

**Bay Area  
Social  
Services  
Consortium**

**Community Resiliency and Disaster Preparedness**

**REGIONAL MEMORANDUM OF AGREEMENT**

**Counties**

*Alameda  
Contra Costa  
Marin  
Monterey  
Napa  
San Benito  
San Francisco  
San Mateo  
Santa Clara  
Santa Cruz  
Solano  
Sonoma*

**Universities**

*California State University,  
Monterey Bay  
California State University,  
East Bay  
San Francisco State San Jose State  
University of California, Berkeley*

**Foundations**

*The Zellerbach Family  
Foundation*

This Memorandum of Agreement is entered by and between the members of the Bay Area Social Services Consortium (BASSC) to support implementation of Assembly Bill No. 607, known as the Community Resiliency and Disaster Preparedness Act of 2017, Section 6; specifically, the addition of Section 18917 to the California Welfare and Institutions Code. Among other things, Section 18917 directs the Department of Social Services to,

"(1)....in consultation with stakeholders, shall identify the necessary elements of a county disaster plan, and shall issue guidance to county human services agencies informing them of the obligations to submit a disaster plan pursuant to paragraph (2), and of the necessary elements that shall be included in the plan.

(2) A county human services agency shall annually submit to the department a disaster plan that includes the creation of mutual aid regions consisting of two or more counties to ensure there are sufficient resources necessary to continue adequate access to benefits during a disaster. The disaster plan shall include elements specified in paragraph (1)."

**Michael J. Austin, PhD**  
*BASSC Staff Director*  
**Sarah Carnochan, PhD**  
*BASSC Research Director*

## Article 1 – Background and Purpose

The Bay Area Social Services Consortium (BASSC) Principal Representatives agreed in January 2018 to collaborate in developing a mutual support agreement to address the requirement in Section 6 of Assembly Bill 607 (October 5, 2017) to support and enable “creation of *mutual aid regions consisting of two or more counties* to ensure there are sufficient resources necessary to continue adequate access to Social Services benefits during a disaster”. The BASSC Emergency Response Mutual Assistance Committee was formed in March 2018 consisting of the designated Staff Representatives of each member of the BASSC to draft a Mutual Support Agreement between BASSC members in times of disaster. In July, 2018, in order to better align the BASSC mutual aid support region with the existing CalOES Region II, it was agreed to by all staff representatives to extend an invitation to Lake, Del Norte, Mendocino and Humboldt Counties to partner in this initiative.

## Article 2 – Definitions

As used in this Agreement, the following terms have the following definitions:

“**Act**” means the Community Resiliency and Disaster Preparedness Act of 2017 or Assembly Bill 607.

“**CalFresh Program**”, formerly known as Food Stamps and federally known as the Supplemental Nutrition Assistance Program (SNAP). During disasters, these programs are known Disaster CalFresh and Disaster-SNAP or D-SNAP.

“**CalWORKs**” is the California Work Opportunity and Responsibility for Kids, a cash aid program for low income families to meet basic needs.

“**CalOES**” is the California Office of Emergency Services.

“**CBO**” is community-based organization(s).

“**CDSS**” is the California Department of Social Services.

“**Disaster Support Task Force organization**” refers to the primary organization formed from among the BASSC members to address the support required by requesting members in a disaster situation. It is organized by the specific functions required and tailored to meet quantity, quality and duration of the specific support required.

**“EBT”** is electronic benefits transfer. This is an electronic system that enables the issue of social service benefits through a magnetically encoded card.

**“EMMA request”** means a request for assistance under the California Emergency Management Mutual Aid Plan.

**“FEMA”** is the Federal Emergency Management Agency.

**“Parties”** means all members of the Bay Area Social Services Consortium.

**“Principal Representative”** means the Director of each member county’s social/human services agency and member of the Bay Area Social Services Consortium.

**“Staff Representative”** means the appointed representative of the Director of each BASSC member county’s Social/Human Services Agency to serve on the BASSC Emergency Response Mutual Assistance Committee.

## **Article 3 – Resolutions**

All parties agree:

1. That a disaster occurring for one or any number of the members is treated as a disaster for all the members.
2. To provide support to members requesting disaster aid to the best of their available means.
3. That to properly deliver disaster support under this Mutual Support Agreement requires the collaborative production of a supporting Mutual Aid Plan.
4. To form and utilize a Disaster Support Task Force organization, consisting of personnel and contributions from all available members as the best means to deliver the most efficient management and the most effective support to members dealing with disasters.
5. To utilize the Cal OES Emergency Management Mutual Aid Plan to manage and record all requests for support.
6. That requested Social Services support may require remote and/or onsite support, and may consist of any combination of support personnel, supplies, communications and transportation.

