant deliver the programs and services identified in the Application Narrative Template (CSD 536).

- Efforts involving coordination with public benefits and social service agencies; employers in the agricultural industry; public, private, and faith-based organizations; and legal service providers.
- The community partner(s) with which the Applicant has an existing relationship and the documentation underlying the partnership (e.g., letter of support, memorandum of understanding, etc.).

b) Describe how the partners were involved in the design of the Applicant’s response to the NOFA.

Ability to Establish and Maintain a Participant Demographic and Service Tracking Database

Provide a detailed description of:

- a) The Applicant’s strategies to use data to analyze and improve service and activity performance.
- b) The methods, frequency, and goals of data analysis.
- c) The steps necessary to establish and maintain a database that can collect and track the following data:
 - Number and type of calls received
 - Referrals made
 - Claims filed
 - Service and activity outcomes⁴
 - Participant demographic information
- d) Describe the demographic data points Applicant intends to collect.

Experience Conducting a Population Assessment

Present a detailed description of:

- a) The experience of the Applicant and/or its community partners in investigating and assessing the needs of targeted demographic groups within the county.
- b) How the Applicant will collect and include data specific to the needs of their farmworker communities.
- c) The languages in which the Applicant anticipates performing a population

⁴ For the purposes of this NOFA, “outcome” is defined as the result, effect, or consequence that will occur from carrying out each service and activity that is directly related to the NOFA’s goals and objectives. Outcomes must be achievable and measurable within the contract term. CSD will evaluate the effectiveness of the Applicant’s tracking and its effectiveness in achieving outcomes for farmworkers and their families.

assessment, including the level of the Applicant's ability to conduct a population assessment in those languages.

- d) Approaches the Applicant intends to take to gather information directly from members of the farmworker community.
- e) The existing resources and data available to support or augment the population assessment process.
- f) List of agricultural employers in the county to be contacted as part of the population assessment.
- g) How the Applicant will analyze data collected.
- h) How the Applicant and/or its community partners will assess the needs of the farmworker population and adjust outreach, services, and activities on an ongoing basis.

Part D: Contract Award Process

1. Contract Award Information

Contracts will be awarded based on final scores and available funding. Applications must receive a score of 70 points or greater to be considered for grant funding. Applicants shall agree to comply with all CSD's contractual terms and conditions. CSD reserves the right to award less than the amount available through this funding opportunity based on the quality and number of applications received.

2. Appeal Process

All funding decisions are made at the sole discretion of CSD, and all decisions are final. There is no appeal process.

3. CSD Reservations

CSD reserves the right to:

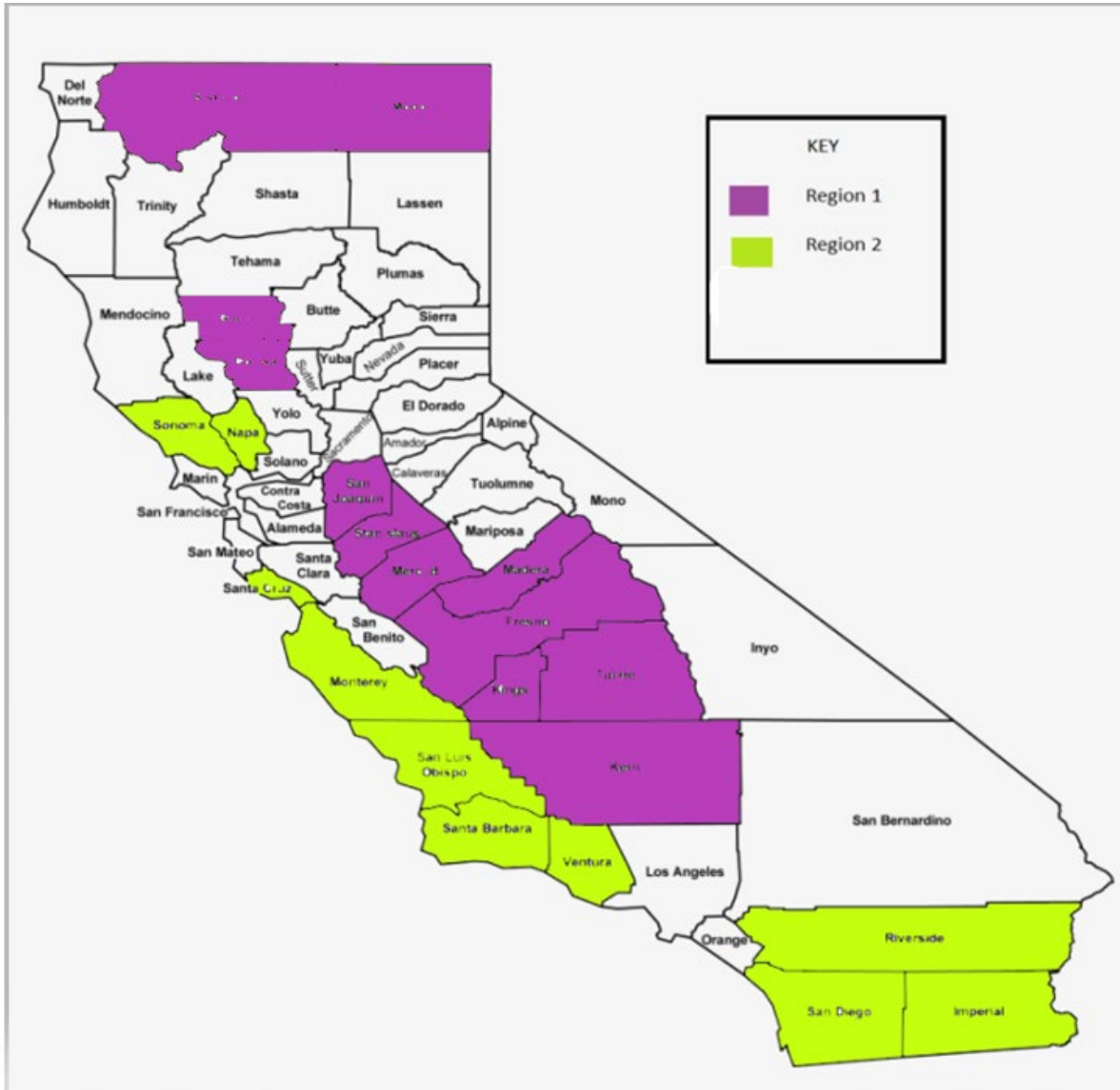
- Modify, amend, cancel, or terminate this NOFA at any time by issuance of an addendum or notice.
- Not make any awards pursuant to this NOFA.
- Make an award under the NOFA in whole or in part.
- Disqualify any applicant whose application fails to conform to the requirements or 70-point minimum scoring threshold of this NOFA.
- Change any of the scheduled dates in the Projected Timeline with notice.