## **Article 4 – Responsibilities of the Parties**

1. To the best of their ability, to provide required Social Services support and assistance to requesting members during disasters in accordance with Resolution 6 above.
2. To participate as members of the BASSC Emergency Response Mutual Assistance Committee in drafting a BASSC Mutual Aid Plan that meets or exceeds the requirements of Section 6 of Assembly Bill 607 (October 5, 2017).
3. To participate as contributing members of the BASSC Disaster Support Task Force organization formed to support and assist members during disasters.
4. To document carefully the costs of all support delivered to or received from BASSC members under the BASSC Mutual Aid Plan for inclusion in any submittals for State and Federal disaster relief under the California Emergency Management Mutual Aid Plan. Supported members agree to coordinate relief requests with the BASSC membership before submittal.
5. To participate in semi-annual exercises of the BASSC Mutual Aid Plan once completed and approved by all members.
6. To participate in monthly meetings of the BASSC Emergency Response Mutual Assistance Committee until the BASSC Mutual Aid Plan is drafted and approved. Thereafter to participate in regular quarterly meetings to support exercise planning and execution.

## **Article 4 – Term and Termination of the Agreement**

This Agreement will become effective on the date of the last signature below by the Principal Representatives and will continue in effect indefinitely thereafter, or until terminated by majority vote of the Principal Representatives.

## **Article 5 –Periodic Review and Amendment of the Agreement**

The parties will jointly review this Agreement at least once every three (3) years, or sooner if requested by any party. The parties' Principal and Staff Representatives will initiate and coordinate the review. The parties may amend this Agreement at any time by a written request executed by any of the Principal Representatives.

## **Article 6 – Dispute Resolution**

If a dispute arises between the parties related to this Agreement, then the parties will exercise their best efforts to resolve the dispute at the lowest possible administrative level. The parties' Staff Representatives will initially confer and try to resolve the matter. If the Staff Representatives are unsuccessful, they will refer the matter to their Principal Representatives. If the Principal Representatives are unsuccessful, they will, as a matter of last resort, refer the matter to the next Principal Representatives meeting of the Consortium for consideration and resolution by vote of the membership.

**Agreed to by the members of the Bay Area Social Services Consortium and its Social Service Partners in Lake, Del Norte, Humboldt and Mendocino Counties:**

### **Alameda County Social Services Agency:**

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Lori A. Cox  
Director

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Date

### **Contra Costa County Employment and Human Services Department:**

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Kathy Gallagher  
Director

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Date

### **Del Norte County Department of Health and Human Services:**

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Heather Snow  
Director

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Date

**Humboldt County Department of Health and Human Services:**

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Connie Beck  
Director

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Date

**Lake County Department of Social Services:**

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Crystal Markytan  
Director

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Date

**Marin County Department of Health and Human Services:**

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Grant Colfax  
Director

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Date

**Mendocino County Health and Human Services Agency:**

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Tammy Moss Chandler  
Director

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Date

**Monterey County Department of Social Services:**

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Henry Espinosa  
Acting Director

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Date

AB  
AB Brereton  
Dep CEO 9-12-18

Reviewed as to fiscal provisions

\_\_\_\_\_  
Additor/Controller  
County of Monterey

9/13/18

**Napa County Health and Human Services Agency:**

Howard Himes  
Director

Date \_\_\_\_\_

**San Benito Health and Human Services Agency:**

James A. Rydingsword  
Director

Date \_\_\_\_\_

**San Francisco Human Services Agency:**

Trent Rhorer  
Executive Director

Date \_\_\_\_\_

**San Mateo County Human Services Agency:**

Nicole Pollack  
Director

Date \_\_\_\_\_

Louise Rogers  
Chief, Health Systems

Date \_\_\_\_\_

**Santa Clara County Social Services Agency:**

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Robert Menicocci  
Director

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Date

**Santa Cruz Human Services Department:**

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Ellen Timberlake  
Director

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Date

**Solano County Department of Health and Social Services:**

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Gerald Huber  
Director

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Date

**Sonoma County Human Services Department:**

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Karen Fies  
Director

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Date