4. Public Records Act

Upon execution of award(s), all documents submitted in response to this NOFA will become property of the state of California and will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.).

-- END NOFA --

**Farmworker Resource Center Grant
Appendix 1
Map of Target Regions 1 & 2**



Region 1: Colusa, Glenn, Fresno, Kern, Kings, Madera, Merced, Modoc, San Joaquin, Stanislaus, Siskiyou, and Tulare Counties.

Region 2: Imperial, Monterey, Napa, San Diego, San Luis Obispo, Santa Barbara, Santa Cruz, Sonoma, Riverside, and Ventura Counties.

Exhibit A

Region excerpt from November 7, 2022 CSD/FRC Workgroup Presentation



Region 1
Colusa County*
Glenn County*
Fresno County
Kern County
Kings County
Madera County
Merced County
Modoc County*
San Joaquin County
Stanislaus County
Siskiyou County*
Tulare County

Region 2
Imperial County
Monterey County
Napa County
San Diego County
San Luis Obispo County
Santa Barbara County
Santa Cruz County
Sonoma County
Riverside County
Ventura County

Exhibit B

CSD Farmworker Resource Center Grant Program Schedule

Activity	Date
NOFA Released	November 15, 2022
Deadline for Submitting Questions	November 29, 2022
Bidder's Conference	December 5, 2022
Question & Answers Posted on CSD Public Website	December 7, 2022
Notice of Intent to Apply Due to CSD	December 14, 2022
NOFA Application Deadline	December 21, 2022
Notice of Awardees Posted	January 12, 2023
Contract Negotiation Period	January 16, 2023 to February 3, 2023
Population Assessment Completed	April 30, 2023
FRC must be established, operational, and providing services and activities	July 15, 2023
Contract Term	February 15, 2023 – May 15, 2024
Grantee Evaluation completed by CSD no later than:	June 30, 2024



County of Monterey

Item No.9.4

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: PAR 22-034

December 07, 2022

Introduced: 12/2/2022

Current Status: Agenda Ready

Version: 1

Matter Type: Preliminary Analysis
Report

- a. Receive a verbal report update to **Board Referral No. 2022.06** which sought an increase in funding allocated to the Virus Integrated Distribution of Aid (VIDA) to maintain operations through December 31, 2022; and
- b. Provide further direction, as appropriate. (ADDED VIA ADDENDA)

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Receive a verbal report update to **Board Referral No. 2022.06** which sought an increase in funding allocated to the Virus Integrated Distribution of Aid (VIDA) to maintain operations through December 31, 2022; and
- b. Provide further direction, as appropriate.

SUMMARY/DISCUSSION:

This staff summary is an update to **Board Referral No 2022.06**, VIDA Project Extension, which sought an increase in funding allocated to the Virus Integrated Distribution of Aid (VIDA) Project to maintain operations through December 31, 2022. The VIDA Project, formerly known as the Community Outreach and Education Pilot Project (“Pilot Project”) is a partnership between the County of Monterey and the Community Foundation for Monterey County focused on addressing the disparate impact of the COVID-19 pandemic in low-income and Communities of Color. Using the community health worker (CHW) model, the VIDA Project is implemented in collaboration between Monterey County, the Community Foundation for Monterey County and community-based organizations (CBO’s) focused on specific census tracts of the lowest quartile of the Healthy Places Index (HPI Census Tracts). The purpose of the VIDA Project is to raise community awareness and education and provide system navigation to help community members access resources for adequate isolation and quarantine, and COVID-19 testing and vaccines. The VIDA project began in December 2021 through a funding allocation of \$4,989,651 from General Fund Reserve, and Cannabis Tax fund accounts by the Board of Supervisors to the County Administrative Office and the project has continued through several phases and additional funding in response to community needs during the pandemic. The effort currently employs 58 part and full time CHWs or 44 Full-Time Equivalent (FTE) CHWs across 8 CBOs, with a recent expansion of their outreach efforts to include providing Medi-Cal application assistance to residents and a pop-up vaccination clinic effort with Visiting Nurses Association and United Way Monterey County.

BACKGROUND:

VIDA has had several phases as approved by the Board of Supervisors and in response to the COVID-19 pandemic and community needs, including: 1) approval by the Board on June 22, 2021 for continuation past the original end date of June 30, 2021 using unspent allocated funds (\$559,000) but with a right-sized approach; 2) a return to the Board July 27, 2021 with the right-sized approach and a 35% reduction in overall CHW numbers from 126 to 80 CHWs; 3) a second approval by the Board on September 28, 2021 to continue the project for an additional six months through March 31, 2022 using already approved but unallocated funds (\$957,344) with additional right-sizing; 4) acceptance on October 17th, 2021 of \$3,952,437 in funding from the U.S. Department of Health and Human Services (HHS) Office of the Assistant Secretary for Health which allowed the project leads to fund approximately 18-20 CHWs from July 1st, 2021 through June 30th, 2023 with a focus on COVID-19 health literacy; and 5) a continuation through December 31st, 2022 approved by the Board on March 8th, 2022 to support the remaining portion of CHWS not funded by the HHS grant and enable the project to continue at the March capacity of approximately 50 CHWs by using funding support of \$1,570,012 from unspent ARPA funds. Through March 2022, VIDA supported the work of the CHWs across nine organizations. After March 2022, one organization opted to return to pre-COVID-19 pandemic response activities. Some of their CHWs were subsequently hired by other VIDA organizations. As of the end of July 2022, there are 58 part and full-time CHWs or the equivalent of 44 FTE CHWs. The success of the VIDA project has resulted in additional funding from philanthropy sources which has supported various activities, such as developing and holding pop-up vaccination clinics, purchasing incentives, or printing materials for outreach efforts.

VIDA's administrative structure consists of co-leads and coordinators, shared between the Monterey County Health Department (MCHD) and the Community Foundation of Monterey County. An MCHD Epidemiologist oversees data collection and quality assurance. CFMC and MCHD provide coordination of communications materials, ongoing training, and develop relations with the health systems and other organizations. The CBOs each have a CHW Coordinator and Data Analyst, who respectively supervise the CHWs and provide data quality assurance. VIDA CBOs also develop relations with health systems, other organizations, and communities.

The holistic and culturally relevant approach of the VIDA Project has been successful in its goal of addressing the health equity and social justice needs of the residents of Monterey County during the COVID-19 pandemic, with CHW effort hyper-localized in the lowest quartile Healthy Places Index ZIP Codes. In addition, VIDA has established process protocols; training modules and schedules for community outreach and engagement strategies; and communication tools and social media protocols to maximize reach to the populations of focus in the most culturally relevant and linguistically appropriate methods.

The VIDA work from September through November has focused on continuing COVID-19 rapid antigen testing services, addressing vaccine misinformation, and conducting outreach in support of pop-up vaccination clinics offered in partnership with Visiting Nurses Association. CHWs have widely promoted the expansion of Medi-Cal eligibility to those 50 years and older. VIDA also supported two Affordable Connectivity Program events to support digital access. Both of these latter efforts help connect individuals that are more vulnerable to COVID-19 to needed medical resources. All strategies are community-specific and guided by CBO grass-roots community knowledge and supported with coordinated social media messaging efforts. In addition, VIDA CHWs have received several training

hours with United Way Monterey County’s Smart Referral Network software in preparation for future CHW work with licensed provider referrals and Medi-Cal reimbursement opportunities.

From January through October 2022, the VIDA Project had 140,453 individual outreach interactions, providing COVID-19 prevention educational materials and resource connections. They also assisted 1,836 people with vaccinations at VIDA partner clinics, conducted 21,238 and distributed over 38,089 rapid antigen test kits, and supported 1,150 individuals in isolation and quarantine and a further 828 individuals with unknown isolation or quarantine status with basic needs and resources. CHWs also supported 246 individuals with Medi-Cal application assistance.

Expenditure Report

County ARPA Funds

The expenditures from April 1 through September 30, 2022, were \$872,229 which covered 23 CHWs at six organizations, leaving a balance of \$697,783 available for expenditures through December 31, 2022.

HHS Funds

The HHS grant-funded expenditures from July 2021 through September 2022 total \$1,465,871 which covered 21 FTE CHWs at two different organizations, administrative staffing, and evaluation for the HHS grant, leaving a balance of \$2,486,566 for expenditures through June 30, 2023.

Below shows the allocation period and amount, expenditures-to-date, remaining balance, and current number of CHW FTEs for each of the two Health Department project funding sources.

VIDA Project - County ARPA Funds

Allocation Period: April 1, 2022 - December 31, 2022
 Expenditure Period: April 1, 2022 - September 30, 2022

Allocation Amount.....	\$1,570,012
Expenditures-to-Date (salaries, benefits, operational supplies).....	\$872,229
Remaining Balance.....	\$697,783
Current Number of Funded CHWs.....	23

VIDA Project - Federal Health Literacy Grant Award

Grant Period: July 1, 2021 - June 30, 2023 (2 Years)
 Expenditure Period: July 1, 2021 - September 30, 2022

FY 2021-23 Grant Amount.....	\$3,952,437
Expenditures-to-Date (contracted services, County staff salaries, benefits, operational supplies).....	\$1,465,871
Remaining Balance.....	\$2,486,566
Current Number of Funded CHWs.....	21

As mentioned above, VIDA co-leads have also leveraged VIDA resources and continue to work to secure additional funding for VIDA-related efforts. CFMC has a total of \$334,957 from philanthropy and other sources that can be used for funding VIDA CHWs from January through June of 2023. In addition, there were project savings of \$363,764 in the first year of the HHS grant (due to contract delays leading to a September start-up for expenditures also available for use towards the costs for CHW services for the first six months of 2023. This leaves a gap of \$227,387 needed to meet the \$926,108 required to continue to fund 23 of the 44 FTE CHWs from January 1st, 2022, until June 30th, 2023. Staff is requesting an additional \$227,387 from county ARPA funds to make up for the difference in projected staffing costs and available funding in order to continue at current capacity.

If funded at current capacity through June 30, 2023, VIDA CHWs will continue to provide extensive community outreach, connecting all residents they find with social and healthcare access challenges with needed services from helping with Medi-Cal applications, to food pantries to help with food insecurity. They will also continue COVID-19 education outreach, testing, and vaccination supports which could be important if there is a January surge in cases. VIDA administrative staff will also continue to work with Central California Alliance for Health (Alliance) and their efforts to connect with local Community-Based Organizations interested in becoming Medi-Cal billing entities. This process is still in the development stages by the Alliance given DHCS didn't release their All Plan Letter until early September 2022. VIDA co-leads are having discussions with Alliance staff to understand how to support VIDA CBOs connecting with licensed providers to receive referrals, discussing with the VIDA CBO Executive Directors their interest in being credentialed with the Alliance, investigating other counties' development of CHW administrative hubs, and exploring the development of a similar hub or hubs in Monterey County.

In addition, if approved to do so by the Board of Supervisors, MCHD will be the applicant from the county to the California Department of Community Services and Development's Notice of Funding Availability for a Farmworker Resource Center Grant. If successful, funds would be used to continue with VIDA community outreach and systems navigation specifically for farmworkers throughout Monterey County past June 30th, 2023. This grant would be an important mechanism to continue, through a state funding mechanism, the important three years of VIDA efforts to support holistic and culturally relevant community supports to reduce health inequities and build community resilience through a CHW program that is flexible and community-centered.

This work supports the County of Monterey Health Department's (HD) 2018-2022 Strategic Plan Initiatives: 1. Empower the community to improve health; 2. Enhance community health and safety through prevention; 3. Ensure access to culturally and linguistically appropriate, customer-friendly, quality health services; and 4. Engage the HD workforce and improve operational functions to meet current and developing population health needs. It also supports the following of the ten essential public health services, specifically: 1. Monitor health status to identify and solve community health problems; 3. Inform, educate, and empower people about health issues; 4. Mobilize community partnerships and action to identify and solve health problems; 7. Link people to needed personal health services and assure the provision of health care when otherwise unavailable; and 9. Evaluate the effectiveness, accessibility, and quality of personal and population-based health services.

OTHER AGENCY INVOLVEMENT:

The VIDA Project is implemented in partnership with the County of Monterey Health Department, Community Foundation for Monterey County, Building Healthy Communities (BHC), Mujeres en Acción, Center for Community Advocacy (CCA), Centro Binacional para el Desarrollo Indígena Oaxaqueño (CBDIO), City of Gonzales, CHISPA, Pajaro Valley Prevention and Student Assistance (PVPSA) and The Village Project. County Counsel reviewed and approved Board Report.

FINANCING:

The potential financial impact could be \$227,387 if the Board approves the request for additional ARPA funding.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This recommendation supports all of the Board of Supervisors Strategic Initiatives. Community Health Workers are a critical and cost-effective, customer-responsive part of the county workforce. They are trustworthy individuals who come from the community they serve and as such are important contributors in our county in emerging stronger from the COVID-19 pandemic and with a focus on reducing historic social and health inequities. They can bolster public health with their efforts, while also addressing broader social and economic needs within their communities. Their continued COVID-19 outreach and education efforts and expansion into social supports not only promotes equitable opportunities for healthy choices, they reduce community stressors that can contribute to improved community safety and a more sustainable infrastructure, contributing to an improved quality of life and economic development.

Check the related Board of Supervisors Strategic Initiatives:

Economic Development:

- Through collaboration, strengthen economic development to ensure a diversified and healthy economy.

Administration:

- Promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability and transparency.

Health & Human Services:

- Improve health and quality of life through County supported policies, programs, and services; promoting access to equitable opportunities for healthy choices and healthy environments in collaboration with communities.

Infrastructure:

- Plan and develop a sustainable, physical infrastructure that improves the quality of life for County residents and supports economic development results.

Public Safety:

- Create a safe environment for people to achieve their potential, leading businesses and communities to thrive and grow by reducing violent crimes as well as crimes in general.

Prepared by: Krista Hanni, MS, Ph.D., Public Health Program Manager, II, 755-4586

Approved by:

_____ Date: _____
Elsa Mendoza Jimenez, Director of Health, 755-4526

Attachments:

Board Report

Board Referral No. 2022.06



County of Monterey

Item No.

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: PAR 22-033

December 06, 2022

Introduced: 11/29/2022

Current Status: Draft

Version: 1

Matter Type: Preliminary Analysis
Report

- a. Receive a verbal report update to **Board Referral No. 2022.06** which sought an increase in funding allocated to the Virus Integrated Distribution of Aid (VIDA) to maintain operations through December 31, 2022; and
- b. Provide further direction, as appropriate.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Receive a verbal report update to **Board Referral No. 2022.06** which sought an increase in funding allocated to the Virus Integrated Distribution of Aid (VIDA) to maintain operations through December 31, 2022; and
- b. Provide further direction, as appropriate.

SUMMARY/DISCUSSION:

This staff summary is an update to **Board Referral No 2022.06**, VIDA Project Extension, which sought an increase in funding allocated to the Virus Integrated Distribution of Aid (VIDA) Project to maintain operations through December 31, 2022. The VIDA Project, formerly known as the Community Outreach and Education Pilot Project (“Pilot Project”) is a partnership between the County of Monterey and the Community Foundation for Monterey County focused on addressing the disparate impact of the COVID-19 pandemic in low-income and Communities of Color. Using the community health worker (CHW) model, the VIDA Project is implemented in collaboration between Monterey County, the Community Foundation for Monterey County and community-based organizations (CBO’s) focused on specific census tracts of the lowest quartile of the Healthy Places Index (HPI Census Tracts). The purpose of the VIDA Project is to raise community awareness and education and provide system navigation to help community members access resources for adequate isolation and quarantine, and COVID-19 testing and vaccines. The VIDA project began in December 2021 through a funding allocation of \$4,989,651 from General Fund Reserve, and Cannabis Tax fund accounts by the Board of Supervisors to the County Administrative Office and the project has continued through several phases and additional funding in response to community needs during the pandemic. The effort currently employs 58 part and full time CHWs or 44 Full-Time Equivalent (FTE) CHWs across 8 CBOs, with a recent expansion of their outreach efforts to include providing Medi-Cal application assistance to residents and a pop-up vaccination clinic effort with Visiting Nurses Association and United Way Monterey County.

BACKGROUND:

VIDA has had several phases as approved by the Board of Supervisors and in response to the COVID-19 pandemic and community needs, including: 1) approval by the Board on June 22, 2021 for continuation past the original end date of June 30, 2021 using unspent allocated funds (\$559,000) but with a right-sized approach; 2) a return to the Board July 27, 2021 with the right-sized approach and a 35% reduction in overall CHW numbers from 126 to 80 CHWs; 3) a second approval by the Board on September 28, 2021 to continue the project for an additional six months through March 31, 2022 using already approved but unallocated funds (\$957,344) with additional right-sizing; 4) acceptance on October 17th, 2021 of \$3,952,437 in funding from the U.S. Department of Health and Human Services (HHS) Office of the Assistant Secretary for Health which allowed the project leads to fund approximately 18-20 CHWs from July 1st, 2021 through June 30th, 2023 with a focus on COVID-19 health literacy; and 5) a continuation through December 31st, 2022 approved by the Board on March 8th, 2022 to support the remaining portion of CHWS not funded by the HHS grant and enable the project to continue at the March capacity of approximately 50 CHWs by using funding support of \$1,570,012 from unspent ARPA funds. Through March 2022, VIDA supported the work of the CHWs across nine organizations. After March 2022, one organization opted to return to pre-COVID-19 pandemic response activities. Some of their CHWs were subsequently hired by other VIDA organizations. As of the end of July 2022, there are 58 part and full-time CHWs or the equivalent of 44 FTE CHWs. The success of the VIDA project has resulted in additional funding from philanthropy sources which has supported various activities, such as developing and holding pop-up vaccination clinics, purchasing incentives, or printing materials for outreach efforts.

VIDA's administrative structure consists of co-leads and coordinators, shared between the Monterey County Health Department (MCHD) and the Community Foundation of Monterey County. An MCHD Epidemiologist oversees data collection and quality assurance. CFMC and MCHD provide coordination of communications materials, ongoing training, and develop relations with the health systems and other organizations. The CBOs each have a CHW Coordinator and Data Analyst, who respectively supervise the CHWs and provide data quality assurance. VIDA CBOs also develop relations with health systems, other organizations, and communities.

The holistic and culturally relevant approach of the VIDA Project has been successful in its goal of addressing the health equity and social justice needs of the residents of Monterey County during the COVID-19 pandemic, with CHW effort hyper-localized in the lowest quartile Healthy Places Index ZIP Codes. In addition, VIDA has established process protocols; training modules and schedules for community outreach and engagement strategies; and communication tools and social media protocols to maximize reach to the populations of focus in the most culturally relevant and linguistically appropriate methods.

The VIDA work from September through November has focused on continuing COVID-19 rapid antigen testing services, addressing vaccine misinformation, and conducting outreach in support of pop-up vaccination clinics offered in partnership with Visiting Nurses Association. CHWs have widely promoted the expansion of Medi-Cal eligibility to those 50 years and older. VIDA also supported two Affordable Connectivity Program events to support digital access. Both of these latter efforts help connect individuals that are more vulnerable to COVID-19 to needed medical resources. All strategies are community-specific and guided by CBO grass-roots community knowledge and supported with coordinated social media messaging efforts. In addition, VIDA CHWs have received several training

hours with United Way Monterey County’s Smart Referral Network software in preparation for future CHW work with licensed provider referrals and Medi-Cal reimbursement opportunities.

From January through October 2022, the VIDA Project had 140,453 individual outreach interactions, providing COVID-19 prevention educational materials and resource connections. They also assisted 1,836 people with vaccinations at VIDA partner clinics, conducted 21,238 and distributed over 38,089 rapid antigen test kits, and supported 1,150 individuals in isolation and quarantine and a further 828 individuals with unknown isolation or quarantine status with basic needs and resources. CHWs also supported 246 individuals with Medi-Cal application assistance.

Expenditure Report

County ARPA Funds

The expenditures from April 1 through September 30, 2022, were \$872,229 which covered 23 CHWs at six organizations, leaving a balance of \$697,783 available for expenditures through December 31, 2022.

HHS Funds

The HHS grant-funded expenditures from July 2021 through September 2022 total \$1,465,871 which covered 21 FTE CHWs at two different organizations, administrative staffing, and evaluation for the HHS grant, leaving a balance of \$2,486,566 for expenditures through June 30, 2023.

Below shows the allocation period and amount, expenditures-to-date, remaining balance, and current number of CHW FTEs for each of the two Health Department project funding sources.

VIDA Project - County ARPA Funds

Allocation Period: April 1, 2022 - December 31, 2022
 Expenditure Period: April 1, 2022 - September 30, 2022

Allocation Amount.....	\$1,570,012
Expenditures-to-Date (salaries, benefits, operational supplies).....	\$872,229
Remaining Balance.....	\$697,783
Current Number of Funded CHWs.....	23

VIDA Project - Federal Health Literacy Grant Award

Grant Period: July 1, 2021 - June 30, 2023 (2 Years)
 Expenditure Period: July 1, 2021 - September 30, 2022

FY 2021-23 Grant Amount.....	\$3,952,437
Expenditures-to-Date (contracted services, County staff salaries, benefits, operational supplies).....	\$1,465,871
Remaining Balance.....	\$2,486,566
Current Number of Funded CHWs.....	21

As mentioned above, VIDA co-leads have also leveraged VIDA resources and continue to work to secure additional funding for VIDA-related efforts. CFMC has a total of \$334,957 from philanthropy and other sources that can be used for funding VIDA CHWs from January through June of 2023. In addition, there were project savings of \$363,764 in the first year of the HHS grant (due to contract delays leading to a September start-up for expenditures also available for use towards the costs for CHW services for the first six months of 2023. This leaves a gap of \$227,387 needed to meet the \$926,108 required to continue to fund 23 of the 44 FTE CHWs from January 1st, 2022, until June 30th, 2023. Staff is requesting an additional \$227,387 from county ARPA funds to make up for the difference in projected staffing costs and available funding in order to continue at current capacity.

If funded at current capacity through June 30, 2023, VIDA CHWs will continue to provide extensive community outreach, connecting all residents they find with social and healthcare access challenges with needed services from helping with Medi-Cal applications, to food pantries to help with food insecurity. They will also continue COVID-19 education outreach, testing, and vaccination supports which could be important if there is a January surge in cases. VIDA administrative staff will also continue to work with Central California Alliance for Health (Alliance) and their efforts to connect with local Community-Based Organizations interested in becoming Medi-Cal billing entities. This process is still in the development stages by the Alliance given DHCS didn't release their All Plan Letter until early September 2022. VIDA co-leads are having discussions with Alliance staff to understand how to support VIDA CBOs connecting with licensed providers to receive referrals, discussing with the VIDA CBO Executive Directors their interest in being credentialed with the Alliance, investigating other counties' development of CHW administrative hubs, and exploring the development of a similar hub or hubs in Monterey County.

In addition, if approved to do so by the Board of Supervisors, MCHD will be the applicant from the county to the California Department of Community Services and Development's Notice of Funding Availability for a Farmworker Resource Center Grant. If successful, funds would be used to continue with VIDA community outreach and systems navigation specifically for farmworkers throughout Monterey County past June 30th, 2023. This grant would be an important mechanism to continue, through a state funding mechanism, the important three years of VIDA efforts to support holistic and culturally relevant community supports to reduce health inequities and build community resilience through a CHW program that is flexible and community-centered.

This work supports the County of Monterey Health Department's (HD) 2018-2022 Strategic Plan Initiatives: 1. Empower the community to improve health; 2. Enhance community health and safety through prevention; 3. Ensure access to culturally and linguistically appropriate, customer-friendly, quality health services; and 4. Engage the HD workforce and improve operational functions to meet current and developing population health needs. It also supports the following of the ten essential public health services, specifically: 1. Monitor health status to identify and solve community health problems; 3. Inform, educate, and empower people about health issues; 4. Mobilize community partnerships and action to identify and solve health problems; 7. Link people to needed personal health services and assure the provision of health care when otherwise unavailable; and 9. Evaluate the effectiveness, accessibility, and quality of personal and population-based health services.

OTHER AGENCY INVOLVEMENT:

The VIDA Project is implemented in partnership with the County of Monterey Health Department, Community Foundation for Monterey County, Building Healthy Communities (BHC), Mujeres en Acción, Center for Community Advocacy (CCA), Centro Binacional para el Desarrollo Indígena Oaxaqueño (CBDIO), City of Gonzales, CHISPA, Pajaro Valley Prevention and Student Assistance (PVPSA) and The Village Project. County Counsel reviewed and approved Board Report.

FINANCING:

The potential financial impact could be \$227,387 if the Board approves the request for additional ARPA funding.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This recommendation supports all of the Board of Supervisors Strategic Initiatives. Community Health Workers are a critical and cost-effective, customer-responsive part of the county workforce. They are trustworthy individuals who come from the community they serve and as such are important contributors in our county in emerging stronger from the COVID-19 pandemic and with a focus on reducing historic social and health inequities. They can bolster public health with their efforts, while also addressing broader social and economic needs within their communities. Their continued COVID-19 outreach and education efforts and expansion into social supports not only promotes equitable opportunities for healthy choices, they reduce community stressors that can contribute to improved community safety and a more sustainable infrastructure, contributing to an improved quality of life and economic development.

Check the related Board of Supervisors Strategic Initiatives:

Economic Development:

- Through collaboration, strengthen economic development to ensure a diversified and healthy economy.

Administration:

- Promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability and transparency.

Health & Human Services:

- Improve health and quality of life through County supported policies, programs, and services; promoting access to equitable opportunities for healthy choices and healthy environments in collaboration with communities.

Infrastructure:

- Plan and develop a sustainable, physical infrastructure that improves the quality of life for County residents and supports economic development results.

Public Safety:

- Create a safe environment for people to achieve their potential, leading businesses and communities to thrive and grow by reducing violent crimes as well as crimes in general.

Prepared by: Krista Hanni, MS, Ph.D., Public Health Program Manager, II, 755-4586

Approved by:

_____ Date: _____
Elsa Mendoza Jimenez, Director of Health, 755-4526

Attachments:

Board Report

Board Referral No. 2022.06

**Monterey County Board of Supervisors
Referral Submittal Form**

Referral No. 2022.06
Assignment Date: 2/08/22
(Completed by CAO's Office)

SUBMITTAL - Completed by referring Board office and returned to CAO no later than noon on Thursday prior to Board meeting:

Date: 1/31/2022	Submitted By: Supervisor Wendy Root Askew	District #: 4
Referral Title: VIDA Project Extension		
Referral Purpose: Increase funding allocated to the VIDA Project to maintain operations through December 31, 2022.		
Brief Referral Description (attach additional sheet as required):		
<p>In December 2020, the Monterey Board of Supervisors allocated \$4,989,651 to support the expansion and implementation of the Virus Integrated Distribution of Aid Project (VIDA) Project, formerly known as the Community Outreach and Education Pilot Project. VIDA is a partnership between the County of Monterey and the Community Foundation for Monterey County focused on addressing the COVID-19 pandemic's disparate impact in Monterey County's low-income and Communities of Color. Using the community health worker model, the VIDA Project was initially implemented in collaboration with ten community-based organizations (CBO's) focused on specific census tracts of the lowest quartile of the Healthy Places Index (HPI Census Tracts).</p> <p>On June 22, 2021, the Board of Supervisors directed staff to begin a right-sizing process for the VIDA Project. On July 27, 2021, the Board of Supervisors received an update on the phased approach to the right-sizing process, which resulted in a 35% reduction of Community Health Workers (CHWs) across the ten CBOs who are partners of the VIDA Project, effective September 1, 2021. A second right-sizing process subsequently took place, further reducing the VIDA Project.</p> <p>While VIDA continues to play a pivotal role in Monterey County's COVID-19 response—notably holding over 14,000 conversations, administering over 10,000 rapid tests, and assisting over 100 vaccination clinics in Monterey County—the Omicron-variant has caused another COVID-19 surge across the Country, with Monterey County reaching record COVID positivity rates. Monterey County's contribution to VIDA is set to sunset on March 31, 2022. While the Monterey County Health Department has secured additional funding through a HHS Health and Human Services Federal grant, without additional County funding, additional downsizing will be required.</p> <p>This referral requests staff to return with a report outlining costs of continuing the VIDA Project at current operating levels through December 31st.</p>		

Classification - Implication	Mode of Response
<input type="checkbox"/> Ministerial / Minor <input type="checkbox"/> Land Use Policy <input checked="" type="checkbox"/> Social Policy <input checked="" type="checkbox"/> Budget Policy <input type="checkbox"/> Other: _____	<input type="checkbox"/> Memo <input checked="" type="checkbox"/> Board Report <input type="checkbox"/> Presentation
	Requested Response Timeline
	<input checked="" type="checkbox"/> 2 weeks <input type="checkbox"/> 1 month <input type="checkbox"/> 6 weeks <input type="checkbox"/> Status reports until completed <input type="checkbox"/> Other: _____ <input type="checkbox"/> Specific Date: _____

ASSIGNMENT – Provided by CAO at Board Meeting. Copied to Board Offices and Department Head(s) Completed by CAO's Office:

Department(s): Health Department	Referral Lead: Elsa Jimenez/Krista Hanni	Board Date: 2/08/22
--	--	-------------------------------

REASSIGNMENT – Provided by CAO. Copied to Board Offices and Department Head(s). Completed by CAO's Office:

Department(s):	Referral Lead:	Date:
----------------	----------------	-------

ANALYSIS - Completed by Department and copied to Board Offices and CAO:

Department analysis of resources required/impact on existing department priorities to complete referral:	
Analysis Completed By: _____	Department's Recommended Response Timeline
Date: _____	<input type="checkbox"/> By requested date <input type="checkbox"/> 2 weeks <input type="checkbox"/> 1 month <input type="checkbox"/> 6 weeks <input type="checkbox"/> 6 months <input type="checkbox"/> 1 year <input type="checkbox"/> Other/Specific Date: _____

REFERRAL RESPONSE/COMPLETION - Provided by Department to Board Offices and CAO:

Referral Response Date:	Board Item No.:	Referrals List Deletion:
-------------------------	-----------------	--------------------------

Note: Please cc Karina Bokanovich, Rocio Quezada and Maegan Ruiz-Ignacio on all CAO correspondence relating to referrals.



County of Monterey

Item No.9.5

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: OBM 22-174

December 07, 2022

Introduced: 11/29/2022

Current Status: Agenda Ready

Version: 1

Matter Type: Other Board Matters

Board Comments (ADDED VIA ADDENDA)



County of Monterey

Item No.10

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 22-1154

December 07, 2022

Introduced: 12/2/2022

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

Addenda/Supplemental

Added under Scheduled AM

- 4.1. a. Receive a broadband progress report from the Chief Information Officer; and
- b. Provide further direction as appropriate.

Removed under Scheduled PM

5. a. Receive information and provide direction regarding proposed amendments to Monterey County Code Chapter 7.90 and Titles 20.67 and 21.67 related to commercial cannabis retail operations; and
- b. Receive recommendations from the Cannabis Committee's regarding the proposed amendments; and
- c. Direct staff to either immediately prepare proposed amendments or combine the amendments with the work currently being prepared by an outside consultant for Monterey County Code Chapter 7.90 and Titles 20.67 and 21.67 by early 2023; and
- d. Provide further direction as appropriate.

Added Other Board Matters section

Other Board Matters

County Administrative Officer Comments

- 9.1 County Administrative Officer Comments

New Referrals

- 9.2 New Referrals

Referral Responses

- 9.3 Receive a status update in response to *Board Referral No. 2021.19* seeking to create a Farmworker Resource Center that provides services and referrals in the community of Greenfield.

- 9.4 a. Receive a verbal report update to *Board Referral No. 2022.06* which sought an increase

in funding allocated to the Virus Integrated Distribution of Aid (VIDA) to maintain operations through December 31, 2022; and
b. Provide further direction, as appropriate

Board Comments

9.5 Board Comments

Added to Adjournment

Adjourn In Memory of Mike Owen and James Claypool